

Eastry Parish Council

Invitation to Tender

Design for improvement to Gun Park Play Area, Wilmott Place, Eastry, SANDWICH, CT13 0QB

Deadline for tender submissions: Thursday 1st September 2022 at 2pm

26th July 2022

Version 1

1. **Specification**

Eastry Parish Council are seeking designs for the improvement of the Gun Park play area to the value of £60,000 by the installation of 3 new pieces of equipment, one to replace the roundabout and 2 others in suitable locations with the appropriate surfacing to be installed underneath all 3 pieces, ensuring that at least 2 of the new pieces of equipment are suitable for disabled adults and able-bodied and disabled children of all ages. To remove and dispose of the roundabout and old wetpour.

To either replace the wetpour below the slide/climbing frame unit with a suitable surface or replace the whole unit with something similar and put suitable surfacing underneath it and therefore dispose of the old slide/climbing frame unit and wetpour.

To install a path with edges, in the play area suitable for wheelchair users/pushchairs to link the different pieces of equipment together and to both gates.

The flat and cradle swings have recently been refurbished so are to remain in situ.

Designs should complement the area with consideration of use of colour, type of material used, landscaping and the addition to the play value and variety of the park.

All quotations should include supply and installation of any new equipment, including any safety surfacing requirements, planning permission requirements, removal of waste and redundant play equipment, surveying costs and any welfare facilities. A site visit is recommended especially for access requirements.

All works should comply to the British and European Standard for playground equipment and surfacing BS EN 1176. The contractor will be responsible for organizing an independent post-installation inspection and rectifying any issues identified at their own cost.

Designs can include a scale plan of the area and a breakdown of costs. A description of the equipment and why it has been included in the design is beneficial.

Bidders are allowed to submit a maximum of two different options to allow for design variations.

All bidder submissions must include the expected time-frame to deliver the entire project to the Council once ordered.

A trampoline in a yard

Description automatically generated with low confidence

Roundabout to be replaced

A picture containing grass, outdoor, tree, sky

Description automatically generated

Slide/Climbing Frame Unit

1. **Budget**

The Parish Council has agreed a budget of £60,000 for the project. All pricing should be exclusive of VAT and in GBP(£). Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

1. **Scoring and Evaluation Criteria**

Bidder responses will be scored against the following criteria;

|  |  |  |
| --- | --- | --- |
| Quality of Design | Compliance with specification. Ability to cater to all ages and abilities, well designed layout, offering imaginative play. | 30% |
| Price/Value for money | Value for money offered – cost of scheme vs quality/quantity of play opportunities offered | 30% |
| Materials | Quality of materials used, expected life-span for equipment. Length of warranty cover. | 20% |
| Experience and Capability & Sustainability of Company | Demonstrated previous experience delivering work in this area, satisfactory company and financial checks. | 20% |

The scoring and evaluation process will be used to identify the final 3 possible designs as a shortlist, after which consultations will then take place with the local community to choose the successful final design.

1. **Insurance & Accounts**

Bidder’s must provide evidence of Public Liability Insurance of no less than £5 Million, Employer’s Liability Insurance of no less than £5 Million and Professional Indemnity Insurance of no less than £5 Million to the Parish Council within their response. Bidder’s must provide copies of the last three year’s of audited accounts.

1. **Tender Timescale**

Published Date: Tuesday 26th July 2022

Bidder Clarifications Deadline: Thursday 18th August 2022

Tender Returns: Thursday 1st September 2022

Parish Council to Consult with Local Community: September 2022

Preferred Bidder Announcement: Friday 7th October 2022

Contract Start: Latest - 3rd January 2022, TBC between EPC (Eastry Parish Council) and supplier

Contract End Date: At latest 1 March 2023

Bidders must provide a suitable Point of Contact (PoC) for clarification questions during the period between the Tender Return and Preferred Bidder Date; and bidders must also provide a PoC for the preferred Bidder announcement if different.

Clarifications and queries must be addressed to: [clerk@eastry-pc.gov.uk](mailto:clerk@eastry-pc.gov.uk)

Bidder tender returns should be submitted in writing in a sealed marked envelope addressed to the Proper Officer, Clerk to Eastry Parish Council, Thornton House, Thornton Lane, Eastry, SANDWICH, Kent, CT13 0EU.

1. **Site Meetings**

There are opportunities to attend a site meeting with the Parish Council, possible along with other interested contractors on the following dates:

August 5th – 10am

August 9th – 10am or 2pm

August 11th – 10am

August 16th – 10am or 2pm

Otherwise contractors are welcome to visit the site at their own convenience. This is not mandatory.

If you would like to book a site visit with the Parish Council, please email [clerk@eastry-pc.gov.uk](mailto:clerk@eastry-pc.gov.uk).