



Birstall Parish Council

Tender Document

***To design and install a new Multi Use
Games Area (MUGA)***

**Deadline Date for Tenders to be submitted is:
Monday, 3 July 2023**

RESPONSIBLE PARTIES

The Employer:	Birstall Parish Council
Procurement Contact:	Sue Coulson – Clerk to the Parish Council

General Requirements

Birstall Parish Council (The Employer) is seeking a suitably qualified company to design, construct and install a new all-inclusive **Multi Use Games Area (MUGA)** on School Lane playing fields.

External funding for the project has been obtained and is set at a maximum figure of £150,000 (exclusive of VAT).

It is likely that Planning Permission will be required for the MUGA, and at the time of the tender process, the Council will submit Pre-Application advice in relation to what would be required for permission.

The proposed site is located at: **School Lane playing fields, School Lane, Birstall, Leicester, LE4 4DH** and is shown below marked with a yellow border.



Quotations

The Council's procurement process for the receiving and opening of tenders will be applied and adhered to. This procedure can be found on the councils website in their Standing Orders – Section 18: [Microsoft Word - 3-Standing Orders - 2022-2023 \(birstallparishcouncil.org.uk\)](https://www.birstallparishcouncil.org.uk)

- All costs to be exclusive of VAT and in GBP (£).
- Quotes to remain valid for 90 days from the closing date of **3rd July 2023**.
- Prices will be fixed and firm for the duration of the contract. No variations will be considered or accepted.
- A minimum 12-month guarantee, in writing, for all equipment and materials supplied and installed in the delivery of the project.

Non-Consideration of a Tender Submission

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 does not provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that is 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: The Employer has the right to dismiss a tender that is either abnormally low or equally too high based on the perceived market value at the time of the procurement process unless the tenderer satisfactorily explains the aspects that appear to be significantly different from the wider market.

Additionally, if the quotations are above the available Employers set budget of £150,000 (excluding VAT) or if the 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.

Contract Conditions

Works and Standards

The work is for the design, supply and installation of appropriate groundworks, materials, surfacing, fencing, equipment, and associated works that meets the brief and is acceptable by The Employer.

If there is evidence that the work does not conform to the required standards and as a result the materials or workmanship is substandard, unsafe or requires replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow 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.

Purchase Order and Contract Agreement

The successful contractor will enter into a Building Contract (Appendix A) 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 that the Contractor will supply to the Employer.

Insurance

The **successful** contractor should be able to provide evidence before work commences 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**

Contractor Documentation

The selected contractor will commit to periodic meetings on site during the 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 before the Works are to commence 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 that are available to remedy any issues that arise during construction.

Scope of Works

Objectives for Multi Use Games Area

The primary goal for the proposed MUGA is to provide an all-inclusive recreational sports facility for the local community. A facility that will have a focus on being fully accessible to wheelchair users.

It will provide for five-a-side football, walking football, circuit training, netball, basketball, and mini-cricket in terms of use but above all it must be accessible for wheelchair user sport and activities.

It is anticipated that the facility will be used based on 'paid bookings' however potentially it will be free to use during permitted hours. Recommendations are sought for an appropriate system such as a 'Smart Gate' to link to a booking system, and allow the facility to be securely locked during certain times of the day and evening.

Planning Support: Suppliers should allow for all associated drawings and surveys to support a Planning Application (Selected Contractor Only). This would likely include:

- Block Plans
- Elevation Drawings
- Drainage Survey and Report
- Construction Phase Plan
- Scaled Google Map

Other surveys and reports such as Noise Assessment or Ecology reports will be outside of the requirements in terms of supplier's responsibility and budgeting within the tender response.

Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired outcome. It is advisable for all interested applicants to book a site visit to view the area.

Technical specifications and the design are ultimately up to the Contractor to

recommend with supporting evidence and professional guidance which may include referencing the SAPCA Code of Practice for the Construction of Outdoor Multi Use Games Area (September 2021): [CoP for muga ed 1-3.pdf](#)

Item	Requirement
Sports	five-a-side football, walking football, circuit training, netball, basketball, and mini-cricket
Playing/Site Area	We have an area approx. 1800m ² to fit in a MUGA and surrounding paths, size of MUGA to be recommended and to fit in with the fixed budget of £150,000 (exclusive of VAT). Site visit required.
Focus Age Group	All Ages and abilities
Fencing	3.0m Height (recommendations to be submitted with the tender)
Gates	Anti bullying system and/or 'smart gate' system to be recommended by the contractor.
Colour	Fencing: RAL 6005 (Dark Green) Goals and net posts: White
Primary Surfacing	SAPCA recommended Types 1, 2 or 3 suitable for wheelchair use (see weblink above for SAPCA documents). All surfacing must be sustainably wheelchair friendly as well as for all-purpose/general use.
Goals / Basketball	Goal dimensions must be an adequate size for the required all-inclusive requirement with fixed 2 x basketball boards and 2 x hoops at different levels.
Line Markings	permanent coloured markings for all required sport usage.
Base Works	To be advised
Shock Pad	To be advised
Drainage	Yes: A drainage solution must be designed by an appropriately qualified person and supported with documentation and drawings to show proposed solution and able to support a planning application.
Removals and Disposal	Spoil– all waste material and spoil to be re-used, removed, and disposed of in a licensed facility.
Edging	PCC 150mm x 50mm (Must be outside of the Playing Area to avoid any risk of injury) BS EN 1340
Pathways	A Tarmac pathway be installed around the entire perimeter only of the MUGA – 1.2 metres wide with PCC edging.
Bins	N/A
Seating	N/A
Sports Lighting	N/A
Re-Instatement	Any damage to existing turf, pathways, roads, fencing, and any existing materials, must be repaired back to the original state. Grade and seed damaged turf with topsoil (remove any stones and materials that could pose a risk to machinery or persons)
Welfare Required	No: facilities are available for use in the sports pavilion, full and exclusive use can be provided during the contractors operational hours.
Heras Fencing	Double Clipped heras fencing with suitable construction and safety

	notices should be used for the duration of the agreed Works until formally handed over.
Addendums: Please include the following as separate line items outside of the main total.	A minimum 12-month guarantee, <u>in writing</u> , for all equipment and materials supplied in the delivery of the project.

sapca.org.uk

Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

Action:	Date:
Tender Release Date:	26th April 2023
Site meeting for interested contractors:	To be arranged through the office: 0116 267 6191
Deadline date for questions:	30th June 2023
Tender Submission Due:	3rd July 2023
Decision on Preferred Supplier:	August 2023 Council meeting
Full Planning Permission Application (allow 12+ weeks for a response):	To be submitted August 2023
Commencement of Works (guide only pending permissions and supplier lead times):	TBC _____
Project completion date (including a snagging period):	31st October 2024

Procurement Process

The Parish Council's Tendering Process will be conducted in accordance with their Standing Orders, Section 18 and in compliance with The Public Procurement Regulations 2015 and any updated guidance since, it will be a single stage tender. 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, starting the process over. Alternatively, 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.

Site Meeting with Interested Parties/Suppliers

Interested parties/suppliers can make their own arrangements by making an appointment with the employer's named contact, to visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

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 employer's contact, Sue Coulson at admin@birstallpc.org.uk They should not be by phone or in person (other than the site meeting).

Suppliers are forbidden to approach any person/s outside of the named contact within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

Notice of Intent to Bid

Suppliers should notify the named contact by email, of their confirmation of intent to provide a submission by the due date, all questions relating to the tender will need to be made by the date provided in the table on page 7. Only one submission will be accepted from each supplier.

If notification of your intent to provide a submission is not sent, or you are unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, this could result in potentially missing relevant information and submitting an incomplete response.

Short Listing of preferred submissions

The Employer has the right to short list the submissions in accordance with their Standing Orders. If they require more information to enable them to reach a decision, the Employer reserves the right to instruct their named contact to enter into further discussions and checks which may include (but not limited to):

- 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

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.

Awarding the Contract

The Employer will be responsible for making the final decision to appoint a Contractor in accordance with the Parish Council's Standing Orders, Section 18.

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.

If suppliers want additional feedback on their own submission this will need to be requested from the Employer. Consideration of providing a response will be at their discretion.

The preferred contractor will be advised either via email or on the Contracts Finder website when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.

Named Contact for Project

All contact with the Employer must be via the Clerk:

Contact:	Sue Coulson
Tel:	0116 267 6191
Email:	admin@birstallpc.org.uk

Supplier Checklist and Instructions

Checklist

Response	Format (Fill in <i>SupplierName</i> with your Company Name)
1. Detailed Quotation	PDF Labelled - <i>SupplierName</i> Quotation
2. Design Drawings (Shown on Google Map)	PDF Labelled – <i>SupplierName</i> CAD / Google Maps

Do NOT include the following information with the initial tender response:

- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

Submission Instructions:

All submissions must be received either by email, post or hand delivery by 3rd July 2023, further instructions are set out below:

Emailed Copies: An email or electronic submission of all tenders should be sent marked **'TENDER-Birstall Parish Council MUGA Project'** and emailed to the named contact, Sue Coulson, at: admin@birstallpc.org.uk

Hard copies to be sent to:

Birstall Parish Council, Birstall Road, Birstall, Leicester, LE4 4DH

Attention: **Sue Coulson** and clearly marked:

'Tender – Worth Parish Council Multi Use Games Area Project'

Please note – Any posted or hand delivered Tenders are to be sent in a plain envelope and/or tube and be clearly marked as TENDER and labelled as above.