

GOSPORT BOROUGH COUNCIL (GBC)

INVITATION TO QUOTE (ITQ)

PUBLISHED: FRIDAY 7TH JUNE 2024 FOR:

**SUPPLY & INSTALLATION OF CAR PARK BARRIER AND SIGNAGE (NO.2
BATTERY WEST CAR PARK)**

RESPONSE DEADLINE: FRIDAY 5TH JULY 2024 12:00PM

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Appendix A – photo of existing damaged barrier

1. Introduction

Gosport Borough Council (GBC) is inviting quotations for the supply and installation of a car park barrier at the exit of No.2 Battery West Car Park along with associated signage.

2. Specification / Requirements

There is a height restriction barrier at the exit/entrance to No.2 Battery West Car Park, Stokes Bay Road, Gosport. PO12 2QT. The exit barrier has been struck by a vehicle and therefore GBC require the existing exit barrier and remainder of the locking post (upright) to be removed and disposed of and a new barrier and locking post (upright) to be supplied and installed.

GBC require the exit barrier and locking post (upright) to be made of the same materials as the existing entrance barrier (galvanized steel).

The previous upright was shorn off at ground level to make safe from trip hazards, therefore the remainder of the upright would need to be removed to allow for a new upright to be installed securely into the ground ensuring the surrounding ground is flat and level.

The overhead barrier should have a minimum clearance of 2.2 metres and match the existing entrance overhead barrier.

The barrier needs to have a locking eye which will accommodate the padlock pin in either the open or closed position. This should be compatible with the type of padlock already in use (Federal HE series)

Approximate measurements:

- Overhead barrier – 5.6 metres wide
- Locking Post (upright) – 2.65 metres high

The new barrier must have the following signage attached:

- No Entry sign to be attached to top front of barrier (red/white) made of a suitable material and similar size to match the image of signage shown in appendix A
- 2.2 metre height restriction signs (high visibility yellow/black) of a suitable material to be attached to overhead barrier on both sides (as per image in appendix A)

Site visits are strongly recommended to assess the works required and can be made at any time independently without consulting with GBC.

Photographs of the existing damaged barrier (locked in the open position) are shown in appendix A.

After the work has been completed a member of GBC will inspect the barrier to make sure it complies with the height clearance restriction requested.

The Supplier must offer open lines of communication via phone and email for GBC staff to receive advice and discuss requirements. This must be available Monday to Friday from 9am until 5pm.

3. Health and Safety

The Successful Contractor will be required to complete their own Risk Assessment and Method Statement (RAMS) for and prior to undertaking these works, the Contractor shall ensure RAMS are made available to GBC at any time upon request. The contractor will further ensure that all operatives are appropriately qualified to undertake these works and that all Provision and Use of Work Equipment Regulations (PUWER 98) are adhered to in respect of the provision and safe use of equipment.

All operatives must be provided with and use / wear appropriate Personal Protective Equipment (PPE) All PPE shall be to relevant British Standard or equivalent. All operatives shall wear safety footwear and Hi-Visibility waistcoat or jacket of the appropriate class at all times for the duration of working on site.

The successful contractor must hold a waste carriers licence in order to dispose of the existing barrier and any associated trade waste.

4. **Insurance**

The Supplier will maintain the following insurance cover for the duration of the commission and provide evidence of cover to the Council at any time when requested by GBC.

Insurance:	Minimum value required
Public Liability	£10 million
Employee Liability	£5 million

5. **Procurement Timetable**

Event	Indicative Date
Invitation to Quote published	Friday 7 th June 2024
Deadline for clarifications	Monday 24 th June 2024
Deadline for receipt of quotes	Friday 5 th July 2024 12:00pm
Notification of award decision	Week commencing 8 th July 2024
Completion date	By 31 st August 2024

6. **Instructions on submitting a response**

Responses/quotes must be uploaded via the Proactis portal, also known as the South East Business Portal: <https://sebp.due-north.com/>, and submitted no later than the time and date specified in the procurement timetable.

Your quote must include total cost with breakdown of supply of materials, disposal of barrier and labour.

7. **Clarifications**

All requests for clarification should be submitted no later than the date specified in the Procurement timetable, using the messaging facility on the Proactis procurement portal.

Questions received after the deadline date may not be answered. If the potential provider expresses that the question is confidential and GBC agrees that it is, then the response will be sent only to the potential provider raising the question. If GBC disagrees, they will inform the potential provider and allow them to withdraw their question.

Suppliers may be required to clarify their submission. Requests for clarification will be issued via the messaging function on the Proactis portal. Suppliers are required to respond to requests for clarification as requested and, no later than within 3 working days.

8. Evaluation

Quotes received on time will be evaluated on best total price, providing the quote meets the requirements stated in this ITQ.

9. Award

The award decision will be notified via the Proactis portal after the deadline for responses has passed and the quotes have been evaluated.

GBC reserve the right to decline to make an award, or to abandon or cancel the procurement process. GBC will not be responsible for any costs or expenses incurred as a result of following this course of action.

Any costs incurred by the Supplier in responding to this ITQ or in support of activities associated with the response to this ITQ are to be borne by the service provider and are not reimbursable by GBC.

Following award, the Council shall order goods and services via purchase order which is sent electronically via email. This document will include a unique reference number, which must be stated on associated documentation, such as delivery notes and invoices.

The Council pay all invoices in arrears following completion of the installation and verification that the barrier has been installed as per the specification. The contractor shall provide the Council with an invoice within 30 days of service completion/goods delivered. Invoices must detail:

- The name and address of the Council (as displayed on the purchase order)
- The Contractor name and address
- The Contractor bank details
- The relevant Council Purchase Order number
- A unique invoice number
- Full breakdown of the service/goods provided
- All costs, VAT charged and VAT number (if applicable)

Invoice can be submitted via post or electronically via email, the email address will be displayed on the purchase order.

10. Terms and Conditions

In submitting a response to this Invitation to Quote, potential Suppliers do so on the conditions set out in GBC's standard Terms and Conditions, which are attached to this invitation. In the event of any breach of the conditions, GBC shall be entitled to terminate any arrangement made as a result of such procurement.

11. Conduct and Conflicts of interest

The supplier shall not, before the date and time specified for return of the quote, communicate to any person the amount or approximate amount of the quote or proposed quote, except where the disclosure in confidence of the approximate amount of quote is necessary to obtain insurance cover.

The quote shall be a bona-fide quote and shall not be fixed or adjusted by, under, or in accordance with any agreement or arrangement with any other person.

Suppliers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from submitting a quote.

Suppliers must not, in connection with the proposed quote:

- offer any inducement, fee or reward to any member or officer of the Authority/Council
- do anything which would constitute a breach of the Bribery Act 2010 or the Section 117 (2) Local Government Act 1972, or
- canvass any of the persons referred to above in connection with the provision;
 - or contact, any member or officer of the Authority/Council or any person acting as an advisor to the Authority/Council (except as authorised by this Invitation to Quote for the purpose of asking genuine questions about the process or the provision) about any aspect of the proposed provision or for soliciting information in connection therewith.

Suppliers are responsible for ensuring that no conflicts of interest exist between the Supplier and its advisors and the Council and its advisors. Any Supplier who fails to comply with this requirement may be disqualified from the procurement process at the discretion of the Council. Any conflicts of interests must be declared to the Council at the earliest opportunity.