

Kingston Bagpuize with Southmoor Parish Council

Main Tender Document

Provision to Re-Develop: Fir Tree Close Play Area

To be submitted no later than 16:00 Hours on 25th October 2024.

Late submissions will be disregarded.

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RESPONSIBLE PARTIES

The Employer

Kingston Bagpuize with Southmoor Parish Council

Procurement Contact

Sports and Play Consulting Limited

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APPENDICES

Appendix 1:	Form of Tender
Appendix 2:	Warranty and Reference Information
Appendix 3:	Draft Building Agreement

1. General Requirements

1.1 Project Overview

Kingston Bagpuize with Southmoor Parish Council is seeking a suitably qualified and experienced contractor to design and deliver new playground equipment, surfacing and associated works at Fir Tree Close Play Area.

The project is based on several priorities which have evolved from the ongoing costs and maintenance of the existing surfacing and equipment, to a more wholistic view of the entire play area. The site is an important recreational asset for the local community in Southmoor, the Primary School is adjacent and good access by foot for the wider community.

With a fully funded budget, this will be a significant investment for the Council who want to make sure the outcome is a play area that is well designed, practical for both children and carers, and with low maintenance of both surfacing and equipment over the long term.



Site Address: Fir Tree Close, Southmoor OX13 5DQ.

1.2 Quotations

- The council has a budget of **£110,000.00 (Ex VAT)** for the project. 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 (Regulation 72).
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing is to be valid for 90 days from the due date of the response. If the quotation by the preferred supplier fluctuates considerably after this period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.
- Retention of 5% will be held for a period of 12 Months.
- Payment (30-day invoice) on satisfactory completion of Works.

1.3 Non-Consideration of a Tender Response

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 is not able to provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that are pertinent to the requirements. Additionally, disqualification may be a result of detrimental checks pertaining to the financial position of the supplier, quality of similar work or other related information that creates significant risk for the Employer.

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 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: If the quotations are above the Employers available budget or 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.

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 adhere to 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, and the agreement will not be final until both parties have signed this contract. Suppliers should review this document prior to the tender submission to ensure an understanding of the terms and conditions are agreed upon, otherwise should be stated in the return. Responses to Section 5 will be a commitment to deliver on the content, along with the final design and quotation.

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**
- All Works Insurance of no less than: **Contract 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 a **Construction Phase Plan** which will include (but not limited to) the following:

- A Programme of Works with an expected commencement and completion dates (Gantt Chart format)
- Compound, Storage, Heras Fencing and Welfare details and drawings showing proposed location
- A Risk Assessment and Method Statement

- A Traffic Management Plan (TMP) including a vehicle access and movement policy (particularly due to the school location and limited parking)
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction
- A Tree Protection Plan

3. Scope of Works

3.1 Objectives for Play Area.

The primary objective of the project was driven by the need to remove the existing multi play units, and the bark pit under the main timber fort due to ongoing costs.

Additionally, there was a requirement to include a new Basket Swing which are popular items, somewhat inclusive, and creates an element of social play.

However, based on the current layout and general design, the Council has also included the need for a new pathway to improve access within the site, and for suppliers to focus on a design-based approach. That is, looking at how the equipment is positioned in terms of age and abilities of the children, and practicality such as seating.

The main goals are to provide a facility which will cater for a wide range of children and carers, while mitigating any major maintenance issues for the Council in the long term. The facility will provide challenge, social play, personal development, yet consider a quieter sensory space by utilising the naturally occurring area on the east side.

The Council is looking for some creative license and guidance by suppliers, rather than being too specific on the items, other than those considered to be the most important.



Photo Above: Unit to be removed, along with all the bark, membrane and edging.
Any area not being surfaced can be topsoiled and seeded. Note the bark pit is raised in comparison to the surrounding levels.



Photo Above: Timber Balance trail and grass matting to be removed and disposed of.
See saw in the background to remain, however may be relocated onto wetpour.



Photo Above: Swing Area to remain, possibly locating the new Basket Swing nearby.



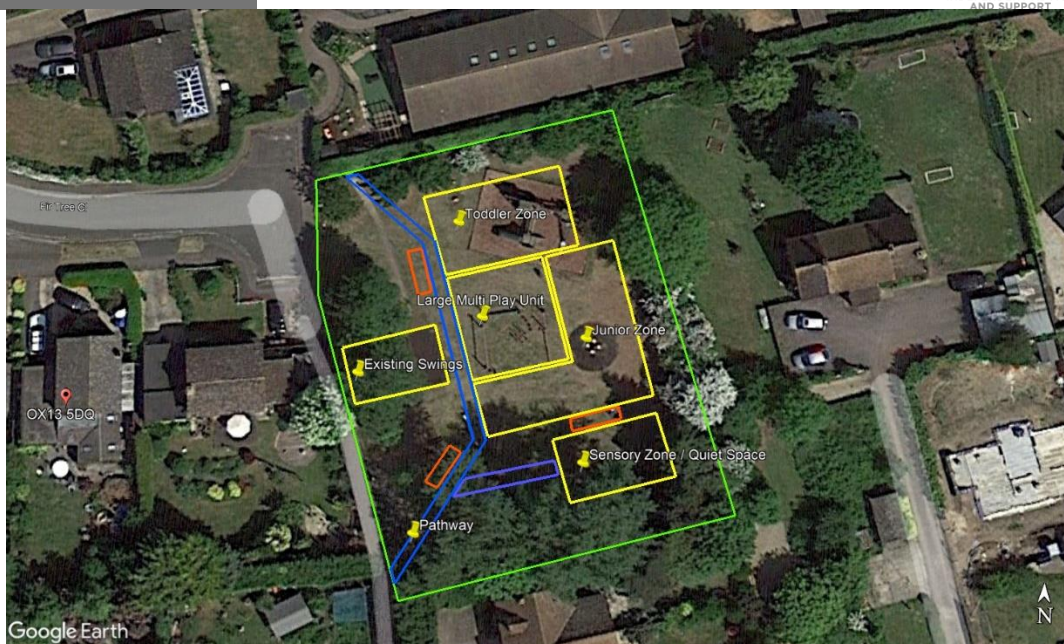
Photo Above: Proposed sensory zone, existing unit to be removed, bonded mulch surface can remain and designed into the sensory space.



Photo Above: Maintenance Gate to access site – note there is no drop kerb.



Photo Above: Springers to remain as part of Toddler Zone.



Google Map Above: Suggested layout showing different zones, new pathway and seating.

Yellow: Play Areas. **Blue:** Pathway. **Orange:** Seating.

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 Section 5.

Suggested Items are only if the budget and space allow as secondary options to the ‘Must Haves’.

Item	Proposed Specification
Focus Age Group	Up to 12 Years
Play Equipment	
Must Have-	Toddler Zone: Multi Play Unit with slide, tunnel and play panels (aged 2-6).
Suggested Items-	Small rotating dish/bowl (single user). Balance Trail. Mounds using spoil.

	<p>Must Have- Junior Zone: Medium-Large Multi Play Unit catering for at least 20 children. May be themed and have multiple platforms and at least the number of play experiences as the existing unit including Monkey Bars.</p> <p>Suggested Items- Climbing / Balancing Trail (Rope and Steel) <i>Possibly located around the main multi play unit starting from the new path.</i></p>
	<p>Suggested Items- Sensory Zone: Sensory Panels (Not music panels). Sensory Path. Informal Seating or Small Playhouse. <i>Complimentary play area to the natural play / tree location however slightly away from the main canopies to avoid foliage and bird droppings.</i></p>
	<p>Must Have- Swing Zone: Basket Swing (standard size).</p> <p>Suggested Items- Parent/Toddler Seat – Tango Seat to exchange on one of the swing toddler seats.</p>
Primary Materials	Mild Steel (conforming to BS EN10210), Stainless Steel, and HDPE / HPL Panels. Fixings should be anti-tamper style (Torx Screws), and any bolts covered with protective caps.
Safety Surfacing	<p>Junior Zone: Black Wetpour Toddler Zone: Fleck Wetpour single colour. Mounds can use Artificial Grass (non-sand filled) or Agri-Flex. Surfacing in both zones should connect equipment to each other and to the proposed pathway for improved access. Edging can be trench cut into ground or connect to the PCC edge along the pathway.</p>
Subbase	100mm MOT Type 1 stone base to be used for all surfacing and pathways.
Pathway	<p>A pathway to improve access through the site and to any seating areas is encouraged. The material for this should be a Suds type material such as Conipave or Flexipave and include PCC edging.</p> <p>Sensory Zone: a small sensory path either from the main pathway or within the sensory zone can be</p>

	created using various areas of textured and different surfaces and colours.
Removals and Disposal	Large Wooden Fort, all Play Bark, Membrane and Wooden Edging. Timber Balance Trail, Stepping Posts & Grass Matting Small Wooden Toddler Unit (Slide) – surface to remain. Concrete paving slabs along existing pathway and under seating if being replaced (Council may re-use these if they can be removed without further damage and put to the side for collection)
Equipment to Remain	Toddler and Junior Swings (Include cost to refurbish) Sputnik Roundabout See Saw 2 x Springers Benches and Picnic Tables Bins Play Signs
Seating	None Required. However, relocation of existing seating is permitted to fit in with new design and must be on new hardstanding – using Suds Product (Conipave or similar product used for pathway)
Fencing	None Required.
Footprint	Existing area within fence line avoiding the area near the Maintenance Gate for vehicle entry.
RPII Inspection	Yes – must be Play Inspection Company or ROSPA.
Re-Instatement	Any damage to existing materials, including that caused by vehicle access, must be replaced, or repaired to its original condition. Pathways and Turfed areas around the site must be adequately protected during the works. TURF DAMAGE: Use appropriate climate seed then grade/roll any vehicle & machinery damage and where required using topsoil to level. Major damage to include new turf (premium quality) and topsoil.
Welfare Required	Yes - Toilet and Water should be provided by the contractor for the duration of Works.
Heras Fencing	Yes: Double Clipped and CDM Signed Fencing for duration of Works ensuring the site is fully secure.

4. Timetable for Project

Action:	Date:
Tender Release Date:	4 th September 2024
Site Visit with Procurement Contact:	17 th September 2024 (10.30 am-12.30 pm)
<u>Tender Submissions Due:</u>	<u>16:00 Hours</u> <u>25th October 2024</u>
Decision on Preferred Supplier:	November 2024
Works to Commence (subject to lead times from order):	February 2025
Work to be Completed. (subject to order placement and Program of Works):	April 2025

5. Scoring Criteria

5.1 Scoring Table

Criteria	Information	Weighting
5.1.1 Project Design:	Specifically scoring will be based on the perceived and calculated play outcomes (using an internal play value assessment) and design of the facility including: 1. Primary <i>Play Values</i> and <i>Experiences</i> for a range of ages and abilities. The design should primarily cater for children up to 12 years of age, with varied play outcomes.	30%
	2. <i>Design Layout</i> in respect to positioning of equipment, surfacing and overall design with consideration of Section 3.	20%
5.1.2 Technical and Specifications:	Specifically scoring will be based on: 1. Materials used for play equipment, sub-base, seating, and surfacing. Any	20%

	<p>shortcomings or omissions from the specifications or brief.</p>	
	<p>2. Details of spare parts and anticipated maintenance. Include the standard price of the spare parts likely needed for the equipment and estimated annual maintenance costs outside of any warranties (in 5-year blocks).</p>	<p>10%</p>
<p>5.1.3 Presentation. Quotation and Supporting Information:</p>	<p>Suppliers are to provide:</p> <ol style="list-style-type: none"> 1. 1 x 3D visual in A1-A2 size for the hard copy (refer guidelines on design in Section 8.2). 2. 1 x CAD or scaled Google Map of the design in A2 size for the hard copy or similar. Include a reference number for each item with a table listing the name/detail of each item of equipment and surfacing (including quantities and colours). 3. An itemised and detailed quotation, ideally with a picture reference, with costs for each item including installation. A separate cost for surfacing can be the total amount for each type of surface and any subbase or edging. (Advise the manufacturer of each product if they are not made from your organisation, including ancillary items). 4. A supporting document evidencing and summarising 5.1.1 (Design Rationale) and 5.1.2 (Technical) should be submitted including any omissions to the brief (allow up to 5 pages). 	<p>20% (5% for each)</p>

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, 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, or approach specific suppliers. 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 and is considered a Works Contract.

6.2 Site Visit with Suppliers

There will be a site meeting on a specific date to give all suppliers the opportunity to meet with the procurement contact in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers must 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.

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 contact a confirmation of your intent to provide a submission, and all questions relating to the tender will need to be made no later than the due date. Only one submission and one design will be accepted unless otherwise stated.

If notification of your intent to provide a submission is not received, 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
- Reference & Financial Checks
- Public Consultation
- Additional Consultation within the Council or Third 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 a public consultation once a preferred design is selected. The purpose of any consultation will primarily be to update the community, 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.

6.7 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.

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 and/or by a 3rd party such as the Procurement Contact or a consensus of all stakeholders.

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 based on the criteria will be provided via email, however if suppliers want additional detail, this will need to be requested of the Employer. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.

7. Named Contact for Project

The Employer has appointed a procurement contact 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

8. Supplier Submission Checklist and Instructions

8.1 The Supplier Checklist

Ensure you have submitted the following requirements. If unsure of the format or detail, please request clarification with the procurement contact.

Response	Format
1. <u>Completed Copy of Appendix 1:</u>	PDF or Word Labelled: <i>SupplierName-Appendix1</i>
2. <u>Completed Copy of Appendix 2:</u>	PDF or Word Labelled: <i>SupplierName-Appendix2</i>
3. <u>Response to 5.1.3 (Points 1-3):</u>	PDF or JPG Labelled: <i>SupplierName-3D</i> <i>SupplierName-CAD</i> <i>SupplierName-Quotation</i>
4. <u>Response to 5.1.3 (Point 4):</u> Allowing up to 5 pages.	PDF or Word Labelled: <i>SupplierName-Supporting Document</i>
5. <u>Environmental Statement:</u> Details of sustainability, recycling policies and any information on mitigating impact to the environment.	PDF or Word Labelled: <i>SupplierName-Environmental</i>

8.2 Design and Tender Instructions

3D Design Regulations (Points may be deducted from 5.1.3 for failing to follow these):

- No children or adults shown in the visuals.
- Equipment must be to scale of their actual size.
- Photos of the proposed equipment should be included around the border of the 3D visual or on a separate sheet, with various views of any proposed Multi Play Units to emphasize specific components/features.
- Links to videos may be provided, such as YouTube, to show the features and use of equipment (links can be included in the quotation, do not however provide a Fly-through video of the design).

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

- TUV Certificates
- Construction Phase Plan
- 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 are required by the due date and time with exceptions only given to hard copies arriving late for reasons outside of the suppliers control such as 3rd party delivery companies being at fault.

Email/Electronic Copy to be sent to:

An email or electronic transfer of all the above responses should be sent to Michael Carter, at: michael@sportsandplayconsulting.co.uk

Downloadable documents (such as WeTransfer) are acceptable with an extended expiry date of no less than 30 Days.

Hard copies to be sent to:

Kingston Bagpuize with Southmoor Parish Council
c/o Sarah Bates
1 Landells Cottages, Bampton, OX18 2LJ.
Tender – Fir Tree Close 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).