

TORPOINT TOWN COUNCIL
1-3 Buller Road, Torpoint, Cornwall PL11 2LD
Telephone - 01752 814165
adminassistant@torpointtowncouncil.gov.uk
www.torpointtowncouncil.gov.uk

Town Clerk – Mrs Milly Southworth
Cert (HE), BA (Hons) FSLCC

INVITATION TO TENDER

8th February 2022

Dear Sirs

Removal and reinstatement of steps at Thanckes Park, Torpoint, Cornwall, PL11 2QX

BRIEF DESCRIPTION

The Town Council is seeking quotations from suitably qualified contractors to undertake the removal of existing lower tennis court steps and the supply and installation of replacement steps at the tennis courts, Thanckes Park, Torpoint, Cornwall, plus the disposal of all waste from site.

RETURN DATE/VALIDITY

For your tender to be considered it must be: -

- Returned to the Town Clerk & RFO by **midday on Friday 25th February 2022** and should remain valid for acceptance for ninety days.
- Your tender should be submitted in the format as detailed in Annex C. **Failure to provide a tender in compliance with the above may result in the tender being rejected.**

QUALITY

The requirements as detailed within the Scope of Requirements at Annex A shall apply. You are required to state any Quality Assurance/Trade Body Certification you may hold, both now and expect to hold at Contract award.

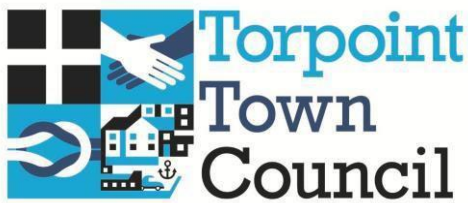
PROGRAMME

The programme of works is detailed within the Scope of Works Annex A. However, the following is noted:

- It is anticipated this contract will be awarded by Torpoint Town Council at the Council meeting to be held on Thursday 17th March 2022.

TENDER DELIVERABLES

You are requested to provide the deliverables detailed within the Scope of Requirements, Annex A and Form of Tender Response, as per Annex C; Annex D details the Terms of Tender



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AUTHORISATION OF WORK

You are requested to note that this document is an Invitation to tender only and does not constitute authority to carry out work. Any subsequent Contract for work, including any additional work, may only be authorised by an Officer of Torpoint Town Council, in writing. Torpoint Town Council will not be liable to pay for any work undertaken without such authorisation.

If you have any queries about this Invitation to tender, please contact the undersigned.

Yours faithfully

A handwritten signature in black ink that reads 'CFSouthworth' with a horizontal line underneath.

Milly Southworth
Town Clerk & RFO

Torpoint Town Council
1-3 Buller Road
Torpoint
PL11 2LD
01752 814165
Email: clerk@torpointtowncouncil.gov.uk

Enclosures:

Annex A - Scope of Requirements:
Annex B – Location Map, Thanckes Park, Torpoint, Cornwall
Annex C – Form of Tender Response
Annex D - Terms of Tender



SPECIFICATION

Annex A

SCOPE OF WORKS

FOR THE REMOVAL AND REINSTATEMENT OF STEPS AT THANCKES PARK,
TORPOINT, CORNWALL PL11 2QX

FOR YOUR CONSIDERATION

CLIENT

TORPOINT TOWN COUNCIL

1 - 3 BULLER ROAD

TORPOINT

CORNWALL

PL11 2LD

Dated: 07/02/2022

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1. Overview and Specification

Torpoint Town Council is seeking quotations from suitably qualified contractors to undertake the removal of existing tennis court steps and the supply and installation of replacement steps at the tennis courts, Thanckes Park, Torpoint, Cornwall, plus the disposal of all waste from site. The works are to include: -

Height from base to top step approximately 1.6m.

- I. Removal of dilapidated existing lower steps.
- II. Excavate bank to provide firm foundation to allow.
- III. Installation of new steps constructed of a) solid poured concrete **OR** b) cement block and slabs.
- IV. Installation of galvanised handrail from ground level to existing landing on upper court.
- V. Landscape and reseed grass areas around steps prior to vacating site.
- VI. Remove and disposal of all waste from site.

Please advise on earliest start date. It would be preferable for the tennis courts to remain in use while the works are carried out. This can be discussed with the Town Councils Operations Manager prior to work commencing.

2. Context and Background

Torpoint Town Council were granted devolved management of the Tennis Courts from Cornwall Council in January 2021, previous to this they had become underused and were in a dilapidated condition. Prior to the management by Cornwall Council the tennis courts had been run and managed by a private members club, it is likely that the club members installed the set of steps that now require attention. The work on the steps is part of the final stage to allow the courts to be reopened fully to the public after all other safety concerns have been addressed.

The bottom set of steps appear to be constructed of concrete block and paving slabs which have moved over time. There is an assumption that there is no firm foundation within the bank that the steps are built on.

The current schedule is to reopen both tennis courts by Saturday 19th February 2022 with the steps fenced off.

3. Site Photos



4. Timetable

The indicative timetable for this work is provided in the table below:

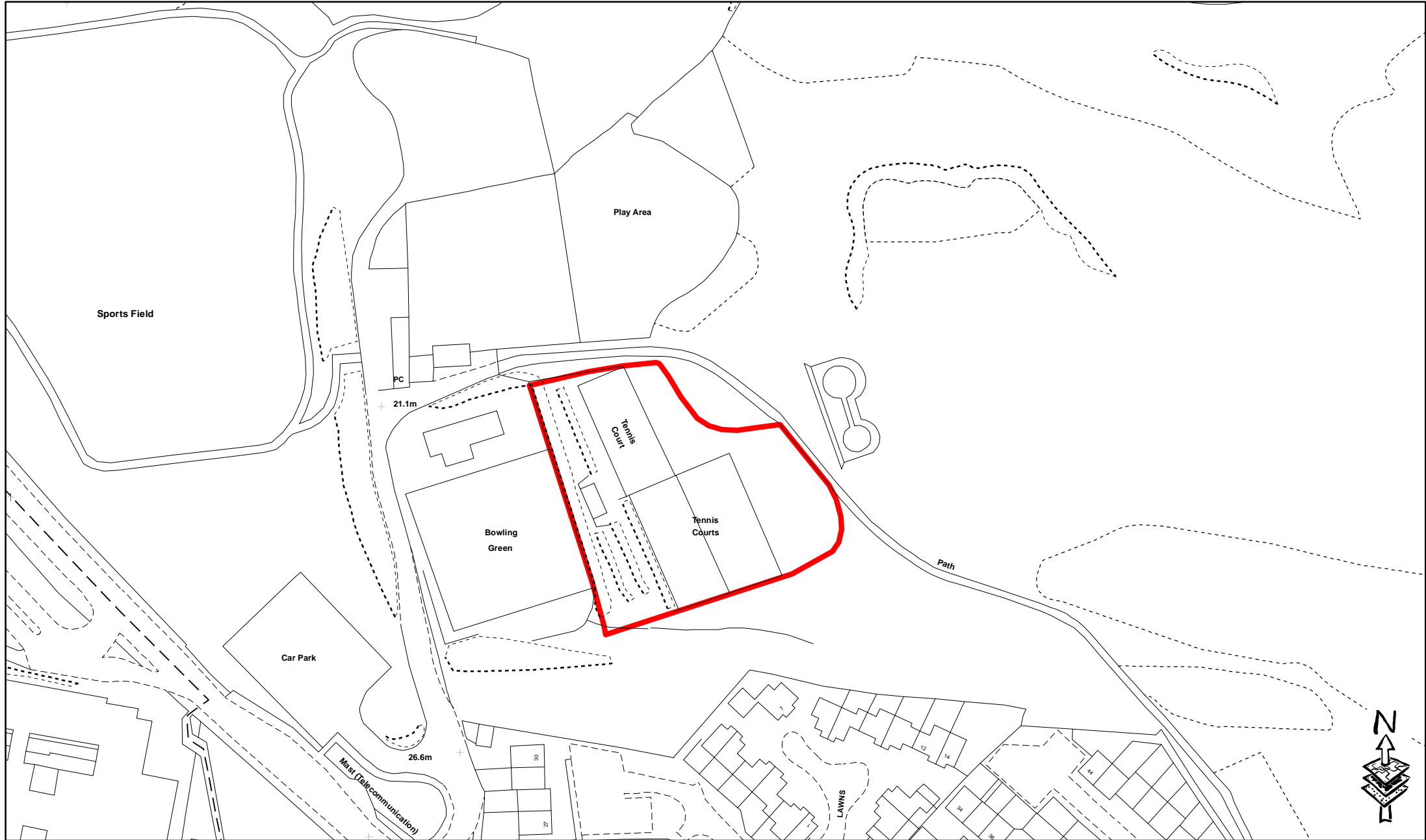
Description	Date
Issue Request for Quotation	7 th February 2022
Submission of tenders	Midday Friday 25 th February 2022
Contract award by Torpoint Town Council	17 th March 2022

5. Invoicing arrangements.

Invoicing arrangements and payment terms will be agreed prior to contract.

Appendix 2 - Thanckes Park Tennis Court

Scale 1:1,250





Annex C - Form of Tender Response

Tenderers submitting a quotation are required to provide their quotation and supporting information in a format which clearly details:

Programme

Provide a quotation for the removal of existing lower tennis court steps and the supply and installation of replacement steps at the tennis courts, Thanckes Park, Torpoint, Cornwall, plus the disposal of all waste from site.

Total Price

Provide complete pricing for removal, reinstatement, plus removal and disposal of waste.

Risks, Assumptions, Issues and Dependencies

Provide details of any risks, assumptions, issues that are relied on in the formulation of your Tender Response. Please detail any Torpoint Town Council dependencies.

Specific Exclusions

Provide details of any specific exclusions which are not included within the programme or price.

Supporting Information

Please provide the Quality Assurance Certification / Trade Body Certification you hold, both now and expect to hold at contract award.

Submitted to:

Please forward tender response **via email**, addressed to tender@torpointtowncouncil.gov.uk, by **midday on Friday 25th February 2022** or **via post** to Town Clerk & RFO, Torpoint Town Council, 1 – 3 Buller Road, Torpoint PL11 2LD, clearly marked **Tennis Courts Steps**.

To: Torpoint Town Council

Quotation – Removal of existing lower tennis court steps, supply and installation of replacement steps at the tennis courts, Thanckes Park, Torpoint, plus removal and disposal of all waste from site, more details are in the Scope of Requirements at Annex A.

I/we

Of

Address

.....

.....

Post Code

Telephone

e-mail

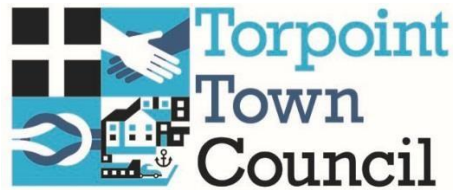
Make the following offer to provide:

Removal of existing lower tennis court steps, supply and installation of replacement steps at the tennis courts, Thanckes Park, Torpoint, plus removal and disposal of all waste from site.

I submit a TOTAL quotation of: £..... + VAT.

Signed

Date



Annex D Terms of Tender

- a) This Tender shall comply with The Financial Regulations of Torpoint Town Council.
- b) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- c) The Council shall apply the Council's Best Value Statement at all times.
- d) The Council shall not be obliged to accept the lowest of any tender, quote or estimate.
- e) It is anticipated that all tenders will be considered at the Council meeting on **17th March 2022**.
- f) The terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.
- g) In order to comply with the Government's policy on transparency in the areas of Agreements and procurement the Council will be disclosing information on its website in relation to expenditure over £500 (five hundred pounds) in relation to the Agreement. The information will include the Supplier's name and the Charges paid. The Parties acknowledge that this information is not Confidential Information or commercially sensitive information.
- h) The Supplier shall at all times comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other statutory and regulatory requirements and the Council's policies and procedures relating to health and safety.