

**TORPOINT TOWN COUNCIL**  
1-3 Buller Road, Torpoint, Cornwall PL11 2LD  
Telephone - 01752 814165  
[admin@torpointtowncouncil.gov.uk](mailto:admin@torpointtowncouncil.gov.uk)  
[www.torpointtowncouncil.gov.uk](http://www.torpointtowncouncil.gov.uk)

**Town Clerk – Mrs Milly Southworth**

## **INVITATION TO TENDER**

21<sup>st</sup> April 2022

Dear Sirs

### **Fabrication and installation of Torpoint Town Centre sign, Sparrow Park, Fore Street, Torpoint, PL11 2AA**

#### **BRIEF DESCRIPTION**

The Town Council is seeking quotations from suitably qualified contractors to undertake fabrication and installation of a new Torpoint Town Centre sign.

#### **RETURN DATE/VALIDITY**

For your tender to be considered it must be: -

- Returned to the Town Clerk & RFO by **midday on Monday 16<sup>th</sup> May 2022** and should remain valid for acceptance for ninety days.
- Your tender should be submitted in the format as detailed in Annex C. **Failure to provide a tender in compliance with the above may result in the tender being rejected.**

#### **QUALITY**

The requirements as detailed within the Scope of Requirements at Annex A shall apply. You are required to state any Quality Assurance/Trade Body Certification you may hold, both now and expect to hold at Contract award.

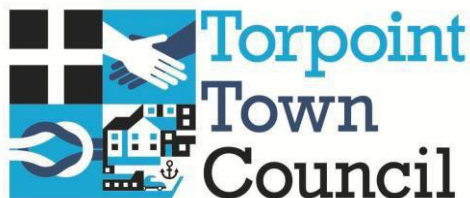
#### **PROGRAMME**

The programme of works is detailed within the Scope of Works Annex A. However, the following is noted:

- It is anticipated this contract will be awarded by Torpoint Town Council at the Council meeting to be held on Thursday 16<sup>th</sup> June 2022 and will then be subject to securing Cornwall Council/Highways approval.

#### **TENDER DELIVERABLES**

You are requested to provide the deliverables detailed within the Scope of Requirements, Annex A and Form of Tender Response, as per Annex C; Annex D details the Terms of Tender.



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### **AUTHORISATION OF WORK**

You are requested to note that this document is an Invitation to tender only and does not constitute authority to carry out work. Any subsequent Contract for work, including any additional work, may only be authorised by an Officer of Torpoint Town Council, in writing. Torpoint Town Council will not be liable to pay for any work undertaken without such authorisation.

If you have any queries about this Invitation to tender, please contact the undersigned.

Yours faithfully

**Milly Southworth**  
**Town Clerk & RFO**  
Torpoint Town Council  
1-3 Buller Road  
Torpoint  
PL11 2LD  
01752 814165  
Email: [clerk@torpointtowncouncil.gov.uk](mailto:clerk@torpointtowncouncil.gov.uk)

### **Enclosures:**

Annex A - Scope of Requirements:  
Annex B – Location Map, Sparrow Park, Torpoint, Cornwall  
Annex C – Form of Tender Response  
Annex D - Terms of Tender



## **SPECIFICATION**

### **Annex A**

## **SCOPE OF WORKS**

FOR THE FABRICATION AND INSTALLATION OF A TORPOINT TOWN CENTRE  
SIGN AT SPARROW PARK, TORPOINT, CORNWALL PL11 2AA

FOR YOUR CONSIDERATION

## **CLIENT**

TORPOINT TOWN COUNCIL

1 - 3 BULLER ROAD

TORPOINT

CORNWALL

PL11 2LD

Dated: 21/04/2022

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## **1. Overview and Specification**

Torpoint Town Council is seeking quotations from suitably qualified contractors to undertake the fabrication and installation of a Torpoint Town Centre sign at Sparrow Park, Fore Street, Torpoint, PL11 2AA, plus the disposal of all waste from site.

The works are to include

- I. Fabricate a sign to the Town Council's range of designs from steel, suitable for long-term exposure to the elements or metal treated with a protective coating, with matching 50-75mm upright posts.
- II. Install the fabricated sign in Sparrow Park to the specification, in line with any conditions laid out by Cornwall Highways. Minimum distance from bottom of sign front to walk way is 2.5m.
- III. Installation and secure supplied lengths of Torpoint Ferry chain along paths edge, dimensions listed in diagram below.
- IV. Remove all waste from site.
- V. Make right areas around work site, landscape and replace any displaced plants.

Please advise the time required for the project, from earliest start date to completion.

## **2. Background and Context**

In January 2021 Torpoint Town Council launched a community project to design a new Town Centre sign which will be situated in Sparrow Park. (In case you do not know, that is the little one at the top of Fore Street). Competition entries were received and photos of these designs are included. The sign needs to include the words 'Town Centre' as a minimum.

The Town Council now wishes to instruct the fabrication and installation of the Town Centre sign, to complete this community project.

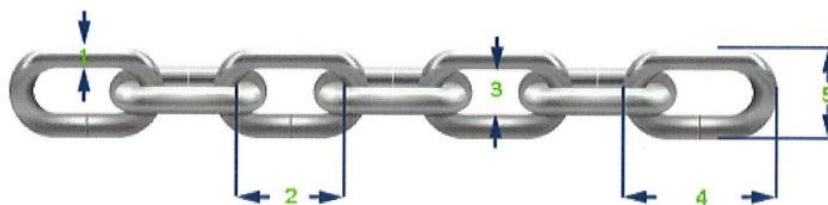
### 3. Site and design Photos

Sign location



#### TORPOINT FERRY CHAIN DIMENSIONS

1. 40mm – 1.6 inches
2. 160mm – 6.3 inches
3. 50mm -2.0 inches
4. 240mm - 9.5 inches
5. 130mm – 5.1 inches
6. 5.6kg per link – 12.4 lbs



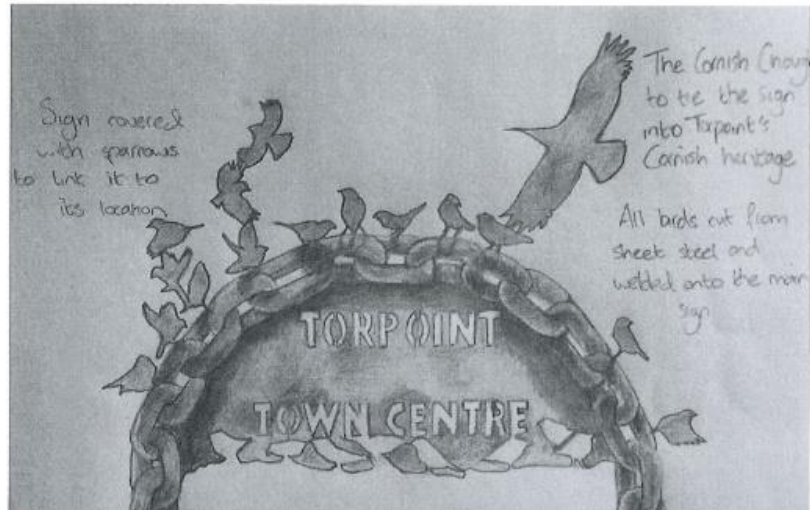
1 = wire diameter

2 = inside link length

3 = inside link width

4 = outside link length

5 = outside link width

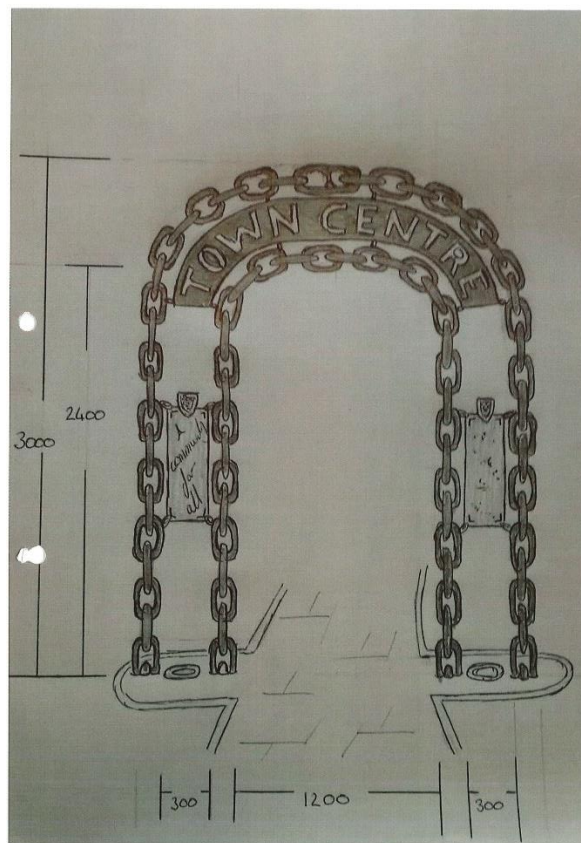


Design 1



Design 2: inscription

Torpoint Town Centre  
Gateway to Cornwall  
Dynnarch



Design 3



Similar signs in Devonport and Saltash



#### 4. Timetable

The indicative timetable for this work is provided in the table below:

<b>Description</b>	<b>Date</b>
Issue Request for Quotation	21 <sup>st</sup> April 2022
Submission of tenders	Midday Monday 16 <sup>th</sup> May 2022
Contract award by Torpoint Town Council	Thursday 16 <sup>th</sup> June 2022

#### 5. Invoicing arrangements.

Invoicing arrangements and payment terms will be agreed prior to contract.

# ANNEX B

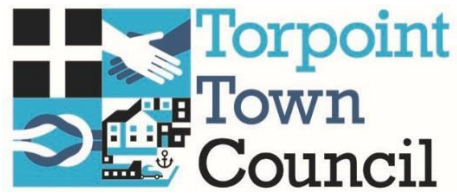


\* SPARROW PARK, TORPOINT, PL11 2AA

What 3 words - brands. sailor. twice

FOR FABRICATION AND INSTALLATION OF TORPOINT TOWN CENTRE SIGN

APRIL 2022



## **Annex C - Form of Tender Response**

Tenderers submitting a quotation are required to provide their quotation and supporting information in a format which clearly details:

### **Programme**

Provide a quotation for the fabrication and installation of a new Torpoint Town Centre sign at Sparrow Park, Torpoint, Cornwall, plus the disposal of all waste from site.

### **Total Price**

Provide complete pricing for design, fabrication, installation of sign and disposal of waste.

### **Risks, Assumptions, Issues and Dependencies**

Provide details of any risks, assumptions, issues that are relied on in the formulation of your Tender Response. Please detail any Torpoint Town Council dependencies.

### **Specific Exclusions**

Provide details of any specific exclusions which are not included within the programme or price.

### **Supporting Information**

Please provide the Quality Assurance Certification / Trade Body Certification you hold, both now and expect to hold at contract award.

### **Submitted to:**

Please forward tender response **via email**, addressed to [tender@torpointtowncouncil.gov.uk](mailto:tender@torpointtowncouncil.gov.uk), by **midday on Monday 16<sup>th</sup> May 2022** or **via post** to Town Clerk & RFO, Torpoint Town Council, 1 – 3 Buller Road, Torpoint PL11 2LD, clearly marked **Town Centre Sign.**

**To: Torpoint Town Council**

**Quotation – The fabrication and installation of a new Torpoint Town Centre sign at Sparrow Park, Torpoint, Cornwall, plus the disposal of all waste from site, more details are in the Scope of Requirements at Annex A.**

I/we .....

Of .....

Address .....

.....

.....

Post Code .....

Telephone .....

e-mail .....

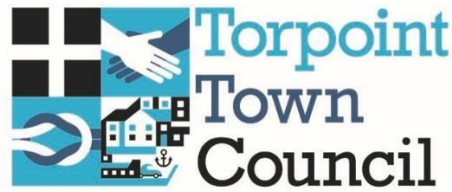
Make the following offer to provide:

The fabrication and installation of a new Torpoint Town Centre sign at Sparrow Park, Torpoint, Cornwall, plus the disposal of all waste from site.

I submit a TOTAL quotation of: £..... + VAT.

Signed .....

Date .....



#### **Annex D Terms of Tender**

- a) This Tender shall comply with The Financial Regulations of Torpoint Town Council.
- b) Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- c) The Council shall apply the Council's Best Value Statement at all times.
- d) The Council shall not be obliged to accept the lowest of any tender, quote or estimate.
- e) It is anticipated that all tenders will be considered at the Council meeting on **16<sup>th</sup> June 2022**.
- f) The terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.
- g) In order to comply with the Government's policy on transparency in the areas of Agreements and procurement the Council will be disclosing information on its website in relation to expenditure over £500 (five hundred pounds) in relation to the Agreement. The information will include the Supplier's name and the Charges paid. The Parties acknowledge that this information is not Confidential Information or commercially sensitive information.
- h) The Supplier shall at all times comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other statutory and regulatory requirements and the Council's policies and procedures relating to health and safety.