

# Cottenham Parish Council

## Main Tender Document

### *Provision to improve existing Junior Play Facilities at: Cottenham Village Hall*

To be submitted no later than 13<sup>th</sup> March 2023.

Late submissions will be disregarded.

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## RESPONSIBLE PARTIES

### The Employer

Cottenham Parish Council

### Procurement Contact

Sports and Play Consulting Limited

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## 1. General Requirements

### 1.1 Overview

Cottenham Parish Council (The Employer) is seeking a suitably qualified company to design and install new Play Equipment and Safety Surfacing at the existing playground. The Council is looking to improve the facilities, primarily aimed at children 6-14 years of age.

The Council will also look to obtain additional funding for this project, in addition to the funds already established. Pending the outcome of these grant applications the contract with the preferred supplier may not start until this process has been completed, or the budget amended.

The site address is: **Lambs Lane, Cottenham CB24 8TA.**



*Existing playground with potential footprint (Green outline).*

The initial stage was to create a playground facility for the 'under-fives' and those attending the *Nursery* next to the playground which was completed in late 2022.

The objective of this stage is to improve both the surfacing and existing play values/experience based on a consultation that was conducted in October – November 2022 and address the challenges with maintenance and practicality.

## 1.2 Budget and Costings

- The council has set aside a maximum budget of **£140,000.00 (Ex VAT)**. Submissions should utilise the full allocated budget, however, not exceed it.
- Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations or revisions, will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.
- The rectification period will be 12 Months from installation with a 2.5% retention amount held over until the end of this duration and only paid if there are no outstanding or remedial works required.

## 1.3 Non-Consideration of a Tender Response

The council 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 council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer is not

able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by a supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than *appropriate* contact made to the named consultant 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.

## 2. Contract Conditions

### 2.1 Works and Standards

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

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

### 2.2 Purchase Order and Contract Agreement

The successful contractor will enter into a *Building Contract* (Appendix 3) with agreed terms and conditions for both the Employer and the

Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.

## 2.3 Insurance

The **successful** contractor should be able to provide evidence 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**
- Contractors (All Works) Insurance of no less than: **Project Value**

## 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during 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 in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction



### 3. Scope of Works

#### 3.1 Objectives for Play Area.

The Council has recently conducted a consultation with various youth groups to provide supporting evidence on what the local community would like in terms of equipment. This feedback has largely been used to include the suggested items outlined in the specification section.

The main objective is to enhance the current playground to offer additional play values and reduce maintenance in the long term for the Council.

**Important: The Council has agreed for designs to potentially use the boundary area on the main playing field (Cricket Pitch) as an option to position the new Trail/Agility area. However, an electric cable runs along the boundary (yellow dotted line below) near the hedge which powers the Village Hall. Consideration must be taken to allow for this in terms of any design and instructions by the Council in terms of method of works.**







*The existing mound and embankment slope – will be removed and disposed of, replaced with a new Multi Play Unit.*



*Existing Basket Swing – Removed and replaced with new Basket Swing and Junior Swings onto a wetpour surfacing.*





*Existing HAGS unit – surfacing to the removed and replaced with new wetpour, sub-base and PCC edging (allow for tree roots).*



*New Surfacing under Zip Wire and Pyramid Net.  
Timber Trail to be removed and disposed of.*



*Area to right of the Zip Wire may be utilised with new equipment (mainly the new Trail and pathway) once the trail has been removed.  
Dish Roundabout can be relocated to create space, possibly between the roundabout and HAPS unit (Spinner to be removed and stored for possible re-use).*




*Option For Trail:* *If suppliers feel there is a better option by putting the Trail onto the main field, equipment can be placed along this side (to the left of the cable which is approx. 4 metres from the hedge) – with a maximum of 10 metres from the hedge including surface.*



### 3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the responses to 5.1.1 and 5.1.2.

Item	Requirement
<b>Suggested Equipment (In order based on consultation)</b>	<ol style="list-style-type: none"> <li>1. A Multi Play unit to replace the mound avoiding where possible duplication of play experiences with existing junior Multi Play unit (HAGS). <b>This may exceed 4 metres in height however with planning required please allow for a potential longer time for approval before works begin.</b></li> <li>2. A modern trim trail/assault/obstacle course.</li> <li>3. Large traditional slide and/or tube slide.</li> <li>4. Monkey bars, balance bars, hoops/rings.</li> <li>5. Traditional swings (2 Flat Seats) with a disability seat (Mirage Seat) totalling 3 seats, and a new Basket Swing. (located where Pendulum Swing currently sits)</li> <li>6. Basketball Hoop and Backboard onto new hardstanding of approx. 20sqm (wetpour and subbase with PCC edging – located outside of play area with exact position to be confirmed)</li> <li>7. New Zip Wire ramp that is larger and provides improved access for children (steel).</li> </ol> <p><b>Note:</b> Points 3 and 4 can be incorporated into Points 1 and 2.</p>
<b>Primary Material</b>	Engineered Wood or Steel. <b>Colours:</b> Should be muted such as greys and browns where possible.
<b>Safety Surfacing</b>	Wetpour – Black – under existing HAGS Multi Play Unit, Pyramid Net, Dish Roundabout, Zip Wire and all new equipment.
<b>Sub-Base</b>	100mm MOT Type 1.
<b>Edging</b>	PCC – concrete edging.
<b>Removals and Disposal</b>	<ol style="list-style-type: none"> <li>1. Mound and Embankment Slide: to be removed and levelled off in preparation for new unit.</li> <li>2. Timber Trail – to be removed and disposed of.</li> <li>3. All materials not remaining on site including surfacing is to be disposed off-site to a suitable waste facility. However, any soil from the mound being removed can be used on site to improve levels in the main playground.</li> </ol>

	<p>4. Spinner is to be removed and collected by Council for storage so that it could potentially be re-used (including foundation).</p> <p>5. Pendulum Swing.</p> <p>6. Existing Zip Wire ramp.</p> <p><b>Note:</b> Play Equipment remaining such as the existing HAGS unit &amp; Dish Roundabout can be relocated to improve the overall design and practicality of the site.</p> <p>Also, consideration for the <u>tree roots</u> on site which is damaging the existing surface – possibly incorporate some root barriers (only if this will not damage the long-term health of the trees) or moving the equipment away from the existing roots.</p>
<b>Pathways</b>	Yes: consider a pathway using a material like Conipave or Flexipave that runs from outside the nursery through the playground to the back near the Skate Park. (1.2 metres wide with PCC edging). Ideally connecting to any new wetpour surfaces.
<b>Seating Area</b>	<p>2 x Picnic Benches will be provided by the Council and a cost to install these onto a hard standing (using Suds surface for pathway – <i>near the Nursery end</i>).</p> <div data-bbox="769 1037 1295 1290">  </div>
<b>Bins</b>	None.
<b>Play Sign</b>	Yes – A new A3 sign required on a steel post.
<b>Fencing and Gates</b>	None
<b>RPII Inspection</b>	Yes – Please use either ROSPA or Play Inspection Company
<b>Re-Instatement</b>	All damaged turf and existing materials should be made good and returned to the condition prior to work with either seed/topsoil or appropriate repairs.
<b>Welfare Required</b>	No – this will be provided on site at the Village Hall.

#### 4. Timetable for Project

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	25 <sup>th</sup> January 2023

Site meeting for interested contractors (30-minute slots – 1 person from each supplier only):	8 <sup>th</sup> February 2023
Notification of your intention to provide a response and deadline for questions about the tender:	17 <sup>th</sup> February 2023
<b>Tender Submissions Due:</b>	<b><u>13<sup>th</sup> March 2023 at 16:00 hours.</u></b>
Decision on Preferred Supplier:	April 2023
Works to Begin (Guide Only subject to lead times, Planning Permission and funding allocation):  Note: The project may be split into two phases to allow for planning permission on the new Multi Play Unit if this exceeds 4.0 metres. Please outline any additional costs by separating this into –  <u>1: Entire Design (less Multi Play Unit) and</u> <u>2: Multi Play Unit following planning consent.</u>	September 2023

## 5. Scoring Criteria

### 5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

Criteria	Information	Percentage
<b>5.1.1 Project Design:</b>	Specifically scoring will be based on: 1. Primary <i>Play Values</i> to meet the desired brief in response to the local consultation, provided by each item of equipment. 2. <i>Design Rationale</i> in terms of layout and practicality of equipment and surfacing in terms of overall design.	<b>50%</b>

<b>5.1.2</b> Technical and Specifications:	Specifically scoring will be based on: 1. Details of materials used for both play equipment, sub-base, edging and surfacing. 2. Considerations of maintenance, and anti-vandalism design incorporated into the equipment and surfacing. 3. Longevity and warranties of equipment and surfacing.	<b>30%</b>
<b>5.1.3</b> Environmental and Sustainability:	Outline any Accreditations or Business Practice in terms of production, materials or any other aspect that details <b>Waste Management</b> and <b>Sustainability</b> , specifically in relation to the design being proposed at Cottenham Village Hall Playground.	<b>10%</b>
<b>5.1.4</b> Presentation and Quotation:	Suppliers are to provide: 1. 1 x 3D visual in A2 size or similar (refer guidelines on design in Section 8.2). 2. 1 x CAD or scaled Google Map of the design in A2 size or similar. 3. An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation. (Advise the manufacturer of each product if they are not from your organisation).	<b>10%</b>

## 5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion:

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills,
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		resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

## 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. 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.

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Additionally, 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.

## 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.

## 6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots. However, this is not mandatory, and suppliers should visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

## 6.3 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 consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

## 6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4. Only one submission and one design will be accepted unless otherwise stated.

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, potentially missing relevant information and submitting an incomplete response.

## 6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier presentations to the Council;
- Supplier site visits of similar projects;
- Additional consultation within the Council or external parties;

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

## 6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will

be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant.

#### 6.7 Revisions and Negotiation

If required, the council 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 may include items from one of the other submissions.

#### 6.8 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a Sub-Committee or Group, &/or by a 3<sup>rd</sup> Party such as the Project Manager (Consultant). The process to agree and award the contract will be the responsibility of the Employer and communicated by the Procurement Contact named in this document.

#### 6.9 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. Only the **scoring** of the submissions by the Consultant will be provided on request via email, however if suppliers want additional detail on the selection, this will need to be requested of the Employer

which will be at their discretion to provide. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should be with *Sports and Play Consulting Limited*.

Contact: Michael Carter  
Mobile: 07421 463099  
Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Response	Format
1. <u>Completed Copy of Appendix 1</u>	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. <u>Completed Copy of Appendix 2</u>	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. <u>Response to 5.1.1, 5.1.2 and 5.1.3:</u>	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i>
4. <u>Response to 5.1.4:</u>	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i> <i>SupplierNameQuotation</i>

## 8.2 Design and Tender Instructions

### ***3D Design Regulations (Points deducted for failing to follow these):***

- No children or adults shown in the visuals
- Equipment must be to scale of their actual size
- Include reference items with a number and product name
- Do NOT duplicate equipment in the visual i.e., different views of one unit (details can be shown in main proposal or quotation)
- No Videos are to be provided

### ***Do NOT include the following information for the initial tender response:***

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

## 8.3 Submission Instructions

Both electronic and hard copies required by the due date and time.

### **Email to be sent to:**

An email or electronic transfer of all the above responses should be sent to the named consultant, Michael Carter, at:

[michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)

### **Hard copies to be sent to:**

Cottenham Parish Council

Village Hall

Lambs Lane, Cottenham CB24 8TA.

Attention: Jo Brook

'Tender – Cottenham Parish Council Playground Project'

**Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding and are to be sent in a plain envelope and/or tube (labelled as above).**