



BIRSTALL PARISH COUNCIL

Invitation to Tender

To Design, create, and install an
All-Inclusive Multi Use Games Area (Muga)

Timetable for the project

Description	Date
Tender Notice published date	26 th April 2023
Site Meetings	To be arranged through the office – 0116 267 6191 or email: admin@birstallpc.org.uk
Deadline Date for Questions:	30 th June 2023
Deadline for Tender Submissions:	3pm – 3 rd July 2023
Councils Decision:	August 2023 – Parish Council meeting
Planning Application Submitted	August 2023 – following above meeting
Project Start Date:	TBC
Project Completion Date:	31 st October 2024
Snagging & Inspection Period	30 th November 2024

Expressions of interest must follow the procedure detailed in Section 5 and be accompanied with the information requested in Appendix 1

Main Contact for the Project:

Sue Coulson – Clerk to the Council

Tel: 0116 267 6191

Email: admin@birstallpc.org.uk

1. Introduction:

Birstall Parish Council is seeking a suitably qualified company to design, construct and install a new all-inclusive Multi Use Games Area (MUGA) on School Lane playing fields.

The Parish Council are focussed on providing an all-inclusive facility for all ages and abilities, but their priority focus, which they will base their decision on, is that the facility is fully accessible to wheelchair users for sports and recreational activities, both in surfaces, variety and innovative use of space and appropriate equipment.

External funding for the project has been obtained and is set at a maximum figure of **£150,000** (excluding VAT). There can no variations to the final quote submitted and accepted.

The proposed site is located at: School Lane Playing Fields, School Lane, Birstall, Leicester, LE4 4DH a picture is shown below, and the area marked with a yellow border.



2. Geographical Information:

The identified area is approximately 1800m² and is available to use to install a MUGA and surrounding paths within the budget of £150,000.

There is access and car parking facilities available at the site for contractors and there is the use of a sports pavilion very close to the location that can be made available and be provided as welfare facilities for contractors which will reduce the costs.

It is recommended that site meetings be arranged by contractors survey the area and have the opportunity of asking any pertinent questions relating to the project.

3. Project Requirements:

A three-month positive public consultation was undertaken, and provision requested for:

- Five-a-side football
- Walking football
- Circuit training
- Netball
- Basketball
- Mini-cricket

Planning Support: Supplier should allow for all associated drawings and surveys to support a planning application (Successful tenderer only). This would include:

- Block Plans
- Elevation Drawings
- Drainage Survey and Report
- Construction Phase Plan
- Scaled map

4. Scope of Works/Deliverables:

- To design, supply and install **1 x MUGA** to consist of:
 - The surface must be appropriate, hardwearing, and safe for wheelchair use, meet with the requirements of Industry specific and British Standards and be permeable to avoid flooding or puddling and usable in all weather conditions. Research refers to the SAPCA Code of Practice for the Construction of Outdoor Multi Use Games Areas and recommends:
 - Type 1 – Open textured porous asphalt areas (possibly painted)
 - Type 2 – High grip open textured porous asphalt areas (possibly painted)
 - Type 3 – High grip finish polymeric surfaces
 Surfaces to be permanently marked in different colours to include the 6 requirements in Section 3.
 - Safe and low height rebound surround of metal all round with ends higher to accommodate basketball hoops (2 pieces - 1 hoop standard height and 1 lower for wheelchair use)
 - Tarmacked and edged paths to be installed to the outside of the MUGA to enable smooth access and egress for wheelchair users.
 - MUGA to be inspected and approved by an accredited ROSPA Inspection company prior to sign off and handover.
 - All waste material and spoils to be re-used, removed, and disposed of in a licensed facility.
 - Any damage to existing ground and pathways to be reinstated to their original state.
 - Site safety / construction fencing and notices to be installed and used for the duration of the works to complete the project until formally handed over to the Council.
 - At least a 12 month guarantee for all equipment and materials supplied in the delivery of the project.
 - All costs to be exclusive of VAT
 - Quotes to remain valid for 90 days from the closing date of 3rd July 2023
 - Prices will be fixed and firm for the duration of the contact. No variations will be considered or accepted and may result in the tender process being restarted.

5. Procedures

- Invitation to Tender has been published on the GOV.UK Contracts Finder website: [BIRSTALL Multi Use Games Area \(MUGA\) Installation - Contracts Finder](#)
- The Parish Council's Tendering Process will be conducted in accordance with their Standing Orders, Section 18: [Microsoft Word - 3-Standing Orders - 2022-2023 \(birstallparishcouncil.org.uk\)](#) in

compliance with The Public Procurement Regulations 2015 and any updated guidance since, it will be a single stage tender.

- Tenderers should note that they may be asked to attend a meeting to present their submission and answer questions. Tenderers will be contacted in advance should this be required.
- The contract will be awarded to the Most Economically Advantageous Tender [MEAT] in accordance with the public contract regulations 2015, and made up of Quality, Assurance and Price where Quality is 30%, Assurance 15% and Price £55% of the MEAT.

Quality (30%) is made up of the following:

- **Product – quality** of materials and finish
- **Resources** – the equipment, plus facilities and IP which the tenderer intends to use on the project
- **Methodology** – successful description of methods used to deliver a specified result, including methodology of approach and required outcomes of the project, site tidiness and clean up
- **Features** – which meet with the residents requests mentioned in Section 3.

Assurance (15%) is made up of the following:

- **Relevant Experience** – previous experience demonstrated in the tender which in relation to the tender
- **Past Performance** – performing past projects, on time, to quality standards, within budget, good project management and product value.
- **Technical Skills** – the competence of key management, professional and technical personnel applicable to the tender.
- **Warranty & Guarantee** – demonstration of warranties and guarantees, who the warranty and guarantee is underwritten by (if appropriate), how many years the warranty/guarantee is for and any restrictions/limitations/conditions.

Price (55%) comprises of the total cost:

- **Cost** – the cost is the sum that the council will be required to pay the tenderer for the work or service provided.
- **Cost Guarantee** – A written guarantee that the price will not vary or fluctuate over the fixed £150,000 (excluding VAT) budget.
- **Value for Money** – Features which would help value for money

Total 100%

All submissions must be received either by email, post or hand delivery by no later than 3pm on the 3rd July 2023, further instructions are set out below:

Emailed Copies: An email or electronic submission of all tenders should be sent marked Private & Confidential - 'TENDER-Birstall Parish Council MUGA Project' and emailed to the named contact, Sue Coulson, at: admin@birstallpc.org.uk

Hard copies to be sent or hand delivered to: Birstall Parish Council, Birstall Road, Birstall, Leicester, LE4 4DH marked for the attention of: Sue Coulson and clearly marked Private & Confidential - 'TENDER-Birstall Parish Council MUGA Project'

Please Note: any posted or hand delivered Tenders are to be sent in a plain envelope and/or postal tube and be clearly marked Private & Confidential and labelled as above.

Appendix 1

General Information Required from Tenderers

1. Organisation Identification – *Name of the company in whose name business is to be transacted.*

Name of the Company:	
Contact Person:	
Registered Address:	
Tel No:	
Company No:	
Email Address:	
Please indicate below your primary business activity and geographical area	

2. Legal Information:

What is the status of your organisation **(delete as applicable)** sole trader, limited liability partnership, public limited company, private limited company, charity.

Date of Formation	
VAT registration number: (indicate if not applicable)	

Are there any court actions and/or industrial tribunals outstanding against your organisation?
Yes / No (delete as applicable)

If Yes – provide details

--

Has your organisation been involved in any court actions and/or industrial tribunals in the past 3 years?
Yes / No (delete as applicable)

If Yes – provide details

--

Please give names and responsibilities of directors/partners of the business (indicate here if not applicable):

3. Health & Safety

All contractors undertaking works under this tender must satisfy the Parish Council of their competency in health and safety.

Important – in order to process your tender, please provide copies of:

- a) Your company health and safety policy and site specific risk assessment/method statement associated with the works you are being invited to tender for as per the CON DAM regulations (2015). Your tender will not be considered without these documents.
- b) Public Liability Insurance of not less than: £10 million
- c) Product Liability Insurance of not less than £5 million
- d) Employers Liability Insurance of no less than: £5 million
- e) Professional Indemnity Insurance of no less than: £1 million

4. References:

Please complete details for at least three references for current or recent contracts / provisions of services. The Council will contact these referees as part of the supplier evaluation immediately following receipt of your tender and your permission to do so will be assumed.

Please supply reference details below:

	Reference 1	Reference 2	Reference 3
Project Details			
Contact Name			
Tel No			
Email address			
Brief description			
Completion Date			
Tender Price			
Variations			
Final Costs			