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24th January 2023

Invitation to Tender for Phase 1 of Refurbishment of Play Area at Caradoc View, Hanwood

1.0 Preliminaries

1.1 Tenders are invited for the first phase of a refurbishment of an existing play area located at Caradoc View, Hanwood as detailed in the specification below. The following is an invitation to tender for the respective subcontract works/package regarding the referenced site.

1.2 This contract is governed by the Public Contracts Regulations 2015.

1.3 Please refer to the 'site information' section of this tender for the background information for the site.

1.4 We are looking to spend a maximum of £20,000 (plus VAT) on this project.

1.5 All prices to be quoted net, excluding VAT.

1.6 We encourage you to notify of us your intention to submit a tender, so that we can inform you of any responses to questions raised by other parties. Please note, if you raise a question the answer will be shared with all parties who tender; your company details will not be shared. To register, please send an email to greathanwoodpc@gmail.com, to include all contact details.

1.7 Companies must be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificates for accreditations for the above membership plus details of any other relevant accreditations, i.e. Construction Line, CHAS.

1.8 All interested companies will be required to complete the Tenderer Questionnaire. Failure to complete all necessary paperwork will result in your tender being excluded from the process.

1.9 The parish council reserves the right not to appoint any contractor.

1.10 A timescale for commencing this project will be agreed between Great Hanwood Parish Council and the chosen contractor following the award of the contract. Ideally, this install will not take place during school holidays, unless this is agreed between the two parties. School holiday timetable can be found at <https://shropshire.gov.uk/schools-and-education/schools-and-term-dates/term-time-and-holiday-dates/>

2.0 Objectives of the project:

- This is the first phase of a phased refurbishment of the site. It is not intended to refurbish the whole play area in this phase.
- The age group focus for this phase is younger children – up to age 10
- The aim is to install a modern, high quality play facility that will be an asset to the local area.
- The equipment needs to be vandal proof and pre-dominantly of steel construction.
- Provide a safe and welcoming environment for young people in the area.

3.0 Site Information

3.1 The site is Caradoc View Play Area, Hanwood, SY5 8NF. Please also refer to the plan at Appendix 1.

3.2 The site is accessed off Caradoc View – by foot at 2 access points and there is one access point which can also accommodate maintenance vehicles.

IMPORTANT: A site visit is essential to assess access, gain detailed measurements and location of nearby properties.

3.3 The existing play area is dated and has a limited range of equipment, predominantly focused on under 11s. It predominantly serves the neighbourhood of Caradoc View and adjoining new housing at Hanwood Heights; there is also a larger play area with equipment for all ages at Hanwood Village Hall, about a mile away. This play area is a secondary play area in terms of meeting the needs of the village of Hanwood.

3.4 The basket swing, metal goals, metal climbing frame and blue children's spinner are to remain in situ. Bins, benches, vegetation and boundaries (fences/hedges etc) are to remain. Other equipment can be removed.

3.5 The play area has suffered from vandalism - designs should reduce the risk of graffiti, damage to items and be easy and economical to maintain. Equipment should be predominantly of steel construction.

4.0 General Scope of Contract

To remove existing equipment and replace with new, following agreed design. To include fencing for play equipment and safety surfacing and ancillary items, as specified.

4.1 Safety Standards

All equipment, surfacing and fencing will need to comply with BS EN1176 and EN1177.

4.2 Preparation and Groundworks

Considerable care must be taken not to inconvenience nearby residents or block roadways, footpaths or the wider field whilst works are taking place. The contractor must specify and agree with the parish council safe arrangements for parking and storage of equipment and materials.

All existing equipment (with exception of the items specified in section 3), excess materials, spoil, kerbing and surfacing from excavations must be disposed of at a licensed tip at the contractor's cost.

The contractor must provide skips when required and secure all skips behind double-clipped Heras security fencing when unattended to avoid fly tipping.

Please include a price within the quotation for any necessary grass, tarmac and kerb reinstatement works that may be required following completion of works.

Ownership, liability and responsibility for insurance of the play area and installation works will lie with the contractor until a satisfactory RoSPA Post Installation Report has been accepted by Great Hanwood Parish Council. This will be confirmed in writing on the day of the handover of the site and signed by the council's representative and the contractor.

Storage of new play equipment, machinery and equipment, etc. will be the responsibility of the contractor.

5.0 Design, Supply and Installation

5.1 Supply and install new play equipment, safety surfacing, fencing and furniture suitable for children aged from 0 years of age up to 10 years of age. You will be required to show how your chosen play equipment accommodates this age range.

5.2 The design of the play area must include equipment which complies with the identified age range.

5.3 The equipment must as a minimum include toddler and flat-bed swings.

5.4 The contractor is also asked to quote for removing the surround and surfacing under the metal climbing frame and replacing with grass safety matting. The climbing frame is to be retained but may be moved temporarily to install the surfacing.

5.5 The play area layout should encourage younger children to play at a distance from the equipment aimed at children at the older end of the age range.

5.5 The successful tenderer will need to show the inclusive play value of their design and how it addresses the requirement for resistance to issues relating to anti-social behaviour and low maintenance.

5.6 Our preference is for equipment to be predominantly constructed from steel. Use of other materials may be considered but the contractor will have to demonstrate that they have comparable strength, vandal resistance and durability as steel. The metal must be pre-treated for rust proofing with a minimum 5-year guarantee.

5.7 It is recognised that there is a vast choice of play equipment and the preferred contractor's design may need detailed amendments following tender stage. Therefore, following appointment of a preferred contractor, the parish council would like the opportunity to liaise with that contractor and consult key stakeholders on the design and make amendments as required.

6.0 Signs, fencing and seating

6.1 New Great Hanwood Parish Council play signs with posts and fixings to be used at each entrance to the play area. This must include required safety signage.

6.2 Existing fencing to be retained.

7.0 Surfacing

7.1 The parish council's preference is for grass safety matting. If particular pieces of equipment require an alternative safety surfacing, this will be considered.

8.0 Heras Fencing

The play area must be contained within security fencing – Heras double-clipped temporary security fencing or similar, supplied by the contractor. The fencing must be in place whilst work is in progress and should remain in place until a satisfactory RoSPA Post Installation Inspection and Report has been completed, submitted and agreed by the Parish Council.

9.0 Reinstatements

9.1 The contractor will be responsible for reinstatement of any damage caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. The contractor will carry out all reinstatement works in accordance with good landscape practices.

10.0 RoSPA Post-Installation Report

10.1 The contractor must supply a RoSPA Post Installation Report – any failures/problems to be rectified at contractor's own cost. (See Payment)

11.0 Health and Safety Requirements

11.1 The successful contractor will need to show the following.

- A copy of your certificate of public liability insurance must also be submitted along with your submission.
- A copy of your companies Health and Safety Policy must be submitted along with your submission.
- A copy of your companies API (Association of Play Industries) certification
- Risk Assessment for a previous, similar project (you will be asked to provide one specific to this project if appointed)

A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise. This point of contact must be available from the date the contract is awarded until satisfactory completion of the project.

12.0 Timescales

12.1 *Tendering timescale:*

Invitation to tender: 24th January 2023

Closing date for tenders: 3rd March 2023, 5pm

Provisional award of Contract: 29th March 2023

Due diligence checks and detailed contract discussions (may include changes to plans) – by end of April 2023.

12.2 Timescales for installation are to be agreed between the preferred contractor and parish council. Within your submission, please provide an outline of your timescales for delivery of this project and the period your quote is valid for.

13.0 Payment

13.1 Payment for the completed play area refurbishment works will be made to the contractor on satisfactory completion of works and following receipt by the parish council of a satisfactory RoSPA Post Installation Report. This report should be commissioned, paid for and supplied to Great Hanwood Parish Council by the contractor.

14.0 Submission requirements

14.1 All contractors must submit the following:

- Tenderer Questionnaire
- Quotation Breakdown – showing:
 - Preliminaries
 - Costings, broken down with a list of items supplied
 - RoSPA Inspection
 - Reinstatement
 - Contingencies
 - Risk assessment for a previous, similar project (you will be asked to provide one specific to this project if appointed).
- Submissions should include clear, to scale plans and drawings, maximum size A2, as well as photographs, dimensions and minimum use zone requirements for all equipment and furniture. Please exclude any company names or identifying logos from the presentation drawing and scale plan. If they are arriving in a separate package to the main tender submission, please use an identifying peelable label or attach a compliment slip or business card.
- Guarantees and Warranties - Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works.

15.0 Evaluation and awarding of contract

15.1 The contract will be awarded to the company that complies with all written requirements, has satisfactory references and according to evaluation against the criteria at 15.2.

15.2 The criteria below will be used to evaluate tenders:

- Value for money -30%
- Play value – 25%
- Inclusivity for people of all abilities – 10%
- Maintenance requirements (including guarantees)– 30%
- Information requested in tenderer questionnaire -5%

15.3 We may require further information from tenderers after submission of tenders.

15.4 The parish council reserves the right not to award the contract and/or to alter the timescales.

16.0 HOW TO SUBMIT

16.1 If you wish to submit a tender for these works, please either submit by:

Post to: Great Hanwood Parish Council, c/o The Old Police House, Nesscliffe, Shrewsbury, SY4 1DB. Envelope should be marked “Caradoc Play Equipment Tender”

Email to: greathanwoodpc@gmail.com Clearly include in subject header “Caradoc Play Equipment Tender Submission”

The parish council must receive the tender by not later than 5pm on Friday 3rd March 2023.

Our preference is to receive tenders by email so that copies of documents can be circulated for evaluation. If submitting by post, please provide 3 copies of all documentation.

If you have any queries, please contact Rebecca Turner, Clerk to Great Hanwood Parish Council, greathanwoodpc@gmail.com – please mark your email as “Caradoc Play Equipment Query” so it can be distinguished from a tender submission.

17.0 SITE VISIT ARRANGEMENTS

17.1 We will be arranging a site visit on Wednesday, 15th February at 11am where tenderers will have the chance to ask the parish council any questions. You may also visit the site outside of these times but it will not be manned.