

BIDBOROUGH PARISH COUNCIL

TENDER DOCUMENT

Provision to install new Play Park Equipment and surrounding area within the Arthur Nicholson Recreation Ground

*Within this document any reference to Bidborough Parish Council,
the Council or BPC denotes Bidborough Parish Council acting in its own capacity
and as Trustees of the Arthur Nicholson Recreation Ground.*

BIDBOROUGH PARISH COUNCIL
PLAY PARK TENDER

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Section 1 - KEY INFORMATION

<u>Contact Escalation</u>	<u>Contacts</u>	<u>Area of Responsibility</u>
1	Principal Contact: Neil Harris Position: Clerk to the Council Email: clerk@bidboroughpc.org.uk	Contact & tender queries
2	Contact: Cllr Karen Vidler Chair of the Council Email / Telephone: karen@bidboroughpc.org.uk 07711 033857	
3	Contact: Adam Carrick Email / Telephone: adam.carrick@btinternet.com 07841 974887	In Situ Project Manager
4	Contact: Cllr David Marriott Email: davidm@bidboroughpc.org.uk	
5	Contact: Katie Haylock / Sarah Carrick Email / Telephone: friendsofbidborough@gmail.com 07711 480133 / 07715 549716	
6	Contact: Peter Read Email / Telephone: peter@readhome.me.uk 07778 998016	

Budget: £90,000 excl VAT (£108,000 gross)

Site visit dates for interested Contractors: Friday 18 August 2023
Thursday 24 August 2023

Tenders to be submitted by: Friday 22 September 2023

Target Decision Date for Preferred Supplier: Friday 20 October 2023

Expected Start Date: January/February 2024

Latest Completion Date: Sunday 17 March 2024

Section 2 - TENDER PROCESS

Bidborough Parish Council are seeking a qualified and experienced company to design and install new playground equipment, safety surfacing and (possibly) fencing within the existing Play Park situated in the Arthur Nicholson Recreation Ground.

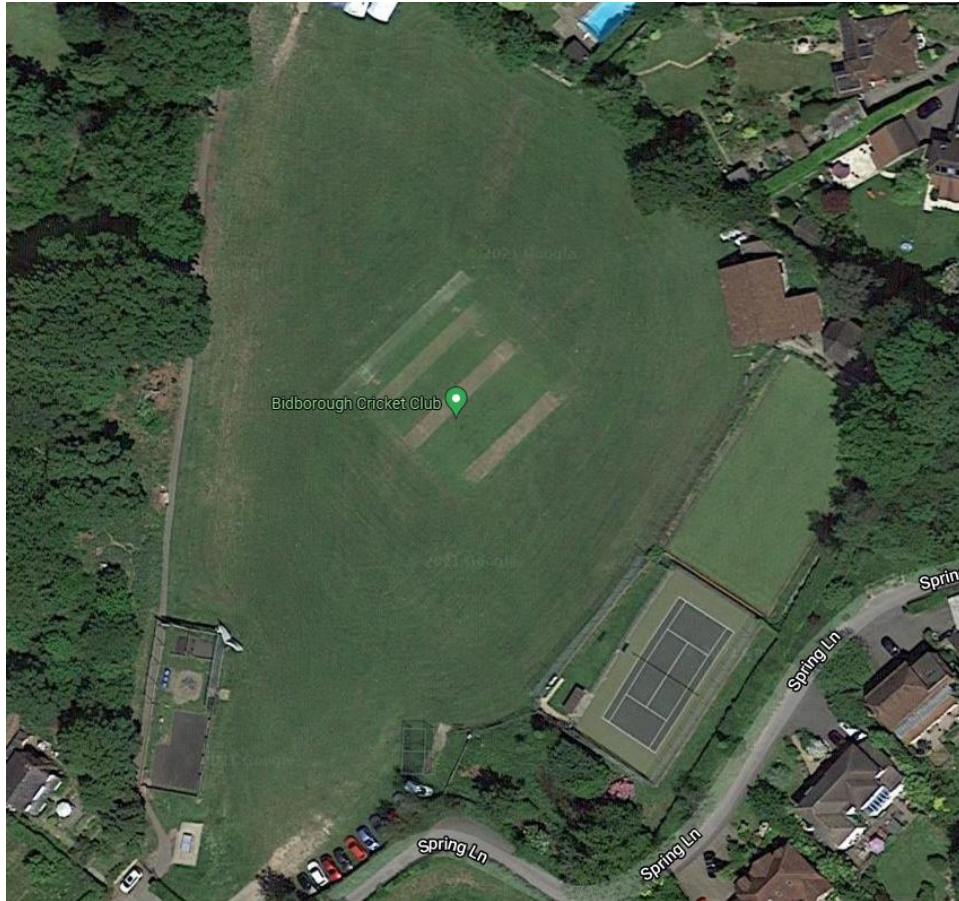


Photo of the Arthur Nicholson Recreation Ground

Tender

The Council along with Friends of Bidborough Play Park are looking to spend funds up to a maximum of **£90,000 (excluding VAT)** on this project. Submissions should not exceed this budget. The tender is 90% funded and should be fully funded by the project start date. If full funding has not been reached then there will be a 2-phase installation, terms for which will be agreed between the parties.

All prices must be quoted in GBP (£) and, assuming a start date of January/February 2024, all prices should be fixed until completion of the project.

Please complete the attached Pricing Schedule.

Should any revisions to the Pricing Schedule be necessary these must be agreed with the Council in advance and cannot be outside the permissible range as per Public Procurement Regulations 2015.

Tender Standards

All play equipment provided and play park surfacing must meet minimum standards – as set out in BS EN 1176 (*British Standard European Norm 1176 – Playground Equipment and Surfacing*).

Refusal to consider a Tender

The Council reserves the right to refuse any and all tenders submitted without Contractors being able to claim compensation.

All costs associated with the tender process and submission are the responsibility of the Contractors that have decided to quote.

A tender may be refused if it varies or alters the details contained within this document or if any information requested is not included.

Additionally, any contact by a contractor with any individual other than the Contacts cited within this document may be considered a breach of the procurement process and will automatically result in the supplier's tender being rejected.

Site Meetings

The Council will be pleased to meet with potential Contractors on site on either **Friday 18 August or Thursday 24 August** and are **by prior arrangement ONLY**.

A site visit is not mandatory and will not discount a Contractor being considered. However, a site visit is *strongly* recommended as failure to visit the site will not relieve the Contractor of any responsibilities or be used to give rise to a change in price.

To book an appointment to view the play area site and access please email the Clerk at the email address given, copying in the other listed contacts.

References

The Council will require Contractors to provide contact details of at least two referees within the last three years for similar projects in terms of cost, size, scale and schedule.

The financial stability of the Contractor will also be assessed to ensure guarantees can be met. To this end the Council will require copies of the last three years of accounts for the guarantor company.

Community Engagement

If requested to do so, the Contractor should be prepared to attend a public meeting to discuss the proposals and brief the community on their proposed design. Any feedback received from this public meeting may result in revisions to the tender being required.

Contractor Confidentiality

Any submission received will be held in confidence by the Council and will not be disclosed to any other Contractor or their affiliates.

Intention to Bid

Please email the Clerk and advise if you are intending to bid. This is in order for us to issue you with any updates prior to the tender submission deadline.

Queries

Any questions in relation to this tender should be emailed to the Clerk, Neil Harris, with the other contacts copied in. Responses from anyone other than the Clerk or the Chair of the Council (Karen Vidler) should be considered commercially invalid.

Responses to any questions during the tendering process may be shared with other applicants unless considered to be commercially sensitive.

Payment Terms

For the winning Contractor, payment for works will be along the following lines:

1 st payment	On delivery and acceptance of all design / HSE / supporting construction information.	5% of tender value
2 nd payment	On completion of groundworks (including all surfacing and finishes).	20% of tender value
3 rd payment	Delivery of all equipment, fencing and other items.	40% of tender value
4 th payment	1/ On receipt of all instructions in respect of maintenance of all equipment and associated infrastructure and receipt of warranties and spare parts; and 2/ On satisfactory sign off of completed works by the Trust / Parish Council following inspection by ROSPA or other accredited risk assessment agency.	30% of tender value
Final payment	On 12 months of satisfactory performance (taken from 4 th payment date) of all play park equipment and associated works.	5% of tender value

Section 3 - CONTRACTOR REQUIREMENTS

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

If there is evidence that the work does not conform to the required standard, and as result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be undertaken at the Contractor's own cost.

The Contractor must follow Construction (Design and Management) Regulations 2015 and will have the knowledge, skill, experience and organisational capacity to fulfil the role they are being appointed to undertake in a manner that secures the health and safety of any person affected by the tender.

Insurance

The Contractor must hold:

- 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 £10 million
- **Professional Indemnity Insurance of no less than £1 million**

Contractor Documentation

The Contractor's representative will be required to attend periodic meetings on site during the construction period with the Council's representatives and Interested Parties as agreed by the Council until work is completed.

The Contractor will provide the following:

- Plans & illustrations for whole site including impact on footpath during the construction.
- Pricing Schedule - breakdown of price per piece of equipment and action (e.g. replacement of surface) and lead time for replacement parts (including a list of spare parts to be provided if applicable).
- A Program of Works detailing all key activities between commencement and completion of the works – including milestone dates.
- A Risk Assessment to include how materials and plant will be stored whilst on site.
- A Vehicle Movement Assessment/Schedule for deliveries and equipment.
- Proposed Method Statement.
- Copies of their insurance certificates.
- BPC Contractor Form.
- Contact details outlining escalation contacts who will be available to remedy any issues that arise during the course of the works.
- Warranty information for all work undertaken including play equipment.
- References from 2 previous customers (see Reference Sheet).

Section 4 – PLAY PARK WORKS

Objectives for new Play Park

The new Play Park is primarily aimed at infants and Primary School age children. The vision is to create an inclusive and inviting area for children and accompanying adults – and specifications for equipment are detailed below.

The area of the site is 27 metres x 11 metres but Contractors should satisfy themselves of the exact dimensions.



The site is generally level and sits at the top of a grassed bank with a footpath running outside the north perimeter of the play area.

Inside the Play Park there is a combination of grass and an existing play surfacing. There is existing safety netting in place (which is being replaced and extended under separate contract).

A site assessment will need to be undertaken to assess any access issues imposed by the topography of the area.

Path

The far end of the pedestrian path that stretches along the West boundary of the park may require shoring up. The contractor should advise on any remedial work required prior to groundworks commencing.



Photos showing position of Play Park at top of the grassed bank.



There is a redundant gate in the play park where the ground dips.

The dip will need to be levelled and the redundant gate removed.

The Recreation Ground is served by Spring Lane (off High Street) which is a **narrow public single lane** road with a tight bend before descending a steep hill leading to the gated vehicle entrance to the Recreation Ground (see photo below). This is the only access for vehicles.

The gated vehicle entrance is locked and controlled by BPC. This entrance is the only vehicle access for the Recreation Ground.

The local primary school is sited on the opposite side of the road and access to the school for the children is primarily by foot either through the public footpath that runs through the Recreation Ground and alongside the existing play park or via the High Street and Spring Lane. The pedestrian access to/from the public footpath is just below the play area and before the vehicle entrance (NOTE: there is no footpath in Spring Lane from the bend, down to the school and recreation ground entrances and beyond). **Consideration for pupil and pedestrian safety is paramount.**

For the reasons stated above, a Vehicle Movement Assessment/Schedule must be provided. **For safety reasons no deliveries may be made before 9.30am or between 2.45pm and 3.45pm.**

Vehicle and pedestrian access to the school and for residents in Spring Lane must be maintained at all times.

Should temporary diversions be required to enable the works to be carried out, these must be proposed and agreed in writing in advance, with all work, signage and reinstatement paid for by the Contractor. The Contractor shall take into consideration and allow for all local conditions that may affect the preparation, delivery, storage and installation of the works.





Section 5 – SPECIFICATION

The details given below are a guide to assist Contractors with the desired design outcome.

Technical specifications and design are ultimately up to the Contractor to recommend with supporting evidence.

The Council wish to provide elements of inclusive play and therefore request that the contractor provide costings for alternative accessible play items.

	Suggestion	Inclusive Play
Suggested Play Equipment	<p><u>Strongly recommended</u></p> <p>Swing set to include junior, toddler and basket swings.</p> <p>Multi play unit for juniors – to include a slide and a climbing net -the taller the better!</p> <p>Multi play unit for toddlers – up steps or ramp – down slide – something fairly simple.</p> <p>Roundabout / Slanting ‘spinner’.</p>  <p><u>Suggested</u></p> <p>2 x Spinning ‘cup’ baskets.</p> <p>Seesaw / cross seesaw.</p> <p>Rocker</p> <p>Panels for perimeter fencing (budget allowing) eg music, sensory etc.</p>	<p>As per left</p> <p>Ramp access, double width slide, high-sided slide for support</p> <p>As per left</p> <p>As per left</p> <p>As per left</p> <p>Seesaw with back support and gripping handles</p>  <p>Rocker with seat support and sides</p> <p>As per left.</p>
Age Range	Under Age 12	
Preferred Material	<p>Lifespan is the primary consideration.</p> <p>Wood is the preferred material – treated against rot for a minimum life of 10 years. Wooden play equipment should have metal ‘feet’ to prolong lifespan.</p>	

	<p>Not-to-be painted metal frames would be the second choice.</p> <p>Painted frames are only acceptable if a minimum 20-year lifetime coating warranty against corrosion is included.</p> <p>Other composite materials will be considered, depending on lifespan.</p>	
Safety Surfacing	<p>All play surfacing.</p> <p>Comparison cost for: 1/ Wet pour 2/ Wet pour incorporating ground games (eg hopscotch).</p> <p>Please advise lifespan.</p>	
Groundworks	<p>Shoring up of boundary path.</p> <p>The Play Park site should be made completely level.</p> <p>Supplier to advise if current base needs to be removed or can be reused for foundations.</p>	
Fencing & Gate	<p>Low level 'bow top' fencing.</p> <p>1 x soft close entrance gate – this is currently sited on the South boundary, nearest the school. The new entrance should be sited on the West boundary (by the footpath) to allow easy access.</p> <p>Please advise lifespan.</p>	
Seating	<p>2 x backless benches to be sited by swings as barrier to prevent children running across the swing area.</p> <p>1 x picnic bench to be sited at South (Spring Lane end) side of the Play Park – this may be sited outside the Play Park perimeter to allow more room for play equipment within the park.</p>	Wheelchair/pram friendly picnic table
Bins	1 x new lidded bin.	

Edging/ Kerbing	NA	
Pathways	Some remedial work may be required to shore up the existing path which runs along the West side of the play park.	
Removals and Disposals	<p>Removal and disposal of existing play equipment.</p> <p>Existing play surface will either need to be removed or be utilised within the base for new safety surface – method to be confirmed to BPC within tender document.</p> <p>Removal and disposal of existing wooden fencing, ball stop fencing and gate.</p>	
Signage	Contractor to advise on signage required to meet Health & Safety standards.	Suggestions re PECS, BSL and Braille would be welcome.
Register of Play Inspectors International (or equivalent) - Inspection Required	Yes.	
Reinstatement	On completion, reinstate all works disturbed during the course of the work – including play park access, recreation ground surfacing and roadway.	
Other Requirements	<p>With safety firmly in mind, if possible, pedestrian access through the Recreation Ground is desirable during works.</p> <p>Solutions from Contractors to enable this are welcome.</p> <p>Consideration should be given to access and security of site whilst works are in progress and when site is left unattended.</p>	

Other Considerations for Contractors

Ball Stop Netting/Fencing	<p>Due to the proximity of the cricket pitch the play park is to be 'caged' in ball stop netting.</p> <p>The Contractor will need to co-ordinate with the ball stop netting supplier/installer and dovetail the works.</p> <p>This is particularly important in relation to any foundations being dug/cemented and for the siting of the ball stop netting/fencing support poles.</p>
Services	<p>There is no provision onsite for toilets, water or electricity.</p> <p>Contractors will need to ensure they provide suitable welfare facilities.</p>
Vehicle Movement Assessment	<p>The council require a Vehicle Movement Assessment to be provided for the build – due to the close proximity of the primary school.</p>
Site Meetings	<p>Regular (weekly minimum) on-site progress meetings with Council Representatives/Project Manager.</p>

Section 6 - PRICING SCHEDULE

General Conditions	
A	The total tender price shall be the price for design, supply, installation and completion of the works as shown and described in the tender documents. The total price is to be broken down against each item in the schedule of works. Each item is to be priced (VAT excluded).
B	The Contractor shall allow for everything necessary to carry out the works whether specifically stated or not. Unless otherwise stated the contractor is to design and supply all items, fittings, materials and labour necessary for the completion of the works.
C	The contractor is to allow for making safe and protecting everything necessary, including any areas outside the working area affected by the works, and is to make good any damage caused to existing buildings, fittings, finishes, pavings and grounds at no cost to the employer.
D	On completion the contractor is to reinstate all work disturbed and leave the recreation ground and play park site clean, tidy, free of rubbish and fit for use.
E	Allow for all builders work in connection with the equipment installation.
F	The Contractor is to allow for erecting and maintaining all necessary fencing, hoardings and screens during the course of the works to maintain security of the play area and to prevent dust and debris from affecting the adjoining recreation ground, cricket pitch, footpath and other areas. Allow for taking down on completion, disposal and for making good all works disturbed.
G	No works will be allowed during cricket practice and match fixtures – 13 April to 13 September. The Contractor shall liaise in advance to ensure minimum disruption to the operation of the recreation ground, but general use may be suspended for essential works if agreed in advance provided these are arranged with a minimum 2 weeks' notice.
H	The Contractor shall comply with all statutory requirements including any health and safety requirements. A hand-over meeting shall be arranged at completion and a copy of a completion certificate stating the equipment is safe for public use shall be provided before hand over to BPC.
I	The Contractor will be deemed to have visited the site and to have taken into account all local and existing conditions. No claim for additional costs will be entertained owing to failure to be fully acquainted with all the information and site conditions.
J	Allow for the design of the playground including the layout, equipment and associated safety surfacing and signs, fencing and gates etc for a fully inclusive play park. Prepare and submit plans and details for discussion, amend as necessary and issue final documents.

Breakdown of Tender – FOR CONTRACTOR TO COMPLETE	£	
Remove existing play equipment including bases and fixings and clear away to registered waste disposal site.		
Remove all other existing equipment, surfacing, fences, gates etc including bases and fixings and clear away to registered waste disposal site.		
Allow for all groundworks, sub-bases, any necessary drainage, and prepare and lay new surfacing including safety play surfaces as required.		
Supply and Install play equipment (contractor to detail and price each item).	Supply £	Install £
Safety signs		
Low level fencing		
Gate		
Allow for twelve months maintenance and defects liability period		

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Section 7 - SCORING CRITERIA

Description	Evidence	Scoring
Tender received on time	Confirmation of receipt of tender.	Pass / Fail
Ability to deliver project within the specified timeframe	Confirmation of expected timeframe.	Pass / Fail
Insurance valid	In date certificates included in tender.	Pass / Fail
References	References checked and confirmed.	Pass / Fail
Financials	Copies of three years' worth of accounts received.	Pass/ Fail
Health & Safety considerations met	Copy of policy received.	Pass / Fail
Vehicle Movement Assessment	Received.	Pass / Fail
Quality of design	Tender complies with specification. Tender caters for age range given. Well-designed layout for site. Approach to work meets tender specifications.	50%
Materials	Materials meet specification. Quality of materials confirmed. Life-span of equipment provided. Reliability of supply chain confirmed.	15%
Price / value for money	Quote falls within budget provided. Cost of replacements considered. Warranties given. Project aftercare provided.	35%

CONTRACTOR - SUBMISSION CHECKLIST

Playground Plan & Illustrations (including elevations)	
Quotation – including costings for each item proposed (Pricing Schedule) plus details of first 2 years of recommended spare parts	
Detailed Method Statement for undertaking all aspects of work	
Warranty details	
Copies of insurance certificates	
Breakdown of Tender Form	
BPC Contractor Questionnaire – Pre Works	
Maintenance Requirements	
Lead time for spare parts / spare parts included in cost	
References	
Accounts for last 3 years	
Health & Safety Policy / Site Specific Risk Assessment	
Vehicle Movement Assessment	
Delivery and schedule (Program of Works) for complete works including key dates	
Escalation contact details	

REFERENCES

Please provide details of 2 playground installations carried out in the last 3 years:

REFERENCE 1

Client Name	
Contact Name	
Contact Telephone	
Contact Email	
Site Location	
Value of Project	
Date of installation	
Description of Project	

REFERENCE 2

Client Name	
Contact Name	
Contact Telephone	
Contact Email	
Site Location	
Value of Project	
Date of installation	
Description of Project	

CONTRACTOR QUESTIONNAIRE – PRE WORKS

Contractor Name and Address

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Services Provided / To Be Provided

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Health and Safety Management and Performance

Do you have a Health & Safety Policy in place?	Yes / No
Have you been convicted of a Health & Safety violation in the last 5 years?	Yes / No
In the last 5 years has your company received an improvement or prohibition notice in relation to a Health & Safety violation?	Yes / No
Do any of your employees have unspent criminal convictions?	Yes / No
Do you have Public Liability insurance?	Yes / No
Do you have Employers Liability insurance?	Yes / No
Do you formally monitor systems of work and procedures?	Yes / No
Do you carry out site-specific risk assessments for the work you are carrying out?	Yes / No
Have your employees received formal training and qualification for the work they are required to do?	Yes / No
Do you use Sub-Contractors?	Yes / No
If so, are they covered by their own insurance (which you have checked and verified)?	Yes / No
Do you have procedures in place to ascertain that Sub-Contractors are qualified for the work they are doing?	Yes / No
Comments	

Declaration

The information I have given above is accurate and true to the best of my knowledge.

Name:

(BLOCK CAPITALS)

Job Title:

Signature:

Date: