



WITCHFORD Parish Council

WITCHFORD PARISH COUNCIL

INVITATION TO TENDER

BEDWELL HEY LANE PLAY AREA

Site location:

Witchford Village Hall

Bedwell Hey Lane

Witchford

CB6 2JN

1. General Requirements

Witchford Parish Council is proposing to replace its playground equipment at the village hall Bedwell Hey Lane Witchford with the installation of new equipment including appropriate surfacing. All works materials and parts should comply with both the British and European Standards for playground equipment and surfacing BS EN 1176.

The play area is intended to be used by children and young people with ages ranging from toddler to 14 years, and to be inclusive and available for use by children and young people of all abilities.

Experienced play area installers are invited to tender for the contract.

It is anticipated that construction work will be carried out in Winter/Spring 2024/25 with the playground ready for use 1st June 2025 at the latest.

Companies intending to tender must refer to the 'site information' section of this tender for the background information to the site. A map and images of the location is included at Appendix 1.

Companies must be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificate for accreditations for the above membership plus details of any other relevant accreditations.

The owner of the site of the play area is the Witchford Playing Field Association [WPFA] and liaison with their representative will be required for access and parking arrangements. This may be direct but the Parish Council Clerk must be copied into to all agreements.

A timescale for commencing this project will be agreed between Witchford Parish Council and the chosen Contractor.



2. Summary Project Details

Name of project	Witchford Parish Council Bedwell Hey Lane Playground Project 2024
Project budget	Up to £120,000 excluding VAT
Location:	Witchford Village Hall Bedwell Hey Lane Witchford Cambridgeshire CB6 2JN
Parish Council contact	Any queries must be addressed to the Parish Clerk. Email: clerk@witchfordparishcouncil.gov.uk
Site visits	A site visit is essential to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. The play area is an open site and suppliers are also welcome to visit the site at their own convenience without penalty

3. Tender Process

- 3.1 Witchford Parish Council wishes to employ a Principal Contractor to carry out the supply and installation of inclusive new play equipment and safety surfacing for an age range of toddlers to mid-teens (1-14 years), to include the removal of the existing play equipment.
- 3.2 Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided with this document at Appendix 2.
- 3.3 The Council's preference is to receive tenders by email so that copies of documents can be circulated for evaluation. Please reference your email as TENDER FOR BEDWELL HEY LANE PLAY AREA.

The email address for tenders is clerk@witchfordparishcouncil.gov.uk.

If submitting by post, please provide 3 copies of all documentation. Postal tenders should be returned in a sealed envelope bearing no company identification and marked TENDER FOR BEDWELL HEY LANE PLAY AREA to:

The Parish Clerk,
Witchford Parish Council,
88 West Fen Road
Ely
Cambs
CB6 3AA

All tenders should be received by 17:00 hours on 25th November 2024

The following should be submitted:

- Quotation Breakdown form
- A copy of your certificate of public liability insurance (minimum £12m)
- A copy of your company's Health and Safety Policy



- A copy of your company's API (Association of Play Industries) certification
- A copy of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works

3.4 Designs should be presented on A4 and A2 as well as a digital image in a standard format (JPG, PNG, etc).

3.5 Witchford Parish Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender

3.6 Tenderers should liaise with the Parish Clerk (clerk@witchfordparishcouncil.gov.uk) during the tender period regarding any queries or concerns on the content of this specification.

Any questions about the project are to be sent to the Clerk by 4th November 2024 - any responses after this will not be responded to. All questions asked will be shared to all interested parties via blind copy email

3.7 Sustainability

Contractors must submit an Environmental Statement and outline how they and their suppliers are minimising environmental impact including:

- Sourcing materials
- Manufacture
- Packaging
- Transport
- Disposal and product end of life options

3.8 Contractors and any companies involved in the supply/procurement of the play equipment must comply with the Modern Slavery Act 2015, wherever it applies.

3.9 Confidentiality

Any submission received will be held in confidence by the Council and will not be disclosed to any other Contractor or their affiliates.

4. Specifications

4.1 General

The work is for the design and installation of Bedwell Hey Lane play area. This includes:

- the removal of the existing play equipment. It is proposed the play area will utilise a footprint that includes the location of the existing installations therefore removal is required.
- the supply and installation of appropriate groundworks, safety surfacing, play equipment, fencing and signage.



All works should comply to the British and European Standard for playground equipment BS EN 1176 and surfacing BS EN 1177.

4.2 Play equipment

Bedwell Hey Lane play area is a well-used playground located next to the village hall/social club and the village playing field. The current playground now consists mostly of ageing equipment which is not accessible to all. The new play area will be on a slightly larger footprint as shown in Appendix 1.

The Parish Council is seeking to include play equipment with high play value that is inclusive and accessible to all. Previous consultation shows a desire for equipment to cater for children between 1 and 14 years, so that whole families and groups of children can play together.

Inclusive and accessible play equipment should be provided as much as possible.

Following public consultation, the equipment we would like included in the Bedwell Hey Lane play area could include but not be limited to:

Multi-plays

Swings

Springers

Roundabout

See saw

Wendy house/shop role play for younger children

Trampoline

Slides/tunnels

No zip wires are to be included.

Wet pour safety surfacing is to be included.

Fence between the play area and the adjacent sitting out area to the west

The Parish Council are willing to consider equipment made of different materials e.g. wood, plastic and steel pieces. However, due to the heavy use of the playground, equipment must be robust and vandal-proof.

The equipment proposed must not be over 4 metres high to comply with planning restrictions.

4.3 Site preparation, installation and access

4.3.1 Site Preparation

Removal of existing equipment:

- The contractor will be responsible for the safe removal of the existing play equipment and the safe and legal disposal of the same.
- The contractor will remove the existing seats and picnic benches and place these in the location provided by the Parish Council for the duration of the works

Site Plans:

- the contractor will be responsible for accurately measuring the area for installation of new equipment and ensuring all design proposals correctly fit the area available.
- it is the responsibility of the contractor to undertake a topographical survey to ensure adequate knowledge of the nature of the existing ground, and its bearing capacity.
- on the award of the contract the successful contractor will be deemed to have undertaken any additional site investigations they consider necessary to complete the project. No claims will be accepted for lack of information or inaccuracies in this respect.

4.3.2 Installation

General

- a project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.
- the Contractor will need to supply the Parish Council with a copy of their site Risk Assessment, Method Statement and a copy of their public liability insurance at least 14 working days before the start of the project.
- access to the remainder of the playing field open space must be available and safe at all times.

Site Compound; Security and Temporary Fencing:

- the contractor shall provide all temporary and permanent fencing as necessary around the perimeter of the site which will be securely fixed during out of work hours, to ensure the Works remain protected from all unauthorised entry.
- the Contractor must provide for siting their temporary buildings and the storing of materials etc. within the site boundaries.
- the site to be maintained in a secure state at all times until completion at which time, all temporary fencing, building materials and equipment is to be removed and all Works made good. The site is also to be left in a safe and tidy state at the end of each working day.
- the contractor shall affix secure visible warning signs affixed notifying the public of any potential hazards.

Storage and Buildings:

- the contractor is responsible for securing their equipment on site.
- the contractor will be responsible for providing and adequately maintaining any onsite welfare facilities (i.e portaloos).
- safe and unobtrusive parking arrangements should be established on site for contractors. This should not be to the physical or visual detriment of the site. This should be agreed in advance with the WPFA.

4.3.3 Access:

- this will be from Bedwell Hey Lane Witchford. The route to be used from the highway to the installation site should be agreed by the contractor in advance



with the WPFA. It will be the contractor's responsibility to survey ground conditions & to ascertain suitability of the route.

- the contractor will make good any damage incurred as a result of this action at their own expense.

4.4 Post-installation

- 4.4.1 Witchford Parish Council will organise an independent post-installation inspection of the play equipment, surfacing and fencing. The Contractor will be responsible for rectifying any issues identified at their own cost. The Parish Council will not accept hand over of the area until identified issues are rectified. Ownership, liability and responsibility for insurance of the play area and installation works will lie with the Contractor until all issues identified by the independent post-installation inspection are rectified by the Contractor and the Parish Council has provided as signed Completion Certificate.

4.5 Maintenance and aftercare

- 4.5.1 The Contractor will provide a full schedule of maintenance requirements is to be provided once the play area is completed. This should include a breakdown of items, specifications and maintenance requirements to assist with the future site management, inspections and maintenance.

5. Timescales

Date	Action
30 th September 2024	Publish tender using Contract Finder and by email notification to companies that have expressed an interest
28 th October 2024	Deadline for questions on the project to the Parish Council.
4 th November 2024	Question responses distributed to all parties
25 th November 2024	Tender Offer Submission Deadline.
4 th December 2024	Full evaluation of anonymous tenders to select shortlist of preferred designs as per evaluation criteria
7 th – 21 st December 2024	Public consultation on short listed designs
8 th January 2025	Full Parish Council meeting to select preferred supplier.
10 th January 2025	Contractor notified

6. Evaluation Criteria & Award Process

- 6.1 Tenderers shall provide all the information requested in the Form of Tender. It is essential that responses are made to all the requirements listed within this document. Unclear tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification on any queries that are unclear.



- 6.2 Designs received will be shortlisted in accordance with the evaluation criteria set out in 6.3, to a short list of five designs. The five shortlisted designs will be subject to a 14-day long public consultation process. This will be limited to the proposed design/equipment and will not include publication of the quoted prices.

The five shortlisted designs will then be re-evaluated in accordance with the evaluation criteria set out in 6.4.

- 6.3 To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

Scoring system for shortlisting

Play Value 30%
 Inclusivity 30%
 Durability 20%
 Design Rationale 10%
 Cost 10%

A standard 0-5 point scoring system will be used and is detailed below

0	Unacceptable: Non-compliant / deficient for the criteria used
1	Poor: Limited response which is lacking sufficient detail or is inaccurate
2	Below expectations: Minimal achievement of requirements with weaknesses or omissions
3	Adequate: Reasonable achievement of requirements with weaknesses or omissions
4	Good: Comprehensive response, detailed and relevant with no inconsistencies
5	Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$$2/5 \times 50 = 20\% \text{ for that section}$$

Each section will then be added together for an overall mark out of 100%.

The shortlisting process will be carried out by the Parish Council

6.4 Second round scoring system

Play Value 30%
 Inclusivity 30%
 Public consultation responses 20%
 Durability 10%
 Cost 10%



A standard 0-5 point scoring system will be used and is detailed below

0	Unacceptable: Non-compliant / deficient for the criteria used
1	Poor: Limited response which is lacking sufficient detail or is inaccurate
2	Below expectations: Minimal achievement of requirements with weaknesses or omissions
3	Adequate: Reasonable achievement of requirements with weaknesses or omissions
4	Good: Comprehensive response, detailed and relevant with no inconsistencies
5	Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$$2/5 \times 50 = 20\% \text{ for that section}$$

Each section will then be added together for an overall mark out of 100%.

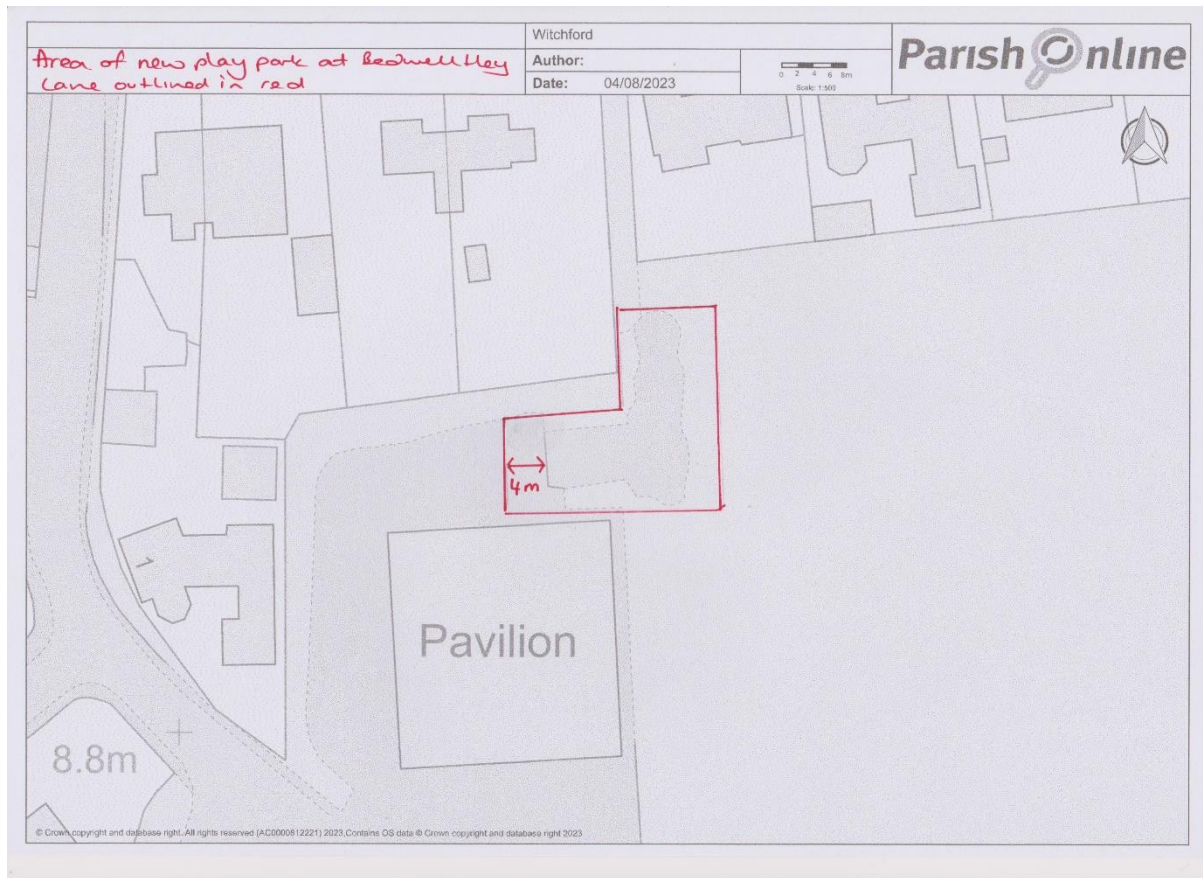
The evaluation of the second round scoring process will be carried out by the Parish Council.

- 6.5 Following public consultation the Parish Council reserves the right to require alterations to the design, layout and/or equipment.
- 6.5 The Council's decision is final.
- 7. Pricing and payment
 - 7.1 The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the tender documents whether described in detail or not, without any extra payment in respect thereof.
 - 7.2 Payment will be upon satisfactory completion of the works, including completion of all remedial works required following receipt by the Parish Council of the independent Post-Installation Report.



APPENDIX 1

Photos of site.



Access from Common Road – dropable bollards











APPENDIX 2

FORM OF TENDER

To be completed by the Tenderer

To: Witchford Parish Council
c/o Parish Clerk
88 West Fen Road
Ely
Cambs
CB6 3AA
clerk@witchfordparishcouncil.gov.uk

With regard to provision of Provision and Installation of Play Equipment at Bedwell Hey Lane Witchford - in accordance with the Invitation to Tender (ITT)

- I/We confirm that having examined the ITT and all associated documents, and being fully satisfied in all respects the requirements; our tender represents an offer to Witchford Parish Council, which if accepted in whole or in part, will create a binding contract for the provision of a service for the Provision and Installation of Play Equipment contract (2024).
- I/We confirm that this will be subject to the terms of the ITT documentation (including Plans, Specification and Terms and Conditions) which we have received.
- I/We hereby offer to provide the whole of the services for the term of Installation in Winter/Spring 2024-25 with conformity to the prices provided in the completed Cost Submission Form.
- I/We understand that the Parish Council is not bound to accept the lowest or any tender you receive.
- I/We understand that no payment will be made for any expenses or losses incurred in the preparation of my/our tender.
- I/We agree that this tender remain open for acceptance for 90 days after the closing date for submission.
- I/We warrant that I/we have all the requisite corporate authority to provide this Tender.



WITCHFORD PARISH COUNCIL
ITT FOR THE PROVISION & INSTALLATION OF NEW PLAY EQUIPMENT AT BEDWELL HEY LANE WITCHFORD

Cost Submission and Pricing Form

This is the breakdown of itemised costs as per the Specification. All costs should be in Pounds Sterling and shown net of VAT. All costs should include preliminaries, expenses and other costs where applicable. The tender prices offered should also be firm and fixed for works that make up the itemised costs.

Generic Element	Detailed Element	Description of Works	Cost £
Site preparation	Removal of existing equipment	Remove existing play equipment and arrange safe and legal disposal of same	
	Boundary Fencing	Provide and erect temporary fencing around the perimeter of the work site.	
	Storage and Welfare facilities	Supply and install temporary storage and welfare facilities.	
	Safety Signage	Provide and affix warning signs notifying public of potential hazards.	
2. Installation	Groundworks	Prepare sub-base for wet-pour surfacing.	
		Dispose of any spoil and vegetation arising in a safe and legal manner	
	Wet-Pour	Provide black wet-pour rubber surface as per the specification	



	Provision of Play Equipment	Supply, erect and install play apparatus as per the manufacturers/supplier's installation instructions and assembly notes. Itemised:	
3. Post-Installation	Reinstatement	Reinstatement of area post-works	