DWP & Sons Limited

Quotation for Ground Works and site preparation at Campbell Road

Client Brief

Ref Number: GWP1

**SUPPLIER COMPANY DETAILS**

Organisation Name:

Address:

Postcode:

Telephone/contact number:

Fax Number:

Point of Contact in Relation to this Tender:

E-mail address of Point of Contact:

**IMPORTANT NOTE – Tender Return Information:-**

**DATE:** 27th August 2021

**TIME:** 17:00

**Return to:** Philip Houlton

E-mail: compliance@dwpandsons.co.uk

# **General Introduction**

This specification covers works clear the site of vegetation and spoil, the contents of the spoil has been tested and is found to be clear of any hazardous material, the spoil consists of topsoil, a small about of concrete and vegetation.

Once the spoil is removed and the area is level the bottom area of the yard will need to be resurfaced with MOT type 1 and topped with road plainings.

The arial photograph shown if for visual representation only and a side visit is required to enable you to survey the site and take any measurements required to complete the quotation.

## **Timescales**

## We estimate all works to be completed by 01/11/2021

## **Safety**

The contractor should include the cost of all safety equipment required to carry out the works, meeting all Health and Safety requirements.

## **Client provisions:**

Hand over the relevant areas to the contractor for the period of the works.

Provide an electrical supply for small hand tools and water supplies required in connection with the works.

Require all contractors working on the site to attend a site-specific Health and Safety induction.

# **Preliminaries**

## **Contact**

The contact for any enquires concerning this brief will be:

Philip Houlton, Operations Director, DWP and Sons

## **Local Conditions**

Before tendering the Contractor should visit the site and satisfy themselves as to the local conditions, the accessibility of the work and the conditions affecting the execution of the contract generally.

No claims from the contractor for additional payment will be allowed on the grounds of any misunderstanding in respect of matters arising from failure to evaluate local conditions.

**Site Visit**

Interested parties should contact Phil Houlton, 07753227972

## **Protection**

All work and existing installations must be protected against damage. The Contractor will be accountable for all damage to existing buildings, grounds or equipment therein caused by their activities.

## **Waste**

All waste is to be removed from site as it accumulates. Waste statistics are to be made available to the client on request.

## **Plant, etc.**

The contractor will provide all the plant and equipment required in respect of the execution of the works. It is to be stored within the contractor’s defined area, with the Contractor to bear all costs relating to the supply and movement of such plant.

The Contractor shall ensure that all the safety and welfare measures required under or by virtue of the provision of any enactment or regulations, or the working rules of any industry, are complied with.

## **Unloading and Hoisting**

The Contractor shall be responsible for, and shall allow for, all unloading, placing in and removal from store and hoisting of all plants and materials.

## **Overtime**

The Contractor must allow for any overtime required to complete the contract within the timescale agreed as detailed above.

## **Completion**

On completion, thoroughly clean the work area and leave in a condition to the satisfaction of the client. This will include cleaning of any adjacent areas which have been affected by the works.

## **Insurance**

The Contractor is to provide evidence of adequate insurance cover against all risks pertaining to the works undertaken.

Note- we require £10m Employers liability (except for sole traders), £5m for Public and Product Liability and £1m Professional Indemnity.

## **General Safety**

The contractor shall be responsible for ensuring that the scaffolding required to access any areas are installed, inspected and maintained as recommended by HSE Information Sheet CIS10, “Tower Scaffolds”.

Ladders, stepladders and trestles required to carry out the works should be used in accordance with recommendations of HSE Guidance Note INDG402, “Safe Use of Ladders & Step Ladders: An Employers Guide”.

All paints, solvents and other materials used throughout the execution of the works should be handled and applied as specified by the manufacturer’s instructions and in accordance with the 2002 COSHH Regulations.

The contractor shall supply formal written risk assessments and method statements for the works to be undertaken. *Works will not be permitted to commence until the above documents have been received.*

## **Programme**

Contractors programme must allow for delivery access to existing building at all stages of work.

## **Construction (Design and Management) CDM Regulations 2015**

The CDM Regulations do apply to this project. The CDM responsibilities are:

Client: DWP and Sons Limited

Principal Designer: main contractor

Principal Contractor: TBC

Additional design elements required by sub-contractors:

* Design of connections for steelwork

Additional design elements required by Client:

* Design and sizing of air conditioning/heating layout
* Design of electrical supply including new distribution board layouts
* Design of lighting layouts and emergency light provision
* Design of fire alarm system

|  |  |
| --- | --- |
| 1. Strip Out Works |  |
| Remove spoil and vegetation as shown in drawing Campbell Rd Elevation |  |
| **Sub Total** |  |

|  |  |
| --- | --- |
| 1. Civil Works |  |
| **General Specification of Works**  All external works as indicated on the drawings comprising:   * All site vegetation to be removed * Sited to be levelled * Lower portion of the yard (no current metaled surface) to receive MOT and Road Plaining topping * Spoil to be graded and then removed from site |  |
| **Sub Total** |  |

|  |  |
| --- | --- |
| 1. Doors -windows |  |
| * N/A |  |
| **Sub Total** |  |

|  |  |
| --- | --- |
| 1. Building |  |
| * N/A |  |
| **Sub Total** |  |

|  |  |
| --- | --- |
| 1. Project Documentation |  |
| Provide 1 Hard Copy O&M Manuals + 1 digital copy |  |
| **Sub Total** |  |

|  |  |
| --- | --- |
| 1. Management Charges |  |
| Cost of all safety equipment  Protection  CDM Regulations 2015 – written construction phase plan  Waste Removal  Safety and Welfare Measures |  |
| **Sub Total** |  |

|  |  |
| --- | --- |
| 1. Provisional sums to be included |  |
| To be confirmed. |  |
| **Sub Total** |  |
| **Total value (sum of all sub totals)** |  |

# **What to include in your Quotation Submission**

* Your company Details as set out on page 2
* Your price for material, plant and equipment and labour to complete the work as outlined in the specification in section 1(please complete the table in Section 1)
* Methodology and approach to meet the specification detailed.
* Sample Risk Assessment
* Sample Safe System of work
* Confirmation that you can complete the works within the timescale requirements – 01/01/2021
* Insurance Cover up to the value of £10m Employers liability (except for sole traders), £5m for Public and Product Liability and £1m Professional Indemnity.

**Assessment of Quotations**

Tenders will be assessed and scored based on a price and Quality Mix (Most Economically Advantageous Tender). 1000 marks are available in total:

These marks will be broken down into the following criteria:-

600 marks for price

300 marks for methodology and approach – how you will approach and deliver the requirements.

100 marks for completing the works within the specified timescales

Points awarded under the qualitative criteria will be arrived at by applying the following rationale:

Score 5 marks – where the evidence demonstrates that all of the tender requirements have been met. Response is excellent.

Score 4 marks – where the evidence demonstrates that most of the tender requirements have been met. Response provided is good.

Score 3 marks – where the evidence demonstrates that some of the tender requirements have been met. Response provided is satisfactory

Score 2 marks – where the evidence demonstrates clear gaps in meeting the tender requirements and is not comprehensive. Response provided is below average

Score 1 mark – where the evidence demonstrates a significant flaw in meeting the tender requirements. Response provided is poor.

Score 0 marks – where no information is provided for relevant criteria.

**Quotation Application Process**

All tender submissions need to be emailed or posted to, with the following words in the TITLE of the email, or written on the envelope **QUOTATION SUBMISSION FOR CAMPBELL ROAD - this must be in bold capitals as given here to enable clear identification of tender to enable a fair process.**

Phil Houlton

Unit A, Metro Business Park

Clough Street

Hanley

Stoke on Trent

ST1 4AF

E-mail: compliance@dwpandsons.co.uk

The deadline for submissions is 31st July at 17:00. Please note Tenders received after this time will not be considered for selection.

This opportunity is also advertised on our website

**Funding**

The work is part funded by the European Regional Development Fund.

