



# Main Tender Document

St. Andrew's Churchyard, Church  
Street, Shifnal, TF11 9AB – Phase 1

Provision to Remove Existing Foot  
Path and Install a new  
Foot Path.

To be submitted no later than 4<sup>th</sup> April 2025.

Late submissions will be disregarded.

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## RESPONSIBLE PARTIES

### The Employer

Shifnal Town Council,  
Shifnal Community Hub, Tudor Way  
Shifnal  
Shropshire  
TF11 8DJ

### Contract Administrators

Dave Gough – Shifnal Town Council  
Denise Reynolds - Shifnal Town Council

### TABLE OF CONTENTS

<b>1. General Requirements</b> .....	4
1.1 Overview and Objective of Project.....	4
1.2 Budget and Costings .....	5
1.3 Non-Consideration of a Tender Response.....	5
<b>2. Contract Conditions</b> .....	5
2.1 Works and Standards.....	5
2.2 Purchase Order and Contract Agreement .....	6
2.3 Insurance .....	6
2.4 Contractor Documentation .....	6
<b>3. Scope of Works</b> .....	6
3.1 Requirements .....	6
3.2 Specifications.....	7
<b>4. Timetable for Project</b> .....	8
<b>5. Scoring of Submissions</b> .....	8
5.1 Scoring Criteria .....	8
5.2 Scoring Matrix.....	9

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**6. Procurement Process** .....10

    6.1 Type of Procedure.....10

    6.2 Site Meeting with Interested Parties.....10

    6.3 Questions and Clarification .....10

    6.4 Revisions and Negotiation.....10

    6.5 Decision and Award of Contract.....10

    6.6 Supplier Responses.....10

**7. Named Contact for the Project** .....11

**8. Supplier Submission Checklist and Instructions**.....11

    8.1 The Supplier Checklist.....11

    8.2 Delivery of Hard Copies.....12

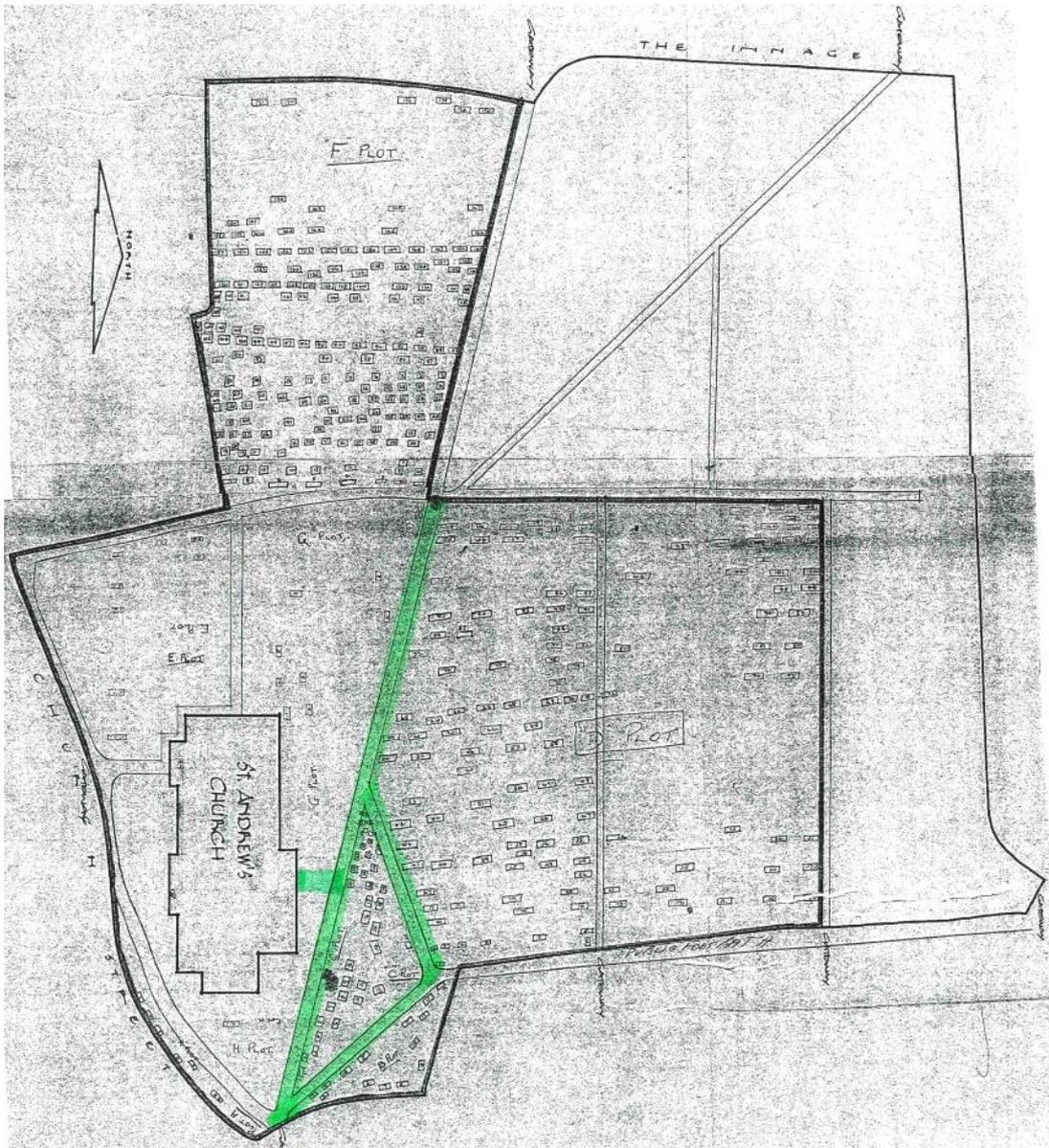
# 1. General Requirements

## 1.1 Overview and Objective of Project

Shifnal Town Council (The Employer) is seeking a suitably qualified company (The Contractor) to remove the existing tarmac foot path and install a new tarmac foot path.

This is the 1<sup>st</sup> of 3 phases to replace the existing tarmac foot paths in St. Andrew's churchyard.

The location of the site is St. Andrew's Churchyard, Church Street, Shifnal, Shropshire, TF11 9AB. Replacement foot path is outlined in green.



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## 1.2 Budget and Costings

- The council has set aside a budget of approx. £26,000.00 (Ex VAT). Pricing however will be part of the scoring criteria.
- All pricings should be exclusive of VAT and in GBP (£)
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

## 1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission is the responsibility of the suppliers that have decided to participate. The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the council to make a full evaluation. Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

## 2. Contract Conditions

### 2.1 Works and Standards

To refurbish existing path that runs from the gate at Church Street, straight through the churchyard. Also, the path that is 45 degrees to this and the existing concrete path that leads to the north door of the church.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge, and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

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## 2.2 Purchase Order and Contract Agreement

The successful contractor will enter into an agreement by way of a Purchase Order with Shifnal Town Council.

The order will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

## 2.3 Insurance

The successful contractor must be able to provide evidence of:

- |   |                    |
|---|--------------------|
| ➤ Public Liability Insurance of no less than:       | <b>£10 Million</b> |
| ➤ Product Liability Insurance of no less than:      | <b>£5 Million</b>  |
| ➤ Employers Liability Insurance of no less than:    | <b>£5 Million</b>  |
| ➤ Professional Indemnity Insurance of no less than: | <b>£1 Million</b>  |

## 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:

- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise, and their roles.

# 3. Scope of Works

## 3.1 Requirements

The Council has decided to remove and replace the existing tarmac foot path and install a new tarmac foot path to improve the area for use by the residents of Shifnal to include:

- Removal of existing tarmac foot path
- Disposal of existing tarmac foot path
- Installation of stone base layer
- Installation of new tarmac footpath and edgings

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### 3.2 Specifications

**1) Site prelims - HERAS fencing and Portable Toilet**

Complete health and safety method and risk assessments as required and establish works area within temporary 2m high metal security fencing for the duration of works. Includes provision of site toilet if required and marking out of site as required.

**2) Remove and dispose of Tarmac Foot Path Total area = 318m<sup>2</sup>**

To allow the removal and disposal of the existing tarmac foot path and other waste to a licenced waste facility.

**3) Stone base works in preparation for surfacing 318m<sup>2</sup>**

- a) To allow the excavation of the area to a depth matching the required surfacing thickness.
- b) To allow the disposal of the arisings on site.
- c) Supply and install 20mm base at a depth of 50mm levelled and compacted.
- d) To realign existing edgings.
- e) To supply and lay 80 new edgings
- f) To remove and dispose of the excavated soil at a licenced waste facility.

**4) Tarmac Wearing Course**

To supply and lay 318m<sup>2</sup> of tarmac wearing course footpath at 30mm depth.

## 4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

Action:	Date
Tender Release Date:	3 <sup>rd</sup> March 2025
Site meeting for interested contractors (30 minute slots from 10:00am to 15:00pm):	w/c 17 <sup>th</sup> March 2025
Tender Submissions Due:	<b>4<sup>th</sup> April 2025 16:00 (4:00pm)</b>
Decision on Preferred Supplier:	April 2025
Work to Commence:	May 2025

## 5. Scoring of Submissions

### 5.1 Scoring Criteria

Criteria	Information Required	Weighted Percentage
<b>5.1.1</b> Specifications	<p>Complete Appendix 3 in response to each of the required specifications outlined in Section 3.2. Answer with either a 'Yes', 'No' or 'Partial' and notes to accompany response which detail the specifications you are proposing.</p> <p><b>Scoring (Points):</b>            Non-Compliant – 0            Partial Compliance – 1            Compliant – 2            Exceed Compliance – 3</p> <p>Maximum score is 30 which will then be calculated on the weighted percentage.</p>	<b>40%</b>
<b>5.1.2</b> Questions	<p>1. Confirm how your company manages supply chains in relation to meeting time frames, quality control, health and safety and assess their performance and output. Please be specific in terms of processes, performance indicators and the personnel involved. <b>Scoring: 15%</b></p> <p>2. Outline details of the experience and qualifications in terms of the company, employees and sub-contractors that will be involved in delivering this project. Provide specific detail on individual qualifications, company memberships and what sector and facilities the company specialise in.</p>	<b>30%</b>

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		<b>Scoring: 15%</b>	
<b>5.1.3</b>	Total Cost	Scoring will be made according to the overall cost of project. Scoring on cost will be based on increments that are proportionate and fair to the submissions provided from highest to lowest cost as a percentage of the proposed budget. Example: proposals that are within the budget will score an automatic 5/10 then increase based on the increment of submissions. If the cost difference is deemed minimal (i.e. less than 1%) between suppliers, the scoring will be considered equal.	<b>20%</b>
<b>5.1.4</b>	Quotation	Suppliers are to provide:  An itemised quotation	<b>10%</b>

## 5.2 Scoring Matrix

Responses to 5.1.2 and 5.1.3

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to Deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading

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## 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to ultimately select the Most Economically Advantageous Tender.

### 6.1 Type of Procedure

The tender process will be an Open Procedure, Single Stage Tender.

### 6.2 Site Meeting with Interested Parties.

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

### 6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the council, not by telephone or in person other than the site meeting. Suppliers are forbidden to approach any person/s outside of the named person (Section 7) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

### 6.4 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final.

### 6.5 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome and scoring results of the preferred contractor and that supplier only. An agreement (Appendix 3) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

### 6.6 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

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## 7. Named Contact for the Project

Shifnal Town Council

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## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Response	Format (Fill in supplier name with your company)
1. Completed Copy of Appendix 1	PDF or Word Document Labelled – <b>Supplier Name</b> Appendix 1
2. Completed Copy of Appendix 2	PDF or Word Document Labelled – <b>Supplier Name</b> Appendix 2
3. Completed Copy of Appendix 3 (Response to 5.1.1)	Excel Document Labelled – <b>Supplier Name</b> Appendix 3
4. Response to each question in 5.1.2	PDF or Word Document Labelled – <b>Supplier Name</b> Questions
5. Quotation	PDF or Word Document Labelled – <b>Supplier Name</b> Quotation
6. An Email or electronic transfer of all above responses should only be sent after the contract is awarded.	Email above files as attachments or an electronic transfer with no expiry date

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## 8.2 Delivery of Hard Copies

The above documentation should be submitted to Shifnal Town Council by the date shown in Section 4 as a sealed bid. All envelopes should be marked in the top left corner "St. Andrew's Foot Path – Phase 1 Tender Documentation – Sealed Tender".

St. Andrew's Foot Path – Phase 1 Tender Documentation Sealed Tender		
	<input type="checkbox"/>	
<table border="1"><tr><td>Shifnal Town Council Shifnal Community Hub, Tudor Way Shifnal, Shropshire TF11 8DJ</td></tr></table>		Shifnal Town Council Shifnal Community Hub, Tudor Way Shifnal, Shropshire TF11 8DJ
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