

# Invitation to Quote

## Jubilee Park, Rackheath, NR13 6SL Playground Refurbishment



**Issued By:**

Rackheath Community Council  
The Pavilion  
Green Lane West  
Rackheath  
NR13 6LT  
T: 01603 920990

## Overview:

Rackheath Community Council is seeking quotations from suitably qualified and insured contractors to install new play equipment at Jubilee Park infant and junior playground, situated in the centre of the village development. This contract will also involve the removal of certain pieces of equipment no longer required.

Existing site Equipment:

MUGA: no change

Toddler Area:

- Maze (to be removed and disposed of)
- 3 tower multi play unit
- 2x toddler swings with cradle seats
- 2x Spring Rockers
- Various seating

Junior Area

- 4x swing unit
- Cosmic roundabout
- Green rotator dish (to be removed and disposed of)
- Selection of boulders (to be removed and disposed of)
- Rotary swing
- Picnic Bench

A mix of rubber surfacing and grass matting.

This is an established open space, used by the majority of residents for recreational activities. The Primary and pre-school are located directly next door to the park and as such it receives daily visits from children aged 3-11. The toddler area is also used by pre-schoolers 18months – 3years and later in the afternoon/evening children aged 12+ use the area.

Experienced play area installers are invited to tender for the contract. It is anticipated that construction will be carried out during the Spring of 2023 with the playground ready for use during June 2023. The exact timescale will be agreed between the Council and the preferred contractor following award of the contract.

All prices are to be net – excluding VAT.

Companies must be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificate for accreditations for the above membership plus details of any other relevant accreditations.

## Project Information

Name of Project:	Rackheath's Jubilee Park Playground Improvements 2023
Project Budget:	Up to £120,000 +VAT
Location:	Jubilee Park, Willoughby Way, Rackheath, NR13 6SL
Point of Contact:	Anne Tandy, Community Clerk. E: <a href="mailto:clerk@rackheathparishcouncil.org.uk">clerk@rackheathparishcouncil.org.uk</a>

A site visit is essential to assess the site, ensure detailed measurements are attained, establish the location of the equipment in proximity to neighbouring sites and existing equipment and determine access points. The play area is an open site and potential bidders are welcome to visit the site at their own convenience without penalty. The opportunity to meet council representatives on site will be arranged for Monday 16<sup>th</sup> and Tuesday 17<sup>th</sup> January 2023 10.00am-12.00noon. This will be by appointment to be arranged with the Clerk. No responsibility will be accepted by the Council for any inaccuracies in measurement.

## Tender Process

The Contractor should treat details of their quotes and any subsequent contract as private and confidential.

**ALL tenders to be submitted in a sealed envelope and clearly marked: “TENDER FOR RACKHEATH COMMUNITY COUNCIL – JUBILEE PARK, RACKHEATH”**

Please ensure no other markings bearing the Company’s name are on the outside of the submission as this could mean the quote is rejected.

The Contractor should submit both 3x copies each on A4 and A3 of all designs and drawings with design information specific to this project in hard copy by Tuesday 14<sup>th</sup> February 2023 5.00pm. Please also provide a high-resolution image of the proposed play area which can be used as part of the public consultation process. A copy of all technical information relating to the materials proposed as well as maintenance instructions, guarantees and work defect maintenance period should be provided.

The Contractor should also submit the following:

- Quotation Breakdown Form (page 10)
- A copy of your certificate of public liability insurance
- A copy of your company’s Health and Safety Policy
- A copy of your company’s API (Association of Play Industries) certification
- References for completed projects
- The last three years audited accounts

The Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.

Submissions should be sent to:

Anne Tandy  
Rackheath Community Council  
The Pavilion  
Green Lane West  
Rackheath  
NR13 6LT

By 17:00 hours on Tuesday 14<sup>th</sup> February 2023

## Queries

Contractors are encouraged to ensure they have all the information they deem necessary to compile and submit a clear, concise, comprehensive and detailed bid. All requests for clarification or further information should be emailed to [clerk@rackheathparishconcil.org.uk](mailto:clerk@rackheathparishconcil.org.uk).

All requests for clarifying information should be submitted to the Clerk by Tuesday 7<sup>th</sup> February 2023 12.00noon. Any requests after this point will not be answered. All questions of a general nature which affect the tender criteria will be published on the Contract Finder page. No queries will be accepted verbally or be responded to verbally.

## Site Information

### *Access to the Site:*

Vehicular access is only available from Willoughby Way and there is a gated entrance for this purpose. The Contractor will be permitted to arrange for the delivery and storage of materials to the site but must ensure they are stored safely and securely for the duration of the works. There should be no materials stored on the highway without the permission from NCC Highways which should be obtained prior to the commencement of work. The suitability of the access and ground condition should be assessed by the Contractor in advance. Any damage incurred should be made good by the Contractor at their own expense.

### *Working Hours:*

This site can be accessed Monday to Friday between 8.00am and 5.30pm. Work outside of these hours will only be permitted by prior permission of the Council.

### *Car Parking:*

Limited parking is available off site and consists of a small lay-by on Willoughby Way and side of the road parking. Alternative arrangements have been made to use the Church car park which would then require access to the park on foot.

### *Use of Site:*

The site may not be used by the Contractor for any purpose other than carrying out the works.

### *Amenities:*

The site has no toilet facilities or access to water or electricity. The Contractor will be responsible for providing welfare facilities for employees whilst on site and arranging all requirements for water and electricity in order to carry out the works. This should all be arranged within the work site and be secured at the end of every day.

### *Underground services:*

The Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works.

## Site Management During Installation

### *Disposal of waste:*

The Contractor must hold any relevant licences and strictly follow relevant Government regulation and guidelines for the disposal of waste from these works. They should ensure the costings for this

are factored into the quote. On site skips must be placed behind secure fencing to avoid unwanted fly tipping.

*Removing Rubbish etc. and Cleaning Works on Completion:*

The Contractor should allow for removing all rubbish, protective casings, coverings and debris from the site. No fires or burning of waste material is allowed on site.

*Management of the Project*

The Contractor should include all necessary site information and supervision for the proper execution of the works. Prior to commencing the Works on site the Contractor shall confirm to the Council the name of the person in charge of the site and provide contact details for out of hours.

*Insurance*

The Contractor shall ensure that the Works, new equipment and the site are properly protected and secured at all times, including any works outside of the site boundary and that the Council is indemnified against any claim for loss, damage, theft or the like. Ownership, liability and responsibility for insurance of the play area and installation works remain with the contractor until a satisfactory RoSPA Post Installation Report has been accepted by the Council.

*Limitations of Working Space:*

The park will not be closed off in its entirety for the duration of the Works and the areas not under construction will continue to be used by the public. Works shall be executed carefully so as to cause minimum nuisance and inconvenience to the users of the remainder of the facilities.

*Planning Consent and Building Regulations Approval*

The Contractor is to allow for any necessary liaisons with the relevant planning authority and for complying with any requirements of the planning authority, as advised by the Council at the time of quoting.

*Trespass and Nuisance*

All reasonable means shall be used to avoid inconveniencing adjoining owners and occupiers. No persons employed on the Works shall be allowed to trespass on adjoining properties. The Contractor shall indemnify the Council against any claims or action for damage on account of any trespass or other misconduct of the Contractors' employees.

*Health and Safety*

The Contractor shall comply with all current regulations regarding health and safety of their own work practices whilst on site and satisfy the Council of such.

*Site Security and Temporary Fencing*

The Contractor shall provide all temporary security fencing as necessary to ensure the Works remain protected from all unauthorised entry. The Contractor must provide for siting their temporary buildings and the storing of materials etc. within the site boundaries. The site is to be maintained in a secure state at all times until completion at which time, all temporary fencing, building materials and equipment is to be removed and all Works made good. The site is also to be left in a safe and tidy state at the end of each working day.

*Method statement*

The Contractor shall provide, at the time of quoting, a statement describing their proposed general and detailed arrangements and methods for carrying out the Works. The method statement should include the following:

- How all stages of the works will be executed
- Procedures to ensure the specified parameters are obtained
- The appropriate climatic conditions in which the safer surfacing can be laid
- The appropriate Health and Safety Requirements eg: Risk and COSHH Assessments

#### *General responsibilities*

The Contractor will be responsible for:

- Checking compliance of documents and quality of workmanship
- Protection of products
- Suitability of related work and conditions for the Works etc
- Procedure for approval of products and provision of samples, and samples of finished work
- Accuracy and setting out, critical dimensions, record drawings, etc
- Provision of water and electric for the duration of the works as required.
- Work at or after completion
- Security at completion
- Making good defects, arrangements for access, timetable for schedule of repairs including identification of priorities
- Maintenance instructions and guarantees

#### *Maintenance footpaths, etc:*

The Contractor will be responsible for reinstatement works for any damage whatsoever 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. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Community Council.

*Tender Timetable* – the Council reserves the right to amend at its discretion.

<b>Stage</b>	<b>Date(s)/Times</b>
Issue of Invitation to Tender	Tuesday 2 <sup>nd</sup> January 2023
Site Visits with a Council Representative	Monday 16 <sup>th</sup> and Tuesday 17 <sup>th</sup> January 2023
Deadline for questions	Tuesday 7 <sup>th</sup> February 2023 12noon
Tender Submission Deadline	Tuesday 14 <sup>th</sup> February 2023 5.00pm
Evaluation of Tenders	Wednesday 15 <sup>th</sup> February 2023
Public Consultation	Wednesday 22 <sup>nd</sup> February – Wednesday 8 <sup>th</sup> March 2023
Expected Award Date	Wednesday 22 <sup>nd</sup> March 2023
Contract Commencement (guide only)	Completion by Friday 5 <sup>th</sup> May 2023 or Commencement after Monday 8 <sup>th</sup> May 2023

# Design Brief

## Play area

All equipment should, as far as possible, be of steel construction (framework), and plastic. There should be a limited number of large blank panels due to issues with graffiti in the area. Any wooden equipment must have steel supports into the ground. All equipment should be certified to the European Standard EN1176 and safety surfacing to EN1177. All steel work should be guaranteed for in excess of 20 years and safety surfacing for in excess of 5 years.

The current equipment has an orange and blue colour scheme. Where colour choices are available, they should be integrated with this scheme.

The following equipment is requested for the play area and Appendix A provides a site map to show the locations. Appendix B shows the proposed location of the equipment detailed below. This is a preferred list and any suggestions for better use of the space and better play value will be considered by the Council when considering and scoring the tenders:

- Toddler triple tower unit suitable for 18 months+ to include a plastic slide, wobble bridge, static bridge, ladder and scramble net (no climbing style wall).
- Low level balance beams both static and wobble beam both suitable for 18 months +
- Nest swing with plastic dish and metal framework this will include extending the existing fence line to create sufficient space.
- Replacement swing seats for toddler swings to a more suitable material and design (and replacement chains, if needed)
- Parallel Shuffle bars to be positioned beside the MUGA
- Giant Hamster Wheel to be positioned alongside the MUGA
- A wheelchair accessible roundabout to replace the green rotator dish and rock boulders.
- Snake rope swing for approx. 6 children, wooden frame with steel ground supports
- Large dual tower unit suitable up to the age of 14. Must have open and closed plastic slides, 3 access points to include rope ladder, static ladder and pole slide (no climbing style walls). This should provide a Wow Factor! on entering the park.
- Picnic benches in coloured Compact Grade Laminate Topped Steel Legged Picnic Tables x8

## Surfacing

- Wet pour surfacing under all new equipment
- Replacement of rubber surfacing where currently present with wet pour surfacing. Grass matting to remain where installed.

## Existing Equipment for removal and disposal:

- Green Rotator dish
- Rock boulders
- Toddler swing seats
- Toddler maze
- 1x picnic bench in toddler area
- 1x picnic bench in open play area to make way for large dual tower unit

The Contractor must strictly follow the relevant Government regulations and guidelines for the disposal of the existing equipment identified for removal and should include in the quote any costs incurred in doing so.

## FINANCIAL STABILITY OF SUCCESSFUL TENDERER

As part of the Council's assessment of tenderers' suitability for the contract, a proportionate approach to financial checks will be taken. The following documents should be provided as part of the Tender pack:

- The last 3 years audited accounts

The Council may (at its discretion) seek a credit report regarding financial stability and risk on receipt of tenders; this will be reviewed in conjunction with the above and any submitted supporting information.

Should there be any issues relating to ANY of the above – please contact the Council to discuss and provide appropriate evidence WITH your tender return.

## MAINTENANCE AND AFTERCARE

A full schedule of maintenance requirements is to be provided once the play area is completed. This should include a breakdown of items, specifications and maintenance requirements to assist with the future site management, inspections and maintenance.

Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works with the Tender.

The works will be subject to a RoSPA Post-Installation Inspection (PII) before the project is signed off (as per the pricing and payment section). The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The play area must not be opened for public use until the PII has been signed off to the satisfaction of the Council.

## PRICING AND PAYMENT

The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

Payment will be upon satisfactory completion of the works and following receipt by the Council of a satisfactory RoSPA Post-Installation Report. This report should be commissioned, paid for and supplied to Rackheath Community Council by the Contractor before the play area is released back to Rackheath Community Council.



## EVALUATION CRITERIA

To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

### **Scoring system**

Play Value 30%

Design Rationale 25%

Inclusivity 15%

Durability 20%

Program of works 5%

References 5%

A standard 0-5 point scoring system will be used and is detailed below:

- |   |   |
|---|---|
| 0 | Unacceptable: Non-compliant / deficient for the criteria used   |
| 1 | Poor: Limited response which is lacking sufficient detail or is inaccurate  |
| 2 | Below expectations: Minimal achievement of requirements with weaknesses or omissions  |
| 3 | Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)                  |
| 4 | Good: Comprehensive response, detailed and relevant with no inconsistencies   |
| 5 | Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard |

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$2/5 \times 50 = 20\%$  for that section

Each section will then be added together for an overall mark out of 100%.

The evaluation of the tender processes will be carried out by the New Play Equipment Steering Group.

## PROCUREMENT PROCESS

The procurement process will be conducted and in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately select the most economically advantageous tender.

The tender process will be by Open Tender.

The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

All questions and requests for clarification should be by email and will, subject to there being a confidentiality issue which cannot be resolved, posted to the Contract Finder page.

## EVALUATION AND AWARD CRITERIA

All Tenderers shall provide all the information requested in the tender pack.

In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

Unclear Tenders may be discounted in evaluation. The Community Council reserves the right to seek clarification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly referenced to specific evaluation criteria.

The Council will collate its findings and following public consultation will make the final selection of the preferred Contractor.

The Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

Quotation Breakdown – (to be included with the Tender)

Preliminaries	£
Cost of Safety Surfacing	£
Cost of Play Equipment	£
Installation of Equipment	£
Cost of removal and disposal of identified equipment	£
RoSPA Post-Installation Inspection	£
Contingencies	£
<b>Project Total</b>	<b>£</b>

## Appendix A

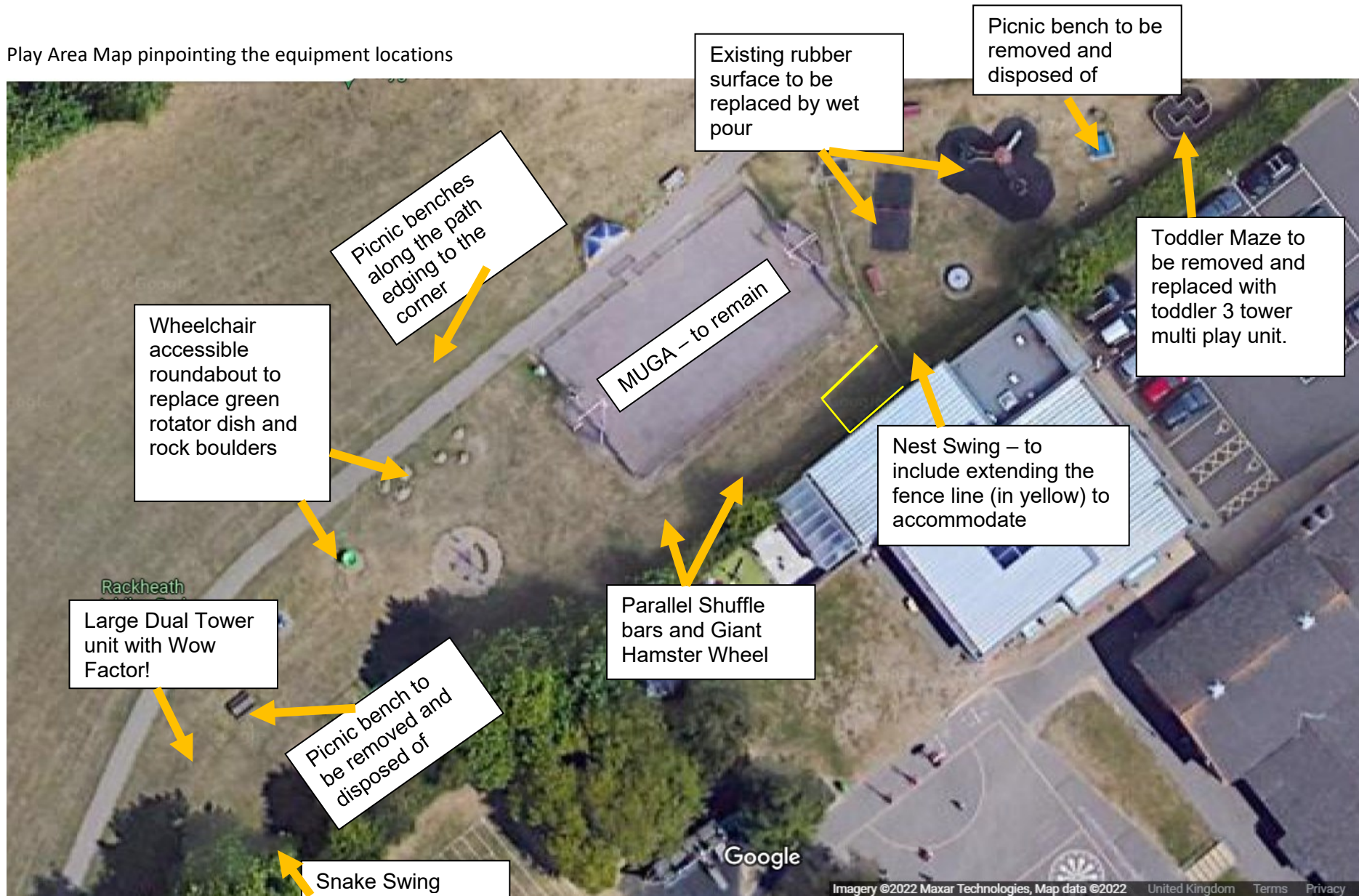
### Play Area Map

Below is a map of Jubilee Park with the play area highlighted in yellow:





Play Area Map pinpointing the equipment locations

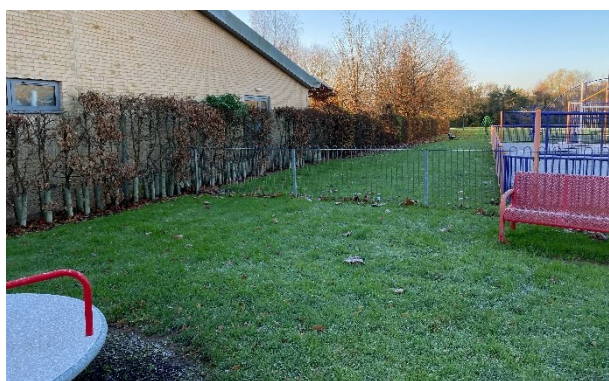


## Appendix B

Photographs of specific equipment for removal.



Toddler maze to be removed and replaced with a multi tower play unit suitable for 18 months +  
Toddler balance beams to be placed adjacent to the tower unit



Position of Nest Swing in toddler area with extension of existing fence line.



Position of Parallel Shuffle bars and Giant Hamster Wheel





Green Rotator Dish and Boulders  
for removal and replace with  
wheelchair accessible roundabout



Area for large multi tower unit  
and snake swing. Picnic bench to  
be removed.





Toddler swing seat cradles to be replaced.



Existing rubber surfaces to be replaced with wet pour.