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# SHEPTON MALLET TOWN COUNCIL

## INVITATION TO TENDER: TO DESIGN AND INSTALL A NEW PLAYGROUND AT COLLETT PARK

**To:** Potential Playground Design and Installation Contractors

**23 June 2022**

Dear Sir / Madam

### **Invitation to Tender (ITT) to design and install a new playground at Collett Park.**

Shepton Mallet Town Council invites tenders for the provision of the above.

Please find attached relevant information which will assist you with regards to your submission.

Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.

Tender documents must be returned in a sealed envelope no later than 4pm Friday 12<sup>th</sup> August 2022. Tenders must be clearly marked in the top left corner "Confidential Tender Response – to be opened only by tender panel". The envelope shall not have any external means of identifying the potential supplier. The envelope shall be addressed to the Town Clerk, Shepton Mallet Town Council, 1 Park Road, Shepton Mallet, Somerset BA4 5BS. Please do not send by recorded delivery. Late tenders will not be considered.

We look forward to your response.

Yours faithfully

Claire Commons FdA (Comm Gov), Fellow SLCC, Town Clerk



# INVITATION TO TENDER: TO DESIGN AND INSTALL A NEW PLAYGROUND AT COLLETT PARK

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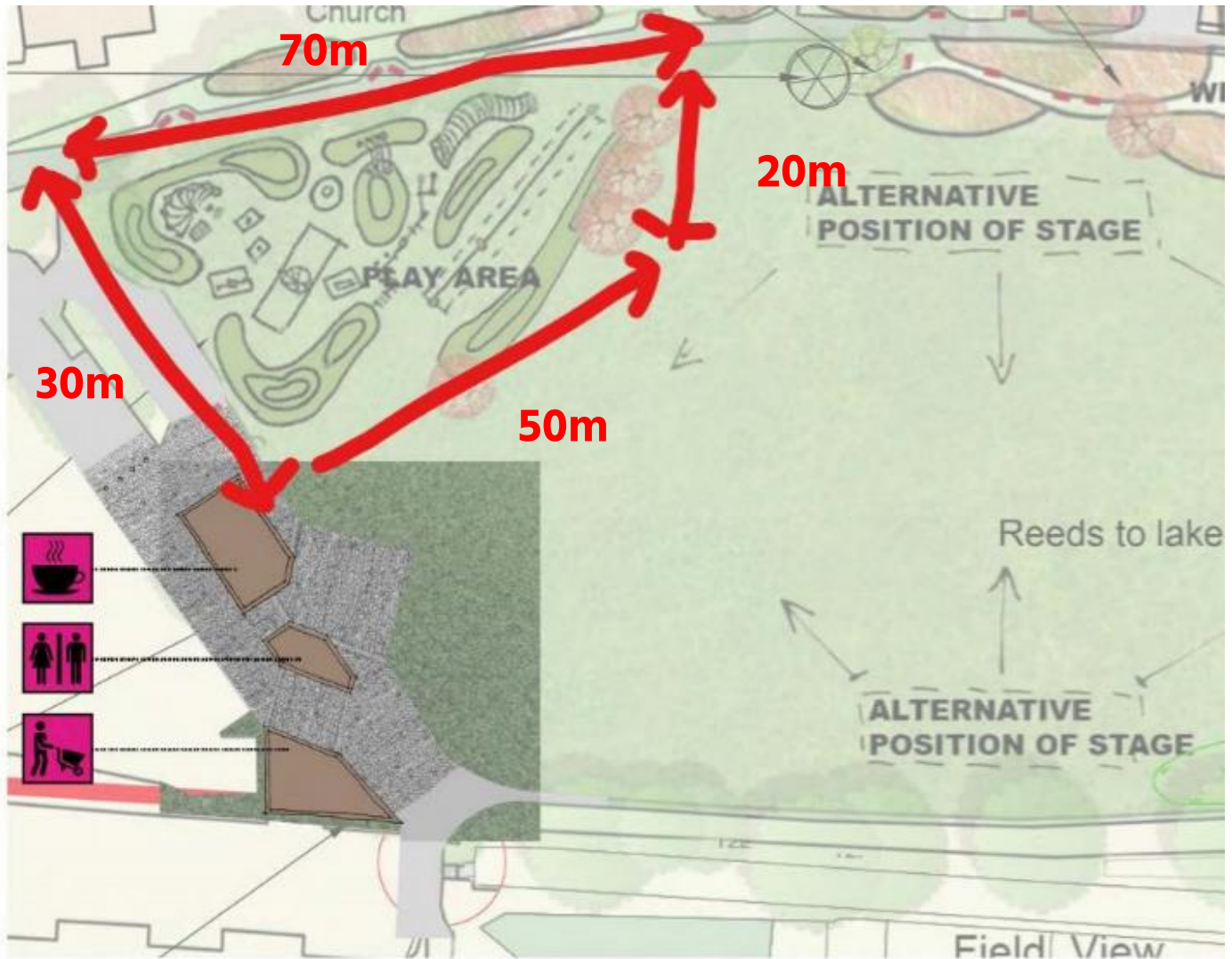
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## 1 General Requirements

- 1.1 Shepton Mallet Town Council has expressed the wish to invest in the redevelopment of the play equipment located within Collett Park and has an agreed budget of £140k for play which it wishes to complement through funding opportunities to reach an overall budget of £200,000 for the project.
- 1.2 The Council is seeking a suitably qualified company to design and build a dynamic and inclusive play area for age range 0-15 (approximately) including fencing and access gate around the site. The area should be designed to enhance and reflect the natural beauty of the park and cater for people of all abilities, mental and physical.
- 1.3 The location of the site: Collett Park, Park Road, Shepton Mallet, Somerset BA4 5BS



- 1.4 Approximate measurements for the location of the new play area.



- 1.5 Following the formal review of submissions and public consultation, the Council reserves the right to make some revisions, the aim is to decide on the preferred supplier and place an order towards the end of July 2022.

## 2 Prices

- 2.1 The Town Council has set aside a budget of £200,000 to redevelop the play area. The budget cannot be exceeded, prices will be fixed and firm for the duration of the contract.
- 2.2 All pricing should be exclusive of VAT.
- 2.3 Pricing is to be valid for 180 days from the due date of the response.
- 2.4 Prices will be fixed and firm for the duration of the contract.

### 3 Non-Consideration of a Tender Response

- 3.1 The Council has the right to refuse any submissions without the tenderers being able to claim compensation. All costs associated with the tender process and response is the responsibility of the suppliers that have been invited to participate.
- 3.2 The Council may refuse a tender response if they believe any alterations have been made to the original document or all of the information requested has not been provided.
- 3.3 Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act or the supplier directly contacting any member of the Council concerning the tender may result in disqualification. Anything other than 'appropriate' contact made to the individuals 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.

## 4 Contract Conditions

- 4.1 The successful contractor will enter into an agreement by way of a Purchase Order with Shepton Mallet Town Council
- 4.2 The work is for the design, supply and installation of play equipment, surfacing, fencing and associated works which must all comply to European Safety Standards including BS EN 1176 and BS EN 1177.
- 4.3 The successful contractor must provide evidence of Public Liability Insurance of no less than £10m and Employers Liability Insurance to the council within the tender response.
- 4.4 If the length of works dictates the CDM regulations apply then for the purposes of construction (Design and Management) Regulations 2007 the appointed contractor will be required to undertake and fulfil the duties of the CDM Co-ordinator as part of the conditions of this contract.
- 4.5 Confirmation of work hours, storage of materials, access, location of skips and a final Programme of Works and RAMS will need to be finalised and provided to the council before work begins, most likely at the pre-start meeting.
- 4.6 During installation, the contractor needs to keep public and maintenance access points clear of equipment, and provide suitable HERAS fencing and safety notices around the construction site
- 4.7 On completion of the project, any area that has been damaged during the installation such as turf, surrounding pathways and fencing must be returned to the original condition at the contractor's expense. Reinstatement of the grassed area should be **new turf** (not seeding).

## 5 Overview of the Project

- 5.1 The objectives of this project are to:
1. Provide equipment that is for a wider age range.
  2. Reflect the natural beauty of the park
  3. Provide facilities for all sorts of abilities, mental and physical.
- 5.2 The objectives are to be achieved by significantly enhancing the challenges and opportunities offered to users of play equipment in the park, including all age groups, all genders and users of all abilities and needs. This will be done by upgrading and / or enhancing the current play equipment on offer in the park.
- 5.3 The project has a deadline of April 2023 for completion as required by one of the organisations who has made a financial contribution to the project budget.
- 5.4 The anticipated benefits of this project are to improve the mental and physical wellbeing of park users, especially younger users but also adults; to enhance the leisure and recreation offering to local residents by providing free play opportunities; to improve Shepton Mallet's reputation as a family-friendly place to live.
- 5.5 These anticipated benefits are aligned with the objectives and aims of the Town Plan 'Investing in Shepton's Future 2020-2024' as listed under the 'Play' heading:

*Encourage participation in recreational activities and provide the opportunity for safe and inclusive play*

Priority Four	Details
Continue to encourage participation in play and physical recreation	Provide a range of play areas that satisfy the needs of a diverse community
Continue to improve the Parks and Play Areas and Open Spaces	Ensure that all play areas and public open spaces are safe, accessible and to a high standard and develop opportunities for increasing the number of play grounds, sports ground and other areas to undertake leisure activities
Invest in and improve the Cycle Path network	Work with Mendip District Council and others to improve cycle path connectivity and complete the Strawberry Line
Promote sports and leisure facilities	Develop a community-based sports and physical well-being activity plan that offers something for locals, for business and for visitors



## 6 Project Scope and Exclusions

### Within Scope

- 6.1 Review and assess the current play equipment and infrastructure
- 6.2 Develop a brief for a new and/or improved play area in the park
- 6.3 Consider the supporting infrastructure requirements of the project (benches, bins, pathways, fences, soft landscaping, shelter / shade, etc.)
- 6.4 Consider the surrounding facilities and environs to provide an holistic offer also considering potential future reconfigure of Collett Park.
- 6.5 There are existing pieces of equipment and fencing, designs could consider where existing equipment and fencing can be incorporated into the design appropriately.

### Out of scope:

- 6.6 This project will not deliver any new soft landscaping (trees, plants, etc.) or hard landscaping which is not directly linked to the play areas.
- 6.7 This project will not directly deliver any outputs relating to the play offer in any areas outside of Collett Park.

### Materials:

- 6.8 The Council is seeking a natural look to enhance the natural beauty of the park that is sympathetic to the surrounding environment.

### Removals:

- 6.9 All existing play equipment that does not form part of the new design, all safety surface, edging and furniture is to be removed and disposed of.

### Fencing:

- 6.10 The existing fence is to be used in the new design, it may be moved to fit with the design proposal.

### Pathways:

- 6.11 No pathways are required but may be incorporated in the design, particularly if they offer additional play value or stimulation.

### Drainage:

- 6.12 There are no known drainage issues at the site for the play equipment but contractors are asked to provide advice of additional drainage solutions if their experience deems it necessary.

### Materials:

- 6.13 The overall design and choice of play equipment will be up to the supplier with review by the Council prior to placing the purchase order.

**Surfacing:**

- 6.14 The surface should be in keeping with the design and the larger area, reflecting the natural beauty of the park.

**Planning Permission**

- 6.15 The successful contractor is responsible for ascertaining whether planning permission is required to complete the proposed works and for preparing all documentation for submission on behalf of the Town Council.
- 6.16 Time required to achieve any required planning permission must be incorporated into the timetable provided at section 7.

**Value Added:**

- 6.17 The council will be open to any additional value added options within the proposal such as (but not limited to):
- Open Day Event
  - After care service (outside of standard warranty inclusions)

**After Sales and Service Level Agreements:**

- 6.18 It is of high importance that suppliers are able to respond quickly and effectively to any post installation maintenance requirements. That is, a scoring mechanism is included in this document to evaluate how a supplier will respond to the following:
- A request to fix any issues relating to defects that are included in the warranty – time to resolve etc.
  - Spare parts – lead times to provide and replace spare parts
  - Non-warranty defects – lead time and costs associated with general inspection and maintenance – are there call out fees? What is the standard lead time to resolve?
- 6.19 Service Level Agreements: As per the SLA table outlined in this document, there will be a scoring mechanism and condition to the contract that the supplier adheres to certain SLC's around installation and post-sales support.
- 6.20 Should the contractor agree to these terms for the purposes of the overall score, but fail to meet these agreements, penalties will be posed in the form of either a credit or similar that could be used for future orders or services rendered.

## 7 Designing Out Crime

- 7.1 Avon and Somerset Police Designing Out Crime officers have been consulted on the project and have provided the following information for consideration when putting a design proposal forward.
- 7.2 Police systems show the below recorded crime in the last 12 month period within an area 300m radius of a centre point in the park:
- 1 x theft mobile phone
  - 6 x violence against a person
  - 4 x safeguarding / welfare concerns
- 7.3 Shepton Mallet Town Neighbourhood Policing Team have identified Collett Park as a priority area following reports of ASB by youths, noise complaints and fires in the park, and have responded with increased patrols of the park.

## 8 Timetable for the Project

- 8.1 Below is the timetable for the project which suppliers will need to confirm they can achieve to ensure the deadline is met.
- 8.2 Suppliers will need to provide within the tender response confirmation (or Programme of Works) that these dates for starting and finishing the project can be met.
- 8.3 Please allow for a ROSPA inspection following the completion of the project, any defects or medium to high-risk reports need to be attended to and resolved before the planned opening.

Event	Date	This column to be deleted from published tender pack
Tender Publication	15 June 2022	1 day after committee approval of tender pack
Tender site meeting – dates and times to be confirmed	06 July 2022	3 weeks after publication of tender pack
Final date for clarification or questions on tender	15 July 2022	1 week after tender site meeting
Tender response due	12 August 2022	4 weeks after close of question
Tender opening and sift	14 August 2022	2 days after tender response deadline
Meeting to award tender	06 September 2022	Extraordinary Council meeting to be called before RAE Committee
Contract Award date	07 September 2022	1 day after council resolves preferred tender
Project Completion date	18 February 2023	4 weeks before snagging and completion report
Post Installation Report completed and snagging issues rectified	18 March 2023	2 weeks before launch
Play area Open	01 April 2023	Launch date

## 9 Scoring Tenders

9.1 Each compliant tender will be judged against the following criteria






Item	Detail	Score
Overall design and play equipment	Number of play activities, range and age appropriateness, aesthetics and colouring of equipment	50%
Quality of Materials	Maintenance, anti-vandal, expected longevity of equipment and surfacing including cost of purchase and supply of replacement parts	20%
Warranties	What is covered in the warranty, length of warranty for each type of material used.	10%
Presentation	Overall presentation of submission and visuals	10%
Time table and service levels	Can you meet the time frames and agree to the service levels detailed in this document?	10%

## 10 Service Level Table






10.1 The table below represents the service level requirements for this project to ensure that there are minimal time and cost implications for delivery and post-sales support.

Requirement	Details	Penalty
Completion of project on time	Other than delays due to aspects not within the control of the contractor, completion of 2 weeks beyond stated completion date	2% of the value of the project. (£4,000)  Longer than 2 weeks – 3% of the value of the project (£6,000)
Resolution of warranty related defects	Beyond 4 weeks of notified defect if item is not safe to be used	5% of listed value of equipment in question
Retention	Any defects or quality issues within 12 months of installation	5% of the value of the project to be held until 12 months following completion of the project (£10,000)
Project Management	Please advise if a PM will be allocated and what their responsibilities will involve	N/A – Council is looking for a PM to do the pre-start, at least 2 site visits during installation and sign off the completion.

## 11 Tender Submission Requirements

- 11.1 Written tenders are to be submitted and received by post by 4pm on Friday 12<sup>th</sup> August 2022. Any tenders received after this time will not be considered. The tender pack should be sealed to prevent the contents becoming known. The packs shall not have any external means of identifying the potential supplier. Tenders will not be accepted by email.
- 11.2 The tender must include:
-  Information concerning the contractor, including details of experience
  -  A suggested play design plan
  -  The technical specifications of any such design
  -  A separate document confirming the costs, including payment terms
  -  The names and contact details of two referees who have received a similar service in the past 24 months.
- 11.3 The Council will do everything possible to ensure tenderers have access to all information they require in order to produce their tender submission.
- 11.4 Tenderers must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required in order to complete the tender, request should be done so in writing by email to [projects@sheptonmallet-tc.gov.uk](mailto:projects@sheptonmallet-tc.gov.uk). All enquiries should be addressed to Project Officer, Shepton Mallet Town Council. We will endeavour to respond within 3 working days from receipt of enquiry.
- 11.5 Any additional information requested will automatically be provided to all invited tenderers.

## 12 Contract Conditions

- 12.1 The successful contractor will enter into a contract by way of a Purchase Order with Shepton Mallet Town Council.
- 12.2 The work is for the design, supply, and installation of and associated groundworks, safety surfacing, play equipment, seating must all comply with safety standards BS EN 1176 and BS EN 1177.
- 12.3 The successful contractor will carry out public engagement to inform and promote positivity of the installation.
- 12.4 The successful contractor must provide evidence of
-  Public Liability Insurance of no less than £5million
  -  Product Liability Insurance of no less than £5million
  -  Employers Liability Insurance of no less than £5million
  -  Professional Indemnity Insurance of no less than £1million
  -  Health & Safety relevant qualifications and references will be required.
- 12.5 Confirmation of works hours, storage of materials, and final Programme of Works will need to be finalised and provided to the Town Council before work begins, most likely at the pre-start meeting.
- 12.6 During installation the contractors need to supply HERAS fencing and safety notices around the construction site.



### 13 Scoring System

5	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
4	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
3	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 minimal effort.
2	Below expectations	Minimal achievement of the requirements specified in the tender offer and presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
1	Poor to deficient	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.
0	Unacceptable	Totally deficient and non-compliant for that criterion.

## 14 Format for Response

Please provide 2 x A1 hard copy of any visuals/designs and 2 x A4 hard copy of any supporting material such as the quotation, and an electronic copy of all visuals/designs and supporting material to the Projects Officer, Shepton Mallet Town Council, 1 Park Road, Shepton Mallet, Somerset BA4 5BS.

**Tenders must be clearly marked in the top left corner “Confidential Tender Response – to be opened only by tender panel”**

## 15 Contacts for the Tender

- 15.1 Any questions relating to the tender and organising the time for a site visit should be directed to:
- Projects Officer  
Shepton Mallet Town Council  
[projects@sheptonmallet-tc.gov.uk](mailto:projects@sheptonmallet-tc.gov.uk)  
Tel: 01749 343984