



Grove Park Playing Fields

NEW PLAY FACILITIES

**DESIGN, SUPPLY & INSTALLATION OF PLAYGROUND REFURBISHMENT AT
Grove Park Playing Fields, Tiptree**

INVITATION TO BID



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SECTION 1 – INSTRUCTIONS TO BID

1.1 GENERAL INFORMATION & INSTRUCTIONS

Tiptree Parish Council is seeking quotes from suitably qualified contractors to provide and install outdoor play equipment, located at the Grove Road Playing Fields, Grove Road, Tiptree, Essex, CO5 0JB. The Grove Road Playing Fields are an established leisure facility, well used by members of the public..

1.2 PROCUREMENT TIMETABLE

Bid issued	24/07/2023
Deadline for receipt of bid queries	08/08/2023
Deadline to respond to bid queries	14/08/2023
Bid return date	28/08/2023 MIDDAY
Notification of award	04/10/2023
Works completed and signed off by	<i>To be discussed with winning bidder</i>

1.3 CONFIDENTIALITY

- 1.3.1 The Bidder shall treat the Bid Documentation as private and confidential.
- 1.3.2 The Bidder shall not disclose details of the proposed Contract; their Bid in whole or in part prior to the award of the Contract by the Parish Council or on receipt of notification that the Bid has not been accepted as the case may be, other than on an “in confidence” basis to those that have a legitimate need to know or whom they need to consult for the purpose of preparing the Bid.

1.4 DECLINE OR INABILITY TO RETURN

- 1.4.1 If for any reason the Bidder is unable to submit a Bid or wishes to decline to Bid, they should notify Parish Clerk (Rob Williams) – clerk@tiptreeparishcouncil.gov.uk

1.5 BID QUERIES

- 1.5.1 All queries regarding the Bid Documentation which may have a bearing on the offer to be made should be raised by the Bidder to the Parish Clerk (Rob Williams) – clerk@tiptreeparishcouncil.gov.uk, no later than 14th August 2023.

1.6 BID SUBMISSIONS

- 1.6.1 The Parish Council require electronic copies of all bids no later than midday on the 28th August 2023. Any bids received after this time will be omitted from the evaluation stage.
- 1.6.2 It is important to allow enough time to send the Parish Council your Bid submission.

1.7 ACCEPTANCE PERIOD

- 1.7.1 The Bid will be deemed to remain open for acceptance or non-acceptance for not less than 3 calendar months from the bid closing date. The Parish Council may accept the Bid at any time within this prescribed period. The Parish Council shall, however, not be bound to accept the lowest or any Bid received.
- 1.7.2 If the Parish Council has not accepted the Bid within the specified time period then the Bid shall remain in force without variation, but the Bidder may at any time thereafter give notice in writing (“a Notice”) to the Council to accept the same.

1.8 SUFFICIENCY AND ACCURACY OF BIDS

- 1.8.1 Bidders will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to all matters relating to the scope of the work to be carried out in their resulting bid submission.
- 1.8.2 Bidders are reminded to check the accuracy of their Bid prior to submission thereof.
- 1.8.3 If the Parish Council suspects that there has been an error in the pricing of the Form of Bid and/or Schedule of Prices, the Council reserves the right to seek such clarification as it considers necessary for the Bidder only.
- 1.8.4 The Parish Council reserves the right to disqualify incomplete Bids or Bids that have not followed these Instructions to Bid.
- 1.8.5 Bidders should familiarise themselves with all regulations, bylaws and all other factors that may affect their Bid.

1.9 INCURRED EXPENSES

- 1.9.1 The Parish Council shall not be responsible for, or pay any losses or expenses which may be incurred by the Bidder in the preparation and submission of their Bid, including (but not limited to) the attendance at any pre or post tender meetings, due diligence meetings, the delivery of any presentations by the Bidder to the Parish Council in relation to their proposal, site visits or other negotiations.
- 1.9.2 The Parish Council will not accept claims for additional charges relating to the work delivered by the Bidder or the Contractor after acceptance of the Bid if, in the reasonable opinion of the Council, such additional charges should have been established by proper inspection of the Bid Documentation prior to bidding.

1.10 PRICING

- 1.10.1 Bidders should complete the enclosed Pricing Schedule noting the following:
- (a) The Bidder must submit costs for all items detailed on the Pricing Schedule. Failure to complete the Pricing Schedule fully may result in elimination of the Bid.
 - (b) The currency in which all prices, costs or rates stated on the Form of Bid and / or Schedule of Prices must be quoted is Pounds Sterling and whole new pence (i.e. to 2 decimal places).
 - (c) All prices quoted should be exclusive of Value Added Tax (VAT).
 - (d) Playground Budget - £75,000.

1.11 PAYMENT

1.11.1 The Parish Council's standard payment terms are 30 days in arrears.

1.12 CREDENTIALS

1.12.1 Please provide details from two recent contracts (within the last 3 years) that your organisation has undertaken which are relevant to Tiptree Parish Council's requirement.

Details should include the following:

- The organisation's name and contact details, including email, for a reference.
- Details of the contract, explaining why the contract is relevant to Tiptree Parish Council's requirement, when and where the contract was performed, and whether the outcomes were successfully achieved.
- The contract value.

1.12.2 Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's (Compulsory) Liability Insurance* = £ 5,000,000.00

Public Liability Insurance = £ 10,000,000.00

Professional Indemnity Insurance = £ 5,000,000

*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

1.13 PUBLICITY

1.13.1 No publicity regarding the services or the award of any contract will be permitted unless and until the Parish Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Parish Council.

1.14 TRANSPARENCY AND CONFIDENTIALITY

1.14.1 As a public body, the Parish Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and Environmental Information Regulations 2004 ("EIR") in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Council shall treat all Bidders' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA or the EIR.

While the Parish Council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done.

Bidders should be aware that, in compliance with its transparency obligations, the Parish Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

SECTION 2 - SPECIFICATION

OVERVIEW

All equipment to conform with BS:EN1176/1177 & BS:EN 16630 safety standards. The Parish Council would like Wetpour to be the main safety surface for the High impact areas of the Playground Area, and Rubber Mulch for the low impact areas.

2.1 Playground Refurbishment:

- **Removals**
 - Uplift & remove existing “purple” play equipment and rubber matting. This does not include the two swings sets at the north of the purple play equipment. Prepare the ground for new surfacing throughout the play area
- **New Playground**
 - Design of play equipment is to have inclusivity in mind.
 - Contractor to design a budget-based play area that will meet the needs of the local populace at the 12-17 age group. Swings will not need to be included, as 3 other swing sets are on site.
 - A multitude of poles in the ground creates significant additional strimming time for our work force in keeping the playing field neatly mown. Designs with a significant strimming requirement will be adversely affected.

The Parish Council welcomes suggestions and designs based on the above. Note: The final arbiter of the design will be the local populace via a social media survey of the three designs chosen by Councillors.

The budget for the playground works is £75,000 + VAT to include all removals in the infant playground, groundworks, equipment and site setup.

SECTION 3 - GENERAL INFORMATION

3.1 Site Visits

It is **strongly** recommended that contractors visit the site before submitting their bid. Any contractor wishing to book an accompanied visit should contact the Parish Clerk prior to attending:

Name: Rob Williams

Email: clerk@tiptreeparishcouncil.gov.uk

Tel: 01621 817030 (option 1)

3.2 Location



(Image source: Google Maps)

Key:

Red circle shows area of purple equipment to be removed. Design for new equipment can extend down to the South East (without impinging on Basketball Court) if required. Any structure of height is to be designed furthest away from the property line on the eastern side.

SECTION 4 - EVALUATION METHODOLOGY

Evaluation Criteria:

The top 3 designs based on the following criteria will be advertised on Social Media (Design picture and brief description of the play equipment and advantages – not more than 150 words)

Quality	60% <ul style="list-style-type: none"> - Bidders submission meeting the specific brief requirements. - Delivery of project – Programme of Work. - Design & Layout. - Suitability of Play Equipment provision - Assurance that the recreation ground will be left clear and tidy, and detailing timescales of making good any damage caused to grass surface
Price	25% <ul style="list-style-type: none"> - The Parish Council do not need to accept the lowest bid, and will select the preferred provider based on value for money
After sales Care	5% <ul style="list-style-type: none"> - Ongoing maintenance support - Aftersales support in how to use and maintain the equipment
Warranty	5% <ul style="list-style-type: none"> - Clear identification of the warranties on the equipment - Durability of equipment
Added Value	5% <ul style="list-style-type: none"> - Any information the Parish Council should be aware to strengthen the Bidders submission - Support in usage of equipment - Opening event

SECTION 5 -AWARD CRITERIA

The project is expected to be awarded in mid-September, once the Social Media survey has had a two-week period to gain responses. The design with the most votes will win. This will then be ratified by Full Council at their next Meeting. In the event of a tie, we revert back to the tender evaluation process above. Due to the timelines and the onset of winter, Bidder is to liaise with the Parish Council regarding the completion timeline for all works.

TENDER SUBMISSION DOCUMENTS

Important

Please be sure to include a PDF and JPG picture of the final design for social media survey use, along with a maximum 150 word description/ advantage of the design

Supporting Questions

1.	Resources - Detail the resources and your technical ability (inclusive of sub-contractors) to carry out the service Provide Information on: <ul style="list-style-type: none">• The workforce to be employed for performance• The service and level of experience• The level of resources to be used e.g. time.
2.	Monitoring - Provide information on monitoring of the contract and installation works
3.	Communication - Provide information on how you will effectively communicate with the Parish Council and your procedure for responding to a complaint. Please include any relevant names, position and contact details

4.	Risk - Identify any risks involved in the project and how you suggest these could be managed effectively
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5.	Values – Please outline how your proposal and the equipment/design might: (i) offer play and social elements to achieve increased accessible play; (ii) support mental and physical wellbeing
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Your Organisation

1.	BASIC DETAILS OF YOUR ORGANISATION	
1.1	Name of the organisation in whose name the tender would be submitted:	
1.2	Contact name for enquiries about this bid:	
1.3	Contact position (Job Title):	
1.4	Address: Post Code:	
1.5	Telephone number:	
1.6	Email address:	
1.7	Website address (if any):	
1.8	Company Registration number (if this applies):	
1.9	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
1.10	Date of Registration:	
1.11	Registered address if different from the above (including post code)	
1.12	VAT Registration number:	
1.13	Is your organisation: (Please indicate one)	i) a public limited company? Yes / No
		ii) a limited company? Yes / No
		iii) a partnership Yes / No
		iv) a sole trader Yes / No
		v) other (please specify) Yes / No
1.14	Name of (ultimate) parent company (if this applies):	