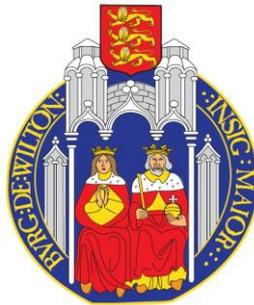


WILTON TOWN COUNCIL

Ancient Capital of Wessex

Town Clerk
Tel: 01722 742093
Email: clerk@wiltontowncouncil.gov.uk



Council Offices
Kingsbury Square
Wilton
Salisbury
Wilts SP2 0BA
www.wiltontowncouncil.gov.uk

WILTON TOWN COUNCIL

CASTLE MEADOW CAR PARK

TENDER SPECIFICATION

Please complete this form for the contact details

Name	
Address	
Telephone number	
Email address	
Contact name	
Position in company Of named person	
If the business is a company	
Is it a subsidiary of another Company	
If yes please give details	
Date of business formation	
Number of grounds employees	
Branch project will be serviced from	

Background

The car park at Castle Meadow is for users of the Pavilion, Men's Shed and sports teams, it is not a public car park and vehicle access is limited. It is currently a gravel surface which has been susceptible to pot holing, despite frequent redressing. The section to be upgraded is adjacent to the playing field and Wildflower Garden and will require porous replacement surfacing material to reduce run off into these areas.

The tender responses should also include the bollard lighting element of the project.

Site Description

Location: Castle Lane off North Street, Wilton. SP2 0HG

The area is accessible via a pedestrian gate or through a locked vehicle gate by prior arrangement. Part of the site is behind locked gates for the compound at the rear of the Pavilion, this will require prior arrangement for access.

The area to be resurfaced is currently gravelled except the area behind the Pavilion which is grassed and this grassed area will need levelling.

Sketch plans

These have been provided as visual concepts and should not be used to scale from. Layout surveys by contractors should be used to confirm the viability of the project.

Site Visits

Please contact the Assistant Town Clerk at assistantclerk@wiltontowncouncil.gov.uk to arrange a site visit.

TENDER REQUIREMENTS

Environment

Wilton Town Council is committed to safeguarding our environment, tender applications should give consideration to this and provide appropriate information and environmental policy documents for your company, including details of sustainably sourced materials and waste disposal.

Equality

Consideration should be given to the equality impacts of the project design. The successful submission will have inclusivity designed into the scheme from the outset. All potential barriers to use should be identified and considered in the submission.

Materials

Accessibility, durability and longevity are key criteria for the equipment. This may mean a mix of material types but all materials will need to be the best of their respective kinds and shall conform to appropriate standards.

Surfacing

Surfacing must be porous and shall conform to the appropriate safety and quality standards.

Existing Services (manholes, rodding eyes etc)

The Contractor should allow for adjusting any utilities and service access points, such as water meter and drainage to the required new surface levels. The Contractor is also responsible for locating any services prior to any excavation work and the repair or reinstatement if damaged in anyway during the undertaking of the works.

Part A – HARD LANDSCAPING REQUIRED

Car park surface (two options)

Option 1:

Porous tarmac (DARK GREY) over entire outlined area Sketch Plan 1 up to the Main Gate and include the area within the compound. The 9 SE car parking spaces will need fitting with bolt down Rubber Wheel stops to prevent overrun onto footpath area.

Option 2:

1.2 metre wide Resin bonded gravel pathway (BEIGE) adjacent to Wild Flower Meadow with the rest of the area porous tarmac (DARK GREY) as outlined in Sketch Plan 2, up to the Main Gate and include the area within the compound. The 9 car parking spaces to the South East will need fitting with bolt down Rubber Wheel stops to prevent overrun onto footpath area.

Lighting

Up to 24 Cast Aluminium Lighting Bollards with louvred LED lamp head units located as indicated on the sketch plans or as otherwise agreed with the Town Council.

A Bollard with optional head types would be preferred, if possible.

240V or low voltage power system could be used.

PART B - CONDITIONS OF CONTRACT

1. Description of Works

The works comprise the provision, delivery and installation of surfacing and lighting for the location at Castle Meadow.

2. Submission of Price

Tenderers - (hereinafter referred to as "The Contractor") - are required to, submit a price for all works. The tender price should be broken into two parts, surfacing and lighting.

All prices are to be shown exclusive of Value Added Tax.

3. Payment

The successful contractor will invoice the Council for full payment on successful completion of the works.

4. Variations

Where sites are altered for any reason and the Council requires more or less work to be carried out, an increase or decrease in price will be agreed on the basis of the rates included in the original tender, as reviewed in 2 above.

5. Council's Indemnity

The Contractor shall be held responsible for any damage caused to sites during the performance of the works. Any such damage will be made good at the Contractor's expense. If the Contractor, on receiving an instruction to repair such damage does not effect repairs within one calendar month, the Council reserves the right to have the work carried out by others and deduct the cost from the Contractor's invoices. Any damage to property caused in the performance of this contract must be informed by the Contractor to the Council within 2 working days.

6. Insurance

The Contractor will indemnify the Council from any claims for damage to property or persons arising from the performance of the contract and will be required to produce evidence of Public Liability Insurance to a minimum value of £10 million per claim.

7. Format of submission

Submissions should be clearly marked **TENDER – CONFIDENTIAL** and should be sent by post or hand delivered to:

Mrs Clare Churchill
Town Clerk and RFO
Wilton Town Council
Council Offices
Kingsbury Square
Wilton
SP2 0BA

To arrive no later than midday on Friday 13th May 2022.

8. Acceptance of Tenders

The Council does not bind itself to accept the lowest, or any, tender.

9. Working Practices

The Contractor will ensure that all staff wear clearly identifiable uniforms. The Contractor's employees shall, at all times, act in a reasonable manner, particularly in their dealing with the general public. All work is to be carried out between Monday and Friday inclusive (Sunday work is not permitted unless in an extreme emergency). No sub-contracting is permissible without the prior written consent of the Clerk to the Council.

10. Termination of Contract

The Council reserves the right to terminate the contract where the Contractor fails to meet any of the Conditions of Contract as identified in Part B of this document.

11. Contract Manager

The Contractor shall ensure that during the installation period a member of the Contractor's management staff is empowered to act on behalf of the Contractor and be available to be contacted by the Town Clerk of the Council at all "reasonable" times, i.e. during office hours (generally 9.00 a.m. - 1.00 p.m. Monday to Friday). The Contractor should be contactable, or an answering facility made available outside office hours (generally 5.00 p.m. - 8.00 a.m. Mondays to Friday, 24 hours Saturday and Sunday). The Contractor will provide an emergency contacts list. Both the Contractor and the Council will make known to each other the persons responsible for daily matters affecting the contract.

12. Health and Safety

The Contractor shall comply with all relevant sections of the Health and Safety at Work Act: `Electricity at Work Act: Control of Substances Hazardous to Health Regulations. The Contractor will adopt safe methods of work in order to protect the health and safety of its own employees, the employers of the service users and all other persons including members of the public. The Contractor will review his health and safety policies and safe working procedures as often as may be necessary in the light of changing legislation or work practices. The Contractor will ensure its staff are aware of basic fire safety regulations and are trained accordingly. N.B. - No burning allowed on sites.

13. Sufficiency of Information

The Contractor shall be deemed to have satisfied itself before submitting its tender as to the

accuracy and sufficiency of the rates and prices stated by the Contractor in its tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and shall be deemed to have obtained for itself all necessary information as to low risks contingencies and any other circumstances which might influence or affect the Tender or provision of the Service.

14. Site Works

Confirmation of work hours, storage of materials, access, location of skips, final Programme of Works and Risk Assessment Methods Statements (RAMS) will need to be finalised and agreed with the Town Council before works commence.

During the works, the supplier should provide a secure work compound for the build, this compound should ensure public cannot gain access to the work site, we suggest the supplier erect suitable fencing and safety notices around the construction site. The supplier must take all reasonable action to ensure that newly installed surfaces and lighting are not used until practical completion is confirmed.

Any machinery left on site overnight must, where possible, be immobilised. The supplier will be held responsible for a) any damage caused to machinery/materials left on site by the supplier; b) any damage caused by machinery/materials left on site by the supplier; c) any vandalism caused to machinery/materials left on site by the supplier. The supplier will be held responsible for and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, fences, drains, sewers, service mains, landscaping etc. and for completion of the project, any area that has been damaged during the installation must be made good and returned to new or as a minimum returned to the original condition at the supplier's expense.

On completion of the works all equipment, including portaloos will be removed from site in a timely manner and the Council notified of the completion/removal date in advance.

15. Waste

All waste shall be stored safely while on site and removed from site by the contractor.

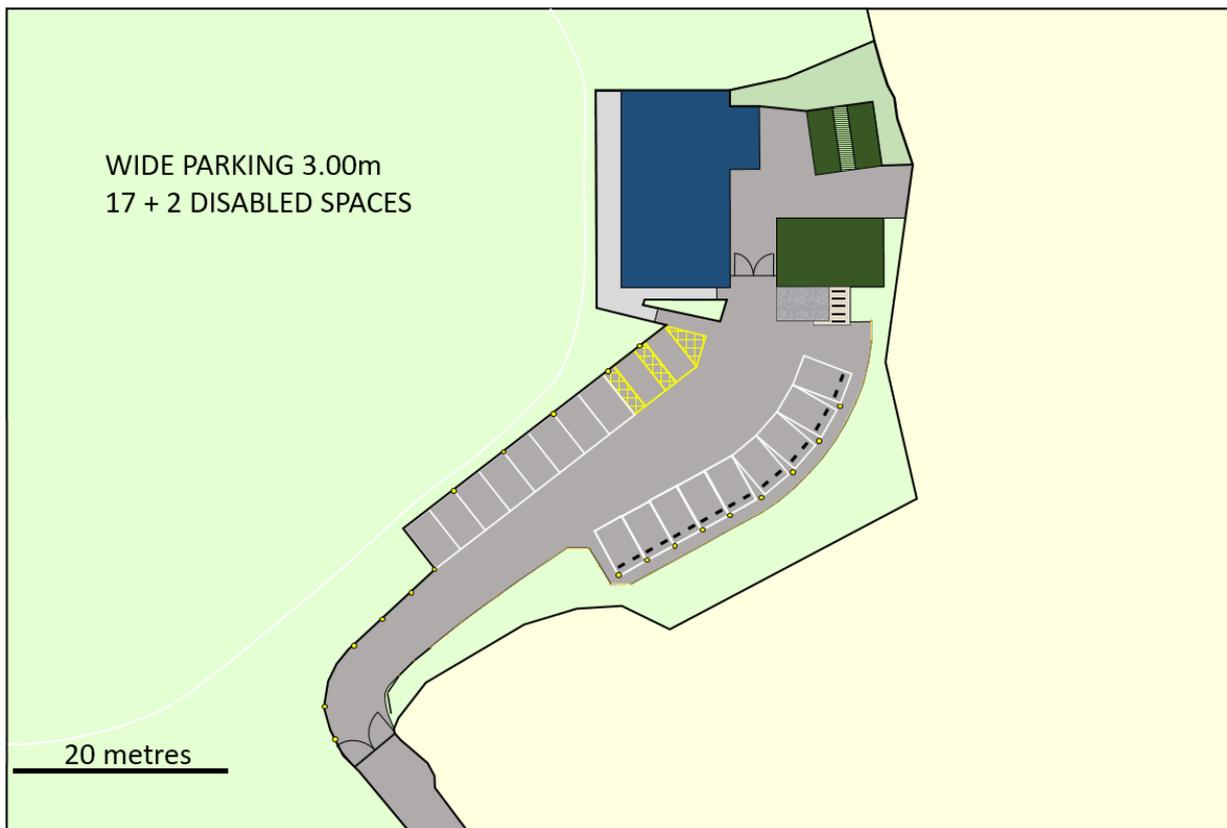
16. Inspection

All works and installations shall be inspected upon completion. This shall be arranged by and at the expense of the contractor.

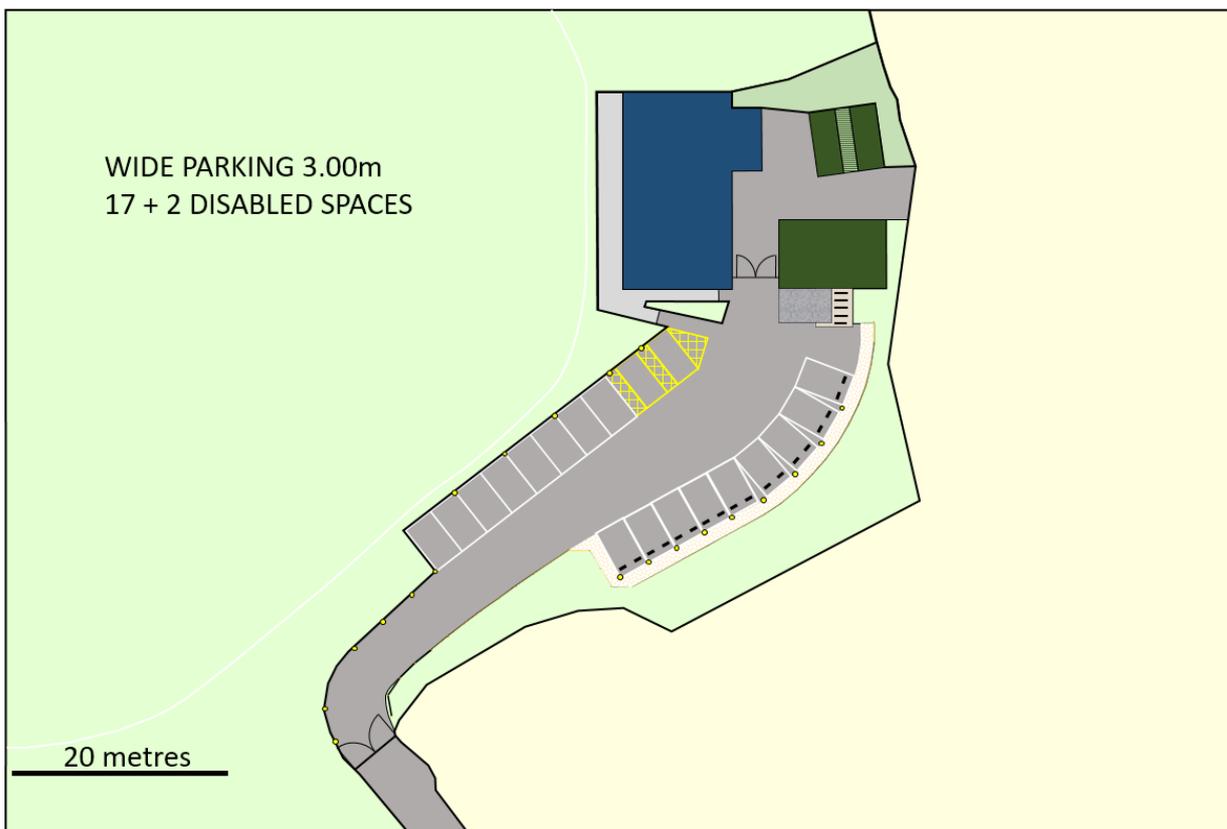
Appendix:

Sketch Plans of requirement:

OPTION 1: Porous tarmac throughout



OPTION 2: Resin Bonded pathway adjacent to Wildflower Meadow otherwise porous tarmac



Aerial Image of location:

