



Carrickfergus Borough

**CARRICKFERGUS BOROUGH COUNCIL
DEVELOPMENT SERVICES DEPARTMENT**

Museum & Civic Centre

11 Antrim Street

Carrickfergus

N. Ireland

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TENDER FOR DESIGN, SUPPLY & INSTALLATION OF BALL SCREEN FENCE

TENDER DOCUMENTATION

**DOCUMENTATION INCLUDES:
INSTRUCTIONS FOR TENDERING,
CONDITIONS AND SCHEDULE.**

SPECIFICATION

1.0 INTRODUCTION

- 1.1 Carrickfergus Borough Council has secured a grant from GROW South Antrim (The Funder) to create a pedestrian path scheme through Bentra Golf Course to Whitehead Diamond Jubilee Wood (See Location Map – Appendix 1). Part of this scheme requires a Ball Screen Fence in order to protect those walking the path from stray golf balls.
- 1.2 Scope of Works: Carrickfergus Borough Council is seeking from competent and experienced Contractors a fixed price tender for the Design, Supply & Installation of a 3 metre high Ball Screen Fence approximately 430 linear metres in length (although length may be extended) as detailed within enclosed documents.
- 1.3 The Ball Screen Fence will be positioned within the boundary of Bentra Golf Course and so we require its closure during the period of the Works. The course is closed during the period 20th to 26th February 2012 for essential maintenance and we would anticipate the fencing to be started in that period if possible, although other dates and timetables will be considered by Council. The Funder requires the Works to be completed and invoiced by 31st March 2012.
- 1.4 It is expected that the Contractor will liaise closely with the Council's Parks & Countryside Development Officer and at all stages of the Works to ensure the full satisfaction of the Council and its duly authorised representatives.

2.0 INSTRUCTIONS TO TENDERERS

- 2.1 Contractors submitting tenders (Tenderers) are required to return the completed tender, associated documentation, provide typical drawing of site layout and technical details / drawings of the fence proposed. The Tenderers designs, samples or other work used throughout the Tender process etc must be provided free of charge. Tenders to be returned in a plain sealed envelope endorsed: **DESIGN, SUPPLY & INSTALLATION OF A BALL SCREEN FENCE** and lodged with the Council not later than 16.00hrs on 1st February 2012.

- An official receipt must be obtained for the Tender if delivered by hand. If the Tender is sent by post it should be registered or sent by recorded delivery. Tenders cannot be sent via email or faxed
- 2.2 The Tender Documents must be properly filled in (using black ink) and signed otherwise it may not be considered. The person who signs the Schedule must initial any alteration made. The Council does not bind itself to accept the whole or any part of the Tender, and reserves the right to split Tenders, but preference will be given to a sole Contractor.
 - 2.3 Any measurements, maps and photographs enclosed within this document are supplied as a guide to the extent of the work we require to be undertaken. However, the Contractor, before submitting a Tender, is advised to inspect the site and satisfy themselves as to the full extent and character of the operations. The Contractor shall satisfy themselves of the location of utility services and shall if required inform the appropriate bodies before commencing work. A site visit with a Council Officer can be arranged for all Contractors applying if required.
 - 2.4 The Contractor shall be responsible for and shall make good all loss, damage or injury whatsoever to person or property howsoever arising in connection with the performance of the Contract, and shall indemnify Carrickfergus Borough Council, it's Officers, Servants and Agents against all claims, actions or proceedings in respect thereof, and shall at the Contractor's own expense effect and maintain an Insurance in an approved office to cover all such claims, whether by Statute or at Common Law, or otherwise howsoever and shall, if required, effect such Insurance in the joint names of Carrickfergus Borough Council and the Contractor. The amount of cover required is to be not less than £5,000,000 for Public Liability and £5,000,000 for Employer Liability in respect of any one accident, unlimited in the period of the Contract.
 - 2.5 The Tender price for the completed Works must be priced in Sterling. Prices quoted must be per complete section as indicated on the enclosed Schedule.
 - 2.6 VAT will be additional to the tender price at the appropriate rate applicable at the time of the completion of the Works. It is

emphasised that charges relating to VAT must be paid by the supplier and included on an invoice to be paid in due course by the Council.

- 2.7 Notices and Fees - The Contractor shall comply with all rules, regulations and bye-laws of Carrickfergus Borough Council, and shall conform to the provisions of any Acts of Parliament relating to the Works, and the Contractor must give all notices required by the said Acts, Rules, Regulations and Bye-Laws and pay all fees legally demanded.
- 2.8 Health and Safety – The Contractor shall have full regard to the safety of persons who may be affected in any way by the Works being carried out. The Contractor shall have in operation a Health and Safety Policy, which meets, in all respects, the requirements of the Health and Safety at Work (Northern Ireland) Order 1978 (as amended) , and of any other Acts pertaining to the health and safety of persons while the Contractor is engaged in the execution of this Contract.
- 2.9 The Contractor is bound to accept and abide by all the instructions within this Document and all Appendices which shall constitute part of the contract documents unless specifically stated otherwise.
- 2.10 Carrickfergus Borough Council is subject to the provisions of the Freedom of Information Act 2000. Should any Contractor consider that any of the information supplied by them is either commercially sensitive or confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases, the relevant material will, in response to FOI requests, be examined in light of the exemptions provided for in the FOI Act.

3.0 INFORMATION TO BE PROVIDED BY CONTRACTOR

- 3.1 The Contractor must provide the following information that will be used for evaluation purposes (failure to provide may result in non-acceptance of Tender):
- (a) Detail your Ability to Fulfil Contractual Capacity i.e. state number of staff your company intend to use to fulfil this Contract; state ownership of machinery and hire sources

in the event of breakdown; state capacity to carry out this work within the timetable; plus other relevant information *including full insurance details, additional guarantees and warranties.*

- (b) Detail your Environmental, Safety and Quality Management Procedures; include also appropriate risk assessments, membership of professional bodies; ISO accreditation; and other such relevant information.
- (c) Works Delivery Proposals: Detail the time scale from start to finish of operations. Give examples of previous similar works undertaken and include a detailed programme of works and methods used / construction calculations / wind loadings, mesh dimensional stability, tensile strength information and notes to demonstrate how your organisation can achieve this Service to this Council's satisfaction. Include your proposals for liaison with Council Officer's during all stages of the operations. Include two comparable previous local authorities or similar bodies to which this service has been provided including dates, contact name and telephone number.

3.2 Evaluation Criteria & Weighting

- Price (40%)
- Ability to Fulfil Contractual Capacity (20%)
- Environmental, Safety and Quality Mgt. Procedures (20%)
- Works Delivery Proposals (20%)

4.0 ENVIRONMENTAL PURCHASING POLICY

In pursuit of Carrickfergus Borough Council's objectives relating to environmental sustainability, the Council recognises the critical need to act as a role model, by carrying out its Purchasing activities in an environmentally responsible manner. The Council will therefore:

- 4.1 Encourage and persuade suppliers to investigate and introduce environmentally friendly processes and products and will educate our suppliers concerning the Council's environmental strategy.

- 4.2 Ensure that suppliers' environmental credentials are considered in the process by the completion of the Environmental Management Questionnaire (Appendix 3).
- 4.3 Ensure that, where appropriate, environmental criteria are used in the award of contracts.
- 4.4 Specify, wherever possible and reasonably practicable, the use of environmentally friendly materials and products.
- 4.5 Ensure that consideration is given to inclusion, within all specifications, of a facility for potential suppliers to submit prices for environmentally friendly alternatives.
- 4.6 Ensure that appropriate consideration is given to the costs and benefits of environmentally friendly alternatives.

5.0 TERMS & CONDITIONS

- 5.1 The successful Contractor must give written confirmation to the Parks & Countryside Development Officer within five working days of receipt of an Official Order. The successful Contractor shall allow for preparation and submission of all risk assessments and method statements as required before commencing the Works involved.
- 5.2 The Works shall be supplied, accepted and paid for in pursuance of an Official Council Written Order or Orders signed by the Director of Development Services or his duly authorised representative and not otherwise.
- 5.3 The Contractor is bound to accept and abide by all the Instructions to Tenderers which shall constitute part of the contract documents unless specifically stated otherwise.
- 5.4 The Council may reject the Works in whole or in part before acceptance if it is not completely in accordance with this documentation or other documentation of good practice (including without limitation any slight or minor variation) and in such circumstances may, without prejudice to other rights or remedies:-

- have the Works repaired, re-done or replaced by the Contractor with a supply which complies in all respects with the requirements of the Contract;
 - require a refund from the Contractor;
 - make a reasonable deduction from the Contract Price determined by the Council;
 - have the Work repaired, re-done or replaced by another Contractor and charge to the Contractor any cost or expense to the Council which exceeds the Contract Price.
- 5.5 The Council may deduct the difference (if any) between the cost of the said Works and the price for same under the said Schedule from any monies which may then be or may thereafter become due to the Contractor, or may recover the same from the Contractor as a debt on demand.
- 5.6 The Order is on a fixed price basis and does not allow for variation of pricing except in respect of tax fluctuation and VAT. An Invoice giving the number of each order and the particulars and prices shall be furnished to the Parks & Countryside Development Officer, Museum & Civic Centre, 11 Antrim Street, Carrickfergus, BT38 7DG, Northern Ireland at the time of the delivery of the said Service.
- 5.7 The Contractor is fully responsible for all design and build works and the tender price shall include and shall be deemed to include all works, charges and materials required to create the Ball Screen Fence. This includes design, installation, materials, manpower, testing, insurance, obtaining approvals from relevant authorities, non-returnable packaging, all import and other duties paid - delivery home free. Prices quoted must be per complete section as indicated on the enclosed schedule of rates.
- 5.8 At the completion of the Works the Contractor shall remove all waste materials from the Site (unless otherwise instructed) and permanently reinstate any damaged areas or surfaces and leave the Site in a clean condition ready for occupation.
- 5.9 The Contractor guarantees that all Works (or repairs) provided under this Contract shall be performed in a workmanlike and professional manner. Any claims for defective Works shall be provided to the Contractor by a written notice upon which

Contractor agrees to remedy, repair or replace any such services(s) in a timely manner without cost to Council.

- 5.10 The Contractor also warrants against defects in materials, and workmanship of all Contractor materials, parts or components supplied for a period of one year from date of completion. If any parts or components should prove defective during the aforementioned warranty period, the Contractor will repair or replace any such items.
- 5.11 Accounts, when checked and certified to be in order, are passed monthly for payment by the Borough Council on fixed days (excepting the Holiday weeks of Christmas, Easter and 12th July). Payments will normally be made to the supplier within a period of one week after being so passed for payment.
- 5.12 The Contract shall in all respects be construed and operate as a Northern Ireland Contract and shall be interpreted in accordance with Northern Ireland Law. Carrickfergus Borough Council may cancel the Contract and recover any resulting losses if the Supplier or their employees or agents with or without their knowledge: does anything improper to influence the Council to award the Contract; or commits an offence under the Prevention of Corruption Acts 1889 to 1916 or Sections 46 or 47 of the Local Government Act (NI) 1972.

6.0 SPECIFICATION

- 6.1 The Contractor is to undertake and be responsible for the whole of the design and installation of the Ball Screen Fence as required. On Appendix 2 we have the proposed route of the ball screen fence required by Council. The final scaled location map showing where the fence will be laid will be supplied by Council prior to commencing of work. Also on Appendix 2 we have a photograph of the existing ball screen fence. The Contractor will join the new Ball Screen Fence being created to the existing ball screen fence.
- 6.2 Except where otherwise specified, all workmanship shall be in accordance with appropriate current British Standards such as BS EN 10223-6, BS 4102, BS EN 10244-2 etc and other relevant documentation.

- 6.3 At the end of each day no litter or equipment on the site should be left. Contractor to dispose of all waste arising from the works to a licensed tip.
- 6.4 The Contractors should adequately demonstrate the wind loadings and calculations of their design. Mesh dimensional stability and high tensile strength should be defined and tested to ensure fence can withstand high winds and deflect golf ball impacts at high speed.
- 6.5 The specification given is a minimum specification and contractors should make assessment of ground and site conditions to determine the actual depth of concrete base needed to ensure stability of the Ball Screen Fence.
- 6.6 Contractor to provide and install approved Chainlink Fencing System to stand 3 metres above ground level, comprising of 50 * 50 * 3.00mm RHS intermediate posts set into 30N concrete bases of at least 450 * 450 * 750mm deep at no less than 3 metre centres.
- 6.7 All posts to be clad with 25 * 25 mm mesh chainlink of 2.24 / 3.15mm diameter PVC coated green chainlink mesh suitably attached with approved tying wire to at least 5 horizontal matching straining line wires equally spaced.
- 6.8 Contractor also to provide and install approved straining posts 50 * 50 * 3.00mm RHS and stays to same 40 * 40 * 3.00mm RHS.
- 6.9 The Finish: Galvanised and polyester powder coated to BS EN 13438-2005 by an approved applicator. Colour. RAL 6005 Green.

7.0 INFORMATION

Contact Details: Stephen Daye, Parks & Countryside Development Officer, Carrickfergus Borough Council, Museum & Civic Centre, 11 Antrim Street, Carrickfergus, BT38 7DG. t: 028 93358039 m: 0793 9633834 ~ e: stephen.daye@carrickfergus.org

**CARRICKFERGUS BOROUGH COUNCIL
TENDER**

**DESIGN, SUPPLY & INSTALLATION OF A BALL SCREEN FENCE
SCHEDULE PAGE 1 OF 1**

**COMPANY
NAME &
ADDRESS** _____

| Item | Requirements | Unit Price (£) | UNIT (QUANTITY) | Total Price (£) |
|-------------|---|---------------------------|----------------------------|----------------------------|
| 1. | 3 metre high Ball Screen Fence approximately 430 linear metres in length. | £ _____ | 430 Linear metres | £ _____ |
| 2. | Additional 3 metre high Ball Screen Fence per panel (3 Linear Metres). | £ _____ | 1 | £ _____ |

CONTACT NAME _____

CONTACT TELEPHONE _____

CONTACT EMAIL _____

SIGNED _____ **Date** _____

This schedule and other relevant Tender Documents must be completed as directed and lodged not later than 16.00hrs on Wednesday 1st February 2012 with the Parks & Countryside Development Officer, Development Services, Museum & Civic Centre, 11 Antrim Street, Carrickfergus, BT38 7DG, Northern Ireland.

CONTRACTOR CONTACT INFORMATION

**TENDER TITLE: DESIGN, SUPPLY AND INSTALLATION OF
BALL SCREEN FENCE**

1] Name of Company Wishing to Participate in the Tender

.....

2] Address of the Company (For Correspondence)

.....

3] Telephone number. Include ISD Code (For Correspondence)

.....

4] Fax number. Include ISD Code (For Correspondence)

.....

5] Email (Note: correspondence, amendments etc will be sent to this email.)

.....

6] Name of Contact Person with mobile number if any

.....

➤ You came to know about this tender through (choose one)

Council Website Invitation Letter Newspaper Other

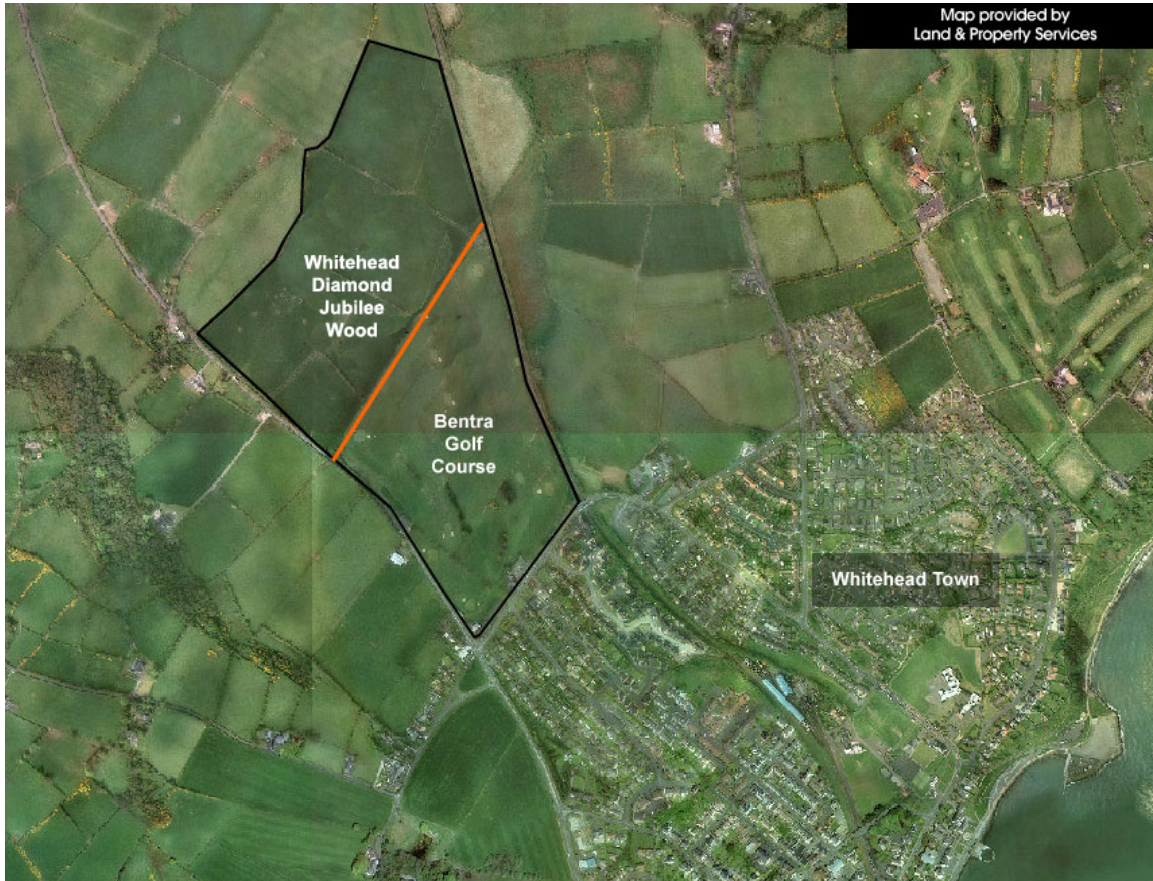
Print Name

Date Signature



DESIGN, SUPPLY & INSTALLATION OF BALL SCREEN FENCE

APPENDIX 1 – LOCATION MAP

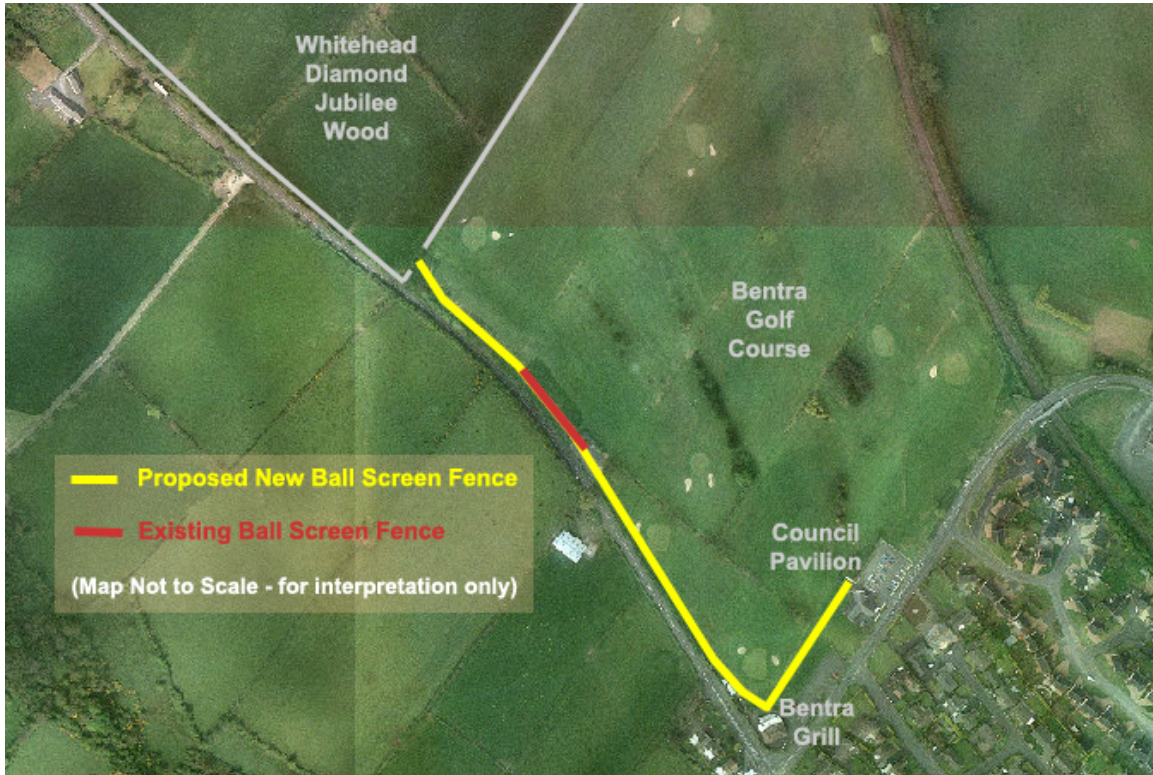


Address: Slaughterford Road, off Larne Road, Whitehead, County Antrim.



DESIGN, SUPPLY & INSTALLATION OF BALL SCREEN FENCE

APPENDIX 2: PROPOSED LOCATION OF BALL SCREEN FENCE



EXISTING BALL SCREEN FENCE



DESIGN, SUPPLY & INSTALLATION OF BALL SCREEN FENCE

APPENDIX 3: ENVIRONMENTAL MANAGEMENT QUESTIONNAIRE

- 1 Does your organisation have a named officer responsible for Environmental Management? Yes/No

If 'yes', please state the name, position and qualifications of that person:

Name:

Position:

Qualifications:

- 2 Does your organisation have an Environmental Policy? Yes/No

If 'yes', please enclose a copy.

- 3 Does your organisation have in place an Environmental Management System? Yes/No

If 'yes', do you have any objection to this being inspected? Yes/No

- 4 Does your organisation hold either of the following accreditations?

EMAS

ISO14001

Yes/No

Yes/No

- 5 Has your organisation compiled a register of Environmental Regulations and Legislation relating to your business operations? Yes/NO

Yes/No

If 'yes', do you have any objection to this being inspected?

- 6 Has your organisation compiled an Environmental Effects Register? Yes/No

If 'yes', do you have any objection to this being inspected? Yes/No

- 7 Do you have an Environmental Action Plan in place to reduce your adverse impact on the Environment? Yes/No

If 'yes', do you have any objection to this being inspected? Yes/No

- 8 Please identify (on a separate sheet) the environmental impact of the provision of your supply/service.



DESIGN, SUPPLY & INSTALLATION OF BALL SCREEN FENCE

Contractors must include information requested in Section 3 of the documentation. Failure to provide may result in non-acceptance of quotation:

(use additional sheets as necessary)

Additional Information Sheet Provided By: _____