

## **Tender Notice**

### **Car Park Resurfacing Works**

**Berryfields Recreation Ground, Broadwas, Worcestershire, WR6 5NE**

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#### **1. Contracting Authority**

Broadwas and Cotheridge Parish Council  
Office 9, The Old Vicarage  
1 Rowberry Street  
Bromyard  
Herefordshire  
HR7 4DU

Email: [clerk@broadwascotheridge-pc.gov.uk](mailto:clerk@broadwascotheridge-pc.gov.uk)  
Contact: Lisa Law, Parish Clerk

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#### **2. Contract Title**

Resurfacing of Car Park at Berryfields Recreation Ground, Broadwas

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#### **3. Contract Type**

Works Contract

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#### **4. Location of Works**

Berryfields Recreation Ground  
A44 Broadwas  
Worcestershire  
WR6 5NE

What3Words Location: ///framework.troubled.found

Google Maps Link:

<https://maps.app.goo.gl/R8cbq6THm2CHZkkm9>

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## 5. Description of the Works

Broadwas and Cotheridge Parish Council invites tenders from suitably experienced contractors for the **tarmacadam surfacing of an existing stone car park** at Berryfields Recreation Ground.

This contract will be **design and build**, with the successful Contractor responsible for proposing a suitable specification to achieve a durable and fit-for-purpose surfaced car park. All proposed specifications must be submitted with the tender and will be subject to approval by the Council prior to commencement.

The works are funded by grant funding. Tenderers must ensure their submission includes **all costs necessary to deliver a complete and compliant car park**. The Council will not be liable for additional costs arising from omissions, assumptions, or incomplete pricing.

Works must commence on or before **31 March 2026**.

### **The works will include (but are not limited to):**

- Resurfacing of an approximate total area of **700m<sup>2</sup>**
- Excavation and removal of a small existing tarmacadam area (approximately **15m<sup>2</sup>**) to expose the existing sub-base and removal from site
- Supplementing the existing sub-base with **Type 1 stone** as required to achieve suitable levels and compaction (existing finished levels must not be reduced)
- Supply and installation of approximately **140 linear metres of timber edging**, secured with stakes and set to required levels
- Supply and laying of topsoil to an outer area of approximately **100m<sup>2</sup>** to an average depth of **150mm**
- White lining to **demarcate parking bays**

The Contractor shall provide all labour, materials, plant, equipment, supervision, and temporary works required to complete the contract.

All quantities and site information are **indicative only** and provided for guidance. Tenderers must satisfy themselves as to site conditions, access constraints, and measurements prior to submission.

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## 6. Procurement Procedure

This procurement will be conducted using an **open competitive procedure** in accordance with applicable UK public procurement requirements.

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## 7. Contract Duration

Anticipated contract start date: **On or before 31 March 2026**

The works are expected to be completed within **one calendar month** from commencement.

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## 8. Selection Requirements

Tenderers must demonstrate:

- Relevant experience delivering similar surfacing or car park construction projects
- Appropriate Public Liability and Employers' Liability insurance cover
- Health and Safety competence and suitable risk management procedures
- Capacity and resources to deliver the works within the required programme

The Council accepts no liability for assumptions made by tenderers.

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## 9. Award Criteria

The contract will be awarded to the **Most Advantageous Tender** based on:

- Price
- Quality of methodology and programme
- Health and Safety arrangements
- Relevant experience and capability

### Evaluation Weighting

#### Criterion Weight

Price 60%

Quality 40%

### Quality Assessment Breakdown

Criterion	Weight
Methodology and Programme	20%
Health, Safety and Environmental Management	10%
Relevant Experience and References	10%

### Quality Scoring Scale

Score	Definition
0	Unacceptable / No response
1	Poor – Major concerns
2	Fair – Partially meets requirements
3	Good – Meets requirements
4	Very Good – Exceeds requirements
5	Excellent – Fully meets requirements

### Price Evaluation Formula

$(\text{Lowest Tender Price} \div \text{Tender Price}) \times 60$

The tender achieving the highest combined score will be recommended for award.

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### 10. Tender Submission

#### **Deadline for submission:**

**Wednesday 4 February 2026 at 12:00 noon**

#### **Submission method:**

Email to: [clerk@broadwascotheridge-pc.gov.uk](mailto:clerk@broadwascotheridge-pc.gov.uk)

Late submissions will not be accepted.

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### 11. Site Visit

Site visits are optional. Tenderers are encouraged to inspect the site prior to submission. Access arrangements can be made by contacting the Parish Clerk.

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### 12. Additional Information

Clarification questions must be submitted in writing to the Parish Clerk no later than **two working days prior to the submission deadline**. Questions received after this date may not be answered.

The Parish Council does not bind itself to accept the lowest or any tender.

All tenderers will be notified of the outcome in writing. Feedback will be provided on request in accordance with transparency principles.

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### 13. Pricing Schedule (Tender Return Form)

**Project:**

Berryfields Recreation Ground – Car Park Resurfacing

**Client:**

Broadwas and Cotheridge Parish Council

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**Contractor Details**

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

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**Pricing Summary**

Total Contract Sum (excluding VAT): £\_\_\_\_\_

VAT (if applicable): £\_\_\_\_\_

Total Contract Sum (including VAT): £\_\_\_\_\_

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**Declaration**

I confirm that the above price is valid for a minimum period of **90 days** from the date of submission.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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## Tender Return Checklist

Tenderers must submit the following documents:

### Mandatory Submissions

- Completed Pricing Schedule
- Signed Tender Declaration
- Method Statement and Programme
- Health & Safety Policy
- Risk Assessment and Method Statement (RAMS)
- Public Liability Insurance Certificate
- Employers' Liability Insurance Certificate

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## Conditions of Contract

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### 1. Scope of Works

The Contractor shall carry out the works strictly in accordance with the tender documentation, approved specifications, and agreed programme.

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### 2. Programme and Completion

The Contractor shall complete the works within the agreed contract period. Any changes to the programme must be agreed in writing by the Council.

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### 3. Compliance with Legislation

The Contractor shall comply with all relevant legislation including but not limited to:

- Construction (Design and Management) Regulations 2015 (CDM)
- Health and Safety at Work Act 1974
- Environmental Protection legislation
- Waste Duty of Care requirements

The Contractor shall act as **Principal Contractor** where applicable.

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## 4. Health and Safety

The Contractor shall maintain safe working practices at all times and ensure protection of the public, site users, and Council representatives. Site security and waste compliance remain the Contractor's responsibility.

RAMS documentation must be submitted and approved prior to commencement.

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## 5. Insurance

Minimum insurance cover required:

- Public Liability Insurance: **£5 million**
- Employers' Liability Insurance: **£10 million**

Evidence must be provided prior to contract award.

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## 6. Materials and Workmanship

All materials shall be new and fit for purpose unless otherwise agreed. Workmanship shall comply with recognised industry best practice.

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## 7. Defects Liability Period

A **12-month Defects Liability Period** shall apply from Practical Completion.

Any defects attributable to workmanship or materials shall be rectified by the Contractor at no cost to the Council.

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## 8. Site Management and Cleanliness

The Contractor shall maintain a tidy and safe site and remove all waste and surplus materials upon completion.

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## 9. Payment

Payment shall be made following satisfactory completion of the works and receipt of a valid invoice, in accordance with the agreed contract sum.

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## **10. Termination**

The Council reserves the right to terminate the contract in the event of:

- Serious breach of contract
- Failure to perform works satisfactorily
- Health and Safety non-compliance

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## **11. Acceptance of Conditions**

Submission of a tender shall be deemed acceptance of these Conditions of Contract.

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## Appendix 1

### Photographs of Existing Car Park Area



