

# Downham Market Town Council

## Tender Document

Re-surfacing of car parks at:

Paradise Road

Hollies 2 aka Morrisons Car Park

Date March 2026



Claire Dornan

Town Clerk

6 Market Place

Downham Market

PE38 9DE

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## Timetable –

Tenders sought from contractors, to be returned to Town Council offices by	<b>4pm 22 May 2026</b>
Deadline for tender questions/site visits	<b>21 April – 11 May 2026</b>
Discussion of tenders and decision made at Property Committee	<b>June 2026</b>
Date of commencement of contract	<b>By mutual agreement</b>
Date of completion of contract	<b>In line with method statement</b>

## **1. INVITATION TO TENDER**

1.1 Downham Market Town Council (“The Council”) hereby invites tenders for the carrying out of car park re-surfacing works to Paradise Road car park and the Hollies 2 Car Park (aka Morrisons car park) in accordance with the documents attached, which comprise

Invitation to tender  
Standard contract conditions  
Schedule of works  
Tender form  
Evaluation

1.2 The price submitted must include the rate for carrying the contract for the completion of the works.

1.3 Prospective contractors should ensure that they are completely familiar with the nature and extend of the obligations to be accepted by them if their tender is accepted.

1.4 Any queries regarding the interpretation of any part of the contract documents should be addressed to the Town Clerk by no later than 11<sup>th</sup> May 2026

1.5 Tenders shall be submitted ONLY on the attached form.

1.6 Prospective contractors should note that the Council is not bound to accept the lowest, or any tender. The Council’s decision is final, and no correspondence will be entered into regarding the reasons why a tender has been rejected.

1.7 The successful tender together with the Council’s written acceptance shall form a binding agreement in the terms of the tender document.

1.8 If having examined the documents you wish to submit a tender you should:

- a) Fully complete and return the tender form with any accompanying documents to The Town Council offices at 6 Market Place, Downham Market PE38 9DE.
- b) Ensure that the sealed package containing the tender is clearly marked “Tender for car park resurfacing” on the outside.

## **2. STANDARD CONTRACT CONDITIONS**

“The Officer” will be the Town Clerk

### **Quality**

The standard of work must be of the highest standard and shall conform to all relevant British Standards and specifications and Codes of Practice.

### **Payment to Contractor**

The Contractor will submit invoice on completion of the works.

Payment will be paid within 30 days of receipt of the invoice, only following a satisfactory inspection by members of the Property Committee.

### **Insurance**

The contractor is required to have a minimum of £5,000,000 public liability insurance for contracts.

A current Certificate of Public Liability and Employers Insurance to this effect must be provided to the Town Clerk prior to the commencement of the contract.

The contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

### **Health and Safety**

The contractor shall accept full responsibility for compliance with all relevant Health and Safety legislation and regulations associated with the work in this document. Risk assessments shall be provided prior to the commencement of the work.

### **Sustainability**

Sustainable material should be used wherever possible.

### **Waste**

Waste Transfer Notices will be required for the disposal of all waste generated by the execution of this contract.

### **Sub-contracting**

No part of this contract may be sub-contracted without the agreement of the Town Clerk Downham Market Town Council.

### **Added Value**

Tenderers are invited to provide details of any added value that your proposal offers beyond the specified requirements. This may include, but is not limited to:

- Innovative approaches or solutions that improve efficiency, quality, or outcomes.
- Additional services, resources, or support that enhance the overall delivery.
- Measures that contribute to sustainability, social value, or community benefits.

- Opportunities for training, knowledge transfer, or capacity building for our team.
- Cost savings, operational efficiencies, or other tangible benefits.

Please clearly describe any added value, including how it will be delivered, the expected benefits, and any associated costs or commitments. Information provided will be considered as part of the evaluation criteria.

### **3. SPECIFICATION OF WORK**

#### **PARADISE ROAD UPPER CAR PARK PE38 9HS**

It is believed that the foundation is sound however car park has been widely patched due to the failure of the surface course.

Plane and prepare

Tack coat and surface 40mm SMA

White and yellow lining – 280cm wide parking bays

#### **PARADISE ROAD CAR PARK ENTRANCE PE38 9HS**

The only area with cracking is the entrance the remaining area appears sound.

Planer

Tack coat and surfacing

Reinstate lining

#### **HOLLIES 2 aka MORRISONS CAR PARK PE38 9DH**

Plane and prepare - the car parking bays at 40 mm; the roadway sections at 100 mm to allow a new binder course to be laid

Binder course to roadway section

Tack coat and surfacing to whole area

White and yellow lining – 280cm wide parking bays

#### **4. NOTES TO CONTRACTORS**

Attention is drawn to the Standard Contract Conditions. Contractors are advised to carefully read all documentation.

The prices to be included are to the full inclusive value of the work described, liabilities and obligations but EXCLUDING VAT (if applicable).

No alteration of the text of the Tender Form is to be made by the contractor. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.

Inspections of work in progress may be made by representatives of the Property Committee to ensure the work is completed in accordance with the Specification of Works.

Invoices presented for payment must include a schedule of the work completed including the dates of the work.

Contractors are asked to contact the Town Clerk if any clarification is required.

#### **Access, Working Hours and Site Management**

Contractors must confirm their proposed working hours and arrangements for maintaining access to the car parks and surrounding properties during the works. Emergency access must be maintained at all times. Any proposals for weekend or out-of-hours working must be clearly stated within the Method Statement.

#### **Weather and Delay Management**

Contractors should identify how weather-related delays or other unforeseen events will be managed and communicated to the Council, including any assumptions made when preparing the programme of works.

#### **Site Supervision and Communication**

Contractors must identify a named site supervisor or project manager who will be responsible for the day-to-day management of the works and act as the primary point of contact for the Council.

#### **Defects and Snagging**

The contractor will be expected to rectify, at no additional cost to the Council, any defects or quality issues identified following completion of the works within an agreed defects period.

## **Method Statement**

Contractors must submit a Method Statement outlining their proposed approach to carrying out the works. This should be proportionate to the size of the contract but sufficiently detailed to demonstrate a clear understanding of the works and associated risks.

As a minimum, the Method Statement should include:

- A description of how the works will be undertaken
- Proposed sequencing and phasing of works
- Traffic management and pedestrian safety arrangements
- Measures to minimise disruption to car park users and nearby properties
- Arrangements for site access, deliveries and waste removal
- Quality control measures
- Health and Safety management (this may cross-reference submitted risk assessments)

Example: A suitable Method Statement may explain, for example, that works will be carried out in phases to allow partial use of the car park, identify how areas will be closed and reopened, describe surfacing and curing times, and explain how signage and barriers will be used to manage public safety.

## **Programme and Timescales**

Contractors must provide an indicative programme of works stating:

- The proposed start date
- The anticipated duration of the works
- The estimated timescale for each car park
- Any assumptions or constraints that may affect delivery (e.g. weather, access restrictions)

The Council recognises that dates may be subject to change but requires sufficient information to assess deliverability and impact.

**5. TENDER FORM – To be submitted to the Council.**

PRICES QUOTED ARE TO BE EXCLUSIVE OF VAT

Please complete, sign and submit in a sealed envelope to Downham Market Town Council offices by 4pm 22 May 2026 at the latest. You may include certificates of accreditation to national or trade bodies.

I/we agree to complete the work in accordance with the invitation to tender, Standard Contract Terms and Specification of Works. I/we understand that Downham Market Town Council is not bound to accept the lowest or any tender or part thereof and that the Council will not be responsible for any expenses incurred in preparing this tender.

I/we certify that the amount of the tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of tenders.

Company or Business Name .....

Business correspondence address .....

.....

Email address .....

Landline number ..... Mobile number .....

Tender price for each area:

**PARADISE ROAD UPPER CAR PARK £.....**

**PARADISE ROAD CAR PARK ENTRANCE £.....**

**HOLLIES 2 aka MORRISONS CAR PARK £.....**

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

**Signed..... Print name.....**

**Position in company .....**

**Date .....**

## 6. EVALUATION

Tenders will be evaluated in accordance with the Downham Market Town Council's Financial Regulations using the following criteria and weighting.

The "Officer" accompanied by the Deputy Clerk and the Chair/Mayor of the Council will open and evaluate the tenders.

<b>Criteria</b>	<b>Possible score</b>
<p><b>Price</b> The full and final cost of the contract</p> <p>To take into account affordability and the commercial stability of a reasonable return for the supplier.</p>	Max 50 points out of 100
<p><b>Quality</b> The supplier's ability to perform the contract to the highest standards.</p> <p>To take into account the contractor's relevant knowledge and experience including any added value.</p> <p>The submitted Method Statement and programme of works will be assessed on a pass/fail basis. Failure to submit an adequate Method Statement and programme may result in the tender being deemed non-compliant.</p>	Max 25 points out of 100
<p><b>Compliance</b> The contractor's compliance with all Health and Safety and employment laws and regulations</p>	Max 25 points out of 100

### References

Please provide contact details for a minimum of two referees for whom you have previously provided similar services.

<p>Company name/Contact name/address</p> <p>email/phone number</p>
<p>Company name/Contact name/address</p> <p>email/phone number</p>