

Invitation to Tender (ITT)



Pillmere Community Play Provision, Saltash, Cornwall



May 2024

PREPARED BY:
SALTASH TOWN COUNCIL

This project is majority funded by Cornwall Council's Community Infrastructure Levy (CIL), a scheme enabling local authorities to raise funds from new building projects undertaken in their area; the money raised from the developer is used to help fund a wide range of community infrastructure, in this case two new play parks.

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Summary Instructions and ITT Timetable

 <p>Funded by CORNWALL COUNCIL <i>one and all • onen hag oll</i></p> <p>Funded through Cornwall Council's Community Infrastructure Levy (CIL)</p>	 <p>Saltash Town Council are the accountable body for this project</p>
<p>Project Overview:</p> <p>Saltash Town Council (STC) is seeking to invite tenders for the design, replacement and installation of play equipment at two play areas in Pillmere to be used by children aged 12 and under with all equipment and surfacing conforming to BS EN1176 and BS EN1177.</p>	
<p><u>Issue Date:</u></p> <p>Tuesday 21st May 2024</p> <p><u>Closing Date:</u></p> <p>Tuesday 11th June 2024 (5pm)</p> <p><u>Notification of Result of Tender evaluation:</u></p> <p>By Thursday 20th June 2024</p> <p><u>Contract Duration:</u></p> <p>June to October 2024</p> <p><u>Site Visits if Required:</u></p> <ul style="list-style-type: none">○ Wednesday 29th May – 9am to 1pm○ Tuesday 4th June 1pm to 5pm	<p><u>Project Value:</u></p> <p>Maximum Budget: £95K plus VAT inclusive of all expenses. No further funding is available.</p> <p><u>Clarification Questions:</u></p> <p>Questions of clarification – to be emailed to Mel Richardson (mrichardson6alv@gmail.com) by Friday 31st May 2024. All clarifications posted by Tuesday 4th June 2024.</p> <p>Applicants are advised that where such enquiries have been made, and it is appropriate to do so, clarification enquiries will be shared with a copy of the written reply through Contracts Finder, anonymity preserved.</p>
<p>Council Authorised Representative for Tender Enquiries:</p> <p>Mel Richardson – mrichardson6alv@gmail.com</p> <p>Postal Address for Saltash Town Council:</p> <p>Sinead Burrows, Town Clerk, Saltash Town Council, The Guildhall, 12 Lower Fore Street, Saltash, Cornwall, PL12 6JX</p> <p>Email Address for Final Tender Submission:</p> <p>tenders@saltash.gov.uk using the wording 'Pillmere Community Play Provision' in the subject box</p>	

1 INTRODUCTION TO THE PROJECT

- 1.1 Saltash Town Council is inviting tenders for the services of a qualified and experienced play equipment supplier with an excellent track record in designing, supplying and installing play equipment for children within community settings.
- 1.2 Saltash Town Council currently owns and maintains four play areas – Ashton, Pillmere Drive, Honeysuckle Close and Grassmere Way; this project relates to the transformation of the latter two play areas requiring the dismantling and disposal of existing equipment.
- 1.3 A grant has been secured from Cornwall Council’s Community Infrastructure Levy (CIL) to supply and install new play equipment for young people under 12 years of age in the Pillmere area of Saltash at the following two sites:
- Honeysuckle Play Area, Honeysuckle Close, Pillmere, PL12 6XG. Saltash Town Council (Tamar Ward) – Grid Reference – SX 41581 59654.
 - Grassmere Play Area, Grassmere Way, Pillmere, PL12 6XW. Saltash Town Council (Tamar Ward) – Grid Reference - SX 41909 59937.

A maximum budget of £95K (exc VAT) is available to cover all works as per the project scope and specification.

- 1.4 Due to the footprint of the Honeysuckle Close site, its sloping nature and the proximity of houses, it is envisaged that the equipment to be installed will be for younger children aged 6 and under whereas the Grassmere Way site lends itself to a combination of equipment for both younger and older children up to 12 years of age.



Honeysuckle Close



Grassmere Way

See appendix 1 and 2 for details of each site. Information provided is for guidance only; contractors should confirm the actual dimensions themselves and if they wish, take up the opportunity for a site visit.

- 1.5 This work will be overseen by Saltash Town Council who will be the accountable body for this project.

2 BACKGROUND – THE NEED FOR THIS PROJECT

- 2.1 Saltash is the largest town in South-East Cornwall with a population of circa 16,000. Saltash Town Council is a vital part of the community, representing local interests, making decisions on behalf of stakeholders, delivering services to meet local needs and ensuring the well-being of its residents.
- 2.2 The Saltash Neighbourhood Plan has the following vision together with a priority for protecting and improving community spaces:
- 'By 2030 Saltash will be an envied riverside town, being greener, more inclusive and prosperous in all aspects, with a reinvigorated Town Centre and waterfront, award winning new housing, a diverse economy, with an excellent quality of life and lifestyle for all ages.'*
- 2.3 In May 2023, Saltash Town Council identified a gap in play provision on Pillmere housing estate, compared with other residential areas in the Town.
- 2.4 Pillmere is a residential area of Saltash with approximately 600 houses of 1- 6 bedrooms, many privately owned with around 30% social housing, built in the late 1990s. Many of these houses are occupied by families with school aged children. Play provision was originally catered for within the development; however, much of this was removed following the housing developer going into administration and/or has fell into disrepair over the years.
- 2.5 Whilst the population of Saltash has grown and more young people have moved onto Pillmere, the quantity and quality of play equipment has declined and not kept pace with other play areas within Saltash or further afield. What remains is limited, tired and does not allow for challenging or imaginative play.
- 2.6 With the help of the Pillmere Community Association, a survey was conducted in September 2023 which received over 100 responses.
- 2.7 The results of the survey are at appendix 3 and give an indication of the equipment and activities that the respondents (both children and carers) prioritised along with some supportive quotes. Note that owing to a number of factors, Saltash Town Council and Pillmere Community Association agreed that the Honeysuckle Close and Grassmere Way sites were most appropriate for new play areas at the current time and that Pillmere Drive would be considered as a future prospect, not part of this tender.
- 2.8 It is clear from the survey results that the new play areas will be welcomed and used by the Pillmere community. They also need to be safe, clean and accessible and provide a range of equipment for all ages up to and including 12.

Overall, the design and choice of equipment will be up to the tenderer to suggest; however, the survey results should influence the scheme.

The choice of equipment is likely to comprise the following:

- Swings
- Climbing equipment
- Slides
- Seating area

*provision for equipment for children with disabilities will be required.

3 OUTPUTS AND OUTCOMES OF THE PROJECT

Outputs:

- 3.1 This project will deliver two new play areas for use by children aged 12 and under within Pillmere. The project will encourage creative and imaginative play through equipment that is inclusive, durable and innovative so that children are excited to use the new play areas.

Outcomes:

- 3.2 This project is intended to deliver the following outcomes:
- Happy, more fulfilled young people who can find leisure opportunities just yards from their front door.
 - Fitter and healthier young people who have easy access to exercise opportunities allowing them to undertake physical activity at no cost.
 - Opportunities for young people and their carers to learn about and interact with the natural environment.
 - Opportunities for young people to develop important social and emotional skills through mixing with other children and opportunities for their carers to interact with other members of the local community.
 - Opportunities for young people with disabilities to have play equipment that they can use and enjoy and not feel excluded.
 - More vibrant housing area through attractive, well maintained and much needed community facilities leading to a desire to live and stay in Pillmere.
 - Cost and time savings for Pillmere residents who no longer need to drive to find alternative play areas.
 - Retain footfall and increase footfall from neighbouring areas.

4 PROJECT SCOPE AND SPECIFICATION

- 4.1 The scope of work needs to include the following:

- Dismantling and disposal of old and tired play equipment currently installed at both Honeysuckle Close and Grassmere Way sites.
- Removal of existing landing surfaces and preparation of the ground for the supply and installation of new equipment e.g. levelling off where necessary, provision of new safety surfacing that is permeable and drains (e.g. wet pour surface or as recommended by the contractor).
- Design of both play areas to fit within the footprint of each respective site, meeting the specification and noting the requirement for younger children at Honeysuckle Close. The survey gives an indication of the preferences of potential users but at a minimum, the play area should include swings, climbing equipment and slides with provision for children with special needs.
- Supply and installation of the play equipment, testing and certifying as required.

- 4.2 The specification should be as follows:

- All works, materials and parts should comply with the British and European Standards for playground equipment and surfacing – BS EN1176 and BS EN1177. Construction work should adhere strictly to the manufacturers or supplier's installation instructions and assembly notes.
- Given the anticipated heavy use of the play areas and the requirement for longevity, equipment must be robust and vandal-proof. Saltash Town Council are interested in equipment made from recyclable materials.
- The equipment should have a lifespan of 15 years and not require any major maintenance for 10 years. There should be a 12 month defects correction period from the completion date.
- The contractor will be responsible for accurately measuring the site area, ensuring that all design proposals correctly fit the area available and carrying out any necessary ground investigations.
- It is anticipated that appropriate slip resistant, non-abrasive and porous ground coverings will be provided under equipment to cushion or break children's falls more easily, edged into the surrounding grass; surfaces such as wet pour or bonded rubber needs to adhere to industry playground guidelines and be capable of being swept easily without lifting the surfaces. Note, there is no intention to remove the grass across either site; Saltash Town Council would like to retain as much grass as possible.
- Facilities should be capable of use all year round and to be utilised by those who are less able with specific provision for children with special needs.
- The expectation is that works will take place during normal working hours, Monday to Friday, 08.30 to 17.00.
- All temporary fencing will need to be provided by the contractor and securely fixed during out of work hours with the site left in a safe, secure and tidy state at the end of each working day. Contractors will be required to liaise with Saltash Town Council to affix secure visible warning signs notifying the public that the play area is under refurbishment and notification of any potential hazards.
- Contractors will be responsible for securing their equipment on site and providing skips for safe disposal; discussions on the siting of these, parking arrangements and use of welfare facilities (e.g. access to toilets) will be discussed with the appointed contractor. It will be important to respect the needs of local residents with regard to access requirements, noise levels, arrival and departure times during the preparation and installation phases particularly at the Honeysuckle Close site where houses are close to the play area and access is more limited. Saltash Town Council will work with the successful contractor to ensure that residents are kept informed of the schedule of works.
- Post installation, contractors will be expected to make good any damage incurred as a result of their works including the area around the equipment installation and location of any site equipment. Where appropriate, top-soil will need to be added to any damaged areas and new turf provided or reseeded with an appropriate grass mix.
- Once works are completed, the contractor will be responsible for organising an independent post-installation inspection (to ROSPA standards) to guarantee that

the installation was correctly undertaken, rectifying any issues identified within the cost of the tender. 5% of the contract budget will be retained pending the successful completion of this inspection.

- Any specialised keys or tools to allow for the ongoing maintenance of particular fixture or fittings should be provided by the contractor.

- 4.3 Insurance – Contractors should hold appropriate insurance including Contractors’ All risks, Public and Product Liability of no less than £5 million, Employers Liability Insurance of no less than £5 million and professional indemnity insurance of circa £2m; cover will need to be evidenced by the successful contractor.
- 4.4 Health and Safety – Contractors need to comply with the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992.
- 4.5 Saltash Town Council is a Living Wage employer and encourages all their contractors to pay their staff fairly.

5 PROJECT TIMETABLE

Tenderers are invited to submit their own staged timetable as part of their submission, drawing on the indicative timetable set out below.

Whilst not mandatory, interested tenderers are welcome to visit the sites ahead of making their tender submission if they wish; arrangement can be made on Wednesday 29th May (9am to 1pm) or Tuesday 4th June (1-5pm).

Ref	Task/Milestone	Date (by 17.00 unless otherwise stated)
1	Tender advertised via Contracts Finder and Saltash Town Council website	Tuesday 21 st May 2024
2	Final date for submission of clarifications to tenders@saltash.gov.uk	Friday 31 st May 2024
3	Final date for response to clarifications published on Contracts Finder	Tuesday 4 th June 2024
4	Deadline to return the tender to Saltash Town Council by email to the specified address.	Tuesday 11 th June 2024
5	Evaluation of tenders by representatives from Saltash Town Council	Scoring on Tuesday 18 th June 2024
6	Tenderers notified of the outcome	By Thursday 20 th June 2024
6	Appointment made and contracts agreed and signed	By Friday 28 th June 2024
7	On Site Meeting in Saltash with successful contractor	July TBA
8	Works Commence	July TBA
9	Works Completed – by latest	31 st October 2024
11	PR and launch of new play areas – by latest	By 15 th November 2024

It is envisaged that there will be regular on-site meetings and where applicable virtual meetings to ensure that the project is on track and to iron out any issues.

6 WHAT TO INCLUDE IN YOUR TENDER SUBMISSION

a) Tender submission including the following:

- Full details of the equipment proposed with an accompanying data sheet.
- Risk Assessment Method Statement outlining detailed arrangements for carrying out the works identifying any performance risks associated with this project and how you would approach their mitigation.
- Response to the scope and specifications outlined in this ITT.
- Full timetable outlining key milestones from contract agreed to completion noting the indicative timetable in this ITT.
- Summary of the skills and experience of the people who will be working on the contract, including any sub-contractors. Clarification on who in your company will be the lead contact on this project.
- Up to 3 examples of similar contracts or projects, their completion dates, any testimonials and reference contact details.
- Estimated annual maintenance costs of the equipment supplied to be incurred after the expiry of the warranty period.
- Outline of your company's approach to environmentally friendly practices and methods and use of supplies containing material from sustainable sources. Outline briefly how you have incorporated good environmental or 'green' practices in the work your company has carried out to date and what you might cover in terms of this project.
- Details of positive action your company has taken to demonstrate commitment to equality and diversity such as training and commitment in your workforce or suppliers. Outline briefly how you have incorporated inclusivity and accessibility in the work your company has carried out to date.

b) CAD drawings/3D visuals showing the proposed design of each park.

c) Quotation and Governance Form - The completed quotation form and governance document signed – appendix 4.

d) Conflict of Interest - a conflict of interest statement if applicable as per 9.8.

Please ensure that you email any sizeable documents using software such as Wetransfer. STC will be unable to open files larger than 20mb.

7 NOTES ON PRICE

7.1 Please note there is a maximum budget of £95K plus VAT for this work including all expenses – no further funds can be allocated. It will be up to tenderers to determine the allocation of funding to be applied to each play area. In applying for the grant funding, a ball-park allocation was given as follows:

£60K – Grassmere Way

£30K – Honeysuckle Close

£5K – Works to ensure safe access and security.

- 7.2 Payment will be made against an invoice linked to a purchase order at intervals to be agreed. Please indicate if there is any preference with regard to payment intervals. Payment will be made by BACs. 5% retention of funds will be retained and only released following a successful post installation inspection.
- 7.3 Costs should be entered into the Quotation and Governance Document (appendix 4) and be valid for 60 days.

8 HOW TO SUBMIT

The **tender documents and visuals** including the **quotation form** should be submitted by **email** no later than **Tuesday 11th June at 17.00** to tenders@saltash.gov.uk

Email to tenders@saltash.gov.uk putting 'Pillmere Community Play Provision' in the email subject box.

Tenderers are advised to request an acknowledgement of receipt to their email.

Saltash Town Council cannot consider any tenders that arrive after the tender deadline or do not meet the minimum supplier status.

9 FURTHER INFORMATION ABOUT THE PROCUREMENT PROCESS & DISCLAIMER

- 9.1 Saltash Town Council as the accountable body for this project are issuing the invitation to tender through Contracts Finder following an open procurement process for contracts of over £25,000 in line with Saltash Town Council's financial arrangements and to comply with the Public Contract Regulations 2015.
- 9.2 Saltash Town Council will not pay for any work or costs incurred as a result of the tender preparation.
- 9.3 Saltash Town Council, as the accountable body are not obliged to accept the lowest tender or indeed any tender. The issue of this documentation does not commit Saltash Town Council to award any contract following this tender process.
- 9.4 Information supplied to the tenderers in this document or associated appendices, is supplied for general guidance to assist in preparing their tender response. It is incumbent on tenderers to satisfy themselves through their own research of the accuracy of any such information and no responsibility is accepted by Saltash Town Council for any loss or damage of whatever kind and howsoever caused arising from the use of information by tenderers.
- 9.5 Saltash Town Council reserve the right to vary or change all or any part of the procedures for the procurement process at any time or not to proceed with the proposed procurement. Cancellation of the procurement process will not render Saltash Town Council liable for any costs or expenses incurred by tenderers during the procurement process. No tenders will be considered if they arrive after the tender deadline.
- 9.6 The Bribery Act 2010 requires Public Bodies to ensure that they have procedures in place to prevent bribery by persons associated with them. As part of this responsibility all

applicants should make themselves aware of the obligations set out at <http://www.justice.gov.uk/legislation/bribery>.

- 9.7 This is a Tender being conducted under the Public Contract Regulations 2015 following public sector procurement rules and Regulations. The applicant shall ensure that they are aware of their obligations and comply with all relevant legislation and regulatory matters, where applicable, plus the obligations placed on the Town Council. Particular reference should be taken to the following legislation:

Public Contracts Regulations

(2015); <https://www.legislation.gov.uk/ukxi/2015/102/contents>

The Bribery Act (2010); <https://www.legislation.gov.uk/ukpga/2010/23/contents>

Public Services (Social Value) Act

2012; <https://www.legislation.gov.uk/ukpga/2012/3/contents>

Freedom of Information Act

2000; <https://www.legislation.gov.uk/ukpga/2000/36/contents>

Environmental Information Regulations

2004; <https://www.legislation.gov.uk/ukxi/2004/3391/contents>

Data Protection Act 2018

<https://www.legislation.gov.uk/ukpga/2018/12/contents>

Transparency Code 2015

<https://www.gov.uk/government/publications/local-government-transparency-code-2015>

Counter Terrorism and Security Act 2015

<https://www.legislation.gov.uk/ukpga/2015/6/contents>

Modern Slavery Act 2015

<https://www.legislation.gov.uk/ukpga/2015/30/contents>

Late Payment Directive 2015

<https://www.gov.uk/government/publications/late-payment-directive-user-guide-to-the-recast-directive>

- 9.8 Tenderers must provide a clear statement with regard to any potential conflicts of interest for this procurement between their company and Saltash Town Council whether directly or indirectly through financial, economic or other personal interests which might be perceived to compromise the impartiality of any party in the context of this procurement procedure. **Please confirm within your tender submission if there is a conflict.**
- 9.9 Receipt of this statement will permit Saltash Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.
- 9.10 Please note that Saltash Town Council will not share tender submissions received with others suppliers/contractors.

10. SELECTION CRITERIA AND AWARD OF CONTRACT

- 10.1 All tenders will be checked initially to ensure that they comply with the rules of the tender process.

- 10.2 Saltash Town Council, reserve the right to seek clarification from any of the tenderers during the evaluation period.
- 10.3 Saltash Town Council will award a contract based on the most economically advantageous tender (MEAT) and is not bound to accept the lowest price of any tender submitted.
- 10.4 The tenders will be judged by representatives from Saltash Town Council on the basis of their quality relative to the guidance given in the brief using the following scoring criteria:

EVALUATION CRITERIA		
Criteria	Requirement	Score/Weighting
Supplier Status	Confirmation that governance checks are met. *only organisations passing this stage will be considered for this project.	Pass/Fail*
Price	The lowest bid will be awarded the full 40 marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = $40 \times \text{lowest bid} / \text{bid}$	40
Quality	Design and functionality/durability of the proposed play equipment at each play area. Suitability for all users aged 12 and under including those with special needs. Guarantees and warranties on equipment and surfaces.	40
Experience and Project Management	Experience of carrying out similar contracts assessed through information supplied on up three similar contracts. Risk Mitigation, project management, timescales. Skills and experience of the project team.	15
Policies	Environmental and Equality Policies in place and how these will be applied to this project.	5
		100

- 10.5 Each of the above areas will be awarded using a marking system shown below:

SCORING MATRIX FOR EVALUATION CRITERIA		
SCORE	JUDGEMENT	INTERPRETATION
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality

		measures required to provide the goods/works/services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response.

Appendices/links provided alongside this brief:

Appendix 1: Honeysuckle Close Play Area Information

Appendix 2: Grassmere Way Play Area Information

Appendix 3: Pillmere Community Play Survey Results

Appendix 4: Quotation and Governance Form

Thank you for your interest in tendering for this work