



## **Demolition of an Agricultural Portal Building at Sevenacres, Kilwinning**

### **An invitation to tender for the works.**

#### *Guidance for contractors*

**This document provides instructions for contractors to enable them to complete the tendering process in the required format. Please read this document prior to completing any tender submissions. Contractors must include copies of current insurance documents for their tenders to be considered. Similarly, they must also provide adequate evidence to demonstrate their suitability to perform the works within current legislation.**

Questions relating to any part of the tender documents or process should be directed to ART's project management team by email at [info@ayrshireriverstrust.org](mailto:info@ayrshireriverstrust.org). All questions and answers will be circulated to those expressing an interest in the tendering process. No questions will be answered on a 'one to one' basis (e.g. face to face or by telephone) except during the pre-tender site meeting on the 20th February 2017 as detailed below. This is to ensure transparent and fair competition.

#### **1. Introduction**

Ayrshire Rivers Trust (ART) in conjunction with the Scottish Environment Protection Agency (SEPA) aim to restore fish passage on the Lugton Water by constructing a new dedicated fish pass at this location. Currently preventing fish migration upstream. The works will be funded by SEPA through the Water Environment Fund (WEF 0026 Sevenacres weir).

Prior to commencing the instream fish pass construction works, the site must be cleared to allow contractors safe access to the right hand bank of the Lugton Water (looking downstream) where currently an agricultural type 'Portal Framed Building' with an attached 'lean to' stands. This building is derelict and in poor condition and requires to be demolished to ground level to allow building contractor's access to the watercourse for construction of the fish pass. The owners of the building have provided written consent for demolition to proceed.

**A site meeting will be held at Sevenacres on 20/02/17 and those submitting tenders are advised to attend. ART will seek a minimum of three tendered quotes for this contract to ensure the use of public funds remain competitive.**

## **2. Description of the building**

The steel framed building has timber and block walls on 3 sides with corrugated steel sheeting on the fourth. The roof of the main building is covered with **Asbestos Cement Sheets**. The lean to is roofed with corrugated iron sheets. Roof sheets are supported by timber purlins. The main shed is steel framed while the 'lean to' section is supported by timber posts.

The approximate floor dimensions of the Portal building are 18m x 11m with a ridge height of approximately 6m. The lean to is approximately 5m x 15m with a maximum height of approximately 4m.

Hereafter unless specifically required, these buildings shall be referred to as one building.

## **3. The Demolition Contract Requirements**

In advance of demolishing the building, all loose materials within the structure should be removed and either laid aside for disposal later or disposed of immediately. Dust and litter arising from the site must be contained and not allowed to contaminate neighbouring properties.

Demolition of the building to existing ground level only is required and foundations and floors should remain in place.

Contractors must comply with all health and safety legislation and have adequate insurance (both Public and Employers Liability) in place throughout the duration of the works. **Copies of current insurance certificates should be submitted along with the tender documents.**

**Demolition contractors are required to submit an outline method statement along with their tenders.** They will also be required to provide a detailed method statement to North Ayrshire Planning Department for building warrant approval in advance of commencing the works.

The successful tenderer will be required to submit detailed health and safety risk assessments for approval to ART and North Ayrshire Council Planning Department as required before works commences. It will remain the contractor's responsibility to comply with all NAC requirements, health and Safety legislation, and building regulations throughout the execution of the contract. A building warrant will be required.

A breakdown of the tender price should be completed in the form below.

## **4. Contractor specification / requirements**

Health and safety and environmental protection are of prime importance to ART and SEPA.

It will be the contractor's responsibility to ensure that they are suitably qualified and experienced to comply with all Health and Safety Executive requirements and particular attention is drawn to determining whether the asbestos removal is notifiable or requires licensed contractors. Contractors should justify their suitability to perform the works and demonstrate their experience when submitting their tender documents in the required format below (Sections 1-4).

Contractors must demonstrate that they are suitably qualified and experienced to satisfy local authority planning department and the Health and Safety Executive requirements particularly in respect to health and safety legislation and the Control of Asbestos Regulations 2012.

**5. Hazardous substances. Attention is drawn to (but not limited to) the following HSE publications available online:**

<http://www.hse.gov.uk/asbestos/detail.htm>

<http://www.hse.gov.uk/asbestos/duty.htm>

<http://www.hse.gov.uk/asbestos/regulations.htm>

<http://www.hse.gov.uk/asbestos/essentials/index.htm>

<http://www.hse.gov.uk/asbestos/essentials/cement.htm>

<http://www.hse.gov.uk/pubns/guidance/a11.pdf>

<http://www.hse.gov.uk/asbestos/licensing/notifiable-non-licensed-work.htm>

**Further HSE publications that may be useful or essential**

- a14 Asbestos Essentials Non-licensed tasks
- em1 What to do if you uncover or damage materials that could contain asbestos
- em2 Training
- em5 Wetting asbestos materials
- em6 Personal protective equipment (PPE)
- em7 Using damp rags to clean surfaces of minor asbestos contamination
- em8 Personal decontamination
- em9 Disposal of asbestos waste
- *Health and safety in roof work* HSG33 (Third edition) HSE Books 2008 ISBN 978 0 7176 6250 0

**6. Site services**

The electricity supply to the building has been disconnected from the building however, contractors should satisfy themselves and ensure this is the case prior to demolition. No other services are believed to be on site. ART accept no responsibility for any errors in this information and contractors must satisfy themselves regarding all services.

**7. Site Security and Access**

It will be the contractor's responsibility to ensure that the site boundary is secured at all times to prevent unauthorised access to the site. The use of 'Heras' or other proprietary fencing is required.

There are domestic and other properties in close proximity to the buildings and contractors must ensure that vehicular and pedestrian access is maintained to these holdings during the

works. It is also noteworthy that a residential children's home is nearby and caution should be exercised when vehicles are arriving or leaving the site.

#### **8. Other contract details**

A financial retention will not be required. On completion, an invoice should be submitted to Ayrshire Rivers Trust and full payment will be made within 4 weeks of receipt of invoice subject to SEPA and ART agreeing that the work has been completed to our satisfaction.

The timescale for the works requires the building to be removed and work to be completed by the last two weeks in March and no later than 31/03/17.

The successful company will be notified in writing (e-mail) by 01/03/17

Unsuccessful tenderers will be notified in writing by 02/03/17. The winning tender price will be circulated to unsuccessful bidders.

Any concerns or complaints arising from the tender/procurement process should be addressed in writing to 'The Trust Manager', Ayrshire Rivers Trust, 1 Gibbsyard, Auchincruive, Ayr KA6 5HW. Any such complaints will be circulated to all tenderers and investigated fully by ART and SEPA. A response will be issued in writing to the complainant and all tenderers to ensure transparency.

#### **9. Site meeting**

A site meeting will be held at Sevenacres on 20/02/17 and those submitting tenders are advised to attend. ART will seek a minimum of three tendered quotes for this contract to ensure the use of public funds remain competitive.

#### **10. Tender requirements**

- 1) Tenders from suitably qualified contractors are invited for the demolition and removal of the portal and lean to agricultural building at Sevenacres, Kilwinning. The price should include for the removal of all material from the site to an approved and licensed landfill facility as detailed in the table below (section 5). Demolition and site clearance is required to ground level. Foundations and floors shall be left in place.
- 2) Attention is drawn to the close proximity of the Lugton Water and no materials arising from the demolition should be allowed to enter the watercourse.
- 3) Contractors should ensure that refuelling of any machinery and equipment takes place at least 10m from the watercourse. Spill kits must be provided and used on site throughout the works as appropriate.
- 4) Drawings and ordnance survey maps detailing the location and building that will comprise the works are included in the appendix below.
- 5) A site meeting will be held on Monday 20<sup>th</sup> February at 10.00am and those wishing to submit tenders are encouraged to attend.
- 6) **Price.** The price submitted should be an all-inclusive quote that allows contractors to fulfil their obligations to the required standards. There will be no provision for additional or unforeseen works. Contractors must satisfy themselves that they understand the requirements and submit their tenders accordingly.
- 7) **Insurance.** Contractors are required to have both Public and Employers liability insurance to satisfy the pre-selection criteria and complete environmental and health and safety risk assessments as part of the specification of services. Contractors are required to maintain their insurances for the duration of the contract.

- 8) **Methodology and Risk Assessment (RAMS)** Contractors will be required to submit a detailed RAMS document for the works as part of the tender process. This will be assessed and scored in the decision making process.
- 9) **Protecting the Public, Staff and Biodiversity.** It remains the contractor's responsibility to ensure that their employees, members of the public and biodiversity are protected at all times. This should be achieved by minimising the risk (through relevant risk assessments) and by following best practice.
- 10) **Signage.** Health and Safety signage will be required for workers and visitors to the site and prominently positioned for all to see. The contractor will also provide signage warning the public that demolition is underway and access to the site is prohibited. They must ensure that these signs are displayed in prominent locations until the demolition has been completed and the contractors leave the site.

## 11. Tender Procedures.

ART will accept tender submissions from suitably qualified contractors. Contractors are required to supply quotations for demolition works described and in the format required (use the table below).

Collusion between contractors is not permissible and would exclude them from this and any future opportunity to tender for further ART projects.

## 12. Tender Scoring

The criteria that will be used to score submissions are:

- **Understanding of the requirements/brief.** Contractors must clearly demonstrate that they understand ART's requirements for the procurement process and execution of the works to the highest standards. It is inadequate just to list a price for the works. Please provide a brief written statement of what is required to execute the contract and how this will be performed. Include details of the number of staff and type of machinery expected to be employed on site and any special requirements that have been included.
- **Asbestos removal.** Include details of previous experience and justification of why you are suitably qualified to execute the works. Include details of whether you are licensed to perform asbestos removal or if not, why this isn't required.
- **Proposed Methodology & Risk Assessments (RAMS).** Contractors should detail what they will do to achieve the desired result. Details of the risks and hazards on site and methods by which the contract will be executed should be included
- **Biosecurity.** Provide details of all biosecurity measures that will be in place to protect the environment and wildlife.
- **Cost.** Quotations should be itemised as laid out in the accompanying table. The total cost (before and after VAT) should be detailed in the cost summary.

The submitted tenders will be scored using the following evaluation matrix.

Scoring Criterion	Scoring
Understanding of requirements & brief	5%
Asbestos removal	20%
Methodology and Risk (RAMS)	15%
Biosecurity	10%
Price	50%
Total	100%

The successful candidate(s) will be determined using the pre-determined scoring criteria referred to in the table above. ART and SEPA will score tenders and the successful contractor will be agreed through discussions should an outright winner not be immediately obvious.

**For ease of interpretation, tenders should be submitted using the tables provide below.**

**Section 1** provides evidence that contractors fully understand the brief.

**Section 2** Details experience of demolition including asbestos removal and how contractors assessed the requirements for licensed or unlicensed works.

**Section 3** Provides details of how Risk will be managed and the Methods employed. (RAMS)

**Section 4** Details any biosecurity measures or considerations pertinent to the site and works.

**Section 5** relates to the price of the works and should be detailed as below.

1. Removal of contents from the building prior to demolition
2. Disposal of contents to a licensed land-fill facility or suitable alternative location
3. Demolition of the portal and lean to buildings (building) to ground level
4. Disposal of asbestos to licensed land-fill facility
5. Disposal of all other material from the site
6. The Total Cost, expressed before (as a sub-total) and after inclusion of VAT (at the prevailing rate)

### 13. **Submissions deadline.**

**Tenders should be submitted in a sealed envelope marked 'Tender Documents' to Ayrshire Rivers Trust, 1 Gibbseyard, SRUC Auchincruive, Ayr KA6 5HW by no later than 3.00pm on Monday 27<sup>th</sup> February 2017.**

Submission by hard copy or email is acceptable. Tenders submitted by email should be in PDF format only and have a read receipt attached. ART staff will search for incoming mail at 3.00pm on the date above. ART will not accept responsibility for delivery failures in either electronic or postal services regardless of the circumstances and therefore those submitting electronically are advised to send their documents in good time.

\*Those submitting tenders by email must also supply **identical** hard copies to support their electronic submissions by no later than **5.00pm on Tuesday 28<sup>th</sup> February 2017**. Failure to supply an identical hard copy by this deadline will exclude the earlier electronic submission from the scoring process.

Hard copy submissions should be supplied to ART in a sealed A4 envelope clearly marked in bold on the reverse with 'Tender Documents Enclosed' along with the title of the tender. **Tenders should be returned to Ayrshire Rivers Trust, 1 Gibbysyard, SRUC Auchincruive, Ayr KA6 5HW.**

**Email submissions should be sent in PDF format to [info@ayrshiriverstrust.org](mailto:info@ayrshiriverstrust.org) . Supporting 'hard copies' should be sent to the above address by the time and date detailed above and marked on the reverse as 'Supporting Tender Document'.**

Tenders submitted after the above deadlines will not be considered. ART will keep accurate records of all tenders submitted and the decision making process in accordance with ours and SEPA's procurement requirements.

Additional publicity literature is not required and should not be included in the tender but may be included as an appendix. Additional material supplied in an appendix will not be scored. All tenders documents submitted to ART will be retained on record for future auditing purposes. Additional material will not be retained on record.

#### **14. Tender Results**

Unsuccessful contractors will be notified by email within ten working days of the submission deadline. Feedback will be supplied on request.

Successful contractors will receive written confirmation from ART accepting their offer within ten working days of the closing date for tender submission. ART and successful contractors will thereafter enter into a legally binding contract.

#### **15. Terms**

On completion, an invoice should be submitted to Ayrshire Rivers Trust and full payment will be made within 4 weeks of receipt of invoice, subject to SEPA and ART agreeing that the work has been completed to our satisfaction.

No retention of funds will be required.

#### **16. Tender Submission Form**

**Use this pro forma table provided below to complete and submit your tender.** Using this table is essential as it allows scoring to be performed easily and consistently. Tenders submitted in any other format will not be scored.

Each tenderer will be provided an electronic copy of this document to allow them to adjust the size of the table cells where necessary.

## Submissions table

Scoring Item	Description	Score
<b>Section 1</b>	Provide evidence below to show you fully understand the brief:	
<b>Section 2</b>	Detail your experience of demolition including asbestos removal and how you have assessed the requirements for licensed or unlicensed works:	
<b>Section 3</b>	Provide details of how Risk will be managed and the Methods employed (RAMS):  (RAMS may be attached as a separate document due to their expected size but must be clearly marked as Section 3 RAMS)	
<b>Section 4</b>	Provide details any biosecurity measures or considerations pertinent to the site and works:	

<b>Section 5</b>	<b>Price:</b>	
<b>1</b>	Removal of contents from the building prior to demolition	<b>£</b>
<b>2</b>	Disposal of contents to a licensed land-fill facility or suitable alternative location	<b>£</b>
<b>3</b>	Demolition of the portal and lean to buildings (building) to ground level	<b>£</b>
<b>4</b>	Disposal of asbestos cement sheets to licensed land-fill facility	<b>£</b>
<b>5</b>	Disposal of all other material from the site	<b>£</b>
<b>6</b>	Sub Total (before VAT)	<b>£</b>
<b>7</b>	VAT	<b>£</b>
<b>8</b>	Total cost including VAT	<b>£</b>

<b>Checklist for submissions</b>	<input type="checkbox"/>
Copies of current employers and public liability insurance documents enclosed	<input type="checkbox"/>
RAMS attached or enclosed within submission	<input type="checkbox"/>
Submissions table completed	<input type="checkbox"/>
Electronic copy ready to be sent by deadline	<input type="checkbox"/>
Supporting hard copy must be sent to support electronic submissions	<input type="checkbox"/>
Hard copy envelopes marked 'Tender Documents'	<input type="checkbox"/>

## Appendix

### I. Site Photographs

**Figure 1. View of the buildings to be demolished taken from the public highway**



**Figure 2. Internal view of the structure to be demolished**



## II. Location Map

Figure 3. Ordnance survey location map

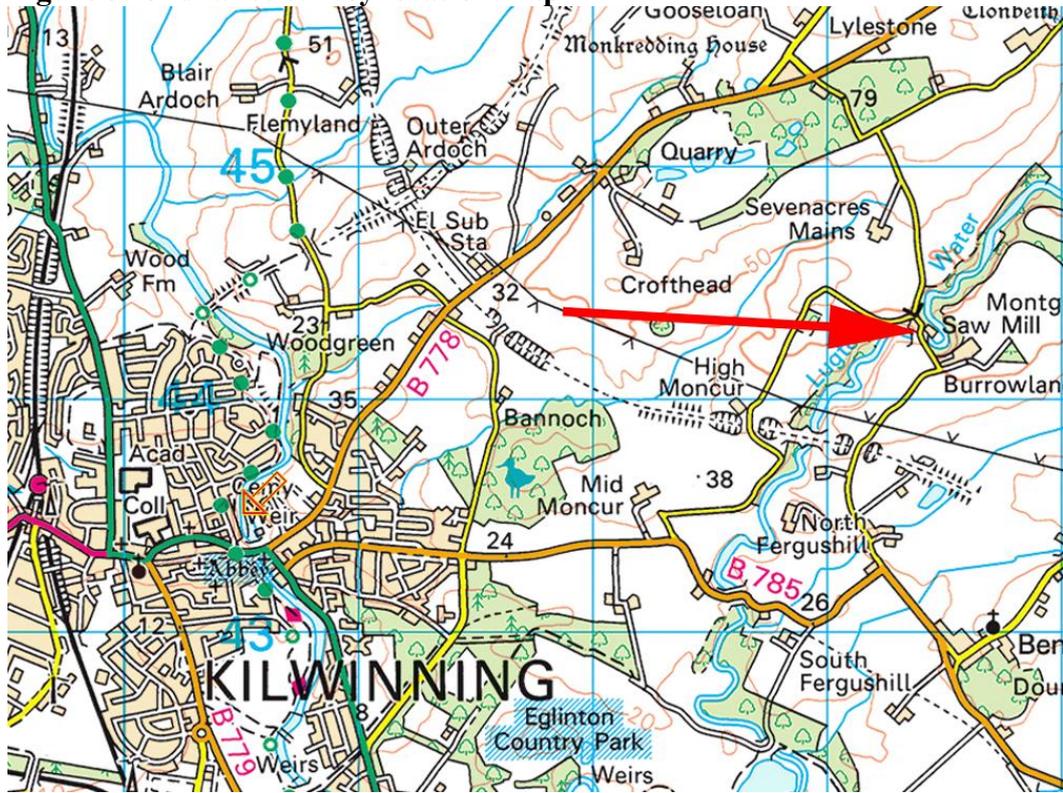
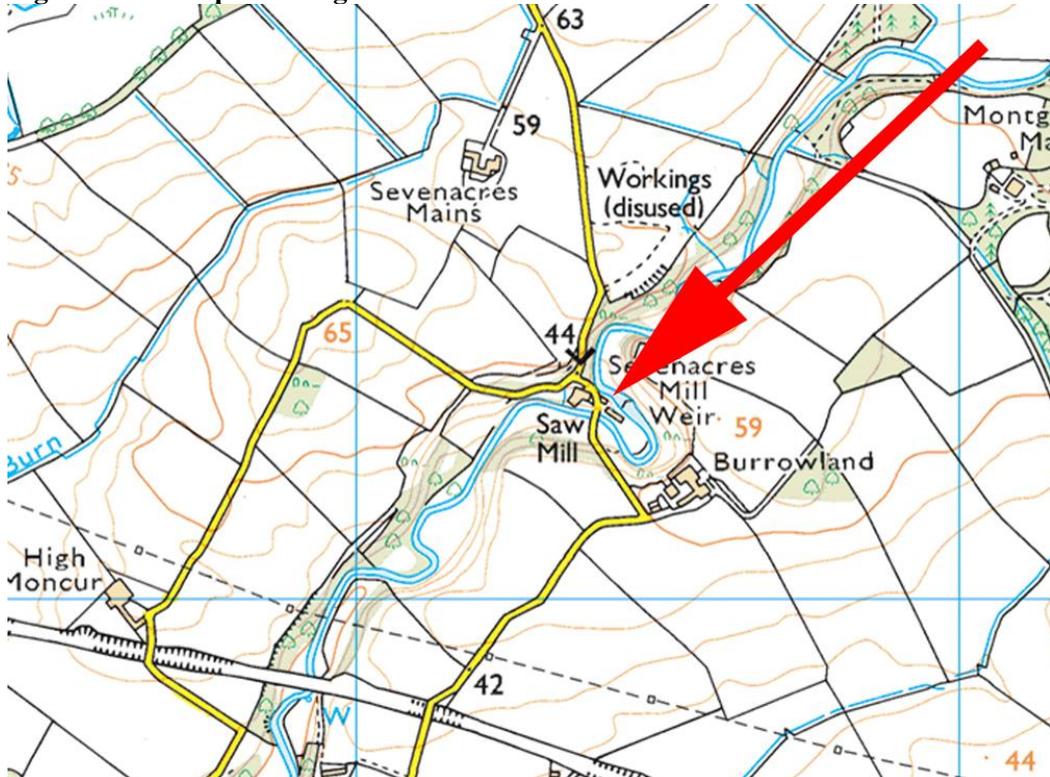


Figure 4. OS map detailing the location of the site



**Figure 5. Satellite Screen shot detailing the building to be demolished**

