



# NORTHAW & CUFFLEY PARISH COUNCIL

7 Maynard Place, Cuffley, Herts, EN6 4JA  
01707 875825

## Invitation to Tender

### Resurfacing and Relining of Sopers Road Car Park, Cuffley

**Deadline for tender submissions:** 5th November 2025

#### 1. Introduction

Northaw & Cuffley Parish Council invites tenders for the resurfacing and relining of Sopers Road Car Park, Cuffley, which accommodates approximately 83 parking spaces. The work must ensure compliance with Disability Discrimination Act (DDA) requirements and improve the surface quality for all users.

The selected contractor will be responsible for removing the existing surface, preparing the base, resurfacing, and relining the car park, ensuring all works are carried out in accordance with relevant British Standards and industry best practices.

#### 2. Conditions of Tender

This tender document is issued for and on behalf of:  
Northaw & Cuffley Parish Council  
Parish Office, Cuffley Hall  
Maynard Place  
Cuffley, Herts  
EN6 4JA

- All tendering contractors should have a minimum of 3 years of experience in civil engineering, with relevant experience in car park resurfacing projects.
- Tenders must be signed by a company director or a named sole trader/partnership representative.
- All submissions must be returned by email to [clerk@northawcuffleypc.gov.uk](mailto:clerk@northawcuffleypc.gov.uk) or by sealed envelope marked "Sopers Road Car Park Resurfacing Tender" to the Parish Office by 5pm on 5th November 2025

Site Visit: Contractors are encouraged to visit the site before submitting their tender. Arrangements for site visits can be made by contacting the Office Manager.

The contractor must provide:

- Proof of experience in delivering similar projects.
- Details of subcontractors (if applicable).
- Copies of the last three years' audited accounts.



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## 3. Specifications

### Scope of Work

The resurfacing and relining works shall include:

#### a) Surface Preparation

- Removal of existing asphalt surface and any damaged sub-base.
- Cleaning and clearing of debris before resurfacing.
- Any required ground preparation to ensure an even, durable surface.

#### b) Resurfacing

- Application of new asphalt/concrete surface with a minimum thickness of 40mm to industry standards.
- Ensuring adequate drainage adjustments to prevent water pooling.

#### c) Relining and Markings

- Repainting of all parking bays, including:
  - Standard parking bays.
  - DDA-compliant disabled spaces (minimum 3 bays).
  - Pedestrian access zones and walkways.
- All lines must be clear, durable, and compliant with British Standards for road markings.

#### d) Compliance with DDA Requirements

- Installation of designated disabled bays with correct sizing and access.
- Provision of clear pedestrian walkways and appropriate signage.

#### e) Waste Management

- Removal and proper disposal of old surface materials and waste.
- Environmental considerations should be made to minimise disruption.



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## 4. Scoring and Evaluation Criteria

Each tender submission will be evaluated based on the following criteria:

Criteria	Weighting
Environmental Standards & Impact	15%
Ability to Meet Project Timelines	25%
Community Value	5%
Experience & Financial Capability	15%
Cost & Value for Money	40%

The Council will create a shortlist based on the above criteria before final contractor selection.

## 5. Conditions of Contract

- The contract is exclusively between the appointed contractor and Northaw & Cuffley Parish Council. Subcontracting is only permitted with prior written approval.
- The contractor is responsible for ensuring that all equipment and materials comply with current Health & Safety and Environmental regulations.
- Any damage caused to surrounding infrastructure must be repaired at the contractor's expense.
- The Council will withhold payment for any unsatisfactory or incomplete work until rectified.
- The following insurance coverages are required:
  - Public Liability Insurance: Minimum £10 million
  - Professional Indemnity Insurance: Minimum £5 million

## 6. Health and Safety

The appointed contractor must:2025

- Submit a Health & Safety Plan before starting work.
- Ensure compliance with the Health and Safety at Work Act 1974 and all relevant regulations.
- Provide Personal Protective Equipment (PPE) for all employees.
- Maintain clear site safety signage for pedestrians and vehicles.
- Provide risk assessments and method statements before commencing work.
- Ensure a safe working environment, particularly during public access hours.



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## 7. Payment Conditions

a) **Payment Structure:**

Payment will be made by Northaw & Cuffley Parish Council ("the Council") upon satisfactory completion of the works and approval by the Council's appointed representative. Interim payments may be considered for larger or phased projects but must be agreed in writing before commencement.

b) **Invoicing:**

The contractor must submit a detailed invoice upon completion of the works, clearly stating:

- The contract reference and site location.
- A full breakdown of costs (labour, materials, plant, and any approved variations).
- Dates of work carried out.
- Confirmation that the works have been completed in accordance with the specification and Health & Safety requirements.

c) **Payment Terms:**

Payment will normally be made within 30 days of receipt of a valid invoice, subject to:

- Completion of the works to the satisfaction of the Council.
- Confirmation that there are no outstanding defects or snagging issues.
- Receipt of any requested supporting documentation (e.g. waste transfer notes, certificates, warranties, or as-built plans).

d) **Retention:**

The Council reserves the right to retain 5% of the total contract value for a period of 3 months following completion to ensure that all defects or deficiencies are rectified. The retained amount will be released upon final inspection and written acceptance by the Council.

e) **Variations and Additional Works:**

Any variations, additional works, or unforeseen costs must be approved in writing by the Council before the contractor proceeds. Unauthorised works will not be paid

f) **Defective Work:**

If the Council identifies any defective or incomplete work, payment may be withheld until such defects are corrected to the Council's satisfaction.

g) **Final Completion and Sign-Off:**

Final payment will be made only after the Council has carried out a formal inspection and confirmed that:

- The works have been completed to specification.
- The site has been left clean, safe, and fully operational.
- All relevant certificates, guarantees, and documentation have been received.



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## 7. Communication/Instructions

All communication regarding this contract shall be directed to:

**Email:** [clerk@northawcuffleypc.gov.uk](mailto:clerk@northawcuffleypc.gov.uk)

**Parish Office:** Cuffley Hall, Maynard Place, Cuffley, Herts, EN6 4JA

The appointed contractor must liaise directly with the Clerk for instructions and approvals during the contract.

## 8. Tender Timescale

Milestone	Date
Tender Published	15 October 2025
Tender Submission Deadline	5 November 2025
Council Review & Shortlisting	12 November 2025
Contract Award Notification	19 November 2025
Work Commencement	ASAP

Bidders must provide a **point of contact (PoC)** for any clarifications during the evaluation period.

## 9. Site Meeting

Interested contractors can attend a site visit at Sopers Road Car Park to inspect the current conditions. This is not mandatory but highly recommended.

**Location:** Sopers Road Car Park, Cuffley EN6 4RY

**Site Visit Arrangements:** Email [office.manager@northawcuffleypc.gov.uk](mailto:office.manager@northawcuffleypc.gov.uk) to book a slot.

Alternatively, contractors may inspect the site at their convenience.



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## 10. Submission Instructions

All sealed bids should be clearly marked "Sopers Road Car Park Resurfacing Tender" and submitted via:

**Postal Address:**

Northaw & Cuffley Parish Council  
Parish Office, Cuffley Hall  
Maynard Place  
Cuffley, Herts  
EN6 4JA

**Email Submission:** [clerk@northawcuffleypc.gov.uk](mailto:clerk@northawcuffleypc.gov.uk)

Final Deadline: 5th November 2025 at 11pm

Late submissions will not be considered.