



### Invitation to Tender for Replacement Multi-Play Unit

**SITE LOCATION** Gang Warily Play Area, Gang Warily, Newlands Road, Fawley, Hampshire SO45 1GA. Deadline for receipt of tender **12.00 hours on 24<sup>th</sup> August 2023**



**LANDOWNER AND CLIENT** : Fawley Parish Council

### **GENERAL REQUIREMENTS**

Fawley Parish Council is proposing to replace the existing multi-play unit with the installation of new equipment including appropriate surfacing.

The play area is intended to be used by children with ages ranging from 5-12 years.

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



It is anticipated that construction work will be carried out end of end of Winter/Spring 2023/2024.

Please refer to the 'site information' section of this tender for the background information to the site.

All prices should be itemised individually and be net, excluding VAT

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.

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

## **PROJECT INFORMATION**

Name of project: Gang Warily Play Area

Project budget: £40,000

Location: Gang Warily Recreation Centre, Newlands Road, Fawley, Hampshire SO45 1GA.

Responsible Officer: Stephanie Bennett, Clerk to the Council (stephanie.bennett@fawley-pc.gov.uk)

**IMPORTANT:** A site visit is recommended to assess access, gain detailed measurements, location of nearby sports facilities and access points to and around the site. The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

## **1. TENDER PROCESS**

1.1 Fawley Parish Council wishes to employ a Principal Contractor to carry out the supply and installation of new multi-play equipment and safety surfacing for an age range of 5 -12 years.

1.2 Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided with this document.

1.3 Tenders should be returned in a sealed envelope - bearing no company identification and marked TENDER FOR GANG WARILY PLAY AREA to:

**The Parish Clerk  
Gang Warily Recreation Centre,  
Newlands Road, Fawley,  
Hampshire, SO45 1GA**

**by 12.00 hours on 24<sup>th</sup> August 2023**

Alternatively, tenders can be emailed to **finance@fawley-pc.gov.uk** ensuring no company identification and must be marked TENDER FOR GANG WARILY PLAY AREA Failure to adhere to any of the above may result in your tender being disqualified from the process.

The following documents should be submitted with the Tender:

- Quotation Breakdown form
- A copy of your certificate of public liability insurance
- A copy of your company's Health and Safety Policy
- A copy of your company's API (Association of Play Industries) certification

The Council would also welcome references from recent projects undertaken

1.4 Designs should be presented on A4 and A3 as well as a digital image in a standard format (JPG, PNG, etc).

1.5 Fawley 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.

1.6 Tenderers should liaise with the Assistant Clerk (Grounds and Maintenance) ([Jason.mansbridge@fawley-pc.gov.uk](mailto:Jason.mansbridge@fawley-pc.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 Assistant Clerk by 17<sup>TH</sup> August 2023; any responses after this will not be responded to. All questions asked will be shared to all interested parties via the council's website

#### 1.7 Sustainability

Priority will be given to Contractors who can demonstrate low impact on the environment and 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

Priority will be given to sustainable and easy/affordable equipment to maintain.

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

## 2. PROJECT AIMS

2.1 To replace an existing multi-play unit with an innovative, inclusive modern multi-play unit, equality act compliant, to suit children with ages ranging from 5 -12 years.

2.2 To supply and install a new multi-play unit and safety surfacing.

2.3 Play equipment should emphasise nature-based creativity, be fun, holistic play and must allow for varying levels of interaction.

2.4 Consultation has provided the following list of activity that local young people value and that the Parish Council would like to see included as far as possible:

- Shade/ Cover
- Trampoline
- Climbing Frame (Large/ wall)
- New Slide
- Lower set of monkey bars
- Playhouse
- Big Slide Climbing Frame
- Big Rope Climbing Frame
- Snake Slide

### **3. SITE INFORMATION**

3.1 The Contractor should visit the site at their own expense to satisfy themselves as to the conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.

### **4. DESIGN BRIEF**

4.1 The design brief has been determined by the Parish Council in consultation with local young people.

4.2 Supply and install new play equipment and safety surfacing suitable for children aged between 5-12 years. The design of the multi-play must include equipment which complies with the full identified age range. You are required to show how your chosen play equipment accommodates this age range.

4.3 The play area equipment should fit within the red highlighted area of the map on Page 10.

4.4 The play area equipment should include a multi-play unit that includes as many of the requested features listed in 2.4 as practicable within the budget available.

4.5 The successful tenderer will need to show the inclusive play value of their design. A fully inclusive play area promotes the social model of disability where barriers to play are designed out. It enables self-esteem and builds confidence as well as encouraging independence.

4.6 All works equipment and IAS shall be manufactured, tested, installed, and conform to the relevant British and European Standards (i.e., BSEN1176 and BSEB1177).

4.7 The play equipment, entrances and exits must also comply with the Equalities Act 2010 and provide fully inclusive play and accessibility.

**Existing multi-play unit:**

4.8 The Contractor will be responsible for removing and the disposal of the existing multi-play unit unless otherwise instructed.

**Preparation and groundworks:**

4.9 Excess materials, spoil and surfacing from excavations must be disposed of at a licenced recycling centre at the Contractor's cost.

4.10 The Contractor must provide skips when required and secure all skips behind Heras security fencing when unattended to avoid fly tipping.

4.11 Please identify the price within the Tender for any necessary grass, tarmac and other reinstatement works that may be required following completion of works.

4.12 Ownership, liability, and responsibility for insurance of the equipment and installation works will lie with the Contractor until a satisfactory RoSPA Post-Installation Report has been completed and accepted by Fawley Parish Council. This will be confirmed in writing on the day of the handover of the site by the Parish Clerk or nominated representative and the Contractor.

4.13 Storage of new play equipment, machinery, and equipment, etc during the construction period will be the responsibility of the Contractor.

**5. SITE MANAGEMENT DURING INSTALLATION**

5.1 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.

5.2 The area must be kept secure during construction and until a satisfactory RoSPA Post Installation Inspection and Report has been completed and submitted to the Parish Council.

5.3 The Contractor will note that there are welfare toilet and shower facilities available at the Recreation Centre adjacent to the play area.

5.4 Some access to the remainder of the play area open is preferable.

5.5 All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e., M o T. Tax etc. The Contractor shall ensure that any construction noise does not cause unnecessary nuisance to the adjacent offices and bar.

5.6 Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance

5.7 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.

5.8 The Contractor shall advise the Parish Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.

5.9 It is not known if there are any underground services within the play area, the Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works. The Contractor is to allow for all costs associated with protecting from and working with the materials within this tender.

5.10 The Contractor shall take all precautions as are necessary to protect the health and safety of all persons employed by him and shall comply with all the requirements of any Acts, Regulations, orders, or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons.

5.11 The Contractor shall allow the Parish Council representatives such access as may be required in relation to this project.

5.12 The Contractor shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful completion of this Contract.

5.13 The Contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and land/property resulting from installation works or deliveries. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Parish Council.

## **6. SURFACING**

6.1 Supply new safety surfacing where appropriate that complies with the relevant British/European safety standards.

6.2 Details must be provided about preparation of the sub-base. It is expected that all new surfacing will be laid on a sub-base, not directly onto soil.

## **7. MAINTENANCE AND AFTERCARE**

7.1 A full schedule of maintenance requirements is to be provided once the multi-play unit is completed. This should include a breakdown of items, specifications, and maintenance requirements to assist with the future site management, inspections, and maintenance.

7.2 Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works with the Tender.

7.3 The works will be subject to an independent Post-Installation Inspection (PII) before the

project is signed off (as per the pricing and payment section). The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The play area must not be opened for public use until the PII has been signed off to the satisfaction of the Parish Council.

## **8. LIMITATION OF WORKING HOURS**

8.1 Works are permitted to be carried out during normal working hours, 8.30am – 5pm Monday to Friday. Out of hours work may be permitted by the Parish Council, upon written request and will be subject to the nature of works. Noisy works will generally not be permitted in the evenings.

8.2 Site working hours to be agreed with the Parish Council.

## **9. PRICING AND PAYMENT**

9.1 The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

9.2 Payment will be upon satisfactory completion of the works and following receipt by the Parish Council of a satisfactory RoSPA Post-Installation Report. This report should be commissioned, paid for, and supplied to Fawley Parish Council by the Contractor before the play unit is released back to Fawley Parish Council.

## **10 TIMETABLE FOR PROJECT**

Tender Submission Closing Date 12.00 hours on Thursday 24<sup>th</sup> August 2023

Publish tender using Contract Finder and by email notification to previously utilised companies

Publish tender on Parish Council Website 26<sup>th</sup> July 2023

Deadline for questions on the project to the Parish Council 1200 on 17<sup>th</sup> August 2023

Question responses distributed to all parties throughout process

Full Evaluation of anonymous tenders to select shortlist of preferred designs as per evaluation criteria 31<sup>st</sup> September 2023

Consultation with young people 25<sup>th</sup> August to 19<sup>th</sup> September 2023

Meeting to select preferred supplier 20<sup>th</sup> September 2023

Contractor to be notified following Full Parish Council decision.

## **11. EVALUATION CRITERIA**

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

#### Scoring system

Environmental Impact 10%

Play Value 30%

Design Rationale 20%

Inclusivity 10%

Durability 10%

Young person preference 20% (score of 5 for most preferred)

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 (which would be difficult to overcome)

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:

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

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

The evaluation of the tender processes will be carried out by the Estates and Facilities Committee.

## **12. PROCUREMENT PROCESS**

The procurement process will be conducted and in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent, and proportionate based on the type of project and to ultimately selection the most economically advantageous tender that delivers the aims of the project and the preferences of the young people.

The tender process will be by Open Tender.

The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

All questions and requests for clarification should be by email and will, subject to there being a confidentiality issue, which cannot be resolved, be posted to a dedicated page on the Parish Council's website for all potential bidders to see.



### **13. EVALUATION AND AWARD CRITERIA**

All Tenderers shall provide all the information requested in the tender pack in order that it be included in the process.

In the interest of transparency except for the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks. Unclear Tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly reference to specific evaluation criteria.

The Parish Council will collate its findings and make the final selection of the preferred Contractor.

The Parish Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

#### **Quotation Breakdown - To be included with your Tender**

Preliminaries £

Cost of Safety Surfacing £

Cost of Multi-play Equipment

RoSPA Post-Installation Inspection £

Reinstatement Works £

Contingencies £

Project Total: £

## Map of Play Area

➤ Red highlight indicates area of existing multi-play unit to be replaced



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