

Hungerford Town Council

Invitation to Tender for a Croft Field Centre Renovations

Closing date and time for submission of tenders: 25th August 2022 17:00 hrs

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Tender return date no later than 25th August 2022

Tenders must be emailed to Claire Barnes, Town Clerk Tel: 01488 686195
townclerk@hungerford-tc.gov.uk

PART A

SECTION 1

INTRODUCTION AND BACKGROUND INFORMATION

Hungerford is a small town of approximately 6000 residents situated in the Kennet Valley in West Berkshire. The centre of Hungerford is a designated Conservation Area. This area runs from the A4 Bath Road and includes the length of the High Street and areas to the west and east of the High Street.

Our community centre, Croft Field Centre, 20 The Croft, Hungerford, RG17 0AY is situated on land to the west of the town within the conservation area. Hungerford Town Council took on a 99-year lease of the centre, adjacent field and car park in 2015 from West Berks Council . The centre currently consists of 2 halls, 2 shower rooms, 2 toilets and 1 storeroom and is hired out in part or as a whole complex.

The premises requires updating and we have a responsibility to improve accessibility and to comply with the Equality Act 2010. Hungerford Town Council appointed Kennet Design to carry out the architectural design and they have since obtained planning permission from West Berks Council on the finalised plans. Kennet Design will be acting as our project manager throughout and will be carrying out regular site visits.

The Town Council expect to fund phase one improvements from existing funds. Further grant funding will need to be raised to realise phase two, so two quotations are required.

The contractor appointed will ensure that any equipment installed is in line with the specification, is well designed, limits the opportunity for vandalism and has low maintenance aspects bearing in mind the usage of the building.

SECTION 2

PROCUREMENT TIMETABLE

Tender release date	14 th July 2022
Submission of Tender Document	25 th August 2022

SECTION 3

EVALUATION OF OFFERS

Evaluation of offers will be carried out by the Town Council's Recreation & Amenities Committee to ensure an appropriate breadth of experience and understanding of the issues covered by the tender submission.

3.1 SELECTION CRITERIA

A number of selection criteria will be applied to the responses given by tenderers to the Business Questionnaire at Section 8.

These selection criteria are the minimum criteria that Hungerford Town Council will require, and are as follows;

- Compliance with tendering procedure
- Minimum levels of insurance which are as follows-
 - £5m Public Liability Insurance
 - £10m Employer’s Liability Insurance
 - £1m Professional Indemnity Insurance
 - Or be willing to increase their current insurance levels to the above
- Health and Safety Policy in place and have not encountered any Health and Safety Executive or Local Authority enforcing action in the last three years.
- Successful/ acceptable track record of delivering similar projects in the last 2 years. References will be taken up from nominated referees to confirm the track record.

3.2 AWARD CRITERIA

Award Criteria will be based upon the aspects listed below and will be assessed by evaluation of a tenderer’s response to the Method Statements and supporting information set out in Section 9.

Construction and Safety
1 Construction detail
2 Warranty
3 Health & Safety
Other Factors
4 Quality of Tender Submission

3.3 AWARDING THE CONTRACT

Following the initial evaluation of offers tenderers may be invited to meet with councillors to clarify their bid in more detail. This may include an invitation to make a presentation in support of the bid.

Once the preferred tenderer is identified, Hungerford Town Council will undertake an assessment of the preferred tenderer’s financial stability as part of final due diligence checks. In the event of serious concerns over the preferred tenderer’s financial stability which cannot be reconciled/ satisfied Hungerford Town Council reserves the right to not proceed with the contract.

Once bid evaluation is complete, tenderers will be notified as soon as possible of any decision made by Hungerford Town Council over short listing or contract award. Following notification of the award decision, the successful tenderer will be required to execute a written Agreement.

Any resultant Contract will be subject to Planning consent and funding being in place. Planning permission has been obtained for the supplied drawing.

SECTION 4

INSTRUCTIONS TO TENDERERS

4.1 We require you to submit your tender via email. The closing date for the submission of your tender is 17:00hrs on 25th August 2022.

Applicants must provide two prices, for Phase 1 and Phase 2, as detailed in Section 5.

4.2 Please complete the sections 6 to 9 and Appendix A in this document which request such completion. Tenderers should cross reference any other documents submitted with the Tender to the applicable section in this Tender Document so that it is easy for the evaluation team to identify the Tenderer's full response to each requirement

Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

PART B

SECTION 5

SCOPE OF WORK

Site: 20, The Croft Field Centre, Hungerford, Berkshire RG17 0HY

Project:

Proposed alterations to the internal layout of the building to provide accessible toilet and shower facility and improved additional facilities. Proposed enhancements to the external appearance of the building including closing in of the existing open covered area at the northern end of the building. **Works to be rolled out in 2 phases.**

Phasing:

The phase 1 works will include the internal alterations to reconfigure the internal layout within the area marked in blue in the below image, see Fig. 1 below, the altering of the internal floor levels and the installation of the ramps to access the building at the two entry points within the area marked in blue, as well as all internal fit out, decoration and final flooring within the area marked in blue.

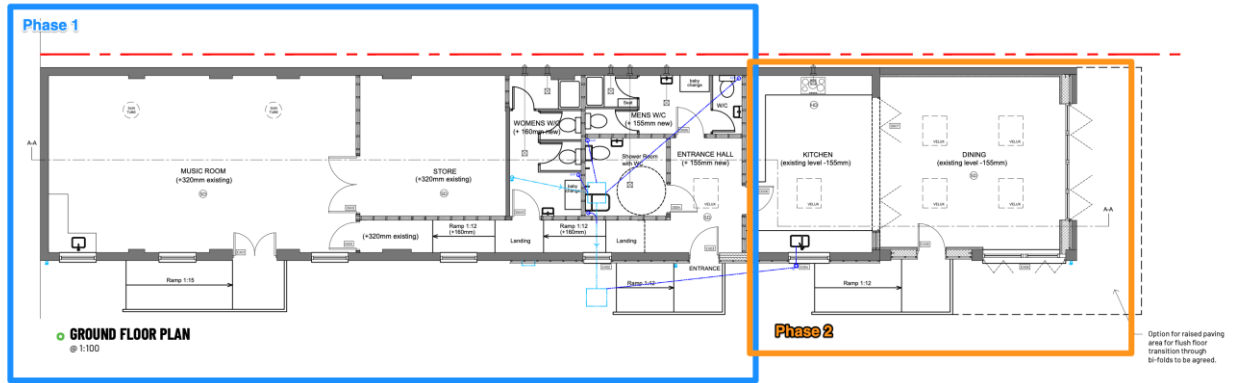


Fig. 1



Fig. 2

The phase 2 works are to include the conversion of the existing covered area at the southern end of the building, to close this in with new windows, doors and shutters as per the proposed drawings, to knock through in to the proposed new kitchen and to fit out this area to completion. The external cladding to the areas shown in Fig 2. marked in orange should also be carried out during the phase 2 works.

Drawings Architectural drawings

KD-21-CFC-BR-00.1 – Proposed Site & Location Plan

KD-21-CFC-BR-01.1 – Existing General Arrangement Floor Plan

KD-21-CFC-BR-01.2 – Existing General Arrangement Floor Plan
KD-21-CFC-BR-02.1 – Existing External Elevations
KD-21-CFC-BR-02.2 – Proposed External Elevations
KD-21-CFC-BR-03.1 – Detailed Ground Floor Plan – Sheet 1 of 2
KD-21-CFC-BR-03.2 – Detailed Ground Floor Plan – Sheet 2 of 2
KD-21-CFC-BR-04.1 – Proposed Section A-A
KD-21-CFC-BR-05.1 – Proposed Details
KD-21-CFC-BR-06.1 – Proposed Specification

Structural drawings

TBC – please provide a PC sum for now for the phase 2 structural knock-through.

Contractor to check if any existing internal walls to be demolished are load-bearing prior to commencement of work.

1. PRELIMS

- 1.1 The is Contractor to comply with all HSE CD&M Regulations, provide suitable Welfare facilities, PPE, and maintain Health and Safety file as per the Construction (Design and Management) Regulations 2015.
- 1.2 The contractor(s) are to familiarise themselves with the existing services installations. Please refer to the provided EICR attached and recommended works.
- 1.3 The Contractor is responsible for taking site dimensions for fit and accuracy, drawings must not be scaled from; if in doubt seek clarification from Client, no additional costs for want of understanding will be accepted.
- 1.4 The Contractor is responsible for providing suitable and safe method of temporarily propping up any structural members or the roof above the location of any new beams and/or frames. Any beams must not be installed on cut bricks or blocks. Refer to structural engineer's drawings.
- 1.5 The Contractor will take due care during any demolition, the erection of steelwork and scaffolding.
- 1.6 Any leadwork to be in accordance with the recommendations of the Lead Development Association and treated with patination oil before fitting.
- 1.7 The Contractor is to inform the Client of any proposed alterations to specified materials and gain written authorisation before proceeding.
- 1.8 Isolate services as required to ensure safe working.

2. DEMOLITION

Refer to dwgs 03.1 & 03.2.

- 2.1 Soft strip areas as shown on dwgs 03.1 & 03.2. **NB. Refer to phasing of works.**
- 2.2 Once services have been made safe/capped off, take out and dispose of all sanitary ware from all existing toilets/shower rooms.

- 2.3 Carefully take down and dispose of all internal doors and walls and prepare areas ready for the erection of new internal walls.

3. DRAINAGE

- 3.1 New drainage routes to suit the new WC and shower room arrangement to connect to existing foul water drainage shown on drawings 03.1 & 03.2 are indicative; final layout to be agreed on site with the appointed building control officer. Detailed drainage layout/design subject to site inspection of existing invert levels and drain routes.
- 3.2 Flush through all drain runs and leave perfectly clean and operational upon completion.
- 3.3 Where drain runs pass through lines of external or internal load bearing walls allow for pre cast concrete lintels sealed with rigid sheet material both sides to prevent vermin entry and void filled with compressible sealant in accordance with diagram 7 of Approved Document H.
- 3.4 Rainwater pipes remain unaffected by these proposals.

4. STRUCTURAL WORK

NB. Please provide a PC sum for all structural work pending the appointment of the structural engineer.

- 4.1 All steelwork as per drawings and structural engineer's calculations and details to be supplied and fabricated by company with appropriate ' Execution Class' CE Mark.
- 4.2 All steel within or exposed to cavities to be galvanised or painted with 2no. coats bituminous paint prior to erection.
- 4.3 Steelwork to be encased in 2no. layers 12.5mm plasterboard or 1no layer pink fire board with staggered joints or painted in intumescent paint to give min. 1/2hr fire resistance.
- 4.4 Prop as required and from/enlarge openings as shown on architect's and structural engineer's drawings.

5. WINDOWS & DOORS

Refer to dwgs 03.1 & 03.2:

- 5.1 Adjust or create any new window or door structural opening size where required.
- 5.2 Windows and doors to be supplied as per dwgs 03.1 & 03.2. window schedule (dwgs no 43,44) and installation to manufacturer's recommendations:
- 5.3 Aluminium window and door cills (colour to match windows and doors).
- 5.4 Install new doors, internal and external, as per dwgs 03.01, 03.2 & 06.01 (proposed specification).

6. SERVICES

- 6.1 WiFi:
 - A new wifi system is to be installed into the building. Town Council to provide a phone line to the building
- 6.2 Electrics:

- Please provide an initial PC sum for some minor adjustments to switches and sockets/upgrading of the existing consumer unit is provided.
- Please refer to the EICR and recommendations.

6.3 Plumbing & Heating:

- New water supply and waste runs to be taken to and from new positions as indicated on dwgs 03.1 & 03.2.
- All existing wall heaters to be removed and disposed of.
- All new rooms to be heated by far infrared panel heaters, likely ceiling-mounted as advised by specialist.
- All hot water to all hot water tap positions to be provided by an instant hot water system as advised by a specialist.
- All hot water to showers to be by way of individual electric shower units.

6.4 New Accessible Shower Wet Room:

- As this is effectively a retro-fit wet room, this will require the old screed to be removed in the designated shower area to allow the new drainage system and screed to be installed with the required drainage falls. It is also possible to remove the screed within the shower area to allow the drainage outlet to be fitted, self-levelling latex to be poured, and a floor former installed on top. This will form the wet room gradient. Recommend that this work is done by a specialist commercial bathroom contractor.
- Ensure a compliant Doc-M disabled shower pack is installed.

7. DECORATION

- 7.1 All ceilings to be finished in a white matt emulsion.
- 7.2 All internal walls to be finished in a scrubbable, water-based, matt emulsion (light off-white grey), e.g. Johnstone's cleanable matt.
- 7.3 All woodwork to be in a water-based satinwood in white.

8. FINAL FLOORING

- 8.1 Music Room (main area) – Fit new commercial grade carpet tiles in light grey with appropriate underlay. To be carried out by specialist flooring contractor.
- 8.2 Music Room (small kitchenette immediate area) - Install Polysafe Standard PUR high-durability, slip-resistant in Ash Grey 4540.
<https://www.polyflor.com/jh/products.nsf/products!open&family=saf&prodcode=FXSC222>
Sand or grind the floor surface as required, apply levelling compound prior to any LVT installation. To be carried out by specialist flooring contractor.
- 8.3 Store, all hallways, main kitchen/diner (phase 2) - Install Polysafe Standard PUR high-durability, slip-resistant in Ash Grey 4540.
<https://www.polyflor.com/jh/products.nsf/products!open&family=saf&prodcode=FXSC222>

Sand or grind the floor surface as required, apply levelling compound prior to any LVT installation. To be carried out by specialist flooring contractor.

- 8.3 All WCs – Install Polysafe Standard PUR high-durability, slip-resistant in Ash Grey 4540.
<https://www.polyflor.com/jh/products.nsf/products!open&family=saf&prodcode=FXSC222>

Sand or grind the floor surface as required, apply levelling compound prior to any LVT installation. To be carried out by specialist flooring contractor.

- 8.4 Accessible Shower Room – Install Polysafe Quattro PUR, high-durability, slip-resistant, wet room floor system in Cool Pebble 5767 (light grey).
<https://www.polyflor.com/jh/products.nsf/products!open&family=saf&prodcode=polysafequattro>

Sand or grind the floor surface as required, apply levelling compound prior to any LVT installation. To be carried out by specialist flooring contractor. **Refer back to wet room prep notes in section 6. Services above.**

9. INTERNAL FIXTURES AND FITTINGS

- 9.1 Supply and installation of the small kitchenette area in the Music Room – please provide a PC sum initially to include run of under-counter units and laminate worktop as shown in dwg 03.2 to include one 1.5 bowl sink and taps.
- 9.2 Supply and installation of the new kitchen – please leave this out of scope for now, as this will most probably need to be a commercial kitchen and won't occur until phase 2.

10. LANDSCAPING

- 10.1 Existing hard landscaping will remain as existing. There may be some making good required of the tarmac areas around the installation of the 2no ramped access locations.

11. GENERAL NOTES

- 11.1 All workmanship to be in accordance with BS5628: Part 2 1984 'Materials, Component Design and Workmanship'.
- 11.2 All dimensions are to be checked by site measurement before order materials or fabrication/manufacturer of components off site.
- 11.3 All timber and workmanship shall comply with BS 5268: Part 2 1996 and be a minimum strength class of C16/SC3, unless otherwise specified.
- 11.4 All timber to be supplied FSC with approved preservative treatment which is nonaggressive to fixing components. Cut ends to be treated on site as appropriate (not applicable to internal timber).
- 11.5 Manufacturers' and suppliers instructions and recommendations are to be strictly followed in the use and fitting of all materials/components etc.
- 11.6 No fires on site.

Document to be read in conjunction with General Arrangement drawings and SEng details

TIMESCALES AND CONSTRAINTS

It is desired to have the renovations completed by the end of 2022 or spring 2023, avoiding peak times (summer). An agreed timescale will be needed in advance of commencement of work.

PAYMENT PROFILE

Arrangements for payments will be agreed with Hungerford Town Council.

The payment arrangements for the project shall be as follows: -

- Subject to prior agreement at the time of signature of the construction contract, stage or periodic payments may be made throughout the contract.
- Final Payment to be made on the successful construction within the agreed timescale and after a joint inspection has been carried out to determine any remedial works that need to be carried out. Hungerford Town Council reserves the right to apply a retention of 10% of total contract value pending completion of any remedial works.

Hungerford Town Council reserves the right to impose Liquidated and Ascertained Damages if construction is not completed within the agreed timescale.

COST IN USE

Please submit with your tender an advisory note on cost in use and anticipated maintenance costs for the structure and equipment provided. These costs will not form any part of this contract and will not be scored.

DEFECTS CORRECTION PERIOD

All equipment, structures and associated groundwork will have a minimum defects correction period of 12 months. During this period the Contractor will maintain any part of the works which has failed or is defective at their own expense.

PART C

SECTION 6

6.1 FORM OF TENDER AND PRICING SCHEDULE UNCONDITIONAL AND IRREVOCABLE OFFER TO Hungerford Town Council

Re: Invitation to Tender for Croft Field Centre, Hungerford

To: Hungerford Town Council Clerk

Having read carefully the Invitation to Tender and in consideration of you considering this Tender:

- a) We offer to carry out the Works specified in PHASE 1 and to complete the contract in accordance with the Contract Documents and Tender for the sum of: -
 £..... (enter amount in words also
)
- b) We offer to carry out the Works specified in PHASE 2 and to complete the contract in accordance with the Contract Documents and Tender for the sum of: -
 £..... (enter amount in words also
)
- c) We confirm that if our Tender is accepted, we will, upon demand:
- Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force.
 - Sign formal contract documentation
 - (if required) Produce good and sufficient sureties or obtain the guarantee of a Bank or Insurance Company (to be approved by you in either case) to be jointly and severally bound with us in a sum equal to be agreed with Hungerford Town Council.
- d) We agree that this Tender shall constitute an irrecoverable, unconditional offer which may not be withdrawn for a period of 90 days from this date.
- e) We are a subsidiary company within the meaning of Section 736 of the Companies Act 1985 (update reference to 2006 ACT) and enclose a Parent Company Guarantee undertaking in the form set out in Section 7 duly completed by our ultimate holding company [TENDERER TO DELETE IF NOT APPLICABLE]
- f) We understand that Hungerford Town Council is not bound to accept any tender it receives.

(1) Signature

Name(Director)

(2) Signature

Name(Job Title/Designation)

For and on behalf of:

(print Company's full name and registered number)

Registered Address:

.....

DATE:

6.2 PROJECT COSTINGS

Applicants are required to give a breakdown of the total project cost. The below is provided as a guide. The Applicant may include additional lines as required. The Contractor will not exceed the rates quoted within its Bid at any time during the Contract. Please note that this information will not be scored as part of the procurement process.

Item Number	Description	Phase 1 (£)	Phase 2 (£)
1	Prelims		
2	Demolition		
3	Drainage		
4	Structural Work		
5	Windows and Doors		
6	Services		
7	Decoration		
8	Final Flooring		
9	Internal Fixtures & Fittings		
10	Landscaping		
	Total of the prices (excluding VAT)		

SECTION 7

TENDERING CERTIFICATE

To: Hungerford Town Council

I/We certify that this is a bona fide tender, intended to be competitive and that I/We have not (either personally or by anyone acting on my/our behalf):

1. Fixed the amount of the Tender (or the rate and prices quoted) by agreement with any person.
2. Communicated to anyone other than Hungerford Town Council the amount or approximate amount or terms of my/our proposed tender (other than in confidence in order to obtain quotations, professional advice or insurance necessary for the preparation of the tender).
3. Entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tender to be submitted by him.
4. Canvassed or solicited any member, officer or other employee of Hungerford Town Council in connection with the award of this or any other Council contract or tender.
5. Offered, given or agreed to give any inducement or reward in respect of this or any other Council contract or tender.

SIGNED* (1)

Status

SIGNED* (2)

Status

for and on behalf of

Date:

*Note: to be signed by the same signatories as the Form of Tender

SECTION 8

BUSINESS QUESTIONNAIRE

Your completed Business Questionnaire (and accompanying documentation) will be shared with only those Parish Councillors involved in the procurement exercise.

TO BE COMPLETED BY APPLICANT

1	APPLICANTS DETAILS
1.1	Trading Name of the Organisation submitting this Business Questionnaire
1.2	Contact Name for enquiries about this bid
1.3	Contact Position (Job Title):
1.4	Address
1.5	Telephone Number
1.6	Email address
1.7	Website address
1.8	Registered Name of Organisation submitting this Business Questionnaire
1.9	Registered address
1.10	Company registration number
1.11	Charity/Housing Association/Other Registration No: (if applicable)
1.12	Date of Formation and/or Registration
1.13	VAT Registration Number:

2 STATUS OF APPLICANT		
2.1	Is the applicant (Please tick as appropriate):	
	(i)	A public limited company
	(ii)	A limited company
	(iii)	A company limited by guarantee
	(iv)	A partnership
	(v)	A sole trader
	(vi)	A charity

	(vii)	A franchise	
	(viii)	A small/medium sized enterprise or SME	
	(ix)	Other (e.g.: a Special Purpose Vehicle, Joint Venture Company etc. <i>Please specify</i>	
2.2	Are you applying as the lead organisation in a consortium of organisations?		Yes/No
	If YES to 2.2, please set out here who the member organisations of the consortium are, what their respective roles will be and state when the consortium was formed:		

3	OWNERSHIP	
3.1	Is the Applicant a subsidiary of another company?	YES/NO
	If YES to 3.1, give the following details in respect of the Holding/Parent company	
	Registered Name	
	Registered Office Address	
	Registration Number	
	Note: The Holding/Parent Company may be required to enter into a Deed of Guarantee, where a contract is proposed with a subsidiary to indemnify against all losses, damages, costs which may be incurred by reason of any default on the part of the applicant	
3.2	Please give details of any changes of ownership in the last 3 years	
3.3	To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of HUNGERFORD TOWN COUNCIL?	YES/NO
	If YES to 3.3 please give details here:	
3.4	Total number of employees	

4	FINANCIAL AND INSURANCE MATTERS	
4.1	If asked, would you be able to provide at least ONE of the following:	
	A copy of your most recently audited accounts (for the last three years, if this applies)?	YES/NO
	A statement of your turnover, profit & loss account and cashflow for the most recently year of trading?	YES/NO
	A statement of your cashflow forecast for the current year and a bank letter outlining the current cash and credit position?	YES/NO
4.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	YES/NO
	If NO, what were the reasons and what has been done to put things right?	
4.3	Has your organisation met all its obligations to pay its creditors and staff during the past year?	YES / NO
	If NO please explain why not	
4.4	Please provide details of all insurance cover currently in force:	
	PUBLIC LIABILITY INSURANCE (Hungerford Town Council 's requirement is £5,000,000)	
	Level of Cover Held	£
	Name of Insurance Company	
	Policy No.	
	Expiry Date	
	Copy attached as evidence of the cover stated	

	EMPLOYERS LIABILITY INSURANCE (Hungerford Town Council 's requirement is £10,000,000)	
	Level of Cover Held	
	Name of Insurance Company	
	Policy No.	
	Expiry Date	
	Copy attached as evidence of the cover stated	
	PROFESSIONAL INDEMNITY INSURANCE (Hungerford Town Council 's requirement is £1,000,000)	
	Level of Cover Held	
	Name of Insurance Company	
	Policy No.	
	Expiry Date	
	Copy attached as evidence of the cover stated	
4.5	If your organisation's tender is successful, adequate insurance cover will be required. The levels are indicated in 4.4. If your current insurance is insufficient to meet the minimum requirements set out, please confirm that if awarded a contract, increased cover will be available at no extra cost to the authority.	YES/NO
4.6	Please state whether there are any outstanding insurance claims against your organisation(s) (other than for routine matters)	YES/NO
	If YES to 4.6, please provide brief details:	

5	BUSINESS ACTIVITIES			
5.1	Please describe briefly your organisation's principle fields of activity. What proportion of total activity relates to products and/or services similar to those called for in this contract?			
5.2	Please detail here any sub-contractors you intend to use to deliver this contract			
6	EXPERIENCE & REFERENCES			
6.1	Please describe your experience in the last two years of providing contracted products and/or services, services or works similar to those being sought under this contract. This list does not have to be complete but merely sufficient to give HUNGERFORD TOWN COUNCIL a broad understanding of your contract portfolio			
	Name of client	Brief description of contract	Start / end dates	Annual contract value (£)

6.2	Hungerford Town Council's policy on taking References Tenderers must provide a minimum of two written references with their tender. These must be no more than a year old and relate to equivalent/ similar services sought under this tender. Hungerford Town Council reserves the right to approach the referees to validate/ seek further information on the tenderer's performance		
6.3	Has your organisation within the last 5 years		
	A)	Incurred contract penalties default notices or payment of liquidated damages?	YES/NO
	B)	Withdrawn from a contract after the contract has been awarded (either before or after commencement of the contract)	YES/NO
	C)	Had a contract terminated by the client earlier than the originally intended date?	YES/NO
	If YES, please give details:		
7	HEALTH & SAFETY		
7.1	Do you currently hold any external health and safety accreditations, such as CHAS, Constructionline, or equivalent?		YES/NO
	If YES, please provide the following details:		
	Name of Accrediting Organisations		
	Your Accreditation Reference No:		
	Date Accreditation Valid Until:		
	Have you applied for membership if you are not already a member?		YES/NO
	<i>Please provide a copy of your accreditation certificate with your Application Form</i>		
	If you have answered YES to 8.1, and provided details and the copy of your certificate as requested, there is no need to complete the rest of this section If you have answered NO to 8.1, you must answer 8.2 to 8.5 below		

7.2	Does your organisation have a written Health and Safety at Work policy?	YES / NO
	If YES, please provide an up-to-date copy (which should not be more than two years old) of your Health & Safety General Policy Statement, signed and dated by your Chairman, Chief Executive, Managing Director or Company Secretary Note: Please DO NOT SUBMIT your full Health & Safety Policy or Manual	
	If NO, please explain why not	
7.3	Does your organisation have a Health & Safety at Work system?	YES/NO
	If NO, please explain why not	
7.4	Have you had any Health & Safety Executive/Local Authority enforcing Action (e.g. Prosecution or issue of Improvement or Prohibition Notices) taken against your organisation in the past 3 years?	YES / NO
	If YES, what action has been taken within the organisation to remedy enforcing Action(s) and prevent similar occurrences in the future?	
7.5	Who is your "Competent Person" for provision of health and safety advice, as required by the Management of Health and Safety at Work Regulations 1992? If external consultants, please provide the name and address of the organisation and the name of the consultant:	
	NAME	
	POSITION	
	TELEPHONE NUMBER	
	EMAIL ADDRESS	
	To whom does the "Competent Person report to in your organisation?	

Any business employing five or more people has, by law, to prepare and bring to the attention of employees a written Health & Safety Policy Statement. This is a short statement outlining the organisation's commitment to Health & Safety, signed and dated by a senior organisation official.

SECTION 9

METHOD STATEMENTS

Please provide a response to the method statement questions below, to explain how you propose to deliver the services called for in the Specification. Supporting information (not in the form of a question) may also be required in some areas.

Question Number	Method Statement Question
Q1 Construction detail	Please explain your method of construction and quality control?
Q2 Timing	Please provide an indicative high-level project timeline for the scope of works. (An agreed timescale will be needed in advance of commencement of work.)
Q3 Warranty	Please complete the warranty form in Appendix A.
Q4 Health & Safety	Please describe how you would manage health and safety on site during construction with a focus on pedestrian management and minimising the impact on the green space?
Q5 Quality of Tender Submission	Marks will be awarded for clarity of presentation material, ease of reference and conformance to required formats.
Q6 Cost in use	Please submit with your tender an advisory note on cost in use and anticipated maintenance costs for the structure and equipment provided. These costs will not form any part of this contract.

APPENDIX A

Warranty Form

Please complete the following form as indicated in method statement question 8:-

WARRANTY DESCRIPTION	LENGTH (Days, months or years)	OTHER COMMENTS
Length of Defects Correction Period - Structures		
Length of Defects Correction Period - Soft Landscaping		
Length of Defects Correction Period - Auxiliary Items,		
Repair Response time		
Others (please specify);		