



Tender Invitation for Old Station Road Play Area

Halesworth Town Council (HTC) is pleased to invite your company to tender for the supply and installation of play equipment at one of its newly acquired park areas in the town. The Council's requirements are set out below, together with a timetable for tender submission. Please note that any **queries** should be directed to the Deputy Town Clerk via e-mail or writing. These must be submitted by 3 pm on **24th November 2025**. Late queries will not be considered.

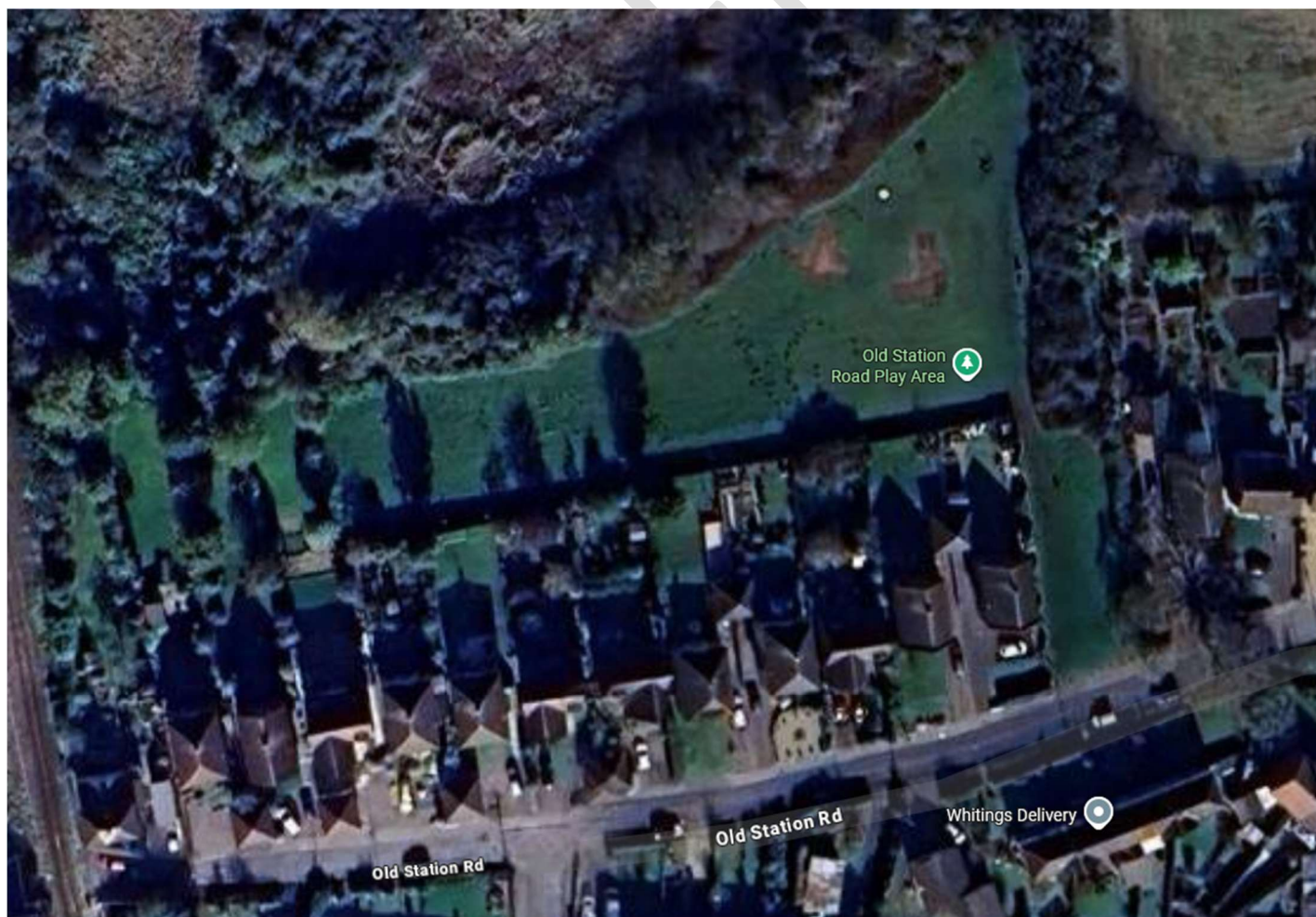
Project Brief

The Site

The Town Council is looking for contractors to provide play equipment at the Old Station Road play area in Halesworth. What 3 Words address is ///sofas. zeal.short. A site visit is advised. A representative of the Town Council would be able to meet you.

The site is accessed from Old Station Road via a wide grass entrance that is shut to vehicles by removable bollards. The entrance narrows significantly (to around 3m) before opening out to a large, grassed area.

The site is bordered by houses to the south and east, railway line to the west and open ground to the north. The ground is prone to mud in the wet. The area is also used by dog walkers as it is a large, enclosed site. Most of the play equipment was located at the eastern end of the site with the rest of the field left as a football field. The overall site is around 100m long by 15m at the narrow end and 50m at the widest (approx.).





**HALESWORTH
TOWN COUNCIL**

The Old Court House, London Road, Halesworth, IP19 8LW

Entrance from Old Station Road





Background

The site used to be owned and managed by East Suffolk District Council, which removed most of the play equipment for safety reasons. There are three pieces left - a basket swing, small roundabout and a standing spinner. Responsibility for the site has now passed to the Town Council, which is keen to see the remaining equipment reused if possible. There are still large areas of wet pour surface from the original equipment remaining but these are in poor condition and are unlikely to be reusable. There are two benches and two picnic tables the Council would like to reuse, possibly repositioning one of them further away from the houses.



Looking West



Looking North



Existing wet pour areas





The Project

- To remove and dispose of the equipment/surface no longer viable
- To supply and install new equipment matching the Council's brief and budget
- To assess and utilise any previous equipment, and relocate as necessary/requested
- To make good and remove all waste at the end of the project, in accordance with all environmental regulations

Confirmation of work hours, storage of materials, access, location of waste storage or skips, location of secure work compound and welfare facilities, final programme of works, method statement and risk assessments shall be agreed with the Town Council before work begins.

The site has been identified as a NEAP (neighbourhood equipped area for play) by HTC's Neighbourhood Plan and will need to provide equipment that is relevant.

A funday event and online survey canvassed residents' ideas for equipment they would like to see on the site. The equipment that featured highly in this consultation process was:

- Swings (Including a baby/cradle seat and those for older children)
- Climbing equipment (especially monkey bars)
- Football goals (to replace existing, to be larger, but not full size, possibly with basketball hoops incorporated)
- Sensory play equipment
- Slide (possibly incorporated into the climbing equipment)
- Teen friendly equipment (this is a NEAP requirement, so tenderers are asked to propose pieces of equipment of a size suitable for this relatively small play area)
- Zip wire (which also featured highly in a much larger survey undertaken with schoolchildren for the Neighbourhood Plan)
- The Council would like to see at least one piece of equipment that is inclusive to those with mobility issues if possible

Your tender should be based on this list. However, tenderers are asked to note that budget constraints may result in some items being removed from the tender and a re-pricing exercise will be required.

The new play equipment should ideally be in the same area as the previous equipment.

Equipment for smaller children must be fenced in, both to separate it from the older children's equipment and to keep dogs out.



Evaluation Criteria

All tenders will be evaluated using the following criteria:

Criterion	Weight	Excellent (5)	Good (4)	Fair (3)	Poor (1-2)
Value for money	50%	Clear breakdown, best lifecycle cost, ease of maintenance, good timescale for completion	Competitive price, good value maintenance, workable timescale	Average Value, maintenance opportunities fair, longer timescale	Overpriced, low maintenance possibilities
Design	20%	Exceptional play value, fulfills brief	Strong play value, close to brief	Average design, parts of brief fulfilled	Poor design, brief not met
Environmental Impact	20%	Sustainable materials, manufacturing processes, low carbon	Some environmental measures	Limited effort	None
Warranty	10%	10+ years	5-10 years	3-5 years	<3 years

Contractors will also be considered in terms of recent similar projects, compliance and track record of health & safety on site and the clarity of the tender. Tenderers are asked to provide a minimum of two examples.

Time scales

Deadline for submissions – 3pm Monday 1st December 2025

Internal review – week commencing Monday 8th December 2025

Final decision – 15th December 2025

Start date for project – as soon as possible after contract awarded

Contact details

Any more information can be requested from:

Phillippa Welby – Deputy Town Clerk – enquiries@halesworthtowncouncil.gov.uk