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Tender

Car Park and access road surfacing-2026

St Stephen Parish Council

F02: Contract notice

Notice identifier: 2026/S 000-004141

Procurement identifier (OCID): ocds-h6vhtk-06083b

Published 17 January 2026, 8:13pm

Section I: Contracting authority

I.1) Name and addresses

St Stephen Parish Council

Parish Centre, Station Road

Bricket Wood, St Albans

AL23PJ

Contact

Susan Hake

Email

clerk@ststephen-pc.gov.uk

Telephone

+44 1923681443

Country

United Kingdom

Region code

UKH23 - Hertfordshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.ststephen-pc.gov.uk>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.ststephen-pc.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Car Park and access road surfacing-2026

Reference number

270

II.1.2) Main CPV code

- 45233200 - Various surface works

II.1.3) Type of contract

Works

II.1.4) Short description

St Stephen Parish Council invites tenders for the resurfacing of the Parish Centre Car Parking areas, access road, extending the lower area and marking of all parking bays on completion. The work must ensure compliance with Disability Discrimination Act (DDA) requirements and improve the surface quality for all users.

The selected contractor will be responsible for the removal of the existing surface where required, complete all resurfacing to the appropriate level, preparing the base for and surface for additional spaces with relevant British Standards and Industry best practices

II.1.5) Estimated total value

Value excluding VAT: £45,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKC - North East (England)

- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Main site or place of performance

Parish Centre, Station Road, Bricket Wood, Hertfordshire, AL2 3PJ

II.2.4) Description of the procurement

St Stephen Parish Council invites tenders from suitably qualified and experienced contractors for the resurfacing of the carpark area and access road, extending the lower parking area with the supply and laying of new asphalt surfacing to a high quality, durable standard appropriate for public car parks with regular vehicular use and subsequent completion of all parking bay markings, to include designated disabled bays at the Parish Centre, Station Road, Bricket Wood Car Park.

Compliance with current Disability Discrimination Act (DDA) and BS 8300 accessibility standards.

High-visibility, weather-resistant line markings applied using thermoplastic or equivalent industry-approved materials.

The contractor will also be responsible for:

Temporary traffic and site management, including safe access for pedestrians and adjacent properties.

Removal and lawful disposal of all waste materials arising from the works.

Providing all necessary plant, equipment and labour to complete the works to specification.

Ensuring compliance with relevant British Standards, Highways Specifications (Series

900), and all applicable health and safety legislation.

Delivering works within the agreed timeframe and minimising disruption to car park users and surrounding residents.

The objective of the procurement is to improve the safety, accessibility, and longevity of the car park surface and ensure the facility remains fit for purpose for all users.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £45,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

30 March 2026

End date

17 April 2026

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: Yes

II.2.11) Information about options

Options: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Tenderers must be able to demonstrate that they are legally entitled and suitably qualified to carry out the works described.

Professional and Legal status

Tenderers must be registered on an appropriate professional or trad register on the country where they are established.

In the United Kingdom, contractors should be registered with Companies House (if a limited company) or provide valid proof of business registration (if a sole trader or partnership).

Evidence of VAT registration and Unique Taxpayer Reference (UTR) must be provided.

Industry and Trade Accreditations

Contractors should hold, or demonstrate active membership of, one or more of the following (or equivalent):

Street Works Qualification Register (SWQR)- where works are near of affect the public highway.

Constructionline, CHAS or SafeContractor accreditation (or equivalent SSIP-approved scheme) as evidence of competence, safety, and reliability.

CSCS (Construction Skills Certification Scheme) cards for all operative working on site.

Evidence of compliance with relevant British Standards (e.g BS EN 13108 for asphalt materials, BS 594987 for laying procedures)>

Insurance and Financial Standing

Public Liability Insurance of no less than £5 million.

Employer's Liability Insurance of no less than £10million

Professional Indemnity Insurance (where applicable).

The Council reserves the right to request evidence of financial stability or audited accounts.

Health, Safety and Environment Compliance

Tenderers must operate a written Health and Safety Policy compliant with the Health and Safety at Work Act 1974 etc.

Evidence of compliance with the Construction (Design and Management) Regulations 2015 (CDM 2015) must be provided.

Contractors should have appropriate environment management procedures to ensure safe waste disposal and minimal environmental impact.

Exclusion Grounds

Tenderers must confirm that none of the statutory exclusion criteria under the Public Contract Regulations 2015 apply (e.g. bankruptcy, corruption, non-payment of taxes, or serious professional misconduct).

III.1.2) Economic and financial standing

List and brief description of selection criteria

Tenderers must be able to demonstrate that they are legally entitled and suitably qualified to carry out the works described.

Professional and Legal Status

Tenderers must be registered on an appropriate professional or trade register in the country where they are established.

In the United Kingdom, contractors should be registered with Companies House (if a limited company) or provide valid proof of business registration (if a sole trader or partnership).

Evidence of VAT registration and Unique Taxpayer Reference (UTR) must be provided.

Industry and Trade Accreditations

Contractors should hold, or demonstrate active membership of, one or more of the following (or equivalent):

Street Works Qualification Register (SWQR) - where works are near or affect the public highway.

Constructionline, CHAS, or SafeContractor accreditation (or equivalent SSIP-approved scheme) as evidence of competence, safety, and reliability.

CSCS (Construction Skills Certification Scheme) cards for all operatives working on site.

Evidence of compliance with relevant British Standards (e.g. BS EN 13108 for asphalt materials, BS 594987 for laying procedures).

Insurance and Financial Standing

Public Liability Insurance of no less than £5 million.

Employer's Liability Insurance of no less than £10 million.

Professional Indemnity Insurance (where applicable).

The Council reserves the right to request evidence of financial stability or audited accounts.

Health, Safety, and Environmental Compliance

Tenderers must operate a written Health and Safety Policy compliant with the Health and Safety at Work etc. Act 1974.

Evidence of compliance with the Construction (Design and Management) Regulations 2015 (CDM 2015) must be provided.

Contractors should have appropriate environmental management procedures to ensure safe waste disposal and minimal environmental impact.

Exclusion Grounds

Tenderers must confirm that none of the statutory exclusion criteria under the Public Contracts Regulations 2015 apply (e.g. bankruptcy, corruption, non-payment of taxes, or serious professional misconduct).

Minimum level(s) of standards possibly required

To be considered for this contract, tenderers must meet the following minimum standards relating to capability, competence, financial stability, and quality of performance:

Experience and Technical Competence

Demonstrable experience of successfully completing at least two similar resurfacing and relining projects for public or commercial car parks within the last three years.

Ability to provide references and contact details for previous clients confirming satisfactory performance, quality of workmanship, and adherence to timescales and budgets.

Employment of appropriately qualified personnel, including supervisors and operatives holding valid CSCS cards and any other relevant trade certifications.

Health and Safety Compliance

Full compliance with the Health and Safety at Work etc. Act 1974, CDM Regulations 2015, and other relevant legislation.

Possession of a written Health and Safety Policy, risk assessments, and method statements relevant to the works proposed.

Evidence of training and supervision arrangements for all staff working on site.

Environmental and Waste Management

Commitment to environmentally responsible practices, including the safe and legal disposal or recycling of waste materials.

Use of materials and methods compliant with relevant environmental standards and British Standards.

Insurance and Financial Standing

Public Liability Insurance of at least £5 million.

Employer's Liability Insurance of at least £10 million.

The Council reserves the right to assess the contractor's financial stability and may request recent accounts or evidence of solvency.

Quality and Performance Standards

All materials and workmanship must comply with British Standards and Highways Specifications (Series 900).

Line marking materials must conform to BS EN 1871 and BS EN 1436 for performance,

durability, and reflectivity.

Works must be completed within the agreed programme and to the satisfaction of the Council's appointed representative.

Equality, Safeguarding, and Conduct

Compliance with the Equality Act 2010 and any safeguarding requirements applicable to public sites.

Contractors and their staff must conduct themselves professionally and respectfully towards the public and Parish

Council representatives at all times.

III.1.3) Technical and professional ability

List and brief description of selection criteria

As detailed in the invitation to Tender document.

Tender submissions will be assessed against a combination of quality, capability, experience and cost considerations to ensure the appointment of a contractor who can deliver the works efficiently, responsibly, and to the required standard.

The evaluation will consider:

Cost & Value for Money (50%) - Overall price competitiveness, transparency of cost breakdown, all inclusive price for the complete scope of the works, including site preparations, resurfacing, drainage, line markings, edge and joint sealing, waste management, and demonstration of best value for the Parish Council in delivering a durable, compliant, and cost-effective outcome.

Quality (50%) Assessed against the sub-criteria below

Staff competency-Suitably trained and qualified staff to carry all elements of the contract safely and to the required standards.

Previous experience in similar areas of work

Demonstrated experience in similar car park & driveway resurfacing projects, including methods, materials, programme of works and warranty.

The Council will evaluate all compliant tenders against these criteria and shortlist the

highest-scoring submissions for consideration prior to final contractor selection

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

The contract will be exclusively between the appointed contractor and St Stephen Parish Council ("the Council"). The contractor shall not assign, transfer, or subcontract any part of the works without the prior written consent of the Council.

The contractor shall be fully responsible for the quality, safety, and compliance of all labour, equipment, materials, and workmanship used in the delivery of the works. All materials and equipment must conform to current British Standards, Health & Safety, and Environmental Regulations.

Any damage to surrounding infrastructure, property, or landscaping caused by the works or by the contractor's employees, agents, or subcontractors must be repaired or reinstated at the contractor's expense and to the satisfaction of the Council.

The Council reserves the right to withhold payment for any work which is incomplete, unsatisfactory, or non-compliant with the agreed specification until rectified.

The contractor shall ensure that all staff and subcontractors are competent, trained, and qualified to carry out the works required.

The Council reserves the right to terminate the contract immediately should there be a material breach of contract, health and safety negligence, or failure to perform within agreed timescales.

The appointed contractor shall maintain, for the full duration of the works, the following minimum insurance coverages:

Public Liability Insurance: Minimum £10 million

Employer's Liability Insurance: Minimum £10 million

Professional Indemnity Insurance: Minimum £5 million (where design, advice, or specifications are provided)

Evidence of insurance cover must be provided prior to the commencement of works and upon request during the contract period.

All works must be carried out in accordance with the Construction (Design and Management) Regulations 2015 (CDM 2015), and the contractor must cooperate fully with

the Council or its appointed representative in fulfilling the duties of Client under these Regulations.

6. Health and Safety

The appointed contractor must:

Submit a comprehensive Health & Safety Plan to the Council prior to the commencement of works.

Ensure full compliance with the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999, and all other applicable legislation, codes of practice, and guidance.

Provide all necessary Personal Protective Equipment (PPE) to employees, subcontractors, and visitors to the site.

Maintain clear and visible site safety signage, ensuring safe access and egress for pedestrians and vehicles at all times.

Provide detailed Risk Assessments and Method Statements (RAMS) specific to the site and nature of the works at least five working days prior to commencement.

Ensure a safe working environment is maintained at all times, particularly where members of the public have access to or pass near the work area.

Nominate a competent Site Safety Officer or Supervisor responsible for day-to-day safety management and liaison with the Council.

Report immediately to the Council any accidents, incidents, or near misses, and cooperate fully in any subsequent investigation.

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

13 February 2026

Local time

9:00am

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

13 February 2026

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.3) Additional information

Payment Conditions

Payment Structure:

Payment will be made by St Stephen Parish Council ("the Council") upon satisfactory completion of the works and approval by the Council's appointed representative. Interim payments may be considered for larger or phased projects but must be agreed in writing before commencement.

Invoicing:

The contractor must submit a detailed invoice upon completion of the works, clearly stating:

The contract reference and site location.

A full breakdown of costs (labour, materials, plant, and any approved variations).

Dates of work carried out.

Confirmation that the works have been completed in accordance with the specification and Health & Safety requirements.

Payment Terms:

Payment will normally be made within 30 days of receipt of a valid invoice, subject to:

Completion of the works to the satisfaction of the Council.

Confirmation that there are no outstanding defects or snagging issues.

Receipt of any requested supporting documentation (e.g. waste transfer notes, certificates, warranties, or as-built plans).

Retention:

The Council reserves the right to retain 5% of the total contract value for a period of 3 months following completion to ensure that all defects or deficiencies are rectified. The retained amount will be released upon final inspection and written acceptance by the Council.

Variations and Additional Works:

Any variations, additional works, or unforeseen costs must be approved in writing by the Council before the contractor proceeds. Unauthorised works will not be paid.

Defective Work:

If the Council identifies any defective or incomplete work, payment may be withheld until such defects are corrected to the Council's satisfaction.

Final Completion and Sign-Off:

Final payment will be made only after the Council has carried out a formal inspection and confirmed that:

The works have been completed to specification.

The site has been left clean, safe, and fully operational.

All relevant certificates, guarantees, and documentation have been received.

VI.4) Procedures for review

VI.4.1) Review body

St Stephen Parish Council

The Parish Centre, Station Road

Bricket Wood, Hertfordshire

AL2 3PJ

Email

clerk@ststephen-pc.gov.uk

Telephone

+44 1923681443

Country

United Kingdom

Internet address

www.ststephen-pc.gov.uk