

GOSFORTH PARISH COUNCIL

TENDER DOCUMENT

RE-DEVELOPMENT OF GOSFORTH PLAYGROUND

To be submitted not later than 10th November 2023

Late submissions will be disregarded.

1. General Requirements

1.1 Overview

Gosforth Parish Council is seeking a suitably qualified and experienced Contractor to design and deliver new playground equipment, surfacing and associated works at Gosforth play area on Gosforth Playing Field (CA20 1AY).

Below is a google map showing the site, located in a natural landscape, with equipment which is largely outdated, surface degradation and the need of a re-design and investment to create an accessible, practical, and inviting playground for the local community.



When the playground was installed, it was always the intention to have a 'phase two' project to cater for older children but this was never completed. Extensive public consultation has taken place with the school, brownies, and scouts as well as with parents who are keen to have benches and picnic tables to socialise at whilst their children play.

1.2 Quotations

- The Council will be applying for funding for this project which is expected to be not more than £150,000 in total, excluding VAT.
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing is to be valid for 90 days from the due date of the response. If the quotation by the preferred supplier fluctuates considerably after this period, the Council has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.

1.3 Non-Consideration of a Tender Response

The Council reserves the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The Council may disallow a submission if the tenderer is not able to provide all the information required by the Council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than 'appropriate' contact made to the individual named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

Note: If prices quoted by the preferred Contractor increase after the tender submission and prior to the order being placed, the Council has the right to re-evaluate the submissions or re-tender the project.

2. Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, equipment, and associated works which should comply with the appropriate British Standards, mainly BS EN 1177 and BS EN 1176.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost of the Contractor.

The Contractor must follow the 2015 CDM regulations and will have the skills, knowledge, and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the contract in a manner that secures the health and safety of any person affected by the project.

2.2 Contract Agreement

The successful contractor will enter into a contract with agreed terms and conditions, for both the Council and the Contractor to jointly authorise, and the agreement will not be final until both parties have signed the contract.

2.3 Insurance

The successful contractor should be able to provide evidence of adequate:

- Public Liability Insurance
- Product Liability Insurance
- Employers Liability Insurance
- Professional Indemnity Insurance

2.4 Site Meetings

The selected contractor will commit to periodic meetings on site during the Project between agreed parties from both the Council and the Contractor, Until work is completed and handed over. The timing of these site visits will be agreed before work commences.

3. Scope of Works

3.1 Objectives for the Play Area

There has been a considerable amount of work and input by both the Parish Council and local residents to formulate a plan and key objectives for the play area.

The main outcomes for the development of the site are inclusivity in terms of both access and play experiences, practicality in terms of seating and general design and creating an inviting, social, and fun location for children of all ages.

Although the tender will allow for some creative licence, those involved in the public consultation studied a variety of play supplier brochures and have selected specific items to be included to meet the objective of providing for all ages, from tots to teens.

3.2 Specifications

Please note that the equipment listed below is the result of the public consultation and has been provided to assist suppliers with the desired design outcome.

New Equipment:

1 x Large Playground Tower with a wide range of climbing activities, net play, large tube slide, firemans pole, climbing wall panels etc. for ages 5 - 12 years.

1 x Medium linear Playground Tower with a range of climbing activities, net play, net bridges, small plastic slide, for ages 2 - 5 years

1 x Timber 30m Ariel Runway for ages 6 - 12 years

1 x Play Tractor with Trailer (or similar) for ages 2 - 5 years.

1 x Wheel-chair accessible roundabout installed with stone base/bonded rubber mulch and ramped into grass.

1 x Wooden swing unit with 2 traditional seats and 1 large basket seat for ages 3 - 14 years

1 x Additional wooden swing unit with 1 cradle seat and 1 traditional seat for juniors

1 x Wooden seesaw with half-tyre landings for ages 5 – 12 years

2 x Wildlife themed Springers for ages 18 months to 6 years

1 x 10m Adventure trail with a range of balancing activities for age 6 – 14 years

1 x Maze panel suitable for 18 months +

1 x Noughts and crosses panel suitable for 18 months +

Park Furniture:

3 x Wooden and metal benches

2 x Picnic tables, extended for disabled access.

1 x Slatted wooden litter bin.

1 x Entrance sign

Safety Surfacing:

Grasslok tiles to cover approximately 150m²

Equipment to Remain and/or relocate:

2 x Metal Loudspeakers – will remain in place.

1 x Kompan Supernova – will need uplift and relocation.

Removals and Disposal:

All other play equipment to be removed and disposed of by the Contractor by recycling or by any other ecological means.

Removal of foundation spoil, pallets, and packaging.

Other requirements:

Temporary site storage will be required.

Welfare facilities will be required.

Heras fencing must be double clipped with appropriate signage around the site during works.

4. Timetable for Project

- 11th October 2023 – Tender Release
- **10th November 2023 – Last Tender Submission Date**
- 15th November 2023 – Decision on preferred supplier
- Works to being (subject to lead times) – Q1 2024

5. Scoring Criteria

5.1 Scoring Table

Project Design – 60%: In terms of layout and overall design for both children of all ages and parents.

Technical and Specifications – 20%: In particular, considerations of reduced maintenance incorporated into the equipment.

Presentation and Quotation – 10%: An itemised quotation, ideally with picture references, with costs for each item, surfacing, and installation. (Advise the manufacturer of each product if they are not from your organisation).

Environmental Considerations – 10%: An environmental policy in place or a description of how the disposal of the redundant equipment, spoil, pallets, and packaging will be dealt with. The proposed method of travel to the site including distances.

5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion.

9-10 Superior: Exceptional demonstration of the relevant ability, understanding, experience, skills, resources, & quality measures required to meet the projects aims or requirements. Response highly relevant with comparable contract value.

7-8 Good: A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirements with no negative indications or inconsistencies.

5-6 Adequate: Reasonable achievement of the requirements specified in the tender offer and presentation for that criterion. Some errors,

risks, weaknesses, or omissions which can be corrected/overcome with minimum effort.

3-4 Below Expectations: Minimal achievement of the requirements specified in the tender offer and presentation for that criterion. Several errors, risks, weaknesses, or omissions which are possible but difficult to correct/overcome and make acceptable.

0-2 Poor: Limited or no response provided or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the most advantageous tender.

If the number of submissions is considered too low, and the minimum brief of the responses is not met, the Parish Council has the right to dismiss these tenders and re-issue the documentation, or approach specific suppliers. Additionally, if the brief has or is close to being met, the Parish Council may make requests to identify any shortfalls or amend the proposed designs to meet the overall objectives, even if only one submission was received.

6.1 Type of Procedure

The tender process will be an Open Procedure, Single Stage Tender. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.

6.2 Site Visits

The site is open at all times and suppliers should visit the site at their own convenience.

6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the Parish Council, not by phone or in person.

6.4 Notice of Intent to Bid

Suppliers should notify the Parish Council a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date Section 4. Only one submission and one design will be accepted unless otherwise stated.

If notification of your intent to provide a submission is not sent, circulation of any questions or updated to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

6.5 Short Listing of preferred submissions

The Parish Council has the right to shortlist the submissions only in the unlikely event scoring in the initial stage is equal for two or more suppliers to warrant further discussions and checks. Shortlisting will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

6.6 Revisions and Negotiation

If required, the Parish Council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed 'substantial' changes to the original brief. These revisions will be discussed and agreed to before any agreement is made final.

7. Named Contact for the Project

The named contact for the project will be the Parish Clerk of Gosforth Parish Council:

Contact name: **Jacqueline Williams**

Email: gosforth.parish2@outlook.com

8. Supplier Submission Instructions

Both electronic and hard copies of your quotation and any visuals should be sent to Parish Clerk using the email address given above and by post to:

Gosforth Parish Council

2 Wells Cottages

Ravenglass

Cumbria CA18 1SP

Please mark the envelope or tube: 'Tender – Gosforth Parish Council Playground Project'

Notes:

Please do **not** include the following information for the initial tender response:

TUV Certificates

Copies of Insurance Certificates

Installation documents and drawings

Trade Association or other member certificates

Warranty Certificates or Health and Safety Policies

Tenders are **not** to be hand delivered by representatives of the supplier bidding and are to be sent in a plain envelope and/or tube **(labelled as above)**.