



Newark
TOWN COUNCIL

Contractors Tender Information

Provision to remove existing equipment
and install new Play Park Equipment and
the surrounding area within
Riverside Play Park

March 2025

Contents

Section 1. KEY INFORMATION	Page 3
Section 2. BACKGROUND	Page 4
Section 3. KEY TENDER INFORMATION	Page 4
Section 4. EQUIPMENT REQUIREMENTS	Page 6
Section 5. CONTRACTUAL INFORMATION	Page 8
Section 6. REQUIREMENTS	Page 9
Section 7. GENERAL CONDITIONS	Page 10
Section 8. BREAKDOWN OF TENDER – Contractor to complete	Page 12
Appendix 1. TENDER SCORING MATRIX	Page 12
Appendix 2. CONTRACTOR - SUBMISSION CHECKLIST	Page 15
Appendix 3. REFERENCES	Page 16
Appendix 4. CONTRACTOR QUESTIONNAIRE – PRE WORKS	Page 17

INTRODUCTION

You are invited to submit a tender for the design, installation and erection of a play park are.

Section 1. KEY INFORMATION

Contact Escalation	Contacts	Area of Responsibility
1	Principal Contact: Anna Lawson Position: Deputy Town Clerk Email: anna.lawson@newark.gov.uk Phone: 01636 684806	Contact & tender queries
2	Contact: Matthew Gleadell Position: Town Clerk Email: Matthew.Gleadell@newark.gov.uk Phone: 01636 684800	
3	Contact: Daniel Sales Email: Daniel.sales@newark.gov.uk Phone: 01636 684812	Assets & Facilities Manager

Address of site	Riverside Park Tolney Lane Newark NG24 1GB
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Address of Council	Newark Town Hall Newark Market Place Newark NG24 1DU
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Budget: £115,000 excl VAT (£138,000 gross)

Section 2. BACKGROUND

Newark Town Council is seeking a qualified and experienced company to design and install new playground equipment, safety surfacing and (possibly) fencing within the existing Play Park situated in the Riverside Park, Tolney Lane, Newark.



Pictured – Map of Riverside Play Park.

Section 3. KEY TENDER INFORMATION

Deadline for Tender Submission	5.00pm on the 2 nd May 2025
Method of Submission of Tender	<p>Tenders must be sent in writing to the following address:</p> <p>Newark Town Hall Market Place Newark Nottinghamshire NG24 1DU</p> <p>Tenders must be sent in a sealed envelope and marked for the attention of Mrs. Anna Lawson. Envelopes must also be marked in the top left of the envelope with the words ‘Formal Tender’</p>
Tender Opening and Scoring	All bids will be opened on the 6 th May 2025 and will be scored and assessed by a panel of

	officers and members as specified in the scoring matrix on that date.
Tender Scoring Matrix	Tenders will be scored in accordance with the scoring system at Appendix 1.
Decision Date	The panel will recommend the preferred contractor at the next available meeting.
Site visit	<p>You are invited to visit the site to look into every right, matter, and thing that could affect the value of your submission.</p> <p>As a consequence, a failure to do so would result in an inability to draw down an extension to time or cost for the project.</p> <p>Guided site tours to assist in preparing a bid will be held for all interested parties on the following days and times:</p> <p>Thursday 10th April – 10.00 am Thursday 24th April – 2.00 pm</p> <p>Please e-mail Anna Lawson to reserve your place on one of these site visits. anna.lawson@newark.gov.uk</p>
Further information	<p>If you would like further information or have any questions, please contact Anna Lawson, Deputy Town Clerk, on 01636 684806 or e-mail anna.lawson@newark.gov.uk</p> <p>Responses from anyone other than the Deputy Town Clerk, or the Town Clerk (Matthew Gleadell) should be considered commercially invalid.</p>

Section 4. EQUIPMENT REQUIREMENTS

Strongly recommended	<p>Swing set to include junior, toddler, and basket swings.</p> <p>Multi-play unit for juniors – to include a slide and a climbing net -the taller the better! Ramp access, double-width slide, high-sided slide for support.</p> <p>Multi-play unit for toddlers – up steps or ramp – down slide – something fairly simple.</p> <p>Roundabout / Slanting ‘spinner’.</p> <p>2 x Spinning ‘cup’ baskets.</p> <p>Seesaw/cross seesaw. Seesaw with back support and gripping handles</p> <p>Rocker. Rocker with seat support and sides</p> <p>Panels for perimeter fencing (budget allowing), eg, music, sensory, etc.</p>
Age Range	Under Age 12
Disability friendly	Must include equipment suitable for those with physical and sensory disabilities.
Preferred Material	<p>Lifespan and sustainability are the primary considerations.</p> <p>Wood is the preferred material – treated against rot for a minimum life of 10 years. Wooden play equipment should have metal ‘feet’ to prolong its lifespan.</p> <p>Not-to-be-painted metal frames would be the second choice.</p> <p>Painted frames are only acceptable if a minimum 20-year lifetime coating warranty against corrosion is included.</p> <p>Other composite materials will be considered, depending on lifespan and proof of sustainability.</p>

Safety Surfacing All play surfacing.	<p>Comparison cost for: 1/ Wet pour 2/ Wet pour incorporating ground games (eg hopscotch). The current sandpits are not required and must be removed.</p> <p>Please advise lifespan.</p>
Groundworks	<p>The Play Park site should be made completely level.</p> <p>The current sand must be removed.</p> <p>Supplier to advise if the current base needs to be removed or can be reused for foundations.</p>
Seating	<p>2 x backless benches to be sited by swings as a barrier to prevent children from running across the swing area.</p> <p>1 x picnic bench to be sited inside the Play Park. Must be wheelchair/pram friendly</p>
Removals and Disposals	<p>Removal and disposal of existing play equipment.</p> <p>The existing play surface will either need to be removed or utilised within the base for the new safety surface – method to be confirmed to NTC within the tender document.</p>
Signage	<p>Contractor to advise on signage required to meet Health & Safety standards.</p> <p>Signage to include PECS, BSL, and Braille would be welcome.</p>
Register of Play Inspectors International (or equivalent) - Inspection Required	<p>Yes.</p>

Reinstatement	On completion, reinstate all works disturbed during the course of the work, including play park access, ground surfacing, and roadway.
Other Requirements	<p>With safety firmly in mind, if possible, pedestrian access through the Riverside Play Park is desirable during works.</p> <p>Solutions from Contractors to enable this are welcome. Consideration should be given to access and security of the site whilst works are in progress and when the site is left unattended.</p>
Other Considerations for Contractors	<p>Site Meetings Regular (weekly minimum) on-site progress meetings with Council Representatives/Project Manager</p>

Section 5. CONTRACTUAL INFORMATION

Tender Standards	All play equipment provided and play park surfacing must meet minimum standards, as set out in BS EN 1176 (British Standard European Norm 1176 – Playground Equipment and Surfacing).
Budget and Pricing	<p>The Council is looking to spend funds up to a maximum of £115,000 (excluding VAT) on this project.</p> <p>Submissions should not exceed this budget. All prices must be quoted in GBP (£) and, assuming a start date of August/September 2025, all prices should be fixed until completion of the project. Please complete the attached Pricing Schedule. Should any revisions to the Pricing Schedule be necessary, these must be agreed with the Council in advance and cannot be outside the permissible range as per Public Procurement Regulations 2015</p>
Credit Terms	Invoices will be paid in accordance with Local Government Best Practice, which is 30 days from receipt.

Scope of Works	<p>The new Play Park is primarily aimed at infants and Primary School age children. The vision is to create an inclusive and inviting area for children and accompanying adults</p> <p>The site is generally level and is adjacent to a car park with a footpath running around the perimeter of the play area. Inside the Play Park there is a combination of sand and an existing play surfacing. There are existing sand bases that require removal. A site assessment will need to be undertaken to assess any access issues imposed by the topography of the area.</p> <p>Bids must cover the removal of original equipment and surfaces, plus supply, installation, and inspection of new equipment.</p>
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Section 6. REQUIREMENTS

Contractor Requirements	<p>The work is for the design, supply, installation, and associated works for appropriate groundwork, surfacing, and play equipment which should comply with the appropriate British or European Standards (BS EN 1176 and BS EN 1177). If there is evidence that the work does not conform to the required standard, and as a result the materials or workmanship are substandard, unsafe, or require replacement or repair, this will be undertaken at the Contractor's own cost. The Contractor must follow Construction (Design and Management) Regulations 2015 and will have the knowledge, skill, experience, and organisational capacity to fulfil the role they are being appointed to undertake in a manner that secures the health and safety of any person affected by the tender.</p>
Insurance	<p>The Contractor must hold:</p> <ul style="list-style-type: none"> - Public Liability Insurance of no less than £10 million - Product Liability Insurance of no less than £5 million - Employers' Liability Insurance of no less than £10 million - Professional Indemnity Insurance of no less than £10m

Contractor provision	<p>The Contractor will provide the following:</p> <ul style="list-style-type: none"> - Plans & illustrations for the whole site, including impact on the footpath during the construction. - Pricing Schedule - breakdown of price per piece of equipment and action (e.g., replacement of surface) and lead time for replacement parts (including a list of spare parts to be provided if applicable). - A Program of Works detailing all key activities between commencement and completion of the works, including milestone dates. - A Risk Assessment to include how materials and plant will be stored whilst on site. - A Vehicle Movement Assessment/Schedule for deliveries and equipment. - Proposed Method Statement. - Copies of their insurance certificates. - NTC Contractor Form. - Contact details outlining escalation contacts who will be available to remedy any issues that arise during the course of the works. - Warranty information for all work undertaken, including play equipment. - References from two previous customers (see Reference Sheet).
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Section 7. GENERAL CONDITIONS

A	The total tender price shall be the price for design, supply, installation, and completion of the works as shown and described in the tender documents. The total price is to be broken down against each item in the schedule of works. Each item is to be priced (VAT excluded).
B	The Contractor shall allow for everything necessary to carry out the works, whether specifically stated or not. Unless otherwise stated, the contractor is to design and supply all items, fittings, materials, and labour necessary for the completion of the works.
C	The contractor is to allow for making safe and protecting everything necessary, including any areas outside the working area affected by the works, and is to make good any damage caused to existing buildings, fittings, finishes, pavings, and grounds at no cost to the employer.

D	On completion, the contractor is to reinstate all work disturbed and leave the recreation ground and play park site clean, tidy, free of rubbish and fit for use.
E	Allow for all building work in connection with the equipment installation.
F	<p>The Contractor is to allow for erecting and maintaining all necessary fencing, hoardings, and screens during the course of the works to maintain security of the play area.</p> <p>Allow for taking down on completion, disposal, and for making good all works disturbed.</p>
G	The Contractor shall comply with all statutory requirements, including any health and safety requirements. A handover meeting shall be arranged at completion, and a copy of a completion certificate stating the equipment is safe for public use shall be provided before handing over to NTC.
H	The Contractor will be deemed to have visited the site and to have taken into account all local and existing conditions. No claim for additional costs will be entertained owing to failure to be fully acquainted with all the information and site conditions.
I	Allow for the design of the playground, including the layout, equipment, and associated safety surfacing and signs, fencing, and gates, etc for a fully inclusive play park. Prepare and submit plans and details for discussion, amend as necessary, and issue final documents.

Section 8. Breakdown of Tender – FOR CONTRACTOR TO COMPLETE £

Item	Price
Remove existing play equipment, including bases and fixings, and clear away to a registered waste disposal site.	
Remove all other existing equipment, surfacing, fences, gates, etc, including bases and fixings, and clear away to a registered waste disposal site.	
Allow for all groundworks, sub-bases, any necessary drainage, and prepare and lay new surfacing, including safety play surfaces as required.	
Supply and install play equipment (contractor to detail and price each item)	
Total	

Appendix 1 –Tender Scoring Matrix

Every tender received will be awarded a score. The maximum score available is 100.

Certain elements of the tender scoring have been weighted according to their significance in assisting in determining the award of the contract.

Item	Points Available	Guidance Notes for Scoring
Value for Money	40	<p>Quote falls within the budget provided.</p> <p>Cost of replacements considered. Warranties given.</p> <p>Project aftercare provided.</p>
Materials	20	<p>Materials are sustainable and with a good lifespan.</p> <p>Reliability of supply chain confirmed. Companies that are able to clearly demonstrate their environmental credentials within their bid will score well.</p> <p>Use of recycled materials, carbon offset programmes, energy efficient lighting etc. may all contribute to this element.</p>
‘Wow’ Factor	30	<p>Tender complies with the specification.</p> <p>Tender caters to the age range given.</p> <p>Well-designed layout.</p> <p>A product that is unique to Newark (a bespoke designed motif as an example) or involves new and innovative technology may stand out to score well in this area.</p> <p>A scheme that is considered likely to attract visitors from outside of the town will score well here.</p>

Disability friendly	20	Must have equipment suitable for those with physical and sensory disabilities.
Tender received on time	Pass/Fail	Confirmation of receipt of the tender
Ability to deliver the project within the specific timeframe	Pass/Fail	Confirmation of expected timeframe
Valid Insurance	Pass/Fail	In date certificates included in the tender
References	Pass/Fail	References checked and confirmed
Financials	Pass/Fail	Copies of three years of accounts
Health & Safety considerations met	Pass/Fail	Copy of policy received

Appendix 2. CONTRACTOR - SUBMISSION CHECKLIST

Playground Plan & Illustrations (including elevations)	
Quotation – including costings for each item proposed (Pricing Schedule) plus details of the first two years of recommended spare parts	
Detailed Method Statement for undertaking all aspects of work	
Warranty details	
Copies of insurance certificates	
Breakdown of Tender Form	
BPC Contractor Questionnaire – Pre Works	
Maintenance Requirements	
Lead time for spare parts / spare parts included in the cost	
References	
Accounts for the last 3 years	
Health & Safety Policy / Site Specific Risk Assessment	
Vehicle Movement Assessment	
Delivery and schedule (Program of Works) for complete works, including key dates	
Escalation contact details	

Appendix 3. REFERENCES

Please provide details of 2 playground installations carried out in the last 3 years:

REFERENCE 1

Client Name	
Contact Name	
Contact Telephone	
Contact Email	
Site Location	
Value of Project	
Date of installation	
Description of Project	

REFERENCE 2

Client Name	
Contact Name	
Contact Telephone	
Contact Email	
Site Location	
Value of Project	
Date of installation	
Description of Project	

Appendix 4. **CONTRACTOR QUESTIONNAIRE – PRE WORKS**

Contractor Name and Address

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Services Provided / To Be Provided

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Health and Safety Management and Performance

Do you have a Health & Safety Policy in place?	Yes / No
Have you been convicted of a Health & Safety violation in the last 5 years?	Yes / No
In the last 5 years, has your company received an improvement or prohibition notice about a Health & Safety violation?	Yes / No
Do any of your employees have unspent criminal convictions?	Yes / No
Do you have Public Liability insurance?	Yes / No
Do you have Employers Liability insurance?	Yes / No
Do you formally monitor systems of work and procedures?	Yes / No
Do you carry out site-specific risk assessments for the work you are carrying out?	Yes / No
Have your employees received formal training and qualification for the work they are required to do?	Yes / No
Do you use Sub-Contractors?	Yes / No
If so, are they covered by their own insurance (which you have checked and verified)?	Yes / No
Do you have procedures in place to ascertain that Sub-Contractors are qualified for the work they are doing?	Yes / No

Comments

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Declaration

The information I have given above is accurate and true to the best of my knowledge.

Name:
(BLOCK CAPITALS)

Job Title:

Signature:

Date: