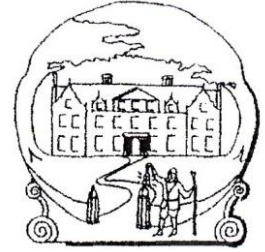


Spixworth Parish Council



Clerk to the Council: Mrs C Lake
Council Office, Village Hall, Crostwick Lane
Spixworth, Norwich, NR10 3NQ
Tel: 01603 890290
Email: spc.clerk@spixworth-pc.org.uk
Website: www.spixworth-pc.org.uk



Invitation to Tender Refurbishment of Spixworth Play Area, and Village Hall Playing Field Tennis Court Crostwick Lane, Spixworth, NR10 3NQ

Tenders are invited for the refurbishment of the existing play equipment on the Parish Council's play area and existing disused tennis court on Spixworth Playing Field. A Specification is outlined below with two site plans attached (existing and proposed) as well as a collection of images giving an indication of the type of equipment the Council would like to see used for the project.

Please register your intention to submit a tender by e-mail to spc.clerk@spixworth-pc.org.uk and include all contact details.

All prices should be net (exclusive) of VAT

Companies will be asked to provide details and/or certificates of any appropriate accreditations and memberships relating to the installation of play equipment. i.e. API (Association of Play Industries), Constructionline, CHAS.

The timescale for this project will be affected by the Local Elections which will be held on 4th May 2023. Tenders will therefore be opened and reviewed once the new Council has held its Annual Meeting. Once tenders have been opened and reviewed, those shortlisted will be invited to make any updates to pricing as may be required. As per the Council's Financial Regulations, tenders will be opened by the Parish Clerk/Responsible Financial Officer and chairman of the council. The clerk will make a recommendation to a Full Council meeting for final approval. It is likely that this will take place in time for the May meeting.



1. Site Information Spixworth Play Area

Address: Spixworth Parish Council, Spixworth Village Hall Playing Field ,
Crostick Lane, NR10 3NQ

Important: It is essential that a site visit is carried out to take detailed measurements and assess access etc.

Vehicular access is via the Village Hall main car park, through the barrier post. Contractors' vehicles must be respectful of the surrounding field.

2. General Scope of Contract

2.1 Health and Safety Requirements

All equipment and surfacing to comply with BS EN 1176 and BS EN 1177. The successful tender is required to provide a completed risk assessment as soon as possible once the contract is confirmed.

2.2 Budget

The estimated spend for the play area project is £115,000

2.3 Preparation, Groundworks and site welfare

Items of existing equipment to be removed from Play Area

- Horse seat
- Hippo springer
- Rope climbing frame and small slide
- Small yellow/red seesaw
- Bowl spinner
- 2 x stone benches
- 1 x picnic bench

Items to be relocated/refurbished in Play Area

- Larger climbing frame and slide
- Basket swing and toddler swings

All items to be removed to be taken away for appropriate recycling.

Grass surface to be replaced with wet pour where play equipment will be placed.

Play area to be secured with bow top fencing and gates.



The site must be securely cordoned off while work is taking place. Storage of new equipment and any machinery required is the sole responsibility of the contractor. The Parish Council have no liability for damage etc. of any such items left on site unattended.

2.4 Design, Supply and instillation

2.4.1 Replacement of existing installations.

The rocking horse seat is to be replaced with a seesaw.

The hippo springer is to be replaced with a new 4 way springer.

The small rope climbing frame and slide is to be replaced with a new Small climbing frame and slide/bridge and climbing pole.

The small seesaw is to be replaced with a new springer.

The two stone benches are to be replaced with new benches.

The broken picnic bench is to be replaced with a new bench.

2.4.2 New elements

Relocation of existing basket swing.

Relocation of existing toddler swings

New perimeter bow top fencing to surround entire play area with two access gates.

Entire play area to be surfaced with wet pour for ease of maintenance.

Activity play trail to be added to play area

Climbing wall/net and pole to be added to play area

Disabled swing seat to be added to existing larger swing seat frame

Zip wire to be added to play area layout and kept inside the bow fencing area.



Two new benches to replace existing stone benches and kept inside bow Fencing area.

Two new picnic tables to be added and kept inside the bow fencing area.

New seesaw to replace rocking horse seat.

Existing larger climbing frame to be refurbished/re painted.

Two new waste bins to be added.

Play area information and safety sign to be installed.

Two new springers to replace bowl seat and hippo springer.

2.4.3 Surfacing

An appropriate wet pour rubber surfacing should be used around all play equipment.

2.5 Guarantees

Tenders must include details of all guarantees and warranties for all equipment, surfacing and instillation works.

3.Reinstatements

The contractor is expected to make good any damaged caused to the surrounding grass surface or existing paths which may occur as a result of instillation works and/or deliveries.

4.Timetable for tendering

Invitation to tender published- **20th March 2023**

Closing date- **27th March 2023**

Opening of Tenders- **29th March 2023**

Award of contract by full council- **4th April 2023**



5. Consultation

The council has requested ideas from residents and other users of the play area and playing field via social media platforms and through the parish magazine. An open morning was also held for residents to come and talk about the equipment they would like for the play area and ideas for the proposed Muga court. The council also reached out to the local schools for children to send in their ideas for what play equipment they would like to have.

6. Submissions

Submissions should include clear and detailed itemisations for all work required. A full colour plan and/ or digital visualisation must be included. Please include your estimated timescales for instillation and completion after award of contract for this project.

7. Evaluation

Tenders will be reviewed in the first instance by the clerk to the council and chairman. Evaluation will be based on a combination of price and value for money, sustainability, and experience.

8. Award of Contract

Once awarded at a full council meeting, the clerk will be the main contact for this project. Timescales of instillations will be discussed and scheduled accordingly. The council are willing to pay a deposit of 25-50% with the balance being paid upon completion and a satisfactory inspection and handover meeting.



MUGA Court (Bespoke Arena)

1. Design, Supply and installation

Extension of existing Utah goal end. Playing zone- 21m x 12m, 2m high arena ends, 1m high arena sides, 2 no chicane entrances, 1 no hub; curved corners, to be supplied with arena blue panels and silver posts.

A3 Sign (Fence/Gate)

Supply 1 No. Sign post (Post only)

Install sign (Post) hard dig

1.1 Surfacing

Supply and install 900m² of stadia 24 (artificial grass) sports surfacing including line markings

Budget

The estimated spend for the Tennis court/MUGA court is £96,000

4. Timetable for tendering

Invitation to tender published- **20th March 2023**

Closing date- **1st April 2023**

Opening of Tenders- **3rd April 2023**

Award of contract by full council- **4th April 2023**