



Southam Town Council

Main Tender Document

Provision to re-develop: Priors Meadow Play Area

To be submitted no later than 9th February 2024.

Late submissions will be disregarded.

This document is owned by Sports and Play Consulting Limited and is not to be shared publicly, or any of the content copied or used for commercial purposes, without the explicit consent of the owner.



RESPONSIBLE PARTIES

The Employer

Southam Town Council

Procurement Contact

Sports and Play Consulting Limited

TABLE OF CONTENTS

1. General Requirements	4
1.1 Overview.....	4
1.2 Quotations	4
1.3 Non-Consideration of a Tender Response	5
2. Contract Conditions.....	6
2.1 Works and Standards	6
2.2 Purchase Order and Contract Agreement	6
2.3 Insurance	6
2.4 Contractor Documentation	7
3. Scope of Works.....	7
3.1 Objectives for the Play Area.....	7
3.2 Specifications.	9
4. Timetable for Project	10
5. Scoring Criteria	10
5.1 Scoring Table.....	10
5.2 Scoring Matrix.....	11
6. Procurement Process	12
6.1 Type of Procedure.....	13



6.2 Site Visits.....	13
6.3 Questions and Clarification	13
6.4 Notice of Intent to Bid.....	13
6.5 Short Listing of preferred submissions	14
6.6 Consultation or Public Engagement	14
6.7 Revisions and Negotiation.....	15
6.8 Decision and Award of Contract.....	15
6.9 Supplier Notification	15
7. Named Contact and Consultant for Project	16
8. Supplier Submission Checklist and Instructions	16
8.1 The Supplier Checklist	16
8.2 Design and Tender Instructions.....	16
8.3 Submission Instructions	17



1. General Requirements

1.1 Overview

Southam Town Council is seeking a suitably qualified and experienced contractor to submit a design to install new Playground Equipment, Surfacing and Associated Works at *PRIORS MEADOW* Play Area. This is one of three projects being undertaken simultaneously to improve sites which are outdated and not fit for purpose.

The Council will fully fund the project; however, suppliers should note that as part of standard practice, they will seek external funding to subsidise the costs, which has been initiated.

Although this document sets out specifications, and suggested equipment, this is a design competition that will encourage creative input and ideas, with careful consideration as the sites are restricted in size, along with the other scoring matrix.

Each of the three projects will be scored independently, and the Council is not seeking a single supplier to fulfil the requirements, rather the best submission for each site as per the scoring criteria set out in **Section 5**.

1.2 Quotations

- The council has a maximum budget of **£35,000.00 (Ex VAT)** for this site. 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 (Regulation 72), and may increase or decrease the final agreed sum.
- All pricing should be exclusive of VAT and in GBP (£).



- Pricing is to be valid for 90 days from the due date of the response. If the quotation by the preferred supplier fluctuates considerably after this period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.
- Retention of 5% will be held for a period of 12 Months.

1.3 Non-Consideration of a Tender Response

The Employer 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 Employer may disallow a submission if the tenderer is not able to provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that are pertinent to the requirements.

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 individual named 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.

Note: If the quotations are above the Employers available budget or prices of the preferred Contractor increase after the tender submission and prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.



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 to the contractor.

The contractor must adhere to 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, and the agreement will not be final until both parties have signed this contract.

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

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 a **Construction Phase Plan** which will include the following:

- A Programme of Works with an expected commencement and completion date
- A Risk Assessment and Method Statement
- Access and Traffic Management Plan
- An Organisational Chart outlining escalation contacts (including sub-contractors) that are available to remedy any issues that arise during construction

3. Scope of Works

3.1 Objectives for the Play Area.

Priors Meadow is located on the eastern side of Southam, and although it is reasonably close to Ascote Way Play Area, has an alternative offering in respect to the available space. Although it is still relatively compact, there is no fence line and has a greater sense of general recreation to the area.



All the equipment will be removed, including the bench and bin, with a focus on swings and a new multi play unit. The trees on either side create a natural barrier for the play area, which allows for some creative licence for a design between these and the tarmac path. Designs submitted should be clear on the drawing on the positioning of any proposed equipment in relation to these, and ensuring there is no significant encroachment on the main open space.

Site Address: Priors Meadow, Southam CV47 1GE





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. The list of suggested equipment does not necessarily require all of these to be included, as this will depend on budget and space.

Item	Proposed Specification
Focus Age Group	2-8 Years
Play Equipment	3 Seat Swing: 1 x Flat Seat, 1 x Toddler Seat, 1 x Tango Seat Mini Basket Swing or Hammock Swing Multi Play Unit Small Balance Trail Colours should be muted (Greens and Browns).
Primary Materials	Steel and HDPL
Safety Surfacing	Black Wetpour (no edging required if deemed appropriate)
Subbase	100mm MOT Type 1 (compacted rate). Existing base under carpet may be used if this specification is met.
Removals and Disposal	All equipment: swings, multi play unit, bench and bin, carpet surface.
Equipment to Remain & Refurbish	None. Power wash and clean tarmac pathway.
Seating	1 x Steel or Recycled Plastic Bench with arm and backrests.
Fencing	None
Bin	1 x Steel Broxap Derby Bin (120 litres).
Footprint	Some expansion of area, however, to be kept largely within the current space available.
RPII Inspection	Yes – must be Play Inspection Company or ROSPA.
Re-Instatement	Any damage to existing materials, including that caused by vehicle access, must be replaced, or repaired to its original condition. Trees and pathways must be adequately protected during the works. TURF DAMAGE: Appropriate climate seed then grade/roll any vehicle & machinery damage and where required using topsoil to level. Major damage to include new turf (premium quality) and topsoil.
Welfare Required	Yes – Portable Toilet and Drinking Water required.
Heras Fencing	Yes – well signed and double clipped fencing to be used around the entire site for the duration of the Works.



4. Timetable for Project

Action:	Date:
Tender Release Date:	8 th December 2023
<u>Tender Submissions Due:</u>	<u>9th February 2024</u>
Decision on Preferred Supplier:	March/April 2024
Works to Begin (Estimated):	June/July 2024

5. Scoring Criteria

5.1 Scoring Table

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

Criteria	Information	Weighting
5.1.1 Project Design:	Specifically scoring will be based on: 1. Primary <i>Play Values</i> and <i>Experiences</i> for a range of ages and abilities. The design should primarily cater for 2-8 year olds, with a complement of play outcomes. 2. <i>Design Rationale</i> in respect to positioning of equipment and surfacing and overall design with consideration of Section 3.2.	60%
5.1.2 Technical and Specifications:	Specifically scoring will be based on: 1. Details of materials used for play equipment, sub-base, and surfacing. 2. Considerations of reduced maintenance incorporated into the equipment and surfacing. 3. Any significant omissions from the brief or specifications.	25%



5.1.3 Presentation and Quotation:	Suppliers are to provide: <ol style="list-style-type: none">1 x 3D visual in A2 size or similar (refer guidelines on design in Section 8.2).1 x CAD or scaled Google Map of the design in A2 size or similar.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 made from your organisation).	7.5%
5.1.4 Sustainability:	<ol style="list-style-type: none">Materials specific to this project including play equipment, surfacing and seating that is considered environmentally sustainable such as recycled content or manufacturing process. (allocate half of a page for response)Broader environmental policies of the business including any accreditations and current work practice considered environmentally sustainable such as use of energy and transportation of materials. (allocate half of a page for response)	7.5%

5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion.

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	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.

If the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, or approach specific suppliers. Additionally, if the brief has or is close to being met, the Employer may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.



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 and is considered a Works Contract.

6.2 Site Visits

Suppliers must visit the site at their own convenience to ensure a robust response. Any subsequent questions to clarify the site conditions or requirements can be emailed to the Procurement contact.

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 Procurement consultant however if required a webinar or phone call may be considered for queries that need an expanded response.

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. Only one submission and one design will be accepted unless otherwise stated.



If notification of your intent to provide a submission is not sent, 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
- Supplier Response to any change requests to the original submission
- Additional Consultation within the Council or external parties

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 a public consultation once a preferred design is selected. The purpose of any consultation will primarily be to update the community, 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 Employer 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 desired outcome of any significance.

6.8 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a Sub-Committee and/or by a 3rd party such as the Procurement Contact or a consensus of all stakeholders.

6.9 Supplier Notification

All parties who have submitted a formal tender response will be notified of the outcome. 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 based on the criteria will be provided via email, however if suppliers want additional detail, this will need to be requested of the Employer. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.



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

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>
5. <u>Response to 5.1.4:</u>	PDF or Word Labelled – <i>SupplierName5.1.4</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 be sent 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

Hard copies to be sent to:

Southam Town Council
The Grange Hall
Coventry Road, Southam, CV47 1QA
Attention: Debbie Carro
'Tender – Priors Meadow 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).