



Invitation to Tender

Provision to design and install new play equipment

1. General Requirements

Boddington Parish Council ('BPC') recently completed a Parish Survey which informed the Parish Plan¹ that was adopted in January 2018. Parishioners have clearly expressed a desire to replace the existing play equipment with improved play equipment and sports facilities to be located close to the Village Hall on the Charles Cowper Playing Field Warwick Road, Upper Boddington NN11 6DH. The whole site is reasonably level having once been the village cricket ground and provides wheelchair access, parking and access to the Village Hall facilities (when open).

Figure 1



¹ Available at <http://www.boddingtonparish.co.uk/index.php/parish/parish-plan>

Figure 2 View west to east across CCPF toward Boddington Village Hall



BPC is seeking a suitably experienced and qualified company to design and build a new community playground. The supplier will need to have proven and demonstrated experience in similar projects and the wide ranging skill base to achieve the various elements of the contract which include client and user group liaison, design, construction and installation of a community playground, health & safety management and defect diagnosis and rectification. The supplier must be able to demonstrate an excellent Health and Safety record, accordingly suppliers that cannot demonstrate an excellent record, free from enforcement action, will not be considered. The supplier must also demonstrate that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature of the contract.

BPC has applied for grant funding of £75,000 for this project and if successful delivery and installation is to take place during the summer of 2018. In addition BPC may be able to supplement the grant to a very limited extent. If the grant application is unsuccessful the project will be delayed until alternative funding is found and the project may need to be delivered in phases as funds become available. A single supplier is preferred.

The Community playground is to have accessibility at the heart of its design and should offer opportunities for all age groups. The design should include a

zip-wire, a roundabout, a slide, swings, climbing equipment, tree house and trampoline. The final design brief will be agreed with the successful supplier.

2. Prices

All pricing should be exclusive of VAT and valid for 12 Months from the due date of the response.

Prices will be fixed and firm for the duration of the contract.

3. Non-Consideration of a Tender Response

BPC has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and response is the responsibility of the suppliers that participate.

BPC may refuse a tender response if there has been any attempt to vary or alter the details within the document, or the supplier 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 or the supplier directly canvasses any member of the council concerning the tender other than “appropriate” contact with the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender.

4. Contract Conditions

The successful supplier will enter into a contract by way of a Purchase Order with Boddington Parish Council.

The works will include

- the design and build of a playground according to the design brief,
- supply of appropriate drawings to show proposed layout
- supply and installation of all equipment, surfacing, fencing and furniture
- Hard and soft landscaping works as indicated in the design brief

Works must comply with European Safety Standards including BS EN 1176 and BS EN 1177.

The successful supplier must provide evidence of Public Liability Insurance of no less than £5 Million, Employers Liability Insurance of no less than £5 Million

and Professional Indemnity insurance of no less than £5 million to the council within the tender response.

The supplier is assumed to have visited the site to assess the nature of the work, access, topography etc and carried out relevant services checks.

Confirmation of work hours, storage of materials, access, location of skips and a final Programme of Works and Risk Assessment Methods Statements (RAMS) will need to be finalised and agreed with the council before work begins.

During installation, the suppliers needs to keep public and maintenance access points clear of equipment, and provide suitable HERAS fencing and safety notices around the construction site. The supplier must take all reasonable action to ensure that newly installed apparatus is not used until practical completion is confirmed. Any machinery left on site overnight must, where possible, be immobilised. The supplier will be held responsible for a) any damage caused to machinery/materials left on site by the supplier; b) any damage caused by machinery/materials left on site by the supplier; c) any vandalism caused to machinery/materials left on site by the supplier.

The supplier will be held responsible for and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, fences, drains, sewers, service mains, landscaping etc and for completion of the project, any area that has been damaged during the installation must be returned to the original condition at the supplier's expense.

5. Overview of Project

BPC has applied for grant funding of £75,000 to redevelop the play area and the submission must demonstrate how the funding will be spent; to include initial designs. It is essential that you are able to meet the deadline of July 2018 (or sooner if possible) for works to commence.

The supplier will provide all labour, materials, fuel, water, carriage, plant, tools and machinery of all descriptions in order to execute the works.

Materials

BPC is looking for longevity and minimal maintenance. Colours should be muted to complement the surrounding natural environment. All materials will be of the best of their respective kinds and shall conform to appropriate British and if appropriate European Standards.

Surfacing

BPC has a preference for grass matting to reduce costs and focus on the actual play equipment.

Waste

The supplier must ensure that all waste materials produced during these works are transported from site using waste carriers with a current Waste Carriers Licence appropriate for the type of waste being transported. A copy of the Waste Carriers Licence for all carriers being used during the course of these works must be provided to the Contract Administrator if requested. Wherever possible, waste materials will be taken to appropriate waste recycling centres. Where waste cannot be recycled, it shall be taken to an approved tip. The Contract Administrator may require evidence of which tipping sites are being used, and where required by the Contract Administrator, appropriate copies of Waste Site Licences for the tipping site must be provided.

Post Installation Inspection

Please allow for a ROSPA inspection following completion any noted defects or medium to high risk reports need to be attended to and resolved before the open date noted on the table below.

6. Project time-table

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

Suppliers will need to provide within the tender response confirmation (or Programme of Works) that these dates for starting and finishing the project can be met.

Action:	Date Due By:
Tender Response Due	5:00 pm (UTC+ 1) on 25 May 2018
Contract Award Date	6 June 2018
Project Start Date	9 July 2018
Project Completion Date	25 July 2018
Post Installation Report completed and snagging issues rectified	3 August 2018

Suppliers should note that after the submission of their tender they may be required to attend an interview in Upper Boddington to explain their tender

proposals including the method of construction, the construction programme and proposed management of the project.

7. Evaluation of Tender Companies

The evaluation will be in accordance with the following criteria, a fail under the Health and Safety criteria will automatically result in exclusion from the tender list.

An aggregate of 3 or more fails will automatically result in exclusion from the tender list.

Item	Score
Proven experience in the supply and installation of play equipment	Pass / Fail
Proven experience in supply and installation of safety surfacing	Pass / Fail
Financial capability	Pass / Fail
Resources and availability to meet timetable	Pass / Fail
Evidence of an excellent Health & Safety Record (no enforcement action under current legislation)	Pass / Fail
Evidence that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature of the contract.	Pass / Fail
Evidence of Public Liability Insurance of no less than £5 Million; Employers Liability Insurance of no less than £5 Million; Professional Indemnity insurance £5 Million to the council	Pass / Fail

8. Scoring of Tenders

Item	Detail	Score
Play Equipment	Number of play activities, range and age appropriateness, inclusiveness, aesthetics and equipment colouring, innovation and inspiration.	65%
Quality of Materials	Maintenance, anti-vandal, expected longevity of equipment and surfacing	20%
Warranties	What is covered in the warranty, length of warranty for each type of material used	10%
Presentation	Overall presentation of submission and visuals	5%

BPC is not bound to accept any tender in its entirety and shall accept whole or part of the submitted tender as required.

9. Format for Response

Please provide to the Responsible Finance Officer, Boddington Parish Council, at the address shown below:

- 1 x A1 hard copy of any visuals / designs and
- 1 x A4 hard copy of any supporting material such as the quotation
- A detailed breakdown of the tendered amount showing, as a minimum
 - The cost of each piece of equipment
 - The cost of the safety matting etc for each piece of equipment
 - The cost of installing each piece of equipment
 - All other costs with an explanation

Interested parties are asked to include their:

- Company name, address, and registration number
- Company bankers name, sort code, account name and account number
- Contact name, position, email address and phone number
- Last set of audited accounts.
- Details of any enforcement action under Health & Safety Legislation
- Brief details of two recent (within last 36 months) similar projects undertaken by the company (Max 1000 words)
- Confirmation that the company should they be successful, will be able commence work July 2018 and complete work by August 2018

The items should be clearly marked in the top left corner "Tender response – to be opened only by tender panel". Alternatively, an address label is included at Appendix A.

Additionally, please send an email containing electronic copies of the design and supporting materials to the primary contact below on or before the due date. To maintain the sealed tender process, electronic documents should not be submitted directly to the Parish Council.

10. Contract Administrator

Any questions relating to the tender should be directed in writing/email to:

Dr Malcolm Stewart

Responsible Finance Officer

Boddington Parish Council

24A Frog Lane,

Upper Boddington,

Northants, NN11 6DJ

rfo@boddingtonpc.uk

Appendix A: Tender return

You may use the label below.

TENDER RESPONSE – To be opened only by tender panel

To be returned no later than 5pm on Friday 25th May 2018 to:

Dr Malcolm Stewart,
RFO Boddington Parish Council
24A Frog Lane
Upper Boddington
Northants
NN11 6DJ

Do not open with normal post