

# Cottenham Parish Council

## Main Tender Document

*Provision to improve existing  
Play Facilities at:*  
**Cottenham Village Hall**

To be submitted no later than 17<sup>th</sup> June 2022.

Late submissions will be disregarded.

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## RESPONSIBLE PARTIES

### The Employer

Cottenham Parish Council

### Procurement Contact

Sports and Play Consulting Limited

## TABLE OF CONTENTS

<b>1. General Requirements</b>	4
1.1 Overview	4
1.2 Budget and Costings	5
1.3 Non-Consideration of a Tender Response	6
<b>2. Contract Conditions</b>	6
2.1 Works and Standards	6
2.2 Purchase Order and Contract Agreement	7
2.3 Insurance	7
2.4 Contractor Documentation	8
<b>3. Scope of Works</b>	8
3.1 Objectives for Cottenham Playground	8
3.2 Specifications	9
<b>4. Timetable for Project</b>	11
<b>5. Scoring Criteria</b>	11
5.1 Scoring Table	11
5.2 Scoring Matrix	12

<b>6. Procurement Process .....</b>	<b>13</b>
6.1 Type of Procedure.....	13
6.2 Site Meeting with Interested Parties.....	13
6.3 Questions and Clarification .....	14
6.4 Notice of Intent to Bid.....	14
6.5 Short Listing of preferred submissions .....	14
6.6 Consultation or Public Engagement .....	15
6.7 Revisions and Negotiation.....	15
6.8 Decision and Award of Contract.....	16
6.9 Supplier Responses .....	16
<b>7. Named Contact and Consultant for Project .....</b>	<b>16</b>
<b>8. Supplier Submission Checklist and Instructions .....</b>	<b>17</b>
8.1 The Supplier Checklist .....	17
8.2 Design and Tender Instructions.....	17
8.3 Submission Instructions .....	18

## 1. General Requirements

### 1.1 Overview

Cottenham Parish Council (The Employer) is seeking a suitably qualified company to design and install new Playground Equipment and Safety Surfacing near The Village Hall. There is currently a playground at the site, however the Council is looking to add a *Toddler* area adjacent to the new Nursery for ages 0-5 and remove some of the existing items.

The Employer is seeking additional funding for this project, in addition to the funds already established. Pending the outcome of these grant applications the contract with the preferred supplier may not start until this process has been completed.

The site address is: **Lambs Lane, Cottenham CB24 8TA.**



A new Village Hall and Nursery was recently constructed, and some of the toddler equipment was removed and relocated near the main field, however it is not fit for purpose and lacks design and range of play experiences for young children.

The toddler equipment needs to be replaced and located to a more practical area which is approx. 20m x 20m as shown in the diagram above (**RED outline**). The **yellow** dotted line is the location of a mains power cable that needs to be designed around (laid at a depth of 750mm).

The Contractor awarded the project must conduct a CAT Scan and ensure there are no Works conducted that would affect the cabling, and the method of works must be consistent with any regulations required.

Additionally, the new equipment and surfacing should be located away from the trees to avoid any possible root damage and moss forming on the new surfacing.

## 1.2 Budget and Costings

- The council has set aside a maximum budget of **£40,000.00 (Ex VAT)**. Submissions should utilise the full allocated budget, however, not exceed it.
- Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations or revisions, will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

- The rectification period will be 12 Months from installation with a 2.5% retention amount held over until the end of this duration and only paid if there are no outstanding or remedial works required.

### 1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer is not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than *appropriate* contact made to the named consultant within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

## 2. Contract Conditions

### 2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, equipment and associated works which should comply with the appropriate British or European Standards, mainly BS EN 1177 and BS EN 1176.

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 completed at the cost of the Contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

## 2.2 Purchase Order and Contract Agreement

The successful contractor will enter into a *Building Contract* (Appendix 3) with agreed terms and conditions for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

## 2.3 Insurance

The **successful** contractor should be able to provide evidence of:

- 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: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**
- Contractors (All Works) Insurance of no less than: **£1 Million**



## 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction

## 3. Scope of Works

### 3.1 Objectives for Cottenham Playground.

The Council has recently conducted an online consultation to provide some supporting evidence on what the local community would like in terms of equipment and accessibility (surfacing). The objective is to utilise an area adjacent to the Nursery to cater for younger children, shown in the photo below, while improving access and seating.





The results of the consultation have been taken into account in relation to this section, which then leads to the specifications that makes up the technical and general design objectives for the project.



*Equipment to be removed and disposed of including Toddler Swings.*

### 3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the responses to 5.1.1 and 5.1.2.

Item	Requirement
<b>Suggested Equipment (In order based on consultation)</b>	<p>Toddler Multi Play/Climbing Unit with slide (possibly themed).</p> <p>Toddler Swing – 2 Seats, 1 with a Parent Seat. (no Mirage or Bucket seats)</p> <p>Standalone slide or this can be part of the Multi Play Unit.</p> <p>Playhouse for role play or can be part of Multi Play Unit.</p>

	Any other items suitable for the age range that fits within the budget and available space. (not to include a trampoline or interactive equipment).
<b>Refurbishment</b>	None required.
<b>Primary Material</b>	Steel and/or Engineered Wood with Steel Feet.
<b>Safety Surfacing</b>	Wetpour (to be coloured and agreed upon in terms of design options with Council). The priority for the surfacing will be under each item of equipment however also providing accessibility between items and potentially to seating for buggies and wheelchair users from the existing pathway. It is not anticipated the entire pad would be surfaced, so areas of turf will remain, however the design should be as practical and inviting as possible all year round.
<b>Base Works</b>	100mm MOT Type 1 Stone
<b>Edging</b>	PCC Edging on all surfacing.
<b>Removals and Disposal</b>	Toddler Swings, Springers (Single and 4 Way), Train and Stepping Logs – all located on field side. Also, blue Swing Frame near Bike Shelter.
<b>Pathways</b>	None required.
<b>Seating Area</b>	None required. However please allow within the design some potential locations for benches that would not impede on any regulations of the proposed equipment.
<b>Bins</b>	None required.
<b>Play Sign</b>	None required.
<b>Fencing and Gates</b>	None. However please note that the Council will be looking to install new bow top fencing and gates (maintenance and 2 x pedestrian) and should allow for a design that enables this without any consequences in terms of regulations or practicality. A general outline of the fencing should be shown on the submitted design and taking into account the location of the mains power cable. (and include any advice on installation or design guidance for new fencing).
<b>RPII Inspection</b>	Yes: Preference to The Play Inspection Company
<b>Re-Instatement</b>	Any damaged turf to be graded and seeded with topsoil, and damage to existing materials repaired or replaced back to original condition.

<b>Welfare Required</b>	Yes, please provide a Toilet and Drinking Water.
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#### 4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	9 <sup>th</sup> May 2022
Site meeting for interested contractors (30-minute slots – 1 person from each supplier only):	24 <sup>th</sup> May 2022
Notification of your intention to provide a response and deadline for questions about the tender:	27 <sup>th</sup> May 2022
<b>Tender Submissions Due:</b>	<b><u>17<sup>th</sup> June 2022 at 16:00 hours.</u></b>
Decision on Preferred Supplier:	July 2022
Works to Begin (Guide Only subject to lead times and funding allocation):	November 2022

#### 5. Scoring Criteria

##### 5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
<b>5.1.1 Project Design:</b>	Specifically scoring will be based on: 1. Primary <i>Play Values</i> to meet the desired brief in response to the local consultation, provided by each item of equipment. 2. <i>Design Rationale</i> in terms of layout and practicality of equipment and surfacing in terms of overall design.	<b>60%</b>

<b>5.1.2 Materials and Parts:</b>	Specifically scoring will be based on: 1. Warranties and what these include or exclude ( <b>Appendix 2</b> ). 2. Standard lead times on parts including any 3 <sup>rd</sup> party items and <b><u>expected lifespan and costs (parts) for each item of equipment.</u></b> 3. Materials: surfacing & equipment (main materials being used).	<b>30%</b>
<b>5.1.3 Presentation and Quotation:</b>	Suppliers are to provide: 1. 1 x 3D visual in A2 size or similar (refer guidelines on design in Section 8.2). 2. 1 x CAD or scaled Google Map of the design in A2 size or similar. 3. An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation. (advise the manufacturer of each product if they are not from your organisation).	<b>10%</b>

## 5.2 Scoring Matrix

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.

5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

## 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the Most Advantageous Tender.

### 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.

### 6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with either the consultant in 30-minute individual slots or a member of the council to clarify any questions. However, this is not mandatory, and

suppliers should visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

### 6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

### 6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4. Only one submission and one design will be accepted.

If notification of your intent to provide a submission is not sent, or you are unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

### 6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions only in the unlikely event scoring in the initial stage is equal (highest) for two or



more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Contact Checks
- Reference Site Visits

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

## 6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant.

## 6.7 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed 'substantial' changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief and may include items from one of the other submissions.

## 6.8 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. Scoring may be compiled by specific member/s of the Employer such as a Sub-Committee or Group, or by a 3<sup>rd</sup> Party such as the Project Manager (Consultant). The process to agree and award the contract will be the responsibility of the Employer and communicated by either of the Contract Administrators named in this document.

## 6.9 Supplier Responses

The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the **scoring** of the submissions will be provided on request via email. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should be with *Sports and Play Consulting Limited*.

Contact: Michael Carter  
Mobile: 07421 463099  
Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Response	Format
1. <u>Completed Copy of Appendix 1</u>	PDF or Word Labelled – <i>SupplierNameAppendix1</i>
2. <u>Completed Copy of Appendix 2</u>	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. <u>Response to 5.1.1 and 5.1.2:</u>	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i>
4. <u>Response to 5.1.3:</u>	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i> <i>SupplierNameQuotation</i>

### 8.2 Design and Tender Instructions

#### **3D Design Regulations (Points deducted for failing to follow these):**

- No children or adults shown in the visuals
- Equipment must be to scale of their actual size
- Include reference items with a number and product name
- Do NOT duplicate equipment in the visual i.e., different views of one unit (details can be shown in main proposal or quotation)
- No Videos are to be provided

#### **Do NOT include the following information for the initial tender response:**

- TUV Certificates
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

### 8.3 Submission Instructions

Both electronic and hard copies required by the due date and time.

**Email to:**

An email or electronic transfer of all the above responses should be sent to the named consultant, Michael Carter, at:

[michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)

**Hard copies to:**

Cottenham Parish Council

Village Hall

Lambs Lane, Cottenham CB24 8TA.

Attention: Jo Brook

'Tender – Cottenham Parish Council Playground Project'

**Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding, and are to be sent in a plain envelope and/or tube (labelled as above) and sent to arrive no later than:**

**16:00pm hours, 17<sup>th</sup> June 2022.**