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17<sup>th</sup> January 2022

### **Invitation to Tender for Refurbishment of Nesscliffe Play Area**

#### **1.0 Preliminaries**

1.1 Tenders are invited for the refurbishment of an existing play area located in Nesscliffe, as detailed in the specification below. The following is an invitation to tender for the respective subcontract works/package regarding the referenced site.

1.2 This contract is governed by the Public Contracts Regulations 2015.

1.3 Please refer to the 'site information' section of this tender for the background information for the site.

1.4 We are looking to spend a maximum of £80,000 on this project.

1.5 All prices to be net, excluding VAT.

1.6 We encourage you to notify of us your intention to submit a tender, so that we can inform you of any responses to questions raised by other parties. Please note, if you raise a question the answer will be shared with all parties who tender; your company details will not be shared. Please be aware that any queries received after Tuesday, 8<sup>th</sup> February 2022, 5pm may not be responded to. Clearly label emails as "query". To register, please send an email to [greatnesslittlenesspc.tenders@gmail.com](mailto:greatnesslittlenesspc.tenders@gmail.com), to include all contact details.

1.7 Companies must be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificates for accreditations for the above membership plus details of any other relevant accreditations, i.e. Construction Line, CHAS.

1.8 All interested companies will be required to complete the Tenderer Questionnaire. Failure to complete all necessary paperwork will result in your tender being excluded from the process.

1.9 The parish council reserves the right not to appoint any contractor.

1.10 A timescale for commencing this project will be agreed between Great Ness and Little Ness Parish Council and the chosen contractor following the award of the contract. Ideally, this install will not take place during school holidays, unless this is agreed between the two parties.

School holiday timetable can be found at <https://shropshire.gov.uk/schools-and-education/schools-and-term-dates/term-time-and-holiday-dates/>

1.11 The parish council is also separately inviting quotes for outdoor fitness equipment at the playing field. Interested parties can also submit a quote for this but this must be done separate to your tender for the play equipment, as specified in this document. The quotation documents can be found at: <http://www.greatnessandlittlenessparishcouncil.org/community/great-ness-and-little-ness-parish-council-10165/contracts-and-tenders/>

## **2.0 Objectives of the project:**

- Replace all existing play equipment, safety surfacing. The youth shelter, goal posts and BMX track are to be retained. The benches around the periphery of the site are to be removed.
- The village has almost doubled in population over the last 5 to 10 years and the updated play area needs to deliver a greater range of equipment to serve an increased population.
- Install a modern, high quality play facility that will be an asset to the local area
- Provide a safe and welcoming environment for young people in the area

## **3.0 Site Information**

3.1 *The site is Nesscliffe Playing Field, Hopton Lane, Nesscliffe, SY4 1DB. Please also refer to the plan at Appendix 1.*

3.2 The site is accessed both off The Crescent, Stonehouse Close and Hopton Lane on foot. Vehicular access is via the garages and access track, off The Crescent. A public footpath passes through the field which is marked on the map.

**IMPORTANT: A site visit is essential to assess access, gain detailed measurements and location of nearby properties.**

3.3 The existing play area is dated and has a limited range of equipment, predominantly focused on under 11s. There is no fencing around the equipment, and this has led to people raising concerns about conflict between dogs and other users. There is also a BMX area at the far end of the field. The central part of the field is used by the local rounders team and needs to be kept clear as a pitch area.

3.4 All of the play equipment and benches is to be removed as part of this contract. The peripheral fencing, youth shelter, BMX track and goal posts are not to be removed as part of this contract.

3.5 The play area attracts anti-social behaviour, mainly problems with graffiti, damage to items such as benches, bins, groups of people gathering at quiet times of day. Designs should take these issues in to account to avoid additional maintenance costs in the future.

3.6 Please note, the site is on a gentle slope.

3.7 A survey has been carried out to find out how users use the site and what they would like on a new site and the results of this are available on the parish council contracts and

tenders page - <http://www.greatnessandlittlenessparishcouncil.org/community/great-ness-and-little-ness-parish-council-10165/contracts-and-tenders/>

3.8 Appendix 1 to this invitation to tender is a plan which indicates approx. areas we envisage for equipment for different age groups.

#### **4.0 General Scope of Contract**

To remove existing equipment and replace with new, following agreed design. To include fencing for play equipment and safety surfacing and ancillary items, as specified.

##### *4.1 Safety Standards*

All equipment, surfacing and fencing will need to comply with BS EN1176 and EN1177.

##### *4.2 Preparation and Groundworks*

Considerable care must be taken not to inconvenience nearby residents or block roadways, footpaths and the school parking whilst works are taking place.

All existing play equipment, safety surfacing, unwanted fencing and gates to be removed.

All existing equipment, excess materials, spoil, kerbing, fencing, gates and surfacing from excavations must be disposed of at a licensed tip at the contractor's cost.

The contractor must provide skips when required and secure all skips behind double-clipped Heras security fencing when unattended to avoid fly tipping.

Please include a price within the quotation for any necessary grass, tarmac and kerb reinstatement works that may be required following completion of works.

Ownership, liability and responsibility for insurance of the play area and installation works will lie with the contractor until a satisfactory RoSPA Post Installation Report has been accepted by Great Ness and Little Ness Parish Council. This will be confirmed in writing on the day of the handover of the site and signed by the council's representative and the contractor.

Storage of new play equipment, fencing gates, machinery and equipment, etc. will be the responsibility of the contractor.

#### **5.0 Design, Supply and Installation**

5.1 Supply and install new play equipment, safety surfacing, fencing and furniture suitable for children aged from 0 years of age up to 16 years of age. You will be required to show how your chosen play equipment accommodates this age range.

5.2 The design of the play area must include equipment which complies with the full identified age range. An indicative plan showing location zones for equipment for different ages is included.

5.3 The play area layout should encourage younger children to play at a distance from the equipment aimed at children at the older end of the age range.

5.4 The successful tenderer will need to show the inclusive play value of their design and how it addresses the requirement for resistance to issues relating to anti-social behaviour and low maintenance.

5.5 The following list of equipment is an essential requirement:

- Infant Swings – at least 2
- Junior Swings- at least 2
- Multi-play unit designed for children up to 5 years
- Multi-play unit designed for children aged between 6 and 11 years
- Provide a minimum of 2 pieces of equipment which are accessible to disabled users.

(This list is not exhaustive and Great Ness and Little Ness Parish Council welcomes your thoughts and ideas to increase the play value of the site).

5.6 Our preference is for equipment to be predominantly constructed from steel. Use of other materials may be considered but the contractor will have to demonstrate that they have comparable strength, vandal resistance and durability as steel. The metal must be pre-treated for rust proofing with a minimum 5-year guarantee.

5.7 It is recognised that there is a vast choice of play equipment and the preferred contractor's design may need detailed amendments following tender stage. Therefore, following appointment of a preferred contractor, the parish council would like the opportunity to liaise with that contractor and consult key stakeholders on the design and make amendments as required.

## **6.0 Fencing, Gates, Seating, Signs and Bins**

6.1 The parish council's preference is for the contractor to have painted 1.2m archtop high metal fencing around the equipment for 0-11s with 2 self-closing, pedestrian entrance gates, accessible to wheelchair users. However, should the cost prove to be prohibitive we reserve the right to not include this in the final agreed design.

6.2 Any damage to existing tarmac or paved surfacing caused by installation works will need to be repaired to an acceptable standard.

6.3 Supply three benches and one bin within the fenced play area. At least one bench should be accessible for wheelchair users.

6.4 Supply and install Great Ness & Little Ness Parish Council play sign with posts and fixings - proof to be agreed with Great Ness & Little Ness Parish Council. Two signs to be supplied at each pedestrian entrance to the fenced play area.

6.5 Supply and install required safety signage.

## **7.0 Surfacing**

### *7.1 Fenced play area*

7.2 Within the fenced play area, the parish council is open to using either wetpour safety surfacing or an alternative such as grass safety mats. The solution chosen must comply to Safety Standards and be durable. The parish council would like contractors to price for 2 options:

- Option 1: Supply and install to the fenced play area black, wetpour safety surfacing beneath play equipment to the highest industry standards which complies with European Safety Standards.
- Option 2: Supply and install safety matting.

7.3 On the rest of the playing field area where equipment is installed, the contractor should supply suitable safety surfacing to standards.

## **8.0 Heras Fencing**

The play area must be contained within security fencing – Heras double-clipped temporary security fencing or similar, supplied by the contractor. The fencing must be in place whilst work is in progress and should remain in place until a satisfactory RoSPA Post Installation Inspection and Report has been completed, submitted and agreed by the Parish Council.

## **9.0 Reinstatements**

9.1 The contractor will be responsible for reinstatement of any damage caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. The contractor will carry out all reinstatement works in accordance with good landscape practices.

## **10.0 RoSPA Post-Installation Report**

10.1 The contractor must supply a RoSPA Post Installation Report – any failures/problems to be rectified at contractor's own cost. (See Payment)

## **11.0 Health and Safety Requirements**

11.1 The successful contractor will need to show the following.

- A copy of your certificate of public liability insurance must also be submitted along with your submission.
- A copy of your companies Health and Safety Policy must be submitted along with your submission.

- A copy of your companies API (Association of Play Industries) certification
- Risk Assessment for a previous, similar project (you will be asked to provide one specific to this project if appointed)

A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise. This point of contact must be available from the date the contract is awarded until satisfactory completion of the project.

## **12.0 Timescales**

### *12.1 Tendering timescale:*

Invitation to tender: 17<sup>th</sup> January 2022

Closing date for tenders: 18<sup>th</sup> February 2022, 5pm

Provisional award of Contract: 4th April 2022

Due diligence checks and detailed contract discussions (may include changes to plans) – by mid May 2022.

12.2 Timescales for installation are to be agreed between the preferred contractor and parish council. As a guide, we wish the equipment to be installed by June 2022. Within your submission, please provide an outline of your timescales for delivery of this project and the period your quote is valid for.

## **13.0 Payment**

13.1 Payment for the completed play area refurbishment works will be made to the contractor on satisfactory completion of works and following receipt by the parish council of a satisfactory RoSPA Post Installation Report. This report should be commissioned, paid for and supplied to Great Ness and Little Ness Parish Council by the contractor.

## **14.0 Submission requirements**

14.1 All contractors must submit the following:

- Tenderer Questionnaire
- Quotation Breakdown – showing:
  - Preliminaries
  - Cost of Litterbins
  - Cost of Benches
  - Cost of Fencing
  - Cost of Safety Matting Option
  - Cost of Wetpour Option
  - Cost of Play Equipment
  - RoSPA Inspection
  - Reinstatement
  - Contingencies
  - Risk assessment for a previous, similar project (you will be asked to provide one specific to this project if appointed).

- Submissions should include clear, to scale plans and drawings, maximum size A2, as well as photographs, dimensions and minimum use zone requirements for all equipment and furniture. Please exclude any company names or identifying logos from the presentation drawing and scale plan. If they are arriving in a separate package to the main tender submission, please use an identifying peelable label or attach a compliment slip or business card.
- Guarantees and Warranties - Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works.

## **15.0 Evaluation and awarding of contract**

15.1 The contract will be awarded to the company that complies with all written requirements, has satisfactory references and according to evaluation against the criteria at 15.2.

15.2 The criteria below will be used to evaluate tenders:

- Value for money -30%
- Play value – 30%
- Inclusivity for people of all abilities – 15%
- Maintenance requirements (including guarantees)– 15%
- Information requested in tenderer questionnaire -10%

15.3 We may require further information from tenderers after submission of tenders.

## **16.0 HOW TO SUBMIT**

16.1 If you wish to submit a tender for these works, please either submit by:

**Post to:** Great Ness and Little Ness Parish Council, c/o The Old Police House, Nesscliffe, Shrewsbury, SY4 1DB. Envelope should be marked “Nesscliffe Play Equipment Tender”

**Email to:** [greatnesslittlenesspc.tenders@gmail.com](mailto:greatnesslittlenesspc.tenders@gmail.com) Clearly include in subject header “Nesscliffe Play Equipment Tender Submission”

**The parish council must receive the tender by not later than 5pm on Friday 18th February 2022.**

*Our preference is to receive tenders by email so that copies of documents can be circulated for evaluation. If submitting by post, please provide 3 copies of all documentation.*

If you have any queries, please contact Rebecca Turner, Clerk to Great Ness & Little Ness Parish Council, [greatnesslittlenesspc.tenders@gmail.com](mailto:greatnesslittlenesspc.tenders@gmail.com) – please mark your email as “Nesscliffe Play Equipment Query” so it can be distinguished from a tender submission.