



**PENZANCE
COUNCIL**

**PENLEE CENTRE
PENLEE PARK
PENZANCE
CORNWALL TR18 4HE
Telephone: (01736) 363405
Email: info@penzance-tc.gov.uk**

TOWN CLERK: HESTER HUNT

PENLEE PARK – JUNIOR PLAY EQUIPMENT REFURBISHMENT PROJECT

INVITATION TO TENDER

1. Requirements

Penzance Council is seeking a suitably qualified company to design, supply and install a replacement junior play area and safety surfacing at an existing play facility in Penlee Park, Penzance.

The overall budget for this Tender is £80,000. and Tenderers should provide their best possible solution for this price

Preference may be given to suppliers who are members of The Association of Play Industries. Although those who are not, will not be excluded from the process.

2. Pricing

All pricing should be exclusive of VAT and valid for a period of at least 6 months from the due date for the response. Prices will be fixed for the duration of the contract.

3. Costs

All costs associated with the tender process and responses are the responsibility of the suppliers choosing to participate.

The Council may refuse a tender response if the response fails to provide all the information required by Penzance Council to make a full evaluation.

4. Contract Conditions

The successful contractor will enter a contract by way of tender/quote issued to Penzance Council.

The work is for the design, supply and installation of new play equipment, safety surfacing which must comply with all relevant safety standards which may include BS EN 1176 and BS EN 1177.

The successful contractor must provide evidence of Public Liability Insurance of no less than £5 million and Employers Liability Insurance to the Penzance Council within the tender response.

Confirmation of work hours, storage of materials, access, location of skips etc. a final programme of works and site / project specific RAMS will need to be finalised and provided to Penzance Council before work begins on site. It is preferred that this information is provided at a formal “pre-start” meeting.

Penzance Council would like to try and keep the toddler section of the Play Area open whilst the project is undertaken with relevant safety fencing in situ. It is understood that contractors may feel that this is not possible / appropriate and if so, this should be confirmed within the tender response.

On completion of the project, any areas of the ground that have been damaged or disturbed by the project work should be levelled / returned to their original condition. This will not include re seeding of areas which will be undertaken by the Penlee Park gardening team.

5. Project Overview

Penzance Council has set aside a budget of £80,000 to carry out these works
Your submitted price must not exceed this figure. If you feel that additional value could be added to the project for more than the budgeted figure, you may submit this to Penzance Council, but it must form a separate tender response. Whilst responses exceeding £80,000 may be considered by Penzance Council, it must be made clear that Penzance Council is under no obligation to do so and intends to complete the work for the budgeted figure of £80,000

Requirements:

- Removal and disposal of existing play equipment and any associated safety surfacing.
- Installation of new equipment, suitable for juniors / older children. The items chosen should include a mix of traditional favourites and more modern units for a stimulating and challenging “active” play experience
- Installation of suitable safety surfacing that complies with relevant safety standards – certification to be provided.

Additional Information:

- Penzance Council is looking for an improvement to the site with consideration given to the longevity and minimal maintenance with low-cost spare parts readily available. A list of spare parts and a price list will be looked on favourably.
- Post Installation Inspection - Please allow for an independent written inspection report following completion of the works and any noted defects/risks will need to be attended to and resolved before the scheduled open date noted in the table below. Penzance Council's play areas are inspected by ROSPA qualified inspectors.
- It is highly recommended that a site visit is carried out by anyone considering submitting a response for the work. Penlee Play Park is located in a wooded area and a full understanding of the site is recommended to fully understand elements such as access, setting and potential layout.

6. Timeline

- Tender Issue – 1st December 2021
- Tender Return Deadline – 1st February 2022
- Evaluation – 9th February 2022
- Contract Award – 11th February 2022
- Installation Timeframe 1st March – 31st May 2022

7. Evaluation Criteria

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

Item	Criteria	Pass / Fail
Play Equipment	Provide details of play equipment with relevant certification / information confirming that it reaches relevant safety standards. EN1176	
Health and Safety	Provide relevant accreditations / qualifications for the supply and install of play equipment. If any of the work is to be subcontracted, this information must be provided in the response and the subcontractors details / accreditations provided	
References	Provide references from at least one other local authority contract where you have completed a similar project / piece of work. Include name of organisation and contact person	
Safety Surfacing	Where safety surfacing is required - provide details of safety surfacing and confirmation that it achieves all relevant safety standards. EN1177	
Warranty	Clearly define warranty of equipment and installation and any limitations. Where a warranty isn't provided for elements, ensure that this is clearly identified	
Spare Parts / Repairs	Provision of a list of spare / repairable parts	
Lifespan	Provision of estimated lifespan of the equipment (assuming appropriate maintenance) given the installation and its location for future budgeting requirements	

7. Scoring System

Item	Detail	Weighting
Play Equipment	Quantity, Aesthetics of equipment and design and age appropriateness of play equipment	50%
Quality	Ease of maintenance, anti-vandal materials and expected lifespan of equipment	30%
Warranties	What is covered and for how long	10%
Presentation	Overall presentation of tender return including visuals	10%

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

- 0 – Unacceptable – Noncompliant / 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.

E.g., The score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

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

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

The evaluation of the tender responses will be carried out by the Working Group, Chair of the Leisure and Amenities and Town Clerk.

8. Response Format

A hard copy of the tender response should be sent to the address below. The envelope should be clearly marked on the front with “Penlee Park Pay Equipment Tender Response”. In exceptional circumstances electronic submissions may be accepted after discussion with the Leisure and Amenities Manager of Penzance Council.

Penzance Council
Penlee Centre
Penlee Park
Penzance
TR184HE