



Date of Issue: 10th April 2018

A MEETING OF THE COMMUNITY & ENVIRONMENT COMMITTEE WILL BE HELD ON MONDAY 16th APRIL 2018 IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE, SR8 2PH at 6.30pm

Mr I Morris M.C.I.H, P.S.L.C.C.

Town Clerk

A G E N D A

Members of the Committee and members of the public are reminded that the public part of the meeting may be recorded in both audio and video, and photographs may be taken.

1. Apologies for Absence

Members are cordially invited to inform the Deputy Town Clerk of their apologies as soon as practicable

2. To receive declarations of interest

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk or Deputy Town Clerk prior to the meeting if in doubt.

3. To Approve the Minutes of the Last Meeting

Members are asked to agree the attached minutes as a true and correct record of the meeting.

(Minutes of the Meeting held on 12th March 2018 attached)

4. **Minutes of the Events Working Parties of the 6th & 27th March 2018**
Members are asked to note and approve the attached minutes of these working parties.
(Minutes of the Events working parties are attached)

5. **Minutes of the Woodhouse Park Working Party of the 19th March 2018**
Members are asked to note and approve the attached minutes of this working party
(Minutes of the Woodhouse Park working party are attached)

6. **The Notes of the Play Area Strategy Working Party held on 12th March 2018**
Members are asked to note and approve the attached minutes of this working party
(Notes attached)

7. **Update on Sports Development Activities**
The report of the Sports Development Officer providing information for Members about new and existing sports development activities, club development and issues raised by Sports users.
(Report of the SDO attached)

8. **Update on the Parks & Cemetery Department**
The report of the Horticultural Supervisor giving an update on works within the Department for the information of Members.
(report of the Horticultural Supervisor- copy to follow)

9. **Litter Respect Campaign**
Item requested by Councillor A C Long requesting an update on progress with the initiative.

10. **Lowhills Road Bowling Club**
To inform members that a letter had been received advising the Club would no longer be playing at the site
(verbal report of the Town Clerk)

11. **Youth Provision in Peterlee Town Centre**
Referred from the Council meeting held on 26 February 2018 where it was agreed in principle.
(verbal report of the Town Clerk)

12. Opening and Closing of the Play Areas, the Park and Cemetery – progress

12.1 Hampshire Place Play Area

Item requested by Councillors G Carne and K Liddell

13. Thorntree Gill Leisure Gardens – proposed building - progress

To inform Members of progress with the provision of the new shelter and store at Thorntree Gill Leisure Gardens site.

(verbal report of the Town Clerk)

14. Lowhills Road Fencing - progress

(verbal report from the Town Clerk)

15. Helford Road Fencing - Procurement

Members will be asked to approve the recommendations to award a contract for the provision of fencing at Helford Road, Peterlee, report of the Town Clerk

(copy to follow)

16. Concessionary Use of the Pavilion, Charity Event, 13 May 2018

Referred from the Resources Committee held on 9 April 2018. Members are asked to note the members of the Events Working Party recommended that free use be granted for this event.

THE MINUTES OF THE MEETING OF THE
COMMUNITY & ENVIRONMENT COMMITTEE HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 12TH MARCH 2018 AT 6.30PM

PRESENT: COUN M A CARTWRIGHT (CHAIR)

Mesdames:- K Liddell, L Fenwick, S Simpson, K J Duffy, K Hawley, & A C Long

Messrs:- A Watson, R Moore, T Duffy, G L Carne, A S H Meikle, S Miles, R Kyle, C Watkins, A Wilkinson & S P Franklin

The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

80. Apologies for Absence

Apologies had been submitted and accepted from Councillors S McDonnell, S D McGlen, (work commitments), S Kirkup, V Watson & J Robinson, (work commitments). **RESOLVED the Council approve the reason submitted for absence received from the Councillors listed, and their apologies for absence be recorded.**

81. To receive declarations of interest

Members were reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Councillors T & K Duffy declared an interest in item No. 89 – Thorntree Gill Leisure Gardens.

82. The Minutes of the last Meeting held on 12 February 2018, a copy of which had been circulated, were approved and signed as a true and correct record.

83. Minutes of the Events Working Parties of the 7th & 20th February 2018

The Minutes from these working parties, copies of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved, subject to the minutes of the 7th February 2018 including apologies from Councillor T Duffy.**

84. Minutes of the Woodhouse Park Working Party of the 19th February 2018

The Minutes from this working party, a copy of which had been previously circulated to each Member, were considered. **RESOLVED the contents of these minutes be noted and approved.**

85. Update on Sports Development Activities

The report of the Sports Development Officer providing information for Members about teqball, Parkinson's & dementia work, PACES activities and Lowhills Road changing rooms was circulated for the consideration of Members. **RESOLVED the contents of the report be accepted and the information given, be noted.**

86. Youth Provision in Peterlee Town Centre

This item had been referred from the Council meeting held on 26 February 2018 where it was agreed in principle the Town Council financially support youth provision in the town. The Town Clerk advised he was currently working with Groundwork on costings and he intended making a further report as soon as he had these. **RESOLVED the report be awaited.**

87. North Denes, SLA with Durham County Council

This item had been referred from the last meeting of this Committee and there had been several discussions with DCC on the matter and a further report would be submitted to Council. The Town Clerk was pleased to report a positive initial response by the Clean & Green Team, DCC on the collection of rubbish collected by volunteers with the Litter Respect Campaign. **RESOLVED a further report be awaited.**

88. Opening and Closing of the Play Areas, the Park and Cemetery – progress

The Town Clerk gave a presentation to Members a presentation outlining measures required for Woodhouse Park before it could remain open. He intended to report back to Council with details of the proposals along with costs and further information. **RESOLVED a further report be awaited.**

89. Thorntree Gill Leisure Gardens – proposed building – progress

The Town Clerk reported he had now met on site with the Architect who was now preparing drawings for the build. The Architect would prepare plans only and the services of a professional would be required for the quantity surveying procurement etc. It was

asked if this Architect be asked to consider the proposed patio area at The Pavilion. **RESOLVED plans for Thorntree Gill new build be awaited and the Architect be asked to draw up plans for a patio area at the Pavilion.**

90. Lowhills Road Fencing

The Town Clerk gave details of the measurements and cost of material for this work. He explained that he needed to consult with Northern Gasworks as there was a supply running alongside the highway on Lowhills Road. Durham County Council would also need to be consulted on the proposal. It was suggested depending on the replies from the various agencies this go out to public consultation. The Sports Development Officer offered the suggestion of fencing the pitches themselves which would protect them and offer improved facilities. **RESOLVED further progress be awaited.**

91. Cricket Fence, Helford Road

The Town Clerk gave an update to council on this project. The tender documentation was out to interested firms following it being made available on several government procurement portals. The closing date was Friday 23rd March 2018 and a report would be submitted for consideration by council in due course. Mention was made on the manhole cover at the edge of the outfield on the cricket pitch which was noted for attention. **RESOLVED further progress be awaited.**

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE ON TUESDAY 6th MARCH 2018 AT 10.00AM

PRESENT: COUN A S H MEIKLE (CHAIR)

Mesdames:- A C Long, S Simpson, K Hawley & L Fenwick

Messrs:- R Moore, S Miles & A Watson

77. Apologies for Absence

Apologies had been submitted and accepted from Councillor G Carne, K Liddell, M A Cartwright, T Duffy, K J Duffy & S P Franklin.

78. The notes from the last meeting held on 20th February 2018, were considered and agreed as a true and correct record.

79. Events

(a) Elvis Tribute Act, 22 June 2018

64 early bird tickets had been sold and a Happy Hour and Elvis themed cocktails were suggested. It was asked that promotions with the Brewery be looked into by the Team.

(b) Armed Forces Day, 30th June 2018

The Events Co Ordinator gave an update on arrangements for the event and confirmed a programme had now been drafted. It was agreed the flag would be raised on the Monday 25th June and then taken down at 3-4pm on the Saturday. It was suggested that perhaps classic/vintage vehicles could be included in the event.

(c) The Mornington Peninsula touring Party, 6th July 2018

Cricket club to hold the BBQ they were also organising an evening event in the bar at The Pavilion.

(d) Mad Hatters Tea Party, 22 July 2018

To be considered further at the next meeting.

(e) Teddy Bears Picnic, 12 August

Suggested this be held at Woodhouse park, need to agree if it is to be a Town Event or tickets be sold and what type of activities to include. Consider further in more detail at the next meeting.

(f) Fun Days – various dates

The themes had been passed to Michelle Harland, medical cover to be arranged. Contact be made with Acre Rigg Academy to use their school field on 24th August for the Fun Day in that ward.

(g) Peterlee Show 1 & 2 September 2018

Agree the Saturday evening would be rock music themed and the Sunday would be 80's themed. Various suggestions were being looked into further for the use of the marquee on the Sunday afternoon and this would be reported to future meetings.

(h) Fireworks, Monday 5th November 2018

Arrangements were all in hand, two more speakers were needed.

(i) Headline Act Concert

A Business Plan be developed for council to consider.

(j) Food Festival

Reference was made to this event held at Bishop Auckland in April over two days in partnership with DCC. Further details to be considered and discussed.

(k) Christmas Tree Lighting

Agreed this event be held over two days, Saturday 1 and Sunday 2nd December 2018, with the tree lighting on the Saturday evening. An example of a fake candle that could be sold was shown at the meeting. It was suggested a large tree in the Dene Parks should be lit also.

(l) St Patricks Day, Friday 15th March 2019

One price had been obtained of £1,500 for a band.

(m) St Georges Day, Friday 19th April 2019

(n) Cuppa with a Coppa and a Councillor

Had gone well, future sessions to be held around the Town.

(o) Oktoberfest – 20th October 2018

Promotional material needed to be issued now.

(p) Burns Night – January 2019

80. Date and Time of Next Meeting

It was agreed the next meeting be held on **Tuesday 27th March 2018** at 10.00am until 12 noon, Shotton Hall.

THE NOTES OF THE MEETING OF THE EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE ON TUESDAY 27th MARCH 2018 AT 10.00AM

PRESENT: COUN A S H MEIKLE (CHAIR)

Mesdames:- A C Long, S Simpson, K J Duffy & L Fenwick

Messrs:- G L Carne, T Duffy, R Moore, S Miles & A Watson

81. Apologies for Absence

Apologies had been submitted and accepted from Councillor K Liddell, K Hawley & A C Long.

82. The notes from the last meeting held on 6th March 2018, were considered and agreed as a true and correct record.

83. Events

(a) Elvis Tribute Night 22nd June 2018

79 tickets sold to date, themed food and drinks on offer, rock and roll disco.

(b) Peterlee Armed Forces Day 30th June 2018

The programme was now being finalized, there was a parachute jump taking place, the field kitchen had been booked, a singer had been booked. Discussion on offering afternoon tea and at what price, to consider further at the next meeting.

(c) The Mornington Peninsula touring party, Australian Cricket Team, Helford Road – 6TH July 2018 – noted, check times

(d) Mad Hatters Tea Party – Sunday 22nd July 2018 to consider further at a future meeting

(e) Teddy Bears Picnic - 12th August, Shotton Hall – suggested maybe this be updated as a princess and superheroes or Disney characters, consider further at the next meeting.

(f) Summer Fun Days – 3rd August, (Denehouse), 10 August, (Woodhouse Park), 17th August, (Edenhill) and 24th August, Acre Rigg, Lowhills Road 2018 – contact the school once again if not consider crossing patrols, other venues.
Potential for a motorcycle stunt rider, who lives locally, to perform at the Woodhouse Park events.

(g) Peterlee Show 1st & 2nd September 2018

A meeting had been held with Events 2 Go Go and arrangements for the stalls at the Show were in hand and offers of support and assistance had been given for other events.

DJ's for the trance tent were being organized. Various suggestions including real Ale, Prosecco Bar and a Gin Bar were given for the Sunday afternoon.

Agreed the price for fairground rides be set at a maximum of £2.00 per ride, (excluding the dodgems) and the level of rent requested in 2017.

- (h) Oktoberfest, 20th October 2018 tickets now on sale
- (i) Halloween Events, Shotton Hall, adults and children to consider content of the events and book entertainment.
- (j) Fireworks, Monday 5th November 2018 – extra speakers ordered, music to be finalized and gone through with the pyrotechnic operator.
- (k) Remembrance Day Parade, Sunday 11th November 2018

Themed planting of the flower beds discussed.

- (l) Headline Act/Concert – future meeting
- (m) Food Festival – future meeting
- (n) Christmas Tree Lighting Event, 1st & 2nd December 2018

Agreed Events2GoGo be asked to provide stalls.

Asked if a further tree(s) could be lit in the Dene Parks area, all asked to view the tree in question.

- (o) Brunch with Santa, December 2018
- (p) Burns Night, January 2019 – proper haggis be used for the address
- (q) St Patricks Day, Friday 15th or Saturday 16th March 2019
- (r) St Georges Day, Friday 19th April 2019
- (s) Cuppa with a Copper and a Councillor, various dates - 22nd March, 18th April, 17th May, 13th June, 12th July, 8th August, 6th September, 3rd October, 1st November & 25th November 2018
- (t) Sunday lunches consider at a future meeting
- (u) Sausage and Cider Event suggested

84. Fundraising for the PDSA, Pet Aid Hospital, Sunderland

Members were advised of receipt of a request to hold a charity fun dog show in May, July and November 2018 on Town Council owned land. Agreed an Event Application pack be forwarded for completion by the Organiser, (who also needs to be registered).

84. Date and Time of Next Meeting

It was agreed the next meeting be held on **Tuesday 10th April 2018** at 10.00am until 12 noon, Shotton Hall.

THE MINUTES OF THE MEETING OF THE
WOODHOUSE PARK WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON MONDAY 19TH MARCH 2018 AT 10.30AM

PRESENT: COUN A C LONG (CHAIR)

Mesdame:- M A Cartwright

Messrs:- A Watson, T Duffy, S Meikle, S Miles & R Moore

**Mrs U Wilding, Mr J Warne & Mr G Pratt, Howlatch Residents
Association**

16. Apologies for Absence

Apologies had been submitted and accepted from Councillors L Fenwick, K J Duffy & K Liddell and PCSO M Burr. **AGREED the Council the apologies for absence be recorded.**

17. Notes from the Woodhouse Park Working Party held on 19th February 2018, a copy of which had been previously circulated were considered and agreed.

18. Community Garden, Woodhouse Park

It was reported that permission for works on this project had been passed to Durham County Council and the Town Clerk was awaiting confirmation of a start on site date.

19. Repairs/Refurbishment of the toilets - progress

It was reported that prices had now been received for this work and a report could be submitted to Council for consideration. The disabled toilet had now been repaired. It was suggested that careful consideration needed to be given to the opening hours of the toilets when the Park was not locked on an evening the need to protect amenities and investment was discussed. Security and monitoring of the Park was also discussed.

20. Current usage and potential for the future

The Town Clerk circulated the zoning concept plan for the Park, prepared following an on site visit with local Members and the Horticultural Supervisor; this included a garden zone, vehicle zone, traditional play zone, sports and exercise zone and challenging play zone and the group asked questions about the various zones.

It was suggested that the current community building should be used as far as it could now and then the aim be to see a purpose built community building in the future for the park.

21. Outdoor fitness equipment

Mr Pratt reported on a Sports England grant fund bid submitted by the Residents Group for static equipment under the community asset fund. He would keep the group updated.

22. Artist in Residence

The Chair welcomed Dr Maggie Parker to the meeting, Dr Parker thanked the council for the invitation to come along to the meeting and she gave a brief history of her work in Peterlee and what her vision for the Park was working with the community. She hoped to introduce art into the community from Woodhouse Park and across Peterlee for a period of 12 to 18 months. There was a full discussion and the group asked questions and the feedback was positive. It was stressed there was a need to establish what would the relationship be with the artist in residence and the Town Council and ultimately what that cost would be to the council. It was agreed the Town Clerk speak further with Dr Parker to establish what the arrangements could be and then report back to council.

23. Date and Time of the Next Meeting

It is suggested the next series of meetings be held on a Wednesday and they be 18 April, 23 May and 27 June 2018 at 10.30am, Council Chamber, Shotton Hall.

THE NOTES OF THE MEETING OF THE PLAY AREA STRATEGY WORKING PARTY HELD IN THE COUNCIL CHAMBER SHOTTON HALL, PETERLEE ON MONDAY 12TH MARCH 2018 AT 10.00AM

PRESENT: Councillors L Fenwick & A S H Meikle

6. Apologies for Absence

Apologies had been submitted by Councillor A C Long.

7. The notes from the last meetings held on 14th August and 11th September 2017 had been circulated for reference.

8. Peterlee Play

A copy of the report prepared in 2015 by Groundwork NE & Cumbria was circulated for consideration. Eight play areas across 6 locations had been identified and a desk top review of the locations and background a qualified landscape architect visited each site and carried out an impartial review of each play area. Site assessment criteria were formulated to score against each site based on Play England's quality assessment tools. The assessment looked at the following aspects:-

- first impressions
- location and users
- play value
- care and maintenance.

Consultation was carried out with youth groups, door to door, by site observations and discussion with key people. The report went on to give a summary of results which were site specific and then made recommendations per site.

Members and Officers present had a full and frank discussion on what may be the way forward with the play areas. Officers asked that Council provide direction in where and how they wished to proceed and suggested that deciding a priority list and then making provision in future budgets could be the way forward to improve the play areas as they were all in need of update or renewal.

RESOLVED to advance the play area strategy, the redevelopment of the Oakerside Drive Play Area in an improved location next to the Pavilion be made a priority with improvements at Woodhouse Park following. A Future investment programme be agreed for the remaining play areas.

Report To: Community & Environment, Peterlee Town Council

Date of Meeting: 16th April 2018

Subject: Update on Sports Development Activities

Report of: Sharon Pounder, Sports Development Officer

Purpose of Report:

To provide information for Members about new and existing Sport Development Activities, club development and issues raised by Sports Users.

1. Cricket

The plaque in honour of Roy Simpsons achievements and commitment to Peterlee Cricket Club, has been ordered. The wording on the plaque was decided by Roy Simpson's daughter; Vicki Naisbitt, and members of the Cricket Club. The wording is as follows:

***Welcome to the
Roy Simpson MBE Oval
'Yours in Sport'***

The plaque will be unveiled in a small ceremony on 28th April, which is the revised start date of the Cricket season for Peterlee Cricket club.

The plaque will be put up on the external wall on the left-hand corner of the Pavilion as you look at it from the Car Park.

Pre-season maintenance has been discussed with Gary McCourt; Acting Head Groundsman, and requests for pre-season training have been agreed to take place on the outfield 2 weeks prior to the first game of the season.

The Cricket club are planning to host two events during the Summer in addition to the Australian visit in July, and potentially would like one of these events to take place Bank holiday weekend on Sunday 26th August.

A member of the club has also requested to display cricket shirts and various items of club memorabilia in the Pavilion bar replacing some of the rugby shirts already displayed on the

wall. The intention is to redecorate the Bar (and rest of The Pavilion) before displaying the club's items.

2. PACES

We gained 14 new members in March and a further 7 this month so far, which amounts to 42 in total this year.

We have had four enquiries so far from people with Parkinsons, to come and try a PACES class as part of the Parkinsons Awareness month promotion.

We are planning a Dementia Awareness Event here at the Pavilion on Wednesday 23rd May 2018. Sports Development

are working in partnership with North East Dementia Friendly Communities Officer Belinda Williams to help launch the event. The opening/launch of a dementia friendly café will take place at 11.15. Activities throughout the day include: Body Tone sessions, memory walk, family activities, face painting etc. Health Trainer Laura Brydon will have a promotional stall offering support and information that may help people and their families with Dementia.

Following a review of the membership scheme and PACES class fees, the decision has been made to simplify the membership system and increase class prices. The price increases will become effective from 1st June 2018.

	Current	New
Non-member	£3.00	£4.00
Member	£2.50	£3.00
Member after 6-months engagement on the scheme	£2.00	N/A
Joining fee	0.00	£5.00

Prices have not been increased for 4 years, except for Yoga class fees, which were increased last year to reflect the class length; all yoga sessions are 1.5 hours. The current membership pricing policy was designed in-line with funder's requirements, and the scheme is no longer funded. Participants receive a goodie bag on joining, which will include the following:

- ü A loyalty card for the Bistro – 10% off all home cooked food.
- ü A free class pass
- ü A loyalty card for classes – attend 9 classes and receive the 10th class free.
- ü A water bottle

Existing members have the option to pay the joining fee and receive a goodie-bag, so they can access the same offers as new members.

A Financial forecast has been completed (Please see Appendix 1), this forecasts income generation for a typical month at new proposed prices if all participants are members.

3. Teqball

Alternative locations at The Pavilion were looked at during a meeting with the Parks Supervisor and the representative; Matthew Day, from the equipment provider company; Streetscape. The original location is the best option, see appendix 2 for location. The location of the benches is to be decided once the quantity of additional benches has been confirmed. Bins will also be required for the area, these will be located between the benches, and act as additional barriers for motorbikes etc.

4. Football

All teams have been informed that they must not train on the grass pitches until they receive official notification that it is ok to do so from Sports Development or The Parks Supervisor. In the past, all teams who use the MUGA over the winter period revert to training on the pitches once the clocks have gone forward. Due to the bad weather, which has prevented many games going ahead, The Parks Department want to prevent unnecessary further damage to the pitches and preserve them for the remaining and postponed home fixtures. Mid-week fixtures will be played from now until the end of the season.

Sports Development met with Evolution football representatives; Gary Smith, owner, and Michael Eggleston, Manager/Coach, Evolution are a limited company delivering across the North East. They employ ex professional football players to deliver football sessions in schools and some community venues, so the level of coaching is of a high standard. Evolution also deliver football scholarships, after school and holiday programmes. They also have a community-based football team; the Bradley Lowery u11s, and use the MUGA twice a week at The Pavilion to provide opportunities for youngsters to come along and play.

Working more closely with Evolution will enhance football provision in Peterlee and assist in achieving targets set by facility funders; The Football Foundation, for the site. Partnership development between private and public sector will reduce competition, increase facility utilisation, and strengthen future delivery. Community football clubs will be supported and still be the main provider of football.

5. Other Activities

Sports Development staff met with Stephanie and Spencer who are employed by Durham County Council in the Armed Forces Outreach Service. They would like to start a breakfast club for ex armed forces. The Breakfast club will be open to adults who access the services provided by DCC. The agreement is that food and refreshments for the breakfast club will be purchased from the Bistro and consumed in the bar.

Item 15. Helford Road Fencing - procurement

Report to: Peterlee Town Council Community & Environment Committee

Date: 16th April 2018

Report of: Ian Morris, Town Clerk

Title: Helford Road Fencing - procurement

Purpose: This report is intended to inform Members of the outcome of the recent procurement exercise for the proposed fencing to the cricket oval at Helford Road and to recommend the award of a contract to Rennyco Ltd for the value of approximately £19,590 + VAT.

Background: Members will be aware that the proposal to provide fencing to the area around the cricket oval at Helford Road has been in discussion on and off for a number of years.

The fencing is proposed to serve a number of purposes:

- To prevent damage and/or theft of cricket equipment such as wicket covers, practice nets, etc.;
- To prevent unauthorized motorbike and other vehicular access onto the cricket oval, which regularly causes damage to the playing surface at present;
- To prevent dog fouling on a sports pitch regularly used by children and other members of the public;
- To enable the opportunity for ticketed social events on the oval.

The matter has been discussed at a number of committee meetings and on 24th July 2017 the Town Council resolved that the Town Clerk, Sports Development Officer and Parks Supervisor work with the cricket club and other relevant bodies to draw up costed plans for the fencing project.

In March 2018 members also approved a capital budget for the fencing project of £30,000.

Following extensive research on appropriate fencing specification and consultation with the Council's Safety Advisor and the Fire & Rescue liaison officer a specification for an approximate 500 metres of 2.4 metre high perimeter fence with 2 vehicle and 3 pedestrian access gates was produced, and in March 2018 officers undertook a Request for Quotation (RFQ) procurement process.

Procurement: The Council's Procurement advisors provided assistance with developing suitable RFQ documentation, and invitations to provide quotes for the fencing work were issued to a number of local and regional fencing contractors as well as being advertised on the gov.uk 'Contracts Finder' web portal. A copy of the RFQ pack is attached as appendix 2 to this report. A large number of RFQ packs were issued to perspective bidders, and five completed RFQs were returned by the published deadline.

Item 15. Helford Road Fencing - procurement

The Town Clerk has completed a full evaluation of the RFQ responses. RFQs were assessed on three main factors: a pass/fail compliance element; a scored price element (70%); and a scored quality element (30%). The results of the evaluation is summarised in the table below:

Company	Price (ex VAT)	Price score (max 70)	Quality pass/fail	Quality Score (max 30)	Total score (max 100)
A	£19,590	70	Pass	22.5	92.5
B	£24,000	57	Pass	30	87
C	£31,077	44	Pass	30	74
D	n/a	n/a	Fail	n/a	Disqualified
E	n/a	n/a	Fail	n/a	Disqualified

It should be noted that the prices are indicative only – based on an estimated 500m of fence perimeter. The RFQ includes provision for this sum to change once the final fence line has been agreed, as per the quoted price per m.

Companies A, B and C all provided high quality RFQ responses with all of the mandatory qualification criteria met and with no grounds for exclusion. Companies B and C had marginally better quality responses than company A, with the main points difference being a result of company A offering a 10 year guarantee as opposed to 24 or 25 years offered by companies B and C. The actual specification of the fencing panels offered by companies A, B and C is broadly similar.

Company A recently installed the fencing to the second rugby pitch at Eden Lane, and the Council's Horticultural Supervisor has indicated that he is highly satisfied with both the approach and attitude of the company before, during and after installation. To date (approximately 7 months since installation) there have been no defect or maintenance issues with the installed fencing.

Companies D and E ignored the RFQ instructions and did not submit the required documentation. Instead they opted to simply send a basic cost quote. As such they failed every element of the quality pass/fail factor and are both disqualified. Neither of the disqualified companies submitted prices lower than company A's.

Recommendation:

Members are recommended to note the content of this report and to:

- Approve the proposal to install 2.4m perimeter fencing and gates at the Helford Road cricket oval; and,
- Award the contract for the fencing works to company A, Rennyco Ltd at an approximate value of £19,590 + VAT

Item 15. Helford Road Fencing - procurement

Appendix 1 – Implications

Finance – The proposed fencing works are provided for in the 2018/19 capital programme.

Staffing – no direct impact;

Risk – The RFQ and contract documentation makes clear references to health and safety and other forms of risk management responsibilities for the contractor;

Equality and Diversity, Cohesion and Integration – No direct impact;

Crime and Disorder – the proposed fencing is intended to reduce the likelihood of unauthorised vehicles on the cricket oval as well as significantly reducing the likelihood of criminal damage and arson that the site has previously suffered;

Consultation & Communication – the matter of the fencing has been under discussion for a number of years and has been subject to a number of committee reports in the past. The cricket club have been consulted about the specification of the fence, as has the Council’s safety officer and the Fire & Rescue Service’s liaison officer;

Procurement – the procurement of the fencing works has been conducted in line with the council’s financial regulations and with direct support from the Council’s strategic procurement advisors;

Legal – no direct impact.

Item 15. Helford Road Fencing - procurement

Appendix 2 – RFQ documentation



**REQUEST FOR QUOTATION
for
Proposed fencing for the Cricket Oval, Helford Road,
Peterlee for Peterlee Town Council**

INSTRUCTIONS TO BIDDERS

Bidders are invited to submit a Quotation, by the deadline stated, for delivering the requirements in the Specification on the basis of the terms set out within this Request for Quotation (RFQ).

1.1 HOW TO SUBMIT A QUOTATION

You are advised to ensure you fully understand the requirements and scope of the proposed contract. If you have any queries in relation to this proposed contract, these must be directed via the email address of clerk@peterlee.gov.uk

To bid, you must complete and submit the following sections, contained within this document:

- Potential Supplier Information (Part 1),
- Exclusion Grounds (Part 2),
- Selection and Award Questions (Part 3),
- Pricing Schedule (Part 4),
- Declaration (Part 5).

The requirements Part 2 are essential, and are therefore assessed on a PASS / FAIL basis. Only those bidders who successfully pass Part 2 will proceed to an evaluation of their technical responses and price offer.

The Town Council will evaluate your Quotation on a balance of **quality and price**. The weightings given to quality and price are set out in sections 1.3 and 1.4 below.

It is your responsibility to obtain for yourself and, at your own expense, all information necessary for the preparation of your Quotation. The Town Council will not pay any fees or expenses whatsoever in relation to any costs you may incur in preparing your response.

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Quotations must be submitted for the entire scope of the contract as detailed in the Specification (Schedule 1). Quotations for only part of the Specification will be considered to be non-compliant and will be rejected.

In the event that you are successful and your Quotation is selected as the winning bid, we will enter into a contract with you in accordance with the Town Council's terms and conditions as indicated in Schedule 2 of this document. Please note that the Town Council will not accept any amendments to its terms and conditions and any bid which includes such amendments will be considered non-compliant and will be rejected.

After issuing this RFQ, the Town Council may at its absolute discretion extend the closing date and time specified for receipt of Quotations, or invite variations to the Specification. Bidders will be informed of this via email.

By submitting a Quotation you agree to keep your price at the amount stated in your response for at least ninety (90) days, from the deadline date for this RFQ.

1.2 RFQ SUBMISSION INFORMATION

This RFQ is for proposed fencing for the cricket oval, Helford Road, Peterlee for Peterlee Town Council

The proposed Contract start date is 3rd April 2018.

The Lead Officer for this procurement is Ian Morris, Town Clerk

All communications relating to this RFQ should be made through email clerk@peterlee.gov.uk

The indicative timetable for this procurement is as follows.

Stage	Date/time
Issue of Quotation	Monday 12 th March 2018
Deadline for submission of requests for clarification	Friday 16 th March 2018
Deadline for submission of completed Quotations	Friday 23 rd March 2018
Evaluation of submissions	Monday 26 th March 2018
Notification of evaluation results and intention to award contract	Tuesday 27 th March 2018
Expected contract start date	Tuesday 3 rd April 2018

This timetable is indicative only. Exact details will be agreed with the successful bidder as part of the final contract process. Whilst the Town Council does not intend to depart from the timetable, it reserves the right to do so at any time.

Submissions (including any part thereof) received after the stated deadline will not be accepted. It is entirely your responsibility to ensure that you submit your response in line with the stated deadline.

QUOTATIONS MUST BE RECEIVED NO LATER THAN THE DATE AND TIME STATED WHICH IN THIS CASE IS FRIDAY 23RD MARCH 2018 AT 12 NOON

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The Town Council reserves the right to cancel this procurement process at any point. The Town Council is not liable for any costs or other losses resulting from the cancellation of this process.

1.3 SELECTION AND AWARD QUESTIONS

Part 3 sets out selection and award questions which are specific to the subject matter of the proposed contract. Individual questions may be either scored, or assessed on a pass / fail basis.

Questions marked as Essential Criteria are evaluated on a pass / fail basis only. Further information is provided in Part 3.

The evaluation criteria for any scored technical questions in Part 3 are included with the question.

The total weighting for all technical questions in this RFQ is **30%**. Each technical question has been given a percentage weighting which will be used to calculate the bidders' final weighted score for technical questions. Scores for each question will have weightings applied which will be added together to achieve the final weighted score for technical questions.

Full details of the weightings given to each question are set out in Part 3.

1.4 PRICE QUOTATION

The total weighting for Price in this RFQ is percentage 70%.

$$\frac{\text{Lowest Overall Contract Price}}{\text{Bidders Overall Contract Price}} \times \text{Price weighting (70\%)} = \text{Total weighted percentage price score}$$

The Bidder with the lowest Total Tender Price will be awarded 70%. Bidder will be awarded marks according to how its Total Tender Price relates to that of the Bidder with the lowest Total Tender Price as follows as above

The price figure(s) submitted by the bidder will be checked for arithmetical accuracy. If any mathematical errors or anomalies are identified the bidder will be given the option of allowing their figures to stand or to amend the figures to correct a genuine mathematical error. Bidders may also be asked to explain any anomalies in the figures provided.

The price figure(s) submitted by the bidder will be checked for arithmetical accuracy. If any mathematical errors or anomalies are identified the bidder will be given the option of allowing their figures to stand or to amend the figures to correct a genuine mathematical error. Bidders may also be asked to explain any anomalies in the figures provided.

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The Town Council reserves the right at its sole discretion to reject prices which are, in its opinion, abnormally low or high.

1.5 ABOUT YOUR ORGANISATION

You should use this section as a guide to how your organisation will need to complete the ITT.

Bidding organisations (“bidders”, “the bidder”, or “you”) are advised to familiarise themselves with the requirements of this ITT – in particular, any financial and technical requirements – in order to understand how they may need to structure their bid. The Town Council welcomes bids from organisations in consortium, partnership or other arrangement, where this assists organisations in meeting the minimum financial thresholds and/or enhancing the quality of their responses to technical questions.

Please read the following definitions and instructions carefully to determine how you will need to bid. If you require any further guidance or clarification, you should submit a question through the email address given.

1.5.1 Sole Bidding Organisations

You are a sole bidding organisation if you are the only organisation bidding for this contract as part of your submission. Your organisation will be solely liable to the Town Council for the delivery of the requirements of the contract.

You may intend to use sub-contractors, consultants or other partner organisation. You do not need to identify them in your ITT submission, unless:

- you will be relying on them to deliver any of the essential requirements of the contract, as set out in the specification, which you would be unable to fulfil with your own resources, or:
- where you are relying on the skills or capabilities of the sub-contractor in your response to any of the technical questions in this ITT.

Where either (or both) of these applies, you should answer “Yes” to question 1.2(b)(i) in the Response document, and list the details of each of these sub-contractors in the space provided in 1.2(b)(ii).

1.5.2 Consortia, Partnerships and Joint Ventures

You are a consortium if you are submitting a bid in partnership with another organisation or organisations, with the intention that all named bidders will be jointly awarded the contract. You will be jointly and severally liable to the Town Council for the delivery of the requirements of the contract, regardless of the value of your contribution in respect of the contract sum, time, volume, quality or any other considerations. You must inform the Town Council of any withdrawal of members of the consortium, partnership or joint venture during or subsequent to the ITT so that the implications of such a withdrawal may be assessed.

You may also intend to use sub-contractors that are not part of your consortium or partnership. You do not need to identify these in your ITT submission, unless:

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- you will be relying on them to deliver any of the essential requirements of the contract, as set out in the specification, which you would be unable to fulfil with your consortium or partnership's own resources, or:
- where you are relying on the skills or capabilities of the sub-contractor in your response to any of the technical questions in this ITT.

Where either (or both) of these applies, you should answer "Yes" to question 1.2(b)(i) in the Response document, and list the details of each of these sub-contractors in the space provided in 1.2(b)(ii).

1.5.3 Special Purpose Vehicles

You are a special purpose vehicle ("SPV") if you have formed (or will form) a new legal entity for the purpose of bidding for this contract, with the intention that this organisation will be awarded the contract. The member organisations of the special purpose vehicle will be jointly and severally liable to Town Council for the delivery of the requirements of the contract, regardless of (i) the value of their contributions in respect of the contract sum, time, volume, quality or any other considerations, or (ii) the future organisational or legal standing of the special purpose vehicle. You must inform the Town Council of any withdrawal of members of the SPV during or subsequent to the ITT so that the implications of such a withdrawal may be assessed.

You may also intend to use sub-contractors that are not part of your SPV. You do not need to identify these in your ITT submission, unless:

- you will be relying on them to deliver any of the essential requirements of the contract, as set out in the specification, which you would be unable to fulfil with your SPV's own resources, or:
- where you are relying on the skills or capabilities of the sub-contractor in your response to any of the technical questions in this ITT.

Where either (or both) of these applies, you should answer "Yes" to question 1.2(b)(i) in the Response document, and list the details of each of these sub-contractors in the space provided in 1.2(b)(ii).

Schedule 1: Specification

Background

Peterlee Town Council owns and manages the public open space and sports pitches around the Pavilion Sports and Community Centre on Helford Road, Peterlee SR8 1ER.



Figure 1: The Pavilion sports & community centre and surrounding sports pitches

To the east of the sports centre is a cricket oval, currently home to Peterlee Cricket Club.

The Peterlee oval is regarded as one of the best cricket venues in east Durham, in part because of its open aspect and proximity to the spectacular Castle Eden Dene.

The Council and the Club have suffered from a number of criminal damage, arson and anti-social problems in recent years.

The Council has agreed to erect a perimeter fence around the oval to deal with both the vehicular access and ground security issues. The Council is also minded to utilise the oval for entertainment events in the future, and as such the fencing would act as a crowd control/security barrier for future events on the site.

Proposed Fencing perimeter

Figure 2 below provides an illustration of the proposed perimeter with illustrations of proposed requirements for 2x c4 metre double vehicle gates; 3x c2 metre single pedestrian gates. The total perimeter is estimated at 500 metres including the gate lengths. It should be noted that

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this fence line is for illustrative purposes only and we wish to take advice from the appointed contractor on the most suitable line for the actual fence perimeter. Prices should be submitted on the basis of 500metres including gate lengths, and the final contract sum will be adjusted to the actual fence perimeter on a pro rata basis.



Figure 2: proposed perimeter of fencing and illustration of gate positions (the exact perimeter line and gate positions to be agreed with the contractor prior to works commencing)

The topography of the site is such that the fencing is likely to be stepped up/down slopes at a number of points on the perimeter.

Proposed fence specification

The perimeter fencing will be a c2.4m welded mesh sports fence.

Post centres to be c3m. Post fixings should be in concrete.

2x c4metre vehicular access gates (manual, lockable)

3x 2metre pedestrian access gates (manual, lockable)

The finish will be in green, powder coated to BE NE 13438 or equivalent standard. Panel to post fixings will be of a 'vandal proof' design.

A minimum 20 year service life guarantee is required.

Tender submissions:

Please contact **Ian Morris, Town Clerk, in the first instance.**

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clerk@peterlee.gov.uk

0191 5862491

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Schedule 2: Terms and Conditions

The Town Council's terms and conditions for this contract are:

- JCT Short form of contract

A copy of the terms and conditions document is available to download with this RFQ

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Your Response - Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Potential supplier information		
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable*)	
1.1(b) – (ii)	Registered website address (if applicable*)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	
1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	
1.1(k)	Trading name(s) that will be used if successful in this procurement	

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1.1(l)	<p>Relevant classifications (state whether you fall within one of these, and if so which one)</p> <ul style="list-style-type: none"> a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual 	
1.1(m)	<p>Are you a Small, Medium or Micro Enterprise (SME)¹?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ²</p> <ul style="list-style-type: none"> - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%; - More than 50% and less than 75%; - 75% or more. ³ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) 	

¹ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

² UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

³ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

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	<ul style="list-style-type: none">- Head office DUNS number (if applicable)- Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
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Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

* 1.1(b)(i) and (ii) – “Registered Address” details apply to organisations registered with Companies House, and the address associated with that registration..

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Please provide the following information about your approach to this procurement:

Bidding model						
Question number	Question	Response				
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3. If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.				
1.2(a) - (ii)	Name of group of economic operators (if applicable)					
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.					
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
1.2(b) - (ii)	If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.					
	Name					
	Registered address					
	Trading status					
	Company registration number					
	Head Office DUNS number (if applicable)					
	Registered VAT number					
	Type of organisation					
	SME (Yes/No)					
	The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables					
	The approximate % of contractual obligations assigned to each sub-contractor					

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Your Response - Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the requirements of the contract must complete and submit Part 1 and Part 2.

Grounds for mandatory exclusion		
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Corruption.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Fraud.	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	

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2.2	If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3(a)	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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Grounds for discretionary exclusion		
	Question	Response
2.4	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>	
2.4(a)	Breach of environmental obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 2.5
2.4(b)	Breach of social obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 2.5
2.4(c)	Breach of labour law obligations?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 2.5
2.4(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 2.5
2.4(e)	Guilty of grave professional misconduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 2.5
2.4(f)	Entered into agreements with other economic operators aimed at distorting competition?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 2.5
2.4(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 2.5
2.4(h)	Been involved in the preparation of the procurement procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 2.5
2.4(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please provide details at 2.5

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	prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	
2.5	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

Evaluation Criteria

Part 2 is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Grounds for Exclusion Evaluation Criteria	Fail	Pass
	Identified grounds for exclusion under regulation 57 of the Public Contracts Regulations 2015.	No grounds for exclusion identified under regulation 57 of the Public Contracts Regulations 2015

Important note: The Town Council may, at its discretion and in consideration of any additional information provided or mitigating circumstances, disregard any grounds for exclusion if it is satisfied that there are overriding requirements in the general interest that justify doing so – see the note on “Self-Cleaning” below.

ADDITIONAL NOTE 1 – CONFLICTS OF INTEREST

In accordance with the relevant question above, the Town Council may exclude the bidding organisation if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the bidding organisation to inform the Town Council. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Town Council should not represent a conflict of interest for a bidding organisation.

ADDITIONAL NOTE 2 – TAKING ACCOUNT OF BIDDERS’ PAST PERFORMANCE

In accordance with the relevant question above, the Town Council may assess the past performance of a bidding organisation. The Town Council may take into account any failure to discharge obligations under previous relevant contracts of the bidding organisation completing this Selection Questionnaire.

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This may include deficiencies in contracts with other public contracting authorities – not just contracts involving the Town Council.

In addition, the Town Council may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Bidding organisations may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

ADDITIONAL NOTE 3 - SELF-CLEANING

Any Bidding Organisation that answers “yes” to any of the questions in Part 2 should provide sufficient evidence that provides a summary of the circumstances and any remedial action that has taken place subsequently, which may effectively “self-clean” the situation referred to. The bidding organisation must demonstrate that it has taken such remedial action, to the satisfaction of the Town Council in each case.

If such evidence is considered by the Town Council (whose decision will be final) as sufficient, the bidding organisation concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the bidding organisation shall, as a minimum, prove that it has:

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the bidding organisation shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Town Council to be insufficient, the bidding organisation shall be given a statement of reasons for that decision.

Your Response - Part 3: Selection & Award Questions

3.1		Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015
3.1.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.1.2	If you have answered "yes" to question 6.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	<input type="checkbox"/> Yes Please provide the relevant URL in the box below. <input type="checkbox"/> No Please provide an explanation in the box below.
Supplementary information to 3.1.2		

Evaluation Criteria for 3.1

This section is evaluated on an Essential Criteria (pass/fail) basis. Bidders who fail will be disqualified from the procurement process.

Modern Slavery: Evaluation Criteria	Fail	Pass
	The bidding organisation is an relevant commercial organisation as defined by the Act, but does not, or cannot confirm that it complies with the annual reporting requirements.	<p>The bidding organisation is an relevant commercial organisation as defined by the Act, and it has demonstrated that it complies with the annual reporting requirements,</p> <p>Or:</p> <p>The bidding organisation is not a relevant commercial organisation as defined by the Act.</p>

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3.2	Insurance	Response
	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer’s (Compulsory*) Liability Insurance = £ 5 million</p> <p>Public Liability Insurance = £ 5 million</p> <p>Motor Vehicle Insurance - third party cover required as a minimum</p> <p>Product Liability Insurance = £ 1 million</p> <p>Contractors All Risk Insurance (Contract Works Insurance)</p> <p>* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

ADDITIONAL NOTE for CONSORTIA and SPV bidders:

Consortia, partnerships and joint ventures

Consortia must confirm that the consortium collectively has the required levels of insurance, except for employer’s liability – each consortium member that employs staff must have an individual policy at the required level for this.

Special Purpose Vehicles

Special purpose vehicles must confirm that either the vehicle itself, or one of the members of the vehicle, where the policy specifically extends cover to the vehicle, has the required levels of insurance.

Evaluation Criteria for Section 3.2

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

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Insurance Evaluation Criteria	Fail	Pass
	Failure by the bidding organisation to confirm that it has or, if successful, will buy the specified minimum levels of insurance.	The bidding organisation confirms that it has or, if successful, will buy the specified minimum levels of insurance.

3.3: Health & Safety

Procurement Officer: This is the LOW RISK version with no SSIP accreditation required. DELETE the entire green section if you are using the higher-risk SSIP version.

The following applies to organisations that are bidding for work to be undertaken in the UK.

The bidding organisation must:

- Ensure that its entire workforce and subcontractors will comply with all relevant health and safety legislation as well as any requirements or instructions from the Town Council.
- Have appointed a competent person with overall responsibility for health and safety that is duly authorised in the organisation.
- Have processes in place for the identification of training needs and delivery of training to its workforce appropriate to the work for which it is bidding.
- Have processes in place for the development of risk assessments and method statements relevant to the nature of the work for which it is bidding that will identify, manage and mitigate associated risks and hazards.
- *(If it is an organisation with five or more employees)* have in place a written health and safety policy as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to your workforce. This policy must provide details of the competent person or persons that have been appointed on behalf of the organisation to undertake the measures needed to comply with the requirements and prohibitions of the Management of Health and Safety at Work Regulations 1999.

The Town Council may verify your compliance with the above requirements at any stage of the procurement process or during the life of the contract, by means of policy checking, validation of accreditations, site audits or any other method it deems appropriate.

For further information on employers' health and safety obligations, please visit the Health and Safety Executive website at: <http://www.hse.gov.uk/simple-health-safety/index.htm>.

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Specific guidance on how to write a policy and risk assessment is available at <http://www.hse.gov.uk/simple-health-safety/write.htm>.

Section 3.3	Health & Safety	Response
	I confirm that the bidding organisation understands and agrees to the undertakings as described above.	<input type="checkbox"/> Yes <input type="checkbox"/> No

ADDITIONAL NOTE for CONSORTIA and SPV bidders:

Consortia, partnerships and joint ventures

The lead consortium member must ensure that the information in this section regarding Health & Safety is effectively communicated to all consortium members. The lead consortium member must provide assurance that all consortium members understand, and have the ability to fulfil all health and safety requirements relating to the work being undertaken.

Special Purpose Vehicles

The lead SPV member must ensure that the information in this section regarding Health & Safety is effectively communicated to all of the organisations represented by the SPV. The lead SPV member must provide assurance that all SPV members understand, and have the ability to fulfil, all health and safety requirements relating to the work being undertaken.

Evaluation Criteria

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Evaluation Criteria for Section 3.3

	Fail	Pass
Health & Safety	Failure by the bidding organisation to confirm they agree to the Health & Safety undertakings as described.	The bidding organisation confirms they agree to the Health & Safety undertakings as described.

3.4: Equality & Diversity

Section 3.4 Does the bidding organisation comply with its legal obligations under the Equality Act 2010, relating to the following?	
<i>Confirm as appropriate</i>	
Age	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Disability	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Gender reassignment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Marriage and civil partnership	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pregnancy and maternity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Race	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Religion or belief	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sex	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sexual orientation	Yes <input type="checkbox"/>	No <input type="checkbox"/>
NOTE TO ORGANISATION: <i>It is the responsibility of the bidding organisation to keep up to date with relevant legislation and ensure it has a current understanding.</i>		

Section 3.4.2	Unlawful Discrimination at Tribunal	Response
	In the <u>last three years</u> has any finding of unlawful discrimination been made against the bidding organisation by any court or industrial or employment tribunal?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3.4.3	Unlawful Discrimination at Statutory Investigation	Response
	In the <u>last three years</u> has any finding of unlawful discrimination been made against the bidding organisation as a result of a formal investigation by the Equality and Human Rights Commission (EHRC) or any relevant statutory European Body?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 3.4.4	Taking Remedial Action	Response
	ONLY complete this section if you answered "YES" to 3.5.2 and/or 3.5.3: If the bidding organisation was required to take action, did the action taken satisfy the relevant organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Outline what action the bidding organisation was required to take:	
	Outline what action the bidding organisation actually took. If the required action was not taken, explain why not:	

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Evaluation Criteria for Section 3.4

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

Equality and Diversity Evaluation Criteria	Fail	Pass
	<p>Failure to confirm that the bidding organisation complies with any of its legal obligations as outlined</p> <p>OR</p> <p>Evidence of findings of unlawful discrimination by any court or industrial or employment tribunal or formal investigation and no evidence of adequate steps (or evidence of inadequate steps) taken as a consequence of any findings.</p>	<p>The bidding organisation confirms that it complies with all of its legal obligations as outlined</p> <p>AND</p> <p>No evidence of findings of unlawful discrimination by any court or industrial or employment tribunal or formal investigation; OR evidence of findings of unlawful discrimination by a court, tribunal, or formal investigation but evidence is provided of adequate steps taken as a consequence.</p>

3.5: Environmental Management

Section 3.5	Breach of Environmental Legislation	Response
	In the <u>last three years</u> , has your organisation been convicted of breaching environmental legislation, or had any formal notice served upon it, by any environmental regulator or authority (including local authority), either in the UK or any other EU member state?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If "YES" please give details of the conviction or notice, including any action taken to resolve the situation:	

Evaluation Criteria for Section 3.5

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

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Environmental Management - Evaluation Criteria	Fail	Pass
	A relevant and material prosecution, notice or sanction has been made against the bidding organisation and there is insufficient evidence of adequate steps (or evidence of inadequate steps) taken as a consequence of any findings.	<p>No evidence of relevant prosecution, notice or sanction having been made against the bidding organisation</p> <p>Or:</p> <p>Evidence of a relevant prosecution, notice or sanction having been made, but evidence is provided of adequate steps taken as a consequence of any findings.</p>

3.1: ADDITIONAL ESSENTIAL CRITERIA (PASS / FAIL) QUESTION(S)

Please refer to Document 1: "Instructions to Bidders" for more information on how to complete this section.

3.1 Requirements

Section 3.1	Requirements	Please confirm as appropriate
	The bidding organisation confirms that it can provide all the requirements as set out within the specification.	<input type="checkbox"/> Yes <input type="checkbox"/> No

3.1	Fail	Pass
	7.5.5 The Bidding Organisation fails to confirm it can provide all the requirements as set out within the specification	3.1 The bidding organisation confirms that it can provide all the requirements as set out within the specification

Essential Criteria Questions

3.2. Structural Steel

The Council has adopted a Sustainable Buying Standard for Highways & Construction Materials, which includes steel. This is in response to concerns regarding the import onto the EU market of lower-quality steels manufactured outside the EU. As well as affecting the trade of UK and EU steel manufacturers, the lower quality of these steel products is a matter of concern – for example in some cases having a tendency to crack on welding.

Our standard therefore commits the Council to purchasing structural steel which is responsibly sourced, and which meets a sufficient standard of quality.

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Full details of our Sustainable Buying Standards are available on our website, at: <http://www.durham.gov.uk/article/2815/Procurement-policy-and-strategy>

Please confirm that all structural steel to be used in this project / contract will be comply with the following requirements:

- (a) The steel shall be non-alloy steel*, and:
- (b) The steel shall be certified to BES 6001 or an equivalent** standard.

Note: “Non-alloy” steel

Non-alloy steel is steel which has no elements added to the steel as it is smelted. To qualify as “non-alloy”, a steel must comply with strict limits on the quantity of other metallic elements it contains. This “non-alloy” classification amongst other things ensures that the steel is readily weldable without the need to apply any special welding parameters.

A detailed technical definition of non-alloy steel is contained in European Standard EN 10025 - Hot rolled products of structural steels.

Note: BES 6001:

Full details of the BES 6001 standard are available at:

http://www.greenbooklive.com/filelibrary/responsible_sourcing/BES-6001-Issue-3-Final.pdf

**In the absence of BES 6001 certification, bidders must be able to demonstrate a product’s equivalence to the BES 6001 standard, by either:

- certification to an alternative standard, where it can be demonstrated that this is equivalent both in scope and detail, or:
- evidence of internal policies and procedures which can be relied upon to achieve the same or higher standard.

Response:

	Select one box
I hereby confirm that all structural steel supplied or used by the bidding organisation <i>or any sub-contractor</i> will be non-alloy steel.	Yes <input type="checkbox"/> No <input type="checkbox"/>
I hereby confirm that all structural steel supplied or used by the bidding organisation <i>or any sub-contractor</i> is certified to BES 6001 or an equivalent standard.	<input type="checkbox"/> Yes – Holds BES 6001 <input type="checkbox"/> Yes – Meets equivalent* standard

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	<input type="checkbox"/> No <i>* If "equivalent" please provide documentary evidence of the alternative standard complied with, in a separate, clearly labelled appendix submitted with your bid.</i>
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Fail	Pass
<p>The bidding organisation is unable to confirm that all structural steel supplied or used by the bidding organisation <i>or any sub-contractor</i> will be non-alloy steel.</p> <p>And / or:</p> <p>The bidding organisation is unable to confirm that all structural steel supplied or used by the bidding organisation <i>or any sub-contractor</i> is certified to BES 6001 or an equivalent standard.</p>	<p>The bidding organisation confirms that all structural steel supplied or used by the bidding organisation <i>or any sub-contractor</i> will be non-alloy steel.</p> <p>And:</p> <p>The bidding organisation confirms that all structural steel supplied or used by the bidding organisation <i>or any sub-contractor</i> is certified to BES 6001 or an equivalent standard.</p>

3.4 Reference

You are required to provide references from 2 clients or customers for which you have provided similar to the requirements for this Proposed fencing for the Cricket Oval, Helford Road, Peterlee for Peterlee Town Council; meeting **all** of the following key elements:

- Supply and Installation of proposed fencing works
- Provided the Contract with minimal disruption and rectified any issues immediately
- Provided all relevant warranties, certificates and guarantees where relevant after completion of the Contract

For this purpose, you may treat different clients within the same corporate group as separate referees. Only 1 reference is allowed per project. If the same project is used for more than one reference, this will not be taken into consideration and your tender submission will not be further evaluated and will be disqualified from the evaluation process.

The response must be completed by the referee using the template provided under **Appendix 1** (Questionnaire for Customer Reference) and returned as part of your Tender submission.

The Town Council may verify the reference provided, by contacting the referee directly. Your organisation must therefore ensure that the referee has given their prior consent to this before submitting the required reference. **The reference must be completed by the referee themselves.**

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Referees will be asked to verify whether the key elements have been provided to you by the supplier and performed in line with the conditions of your contract/arrangement. Such works and services must have commenced no earlier than 1st April 2014.

A reference in which the referee indicates that the bidder has not provided **all** of the above key elements will not pass this section.

If a Bidder fails to provide the required number of references, then any missing references constitute a fail will not pass this section.

Please note that as this is a pass/fail criterion, any bidding organisation which *fails* this question will be disqualified from the evaluation process.

QUESTION	Fail	Pass
	<p>3.4 Failure by the bidding organisation to provide the required two references</p> <p>and / or</p> <p>the two referees have not confirmed that it can meet all 3 key elements within the reference provided</p> <p>and / or</p> <p>Failure by the bidding organisation to confirm that the works have not commenced earlier than 1st April 2014.</p>	<p>3.4 The bidding organisation uploaded and has provided the two required references from the refereed</p> <p>and</p> <p>the two referees have confirmed that the supplier can meet all 3 key elements</p> <p>and</p> <p>Works have commenced no earlier than 1st April 2014.</p>

4. Additional Technical (Scored) Questions

(Overall Weighting: 30%)

Instructions for All Bidding Organisations

You must answer all the Technical Questions in this section. Failure to respond to any question shall result in the bidder receiving a zero score for that question.

You must not exceed the stipulated word limit allowed. If a response exceeds the maximum number of words allowed for a particular question, then the responses to that question will be evaluated only up to the stipulated limit. Any information provided that falls outside of the word limit will not be considered, regardless of its relevance or quality.

All responses must be submitted in the main body of the RFQ, in the box provided underneath the relevant Technical Question. Do not include any part of your response as appendices, attachments, web links or other cross-referencing, unless specifically requested; these will not be considered.

Responses to Technical Questions will only be assessed on the basis of the question for which the response is provided. Each question is evaluated separately, and evaluators will not cross reference information from answers to other questions, regardless of its relevance or quality.

(For example: if your response to Question 1 makes reference to a particular achievement, which you consider also to be relevant to Question 3, you must mention it again in your response to Question 3 in order for it to be taken into account when that question is evaluated).

Sole Bidding Organisations

You must answer each of the technical questions in respect of your own organisation only.

Consortia, Partnerships, Joint Ventures and Special Purpose Vehicles

The lead consortium member must answer each of the technical questions on behalf of the whole consortium or SPV. You may draw on the experience, skills, and capability of any combination of the consortium or SPV members you have named in Section A, but these must be submitted by the lead consortium or SPV member in the form of a single response to each question. Do not submit more than one RFQ or attach responses as appendices; these will not be considered.

Evaluation Criteria

Each question will be evaluated on a scored basis. For ease of reference, the evaluation criteria for each technical question are printed below the relevant question.

Weightings

Each technical question has been given a percentage weighting which will be used to calculate the bidding organisation's final score. The questions in this RFQ carry the following weightings:

Question Number	Question Title	Percentage Weighting
4.1	Guarantees	5%

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4.2	Approach and Methodology	15%
4.3	Programme of Works	10%
		30%

Question 4.1 – Guarantee (Weighting: 5%)

As stated in the Specification, the Council requires that the proposed works, [including all components and fittings], are fully guaranteed against damp, rust or other corrosion, flaking of paint or coatings, or any form of material failure, for a minimum of **twenty years**.

Additional marks for quality will be given to any bidding organisation which is able to give a guarantee for a longer period.

- 4.1. Please confirm – are you able to provide a minimum of a 20 year service life guarantee on the proposed fencing works [and all components and fittings]?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
------------------------------	-----------------------------

- 4.2. If you are willing to offer a full guarantee for a period of **more than twenty years**, please indicate the length of guarantee you offer:

<i>Please write your answer here.</i>

Evaluation criteria for

Points	Criteria
FAIL	The bidding organisation is <u>unable</u> to offer a twenty year guarantee as described above.
1	The bidding organisation is able to offer a twenty year guarantee as described above.

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2	The bidding organisation is able to offer a guarantee, as described above, for a period of between twenty one and twenty three years.
3	The bidding organisation is able to offer a guarantee, as described above, for a period of between twenty four and twenty five years.

Please note that any bidding organisation which fails to achieve a score of at least 1 for this criterion will be judged to have failed the requirements of this RFQ, and will be disqualified from the process

Question 4.2 Approach and Methodology (Weighting 15%)

Having specific regard to the Contract requirements detailed in ITT Document 2 – Contract for the Town Council’s requirements for proposed fencing at Cricket Oval, Helford Road, Peterlee for Peterlee Town Council. Please provide relevant method statements for the key elements below. Your response should adequately address with sufficient detail the following key elements:

1. Provide a method statement detailing with sufficient detail the key steps and processes for mobilisation, preliminary works, construction and how you have taken into consideration any future maintenance requirements.
2. Provide a detailed traffic management plan demonstrating how you will ensure suitable site access and egress in relation to the works and identifying proposed access routes for construction traffic through the area and how you will ensure public access to that area is managed.
3. Successful identification and management of risks involved in carrying out the relevant works and services for this tender including removal of waste and what will be done with the waste removed .
4. Details of reliable and effective quality management procedures to ensure incidents of defective workmanship are kept to a minimum and prompt and effective repairs.
5. Provide details of how you will liaise and communicate with the Town Council at all levels.

Evaluation Criteria

Marks Awarded	Evaluation Criteria
0	Poor or unacceptable response with no real understanding of what is required in the specific context of the methodology and approach. Key elements listed are not addressed or are addressed inadequately.
1	A response which adequately addresses no more than 1 of the key elements, with sufficient detail, in the specific context of the methodology and approach.

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2	A response which adequately addresses 2 of the key elements, with sufficient detail, in the specific context of the methodology and approach.
3	A response which adequately addresses 3 of the key elements, with sufficient detail, in the specific context of the methodology and approach
4	A response which adequately addresses 4 of the key elements, with sufficient detail, in the specific context of the methodology and approach
5	A response which adequately addresses all 5 of the key elements, with sufficient detail, in the specific context of the methodology and approach

Written Response:

Written response for key elements is 500 words for each key element for these requirements for question 4.1. Please provide your word count at the end of your response

Please note that tables, images, charts, logos, graphics and appendices may not be used.

evaluators will only consider information that is provided in the box below, any other information will be disregarded. Bullet points are acceptable. If a bidder exceeds the number of words set for this question, then the responses to the question will be evaluated in element order only up to the stipulated number of words detailed. The evaluator will not cross reference one requirement to another. Tables, graphs charts and diagrams cannot be used.

For any acronyms or abbreviations, bidding organisations must write the full wording of the acronyms or abbreviations the first time of use, followed by the acronyms or abbreviation itself in brackets – for example: “Durham County Town Council (DCC)”.

Written response here for *Key element 1*: (max word count 500 words)

Word Count Here: .

Written response here for *Key element 2*: (max word count 500 words)

Word Count Here: .

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Written response here for <i>key element 3</i>: (max word count 500 words)
Word Count Here: .

Written response here for <i>Key element 4</i>: (max word count 500 words)
Word Count Here: .

Written response here for <i>Key element 5</i>: (max word count 500 words)
Word Count Here: .

Question 4.3 Programme of Works (Weighting 10%)

Having specific regard to the Town Council's ITT please provide a detailed pre-commencement and construction programme **for Proposed Fencing at Cricket Oval, Helford Road, Peterlee**. The programme must be a linked bar / gantt chart and must clearly identify the critical path. The programme must include the following key actions / milestones:

1. Provide a detailed proposed Programme Delivery Plan relating to how your organisation will deliver the required works.
2. Details of the key tasks, key task responsibilities
3. Identifying the timeline allocated to delivering this Contract successfully

Responses to this question must be provided as separate documentation but clearly identified as 'Response to Question G.4. Pre-Commencement / Construction Programme.

Evaluation Criteria

Score	Evaluation Criteria
0	No response is provided or the response is not relevant to the question

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1	The response provides a limited level of relevant information on the programme which demonstrates the Bidder has a limited approach to the Programme or which does not address all 3 key actions / milestones.
2	The response provides a sufficient level of relevant information on the programme which demonstrates the Bidder has a reasonable approach to the Programme which includes all 3 key actions / milestones and meets the timescales outlined.
3	The response provides a sufficient level of relevant information on the programme which demonstrates the Bidder has a good approach to the Programme which includes all 3 key actions/ milestones and meets the timescales outlined.
4	The response provides a sufficient level of relevant information on the programme which demonstrates that the Bidder has a comprehensive approach to the Programme which includes all 3 key actions / milestones and meets the timescales outlined.

Written Response: A maximum of 400 words in total for each key requirement for question 4.2

Please provide the word count at the end of your response. It is to be noted the box for your response will expand when typing within it

Please note that the bar/gantt chart specifically required by this question C.3 is permitted but must be referenced clearly otherwise evaluators will only consider information that is provided in the boxes below, any other information will be disregarded. Bullet points are acceptable. If a bidder exceeds the number of words set for this question, then the responses to the question will be evaluated in element order only up to the stipulated number of words detailed. The evaluator will not cross reference one requirement to another. Tables, graphs charts and diagrams cannot be used.

For any acronyms or abbreviations, bidding organisations must write the full wording of the acronyms or abbreviations the first time of use, followed by the acronyms or abbreviation itself in brackets – for example: “Durham County Town Council (DCC)”.

Requirement 2:

Maximum 400 Words

Requirement 3:

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Maximum 400 Words

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Your Response - Part 4: Price (Overall Weighting: 80%)

Please provide a pricing schedule with a full breakdown of your pricing and enter the final price into the table below:

The contract sum is to include for all works required.

	Total Tender Price (£)
Proposed Fencing at Cricket Oval, Helford Road, Peterlee (this is the figure which will be evaluated)	

All other costs that will be associated with the contract i.e. rates, expenses, rubbish and debris removed from site etc. are to be incorporated within the prices above. No claim for additional payment will be considered. All costs should be exclusive of VAT.

Your Response - Part 5: Declaration

An individual with authority to enter into an agreement on behalf of the bidding organisation must sign the following declaration.

If you are bidding as a consortium, partnership, joint venture or special purpose vehicle, the individual signing this declaration must be authorised to sign on behalf of their own organisation, and must also have the express permission of each of the named consortium / SPV members, to include them in this submission, and to commit to undertakings on their behalf. By signing, you agree to the declaration in its entirety and that any obligations or undertakings associated with it will be met by your organisation.

I confirm that my organisation can meet, in full, the requirements of the Specification set out in this document.

I have checked that all questions have been answered, where applicable, and that supporting documents are enclosed, if and as requested.

I accept the Town Council's terms and conditions of contract.

I certify that I have not canvassed any member, Director, employee, representative or adviser of the Town Council in connection with this procurement process.

I certify that the information supplied is accurate, to the best of my knowledge. I understand that untrue, inaccurate or out of date information could result in my organisation being disqualified at any point in the procurement process or in the termination of the contract, if already awarded.

I understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action could result in my organisation not being invited to tender or being disqualified at any point in the procurement process or in the termination of the contract, if already awarded.

Signed	
Name	
On behalf of (bidding organisation)	
Position in organisation	
Email address	
Date	