

CLOUGHTON PARISH COUNCIL
INFORMATION AND
INSTRUCTIONS FOR TENDERING

**INVITATION TO TENDER – replacement playground equipment
and associated works at King George V Playground, High
Street, Cloughton, Scarborough, YO13 0AE**

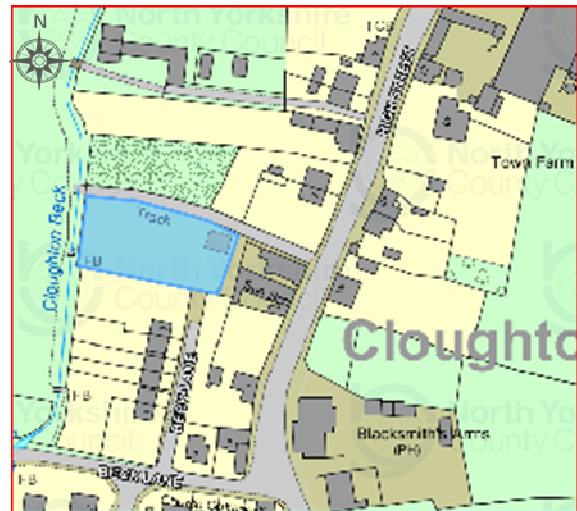
Tenders must be submitted in accordance with the following instructions. Tenders not complying with these instructions, in any particular way, may be rejected by the Council, whose decision on the matter is final.

Invitation to Tender

Cloughton Parish Council (CPC) is seeking to invite tenders for the design and replacement of play equipment for children aged from 4-16 years of age, with all equipment and surfacing conforming to EN1176 and EN1177.

1 Project Brief

The playground (shaded blue) is a level area of approx. 1380 m² just off the High Street and behind the Reading Room. It is laid out as about one third play equipment (approximately 460 m²) and seating (towards eastern end) and two thirds grass with small goal posts (towards western end). The eastern end (near the building) has been tarmacked within the last 12 months. The western end of the grass area is adjacent Cloughton Beck and as the whole playground is liable to flooding in times of heavy or prolonged rainfall. A budget of up to £58,000.00 ex VAT has been set aside to refurbish the play area. Staged invoices are essential in order to allow the council to reclaim VAT and manage its cashflow. The objective is to create a single area that is exciting, challenging, stimulating and a practical facility for children aged 4-16 whatever their ability. The space should be visually appealing and feel safe for children and their carers. The facilities should be capable of use all year round and allow for use by those who are less-abled.

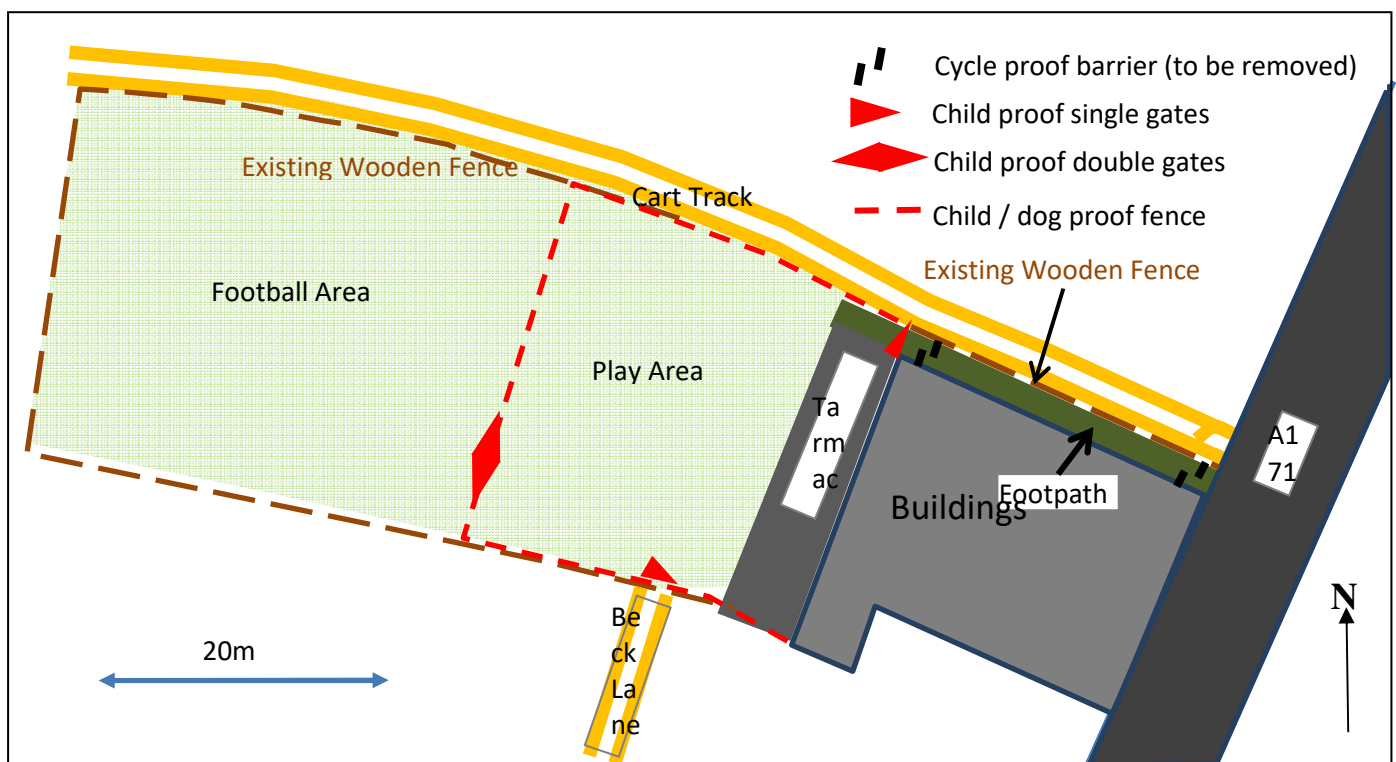


2 Design

The design concept should reflect the rural location of the village. Coloured surfacing should be kept to a minimum.

2.1 Schematic Plan

Below is a schematic outline plan which is provided for guidance only, suppliers should confirm the actual dimensions for themselves. Please note that the position of the fence between the play area and the “football area” is not specified, neither is the position of the double gate along this fence; these will be part of the design specification.



2.2 Materials

The Council is looking for robust products that require minimal maintenance and have a reputation for longevity. The area floods during periods of heavy rainfall - consequently timber-based equipment is not acceptable and safety surfacing should have a smooth surface. Tenders should specify how the equipment and surfaces have been made resistant to vandalism. Compliance with the Equality Act (2010) is also necessary. This applies to all equipment, seating, surfacing, fencing and gates. The current equipment is at least 30 years old.

2.3 Removals

All existing play equipment on the proposed site should be removed and disposed of. Tenderers should also remove and dispose of the cycle proof barriers.

2.4 Surfacing

With the exception of the swings the current play equipment is located mainly on grass. As the area is predominantly flat, good grass, we would like to retain this as much as possible. Any flooring placed underneath and surrounding the equipment must comply with EN1177. Surfaces such as bonded rubber mulch or wetpour should be capable of being swept easily without lifting the surfaces - preference is given to black since this colour is most easily matched when repairs are done.

2.5 Fencing and gates

Dog resistant or bow-topped metal perimeter fencing will be required around the play area. The fence line should enhance the appearance of the area whilst requiring minimal cyclic maintenance. Three access points should be provided to allow movement through the park. Those on the south and east boundary can be single pedestrian only gates. Those on the north boundary should be double gates so that a ride-on tractor with mower can easily get through. The gates should be matching and on self-closing hinges. There should be sufficient space between the fence and the equipment to allow a ride-on tractor with mower to pass. Optionally tenderers may submit a quote for the repair of the existing wooden fence.

2.6 Furniture

If funds allow we will source 2 recycled plastic picnic tables for the tarmac area. Other seating could be sited in the play area as part of this scope. Suppliers are not asked to supply these tables/seating, but they should indicate on the plan where they could be located. The litter bin should be retained. A sign will be required - the size and wording to be agreed with the chosen contractor.

2.7 Play Equipment

All equipment should comply with EN1176 and appropriate certification should be supplied with the tender. The more conventional pieces of play equipment are preferred rather than several pieces of multi-play items. Overall, the design and choice of play equipment will be up to the supplier; however, the following should guide the selection process:

Equipment that enables:

- climbing
- balancing
- sliding and travelling
- rotating and spinning
- swinging
- see - sawing

Equipment should cater for ages 4-16 and those with limited mobility as well as encouraging learning, creative and imaginative play. Equipment for young children (under age 4 years) is not envisaged on this site.

For each item of equipment suppliers are asked to give the expected age range, the maximum number of children catered for and the suitability for less able children.

Please enclose with the tender submission, a copy of a current catalogue/brochure giving full details of equipment to be installed or a picture/photograph and a data sheet providing full information for the equipment —design, size, heights, minimum space m² and safety surface area m², materials used for manufacture. Photographs of equipment to be installed would be helpful or if a photograph of the exact item is unavailable then a similar item in the same range.

Also, with the tender submission we require spare parts lists for all non-generic parts with costs and an indication of ease of availability - time between order and delivery. Please also state how long non-generic spares are guaranteed to be available.

Maintenance instructions for each item of equipment must be supplied to the Cloughton Parish Council on completion of installation work.

2.8 Football Goals

Tenderers may optionally bid to install a football goal towards the western end of the “Football Area”, however the submitted plans should show the possible location of the football goal.

2.9 Value Added

The council encourages any additional value-added options within the proposal. These should be set out separately in the tender proposals.

2.10 References.

Tenderers should supply the names and contact details of at least 4 similar projects, two of which should be at least 5 years old.

2.11 Maintenance Costs

Tenderers should provide estimated annual maintenance costs likely to be incurred after the expiry of the warranty period.

3 Contract Issues and Tender Process

3.1 Safety

During installation, the contractor needs to keep public and maintenance access points clear of equipment and provide suitable HERAS type fencing and safety notices around the construction site to isolate work from field users. The contractor is responsible for getting streetwork/public utility stats prior to commencement of works.

3.2 Performance of contract and After Sales / Service Level Agreements

Suppliers must be able to respond quickly and effectively to any post installation maintenance requirements. Tenders should confirm that they accept the conditions and the penalties set out in the table below

Requirement	Details	Penalty / Retention
Completion of project on time	Other than delays due to aspects not within the control of the contractor, completion of 2 weeks beyond stated completion date	2% of value of Project Longer than 2 weeks - 3% of value of Project
Resolution of Warranty-related defects	Beyond 4 weeks of notified defect if item is not safe to be used	5% listed value of equipment in question
Retention	Any defects or quality issues within 12 months of installation	5% of the value of the project to be withheld until 12 months following completion of the project.

3.3 Project Completion

An independent Post-Installation Inspection will be carried out by an Independent RP11 Annual Inspector. The project will not be deemed complete until all snagging issues are resolved and the Independent Post Installation Inspection is complete and satisfactory. On completion of the project, any area that has been damaged during the installation such as turf, fencing, existing equipment or site access must be returned to the original condition or better at the contractor's expense. No trip or uneven areas are to be left.

3.4 Financial Assessment

The Council will carry out an independent appraisal of the shortlisted tenderers to assess their financial strength.

3.5 Tender Evaluation

Tenders will be evaluated in-line with the table below. Each category has a total number of points available which reflect the importance of the activity. Tenderers should therefore identify within their tender how they meet each of the categories.

	Criteria	Weight	Details
1	Functionality	50	Swings - normal & bucket, Slide, Roundabout, See Saw, Balancing, Climbing, Equipment which allows imaginative play, Facilities for less able children. Surface suitable for wheelchairs.
2	Maintenance	25	Estimated cost of annual maintenance. Maintenance manual, Availability and cost of non-generic spares, Length of time spares are guaranteed to be available.
3	Guarantee & Warranty etc.	5	Length of Guarantees:- Equipment, Surface and Fencing / Gates, Life expectancy of surfaces and cost of replacement, Life expectancy of equipment, Quality of warranty -conditions/ what is covered, what is excluded
4	Appearance / Aesthetics	5	Aesthetics and colour of equipment. Layout of area. Efficient use of the available land.
5	Presentation	5	Scale plan showing location of equipment, parent's / guardian's benches, goal posts, fences and gates. Price of individual items and installation costs, Pictures of proposed equipment, Duration of installation, Completion date
6	Safety etc.	5	Security fences and gates, Dog proof fences, Anti-vandal precautions. Compliance with EN1177, EN1176 and Equality Act (2010)
7	Supplier Status	5	References from other users, Financial Status of Company
	Total	100	

3.6 Scoring System

Quality	Points	Criteria
Superior	4	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the project's aims or requirements. Response highly relevant with comparable contract value.
Good	3	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project's aims or requirements with no negative indications or inconsistencies.
Below Expectations	2	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.

Poor to deficient	1	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading
Unacceptable	0	Totally deficient and non-compliant for that criterion.

The Qualification Questionnaire will be assessed on a pass/fail basis, and only those organisations that pass this stage will be considered for the project.

This evaluation exercise will be used to select no more than three tenders, from which a Preferred Bidder and a Reserve Bidder will be identified. These will go forward to a decision-making stage involving a public consultation. The community consultation will be an open day on a Saturday morning as a public event and it is expected both Preferred and Reserve Bidders will be able to provide visual displays and attend the open day. Feedback will be provided by a form available on the Council's website. The Council will then consider the community feedback before confirming the identity of the successful bidder.

4 Project timeline

Below is the project timeline. Tenderers must specify the date work will commence and the completion date. The opening date will be by mutual agreement and after a satisfactory Post-Installation Inspection.

Action:	Date
Invitation to tender	18/1/20
Deadline for submission of tender clarification questions	29/2/20
CPC to answer outstanding questions	7/3/20
Deadline for submission of Invitation to Tender Acknowledgement Form (Appendix 1)	14/3/20
Tender Response Due	31/3/20
Shortlist confirmation	10/4/19
Consultation day (Church Hall)	25/4/20
Tender selected and decision notified	5/5/20
Revisions to design (if required based on consultation)	27/5/20
Order Date and Contract issued	2/6/20
Work to physically commence	To be specified
Completion Date	To be specified
All snagging / post-installation inspection issues resolved, fencing and storage removed, Play Area Open.	To be agreed
Programme of staged invoices for payment (less 5% retention till 12 months following completion of the project)	To be agreed

5 Preparation of Tender and Tender Duties.

5.1 Submission Documents

Tenderers will be asked to complete 3 key documents as part of their tender submission. These are attached in the appendices. They are as follows:

- **Invitation to Tender Acknowledgement – Appendix A**
- **Form of Tender – Appendix B**
- **Qualification Questionnaire (plus associated documents) - Appendix C**

5.2 The Form of Tender.

The Tender shall be made in ink on the Form of Tender which must be signed:-

- where the Tenderer is an individual, by that individual
- where the Tenderer is a partnership, by two duly authorised partners
- where the Tenderer is a company, by two directors or by a director and company secretary, such persons to be duly authorised for the purpose.

5.3 Qualification Questionnaire should be completed and the following attached:

- Health & Safety Policy, Risk Assessments and Safe Working Procedures
- Copies of public liability, professional liability, product liability and employer's liability
- Insurance, all of which must identify the level of indemnity
- Proposals for undertaking the replacement of the new play space
- Organisation and method of working
- Analysis of resources
- Details of any part of the replacement programme of the new play/recreation space to be sub-contracted
- A scale drawing of the proposed scheme 1:100
- Two A1 presentations of the proposed scheme
- An outline schedule of works detailing the anticipated delivery and installation period.
- Copies of the company's certificates in relation to BS EN1176 & 1177
- Details of any proposed sub-contractors
- Details of any added value proposals and how they might impact on whole life costs

Total cost and detailed breakdown of prices showing:

- Unit price per item of equipment
- Detailed costs of all sundry items, including fencing and surfacing
- Installation costs per item of equipment and of sundry items
- Details of any additional items /costs such as security, delivery and storage

6 Site Visit

Before submitting a tender for the service, bidders are advised to visit the site to ascertain all relevant conditions and means of access and to thoroughly acquaint themselves with the extent and nature of the project.

7 Tender Questions or Clarifications

Tenderers are advised to study the Conditions of Contract and Specification. Tenderers should seek to clarify any points of doubt or difficulty (including any apparent ambiguities, errors and omissions in the tender documents) with the Council prior to submitting a tender.

Any questions or matters of clarification regarding the ITT procedure, contract documentation, specification or requests for further information should be submitted by e-

mail to clerk@cloughtonpc.org.uk. The deadline for submission of tender clarification questions is 29/2/20.

By 7/3/20 all outstanding questions and the Council's responses, will be circulated to all Tenderers who have submitted the Invitation to Tender Acknowledgement (Appendix A).

Except in response to a query as set out above, no-one has any authority to make any representation or explanation to Tenderers as to the meaning of any aspect of this ITT pack or of anything to be done or not to be done by the successful Contractor.

Tenderers shall be deemed to have satisfied themselves before submitting their Tender as to the accuracy and sufficiency of the rates and prices stated by them in their proposal, which shall (except in so far as it is otherwise provided for in the Contract) cover all their obligations under the Contract, and shall be deemed to have obtained for themselves all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect their proposal.

8 Period of Validity

Tenderers are required to keep Tenders valid for acceptance for a period of 60 days from the closing date for receipt of tenders.

9 Tender Acknowledgement & Confirmation of Intention to Submit a Tender

Please acknowledge receipt of this ITT Pack and confirm your intention to submit a Tender by returning the form enclosed as Appendix 1 by no later than 14/3/20.

Please note that only those companies who confirm their intention to bid (Appendix A) by 14/3/20 will be sent any future correspondence relating to this tender including clarification information.

10 Submission of Tender

Tenders shall be submitted in a plain sealed envelope / package clearly marked "**Tender for Village Play Area**", in large bold print. The tender envelope shall then be enclosed in another larger envelope / package which is sent by recorded delivery or signed for service to:

**Clerk to Cloughton Parish Council
41 Scalby Road
Burniston
Scarborough
YO13 0HN**

The inner envelope must not bear any name or mark indicating the identity of the sender.

Tenders must be received by no later than 6pm on 31/3/2020.

No Tender will be considered if it is received after the date and time specified, unless the Council, at its sole discretion, extends the closing date and time specified in writing.

Information supplied by Tenderers will be treated as contractually binding subject to the conditions and requirements laid down in this Invitation to Tender. The Council reserves the right to engage in a tender clarification process with one or more of the organisations who submit a proposal.

All unit rates and prices must be quoted in £ Sterling, exclusive of VAT and inclusive of all costs associated with the service.

The prices/fees to be inserted in the Form of Tender shall be the full inclusive value of the goods, works and services described (The Services). They shall represent all costs and expenses which may be incurred in order to provide the Services in accordance with the Conditions and Specification and to assume all express and implied risks, liabilities and obligations imposed by the Conditions, the Specification and all other documents forming part of the contract.

Bidders shall be deemed to have satisfied themselves before submitting their Tender as to the accuracy and sufficiency of the rates and prices stated by them in their Tender, which, shall (except in so far as it is otherwise provided for in the contract), cover all their obligations under the contract, and shall be deemed to have obtained for themselves all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect their tender. The Council is not bound to accept the lowest or any tender.

11 Scope of Tender

Tenders are being invited on the basis of undertaking the whole of the Services.

12 Contract Period

Tenders are invited for Services which are to be completed by 31/8/2020 and ideally sooner. There will be no extension to this date under any circumstances and it is a key condition of contract that the entire works and services are completed by this date.

13 Shortlisting

Tenders will be narrowed down to a shortlist of three by 10/4/20 from which a Preferred Bidder and a Reserve Bidder will be identified. The Preferred and Reserve Bidders will go forward to a decision-making stage involving a public consultation which will include an open day on morning of Saturday 25/4/20. It is expected both Preferred and Reserve Bidders will assist with the public consultation, be able to provide visual displays and attend the open day. Feedback will be provided by a form available on the Council's website. The Council will then consider the community feedback before confirming the identity of the successful bidder on 5/5/2020.

14 Tender Costs

The Council will not be liable in respect of any costs, expenses or losses incurred (of whatever nature) by Tenderers in the preparation of Tenders or any associated work effort in connection with this tender process.

15 Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with the Council will disqualify your proposal from being considered and may constitute a criminal offence.

16 Payments

With the exception of the 5% retention, payments will be made within 6 weeks of receipt of an invoice subject to all services being completed to the satisfaction of Cloughton Parish Council. Staged invoices are essential in order to allow the council to reclaim VAT and manage its cashflow.

17 Sub-contracting

When submitting its Tender, the Tenderer must notify the Council of any parts of the services which it proposes to sub-contract. Failure to do so will invalidate any such tender.

The Council's prior written approval must be obtained before any part of the services is sub-contracted. The Council reserves the right to refuse such approval at its absolute discretion.

An approved sub-contractor must give a direct warranty and undertaking to the Council but the Contractor will nonetheless remain primarily liable for the provision of the Services.

18 Award of Contract

Any minor revisions to the design (based on the consultation responses) will be agreed by 27/5/2020. The Council expects to award the Contract on or about 2/6/2020 and contractors will be informed of Council's decision within 5 working days.

19 Health and Safety

Tenderers will be required to comply with the Health and Safety at Work Act 1974 and all other regulations made under the Act.

20 Accuracy

Information supplied to Tenderers by the Council (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of the tenders. Tenderers must satisfy themselves by their own investigations with regard to accuracy of any such information and no responsibility is accepted by the Council for any inaccurate information obtained by Tenderers.

21 Confidentiality

All information supplied by the Council in connection with this invitation to tender shall be regarded as confidential by the Tenderer except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Any data provided by the Council may only be used for the purposes of providing the Services and may not be used for any other purpose without the prior written consent of the Council

22 Freedom of Information

The Council is a public authority within the meaning of the Freedom of Information Act 2000. Information in relation to this Tender and all correspondence received may be made available on demand in accordance with the Freedom of Information Act 2000. Tenderers should state if and why any of the information supplied by them in response to this Tender is confidential or commercially sensitive or exempt from disclosure under the aforementioned Act. Notwithstanding the foregoing, unless an exemption under the aforementioned Act or a duty of confidence applies, information shall be disclosed in accordance with the Freedom of Information Act 2000 in response to a freedom of information request where the public interest in favour of disclosure outweighs a Tenderer's commercial interests in maintaining non-disclosure.

23 Publication of Successful Tender

The Council may publish the amount of the successful tender and the name of the successful Tenderer.

Appendix A

INVITATION TO TENDER ACKNOWLEDGEMENT

TENDER FOR REPLACEMENT PLAYGROUND EQUIPMENT, King George V Playground, High Street, Cloughton, Scarborough, YO13 0AE

*I/ We intend to submit a tender by the required date and confirm that all of the information required, will be enclosed with our formal submission.

We confirm that we will treat all information supplied by the Council as confidential and will not communicate any of that information to any other party or make use of that information for any purpose other than preparation of a response to the Invitation to Tender.

Signed: _____ Date: _____

On behalf of: _____

Address: _____

Name (Block Capitals) _____

Position: _____

E-mail address for further Correspondence:

This form must be returned by no later than 14/3/20 to ensure receipt of any further correspondence including clarification responses.

To be returned by e-mail to: clerk@cloughtonpc.org.uk

Or by post to:
Clerk to Cloughton Parish Council
41 Scalby Road
Burniston
Scarborough, YO13 0HN

Appendix C

QUALIFICATION QUESTIONNAIRE

Suppliers should provide the following information to determine their financial and technical competence/suitability to supply the tendered Service. Please note the Council may obtain an independent appraisal of financial strength.

1. Trading Name of Contractor: _____
2. Full Name of Contractor: _____
3. Address of Registered Office: _____

4. Address and telephone number of office from where the Council's work would be carried out:

5. Person applying on behalf of the Contractor: _____

Position in Company: _____

Tel No: _____

e-mail: _____

6. Date of Formation of Company: _____
7. Registration Number where a limited Company: _____

8. Health & Safety

Hound Parish Council firmly believes that successful Health & Safety management is integral to the efficiency and effectiveness of any organisation. It is therefore essential that the following questions are fully completed.

- (i) Number of people employed by your organisation: _____
- (ii) Name and designation of person responsible for Health & Safety within your organisation:
- (iii) Do you have a Health & Safety Policy? **YES/NO** If yes please enclose.
- (iv) Do you have risk assessments for the Services to be provided to Cloughton Parish Council? **YES/NO** If yes, please enclose.
- (v) Do you have Safe Working Procedures for the Service to be provided to Cloughton Parish Council? **YES/NO** If yes, please enclose.

- (vi) Please provide the name and qualifications of the person used for competent health & safety advice to your organisation.
- (vii) Please list any improvement notices, prohibition notices or prosecutions served on your organisation within the last 5 years.
- (viii) How many accidents or near misses (if any) have been reported to you, by members of your staff in the last 12 months? Please detail below:
- (ix) How many RIDDOR reportable accidents (if any) have there been in the last 12 months? Please detail below:

9. Insurance

- (i) Name and address of Insurance Broker

- (ii) Employers Liability Insurance - **Please enclose a copy of your current policy.**

Limit of Cover _____

Insurer _____

Policy No _____

Expiry Date _____

- (iii) Public Liability (Third Party) Insurance - **Please enclose a copy of your current policy.**

Limit of cover _____

Insurer _____

Policy No _____

Expiry Date _____

- (iv) If your Public and Employers Liability Insurance cover is for less than £5 million, please confirm that you would be prepared to make cover of this amount available in the event of your being awarded a contract. **YES/NO**

- (v) Professional Liability Insurance – Please enclose a copy of your current policy

Limit of cover _____

Insurer _____

Policy No _____

Expiry Date _____

(vi) Product Liability Insurance – Please enclose a copy of your current policy

Limit of cover _____

Insurer _____

Policy No _____

Expiry Date _____

10. Previous Experience

Please give details of three of your most recent or current contracts that we can contact, preferably with the public sector in the Yorkshire/North East area. By giving these details you consent to us contacting them.

Organisation and Address	Contact Name Telephone No & e-mail	Date	Contract Value	Contract Description
	Name: Tel: e-mail:			
	Name: Tel: e-mail:			
	Name: Tel: e-mail:			

11. Has your company had a contract terminated or its employment determined within the last three years? **YES/NO** If yes, please give details below: