

A NEW PLAYPARK FOR ALBANY ROAD,
BISHOP'S WALTHAM

Thursday 28th September 2023

Invitation to Tender

Ref:- BWALB-001

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Invitation to tender

1 Background

- 1.1 Bishops Waltham Parish Council have been awarded funding to install a playpark on land which is currently an open field play area adjacent to a new building development and alongside an allotment.

2 Project Cost

- 2.1 The total project cost shall not exceed £65,000 (exclusive of VAT)
- 2.2 The funding ceiling should include all design work, the supply and construction of the new park and making good the adjacent area. **Any bids over this amount will not be considered.**

3 Site Description

- 3.1 A plan of the site is shown below - Albany Road Green.
The postcode is SO32 1BY.



Site Images



4 Work Specification

- 4.1 The work specification is not exhaustive but stipulates the minimum requirements of the work. Bidders are encouraged to submit imaginative proposals which differentiate theirs from other applicants, whilst addressing the specification and not exceeding the stipulated total cost.
- 4.2 The new play area will provide for children of all ages – including the very young and older children – and all abilities and needs, including those with limited mobility.
- 4.3 The play equipment should be of a multi-play style and is not limited to just one complete unit. A single main unit with peripherals would also be considered and/or two units of similar size. The design should also be sympathetic to the location and in keeping with the natural environment.
- 4.4 All ground fall areas will be of rubber mulch type material.
- 4.5 Exercise trail style equipment not to be included.
- 4.6 Sand or water equipment not to be included.
- 4.7 Of the 2 goal posts that are currently in situ – the upper goal is to be removed and scrapped. The lower posts are to be left in place.
- 4.8 Two new gates are to be installed as shown on the diagram below. Gates should be of 'Easy Gate' manufacture. Old gates and fencing are to be removed and scrapped.
- 4.9 New pathways are to be installed leading from the new gates to the play-area.



5 Site Visits

- 5.1 Contractors interested in responding to this tender may arrange an accompanied visit to the site by contacting the Project Manager by email projects@bishopswaltham-pc.gov.uk or mobile phone no. 07561 704925. Unaccompanied visits may be made at any time. Tenderers are advised to make such a visit to ascertain all relevant conditions and means of access etc.

5 Confirmation of Intent to Respond

- 5.1 Tenderers are requested to confirm their intent to respond by emailing projects@bishopswaltham-pc.gov.uk to confirm their participation as soon as possible.
- 5.2 An itemised quotation is required to identify all costs together with an illustrated layout for design purposes which will be assessed on a quality/activity value basis as well as on price. Tenders received after the specified date will not be considered.

6 Procurement Timetable

The key dates for the procurement procedure are set up in the table below although Bishop's Waltham Parish Council reserves the right to vary key dates on notice to all Tenderers.

Contract published on Contracts Finder	28 th Sept 2023
Deadline for submissions	10 th Nov 2023
Tender evaluation initiated	4 th Dec 2023
Contract awarded pending satisfactory references	26 th Jan 2024
Project completion	3 rd May 2024

7 Evaluation

- 7.1 The council will determine the bid that it believes delivers the greatest benefit to users for the price quoted.
- 7.2 A public consultation will also be used as part of the approval process.
- 7.3 Quality will be assessed by reference to responses in the Tenderer's Proposal and any supporting information provided by the Tenderer.
- 7.4 If, in its reasonable judgement, the council identifies a fundamental failing or weakness in a bid then that bid may, regardless of its other merits, be excluded from further consideration.
- 7.5 The decision of the council will be final in this matter.

8 Award of Contract

- 8.1 One Tenderer will be awarded the contract. Bishops Waltham Parish Council does not bind itself to accept the lowest or any bid.
- 8.2 Upon conclusion of the evaluation of responses, the Tenderer that the council deems should be awarded the contract will be advised accordingly in writing with the issue of an 'Acceptance/ Intention to Award' letter by email.
- 8.3 Tenderers that are unsuccessful will be advised of this in writing via a 'Non-acceptance of Submission' letter by email.
- 8.5 Upon conclusion of all the above stages, a standstill period will be created between Bishops Waltham Parish Council and the Appointed Contractor.

9 Submissions

- 9.1 When responding to the tender, Tenderers must make sure that they include all matters listed in the Tenderer's Proposal below. Anything that is not directly relevant should be omitted.
- 9.2 Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). If relevant, examples and/or evidence may be provided to support responses. The purpose should be to include as much relevant detail as required, so that the council's evaluation panel gets the fullest possible picture.

10 Site works

- 10.1 Conformation of work hours, storage of materials, access, final programme of works and Risk Assessment, Method Statements (RAMS) will be agreed with the parish council before work commences.
- 10.2 During installation the contractor should provide a secure work compound for the build. The contractor will ensure that the public cannot gain access to the work site, by erecting suitable fencing and safety notices around the construction site. The contractor must take all reasonable action to ensure that newly installed apparatus is not used until practical completion is confirmed.
- 10.3 The contractor will be held responsible for and must make good any damage caused to existing roads, paths, grassed areas, car parks, fences, drains, sewers, service mains, landscaping etc. Before the project's completion, any area that has been damaged during the installation must be made good and returned to new or as a minimum returned to the original condition at the contractor's expense.

10.4 Installation must be carried out by an approved contractor or competent persons. After installation, the site should show minimal signs of recent ground working and the area's drainage must be unaffected. All waste material is to be removed from site by the appointed Contractor and disposed of lawfully.

11 Requirements of quote

11.4 The quote will be on a fixed price basis and itemised between equipment, supply and installation. The submission is to include:

- Itemised quote, pricing schedule, payment phasing and approx. timing plan of build
- Layout plans showing area used and overall dimensions.
- 3-D layouts to show all equipment
- Method statement describing sequence of operations.
- Risk Assessment

Note - layout plans and 3-D layouts should be presented in pdf or jpg format in A3 format.

11.5 The Tender should also cover:

- Assumptions and exclusions
- Appropriate warranties for the equipment and installation
- Site restrictions and requirements of the Contractor during the works
- Company capabilities in providing similar installations.
- Sustainability of sourcing, manufacture and maintenance of equipment
- Key contact details
- Tenderers should allow in their costs for the commission of an independent safety report (RoSPA) on completion (in digital form) and images, maintenance log, equipment details, etc. for handover purposes. The project will not be deemed complete until all snagging issues are resolved, and the independent post-installation inspection is complete and satisfactory to the council.

12 Costs

12.1 All costs, expenses and liabilities incurred by Tenderers in connection with the preparation and submission of any quotation shall be borne by them.

13 Tenderers' Obligations

13.1 Tenderers must ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotation is accepted and Tenderers agree that the Council may rely upon representations made in any quotation.

14 Responses

14.1 Tenders should submit written bids in envelopes marked "TENDER" sent to

**The Executive Officer,
Parish Council Office
The Jubilee Hall, Little Shore Lane
Bishop's Waltham
Hampshire, SO32 1ED**

There must be no mark on the envelope indicating the company submitting it. Tenderers may be asked to email electronic versions of submitted documents after the submission deadline.

Albany Road playpark, Bishops Waltham

TENDERER'S PROPOSAL

Trading and Full Business Names Of the Tenderer
Address
Person Applying On Behalf Of The Tenderer Name: Position: Telephone Number: Email:
Fixed price for the works [include separate itemised quotation]
Warranty Period
Estimated Maintenance Costs [after the expiry of the warranty period]
Proposed start date of works
Probable duration of works
Added Value Give details of any additional benefits of the proposal not listed elsewhere.

<p>Health and Safety</p> <p>Number of people employed:</p> <p>Name of person responsible for H&S:</p> <p>Qualifications of above person:</p> <p>Please enclose</p> <p style="padding-left: 40px;"> Health and Safety Policy Y/N Risk Assessment Y/N Safe Working Procedures Y/N </p>
<p>List any improvement notices, prohibition notices and prosecutions served on your company in the last five years.</p>
<p>How many accidents and near-misses have been reported to you by members of your staff in the last 12 months?</p>
<p>How many RIDDOR reportable incidents has there been in the last 12 months?</p>
<p>Public liability insurance value and expiry date [include facsimile as evidence]</p>
<p>Employer's liability insurance value and expiry date [include facsimile as evidence]</p>
<p>Professional liability insurance value and expiry date [include facsimile as evidence]</p>
<p>Method statement attached Y/N</p>

References (Two Required – town or parish councils preferred)

Organisation Name:

Contact Name:

Contact Telephone Number:

Contact email:

Organisation Name:

Contact Name:

Contact Telephone Number:

Contact email: