

# **MAGOR WITH UNDY COMMUNITY COUNCIL**

## **REQUEST FOR QUOTATION**

### **UPGRADING OF CHILDREN'S PLAY PARK AT SYCAMORE TERRACE, MAGOR**

Quotations are invited for the upgrading of the children's Play Park located at Sycamore Terrace, Magor (adjacent to Magor CiW Primary School) in line with the following specification.

Closing date for the receipt of submissions is: **1.00pm on Thursday 12<sup>th</sup> March 2020.**

Any queries relating to this invitation to submit a quotation are to be raised with Beverley Cawley, Clerk & Responsible Financial Officer of Magor with Undy Community Council on 01633 882842 or by email: [admin@magorundy.org.uk](mailto:admin@magorundy.org.uk)

#### **Introduction**

You are invited to quote for the provision of the goods/services detailed below. Your quotation must be received by the date and time specified. Quotations received after the deadline will not be considered. Magor with Undy Community Council accepts no responsibility for the late delivery of quotations and you are advised to make due allowance for transit time.

#### **Submission instructions**

Your quotation will be submitted by post or in person, using the envelope and/or label provided, and delivered by the date and time specified to the address shown below:

Magor with Undy Community Council, Community Council Office, Magor Police Station, Main Road, Undy, Caldicot, Monmouthshire NP26 3EH.

Quotations received after the deadline will not be considered. Please ensure that you sign the document - failure to do so will render your quotation invalid.

#### **Confidential Details**

The supplier (whether the quotation is accepted or not) and all other recipients of the quotation (whether they submit a quotation or not) shall treat the details of the documents as private and confidential. Any quotation received in response to this enquiry shall be treated likewise by Magor with Undy Community Council, except where requested in compliance with the Freedom of Information Act 2000.

#### **Prices and Costing**

The submission of this quotation will be deemed to be an undertaking that the offer includes for all costs and expenses for the activities/work specified.

The Supplier shall be deemed to have checked for and removed all errors from the quotation prior to submission. If the Council suspects that there has been an error in the submission, the Council reserves the right to seek such clarification as it considers necessary from that supplier only.

Where quotations appear to be abnormally low in relation to the supplies or services the Council shall require suppliers to explain the price or costs proposed in the quotation. The Council may reject the quotation where the evidence supplied does not satisfactorily account for the low level of price or costs proposed.

### **Awarding of Contract**

The council shall not be obliged to accept the lowest or any tender, quote or estimate.

No quotation shall be deemed to have been accepted unless such acceptance has been notified to the supplier in writing.

### **Payment Terms**

Subject to satisfactory service the payment terms will follow the Council's payment terms which are net 30 days payable by BACS (alternative payment methods are available upon request).

All prices are to be stated in sterling exclusive of Value Added Tax.

### **Expenses and Losses in Quotation**

Magor with Undy Community Council will not be responsible for, or pay for expenses or losses that may be incurred by a supplier in the preparation of this quotation exercise, or subsequent interviews relating to the appointment of a preferred provider for this service.

### **Terms and Conditions**

The contract will be governed by the Council's Standing Orders and Financial Regulations relating to contracts

### **Insurance**

Companies are required to include within their proposal evidence of professional and public liability insurance.

### **Specification**

The successful candidate will be selected on their ability to meet the following specification.

## SPECIFICATION

No	Item	Quantity	Cost
	<b>NOTE:</b> Measure and supply dimensions for these areas: Areas to be levelled Groundworks Rubber Mulch		
<b>1</b>	<b>Prelims</b> Prepare H&S file, organise and provide for site management, storage of materials, transport of plant & equipment, welfare facilities, as built drawings and O&M manuals  <b>Sub Total</b>		
<b>2</b>	<b>Ground Preparation</b> <ol style="list-style-type: none"> <li>a) Levelling of ground for new equipment where necessary</li> <li>b) Groundworks for Rubber Mulch Safety Surfacing</li> <li>c) Existing Swing Frame (<i>no seats</i>):                             <ul style="list-style-type: none"> <li>• Take down and remove from site existing steel swing frame only (see sketch) <span style="float: right;">1</span></li> <li>• Take up &amp; remove from site existing Dura-carpet &amp; associated ground works where new surface is to be laid for new swing equipment <span style="float: right;">1</span></li> </ul> </li> </ol>		
<b>3</b>	<b>Safety Surfacing</b> <ol style="list-style-type: none"> <li>a) Groundworks for Rubber Mulch Safety Surfacing for all new equipment and access to entrance gate</li> <li>b) Supply/install Rubber Mulch Safety Surfacing @ 40mm depth – Green &amp; Sand Colours for all new equipment</li> </ol> <b>Sub Total</b>		
<b>4</b>	<b>New Equipment</b> <ol style="list-style-type: none"> <li>a) Supply swing frame to include:                             <ul style="list-style-type: none"> <li>• 1 No 'Nest' swing, with</li> <li>• 1No Bumper Seat &amp;</li> <li>• 1No inclusive seat</li> </ul> <span style="float: right;">1</span> </li> <li>b) Installation of Swing <span style="float: right;">1</span></li> </ol>		

	<p>c) Supply large climbing frame with ropes (similar to:</p>  <p>d) Installation of climbing frame</p> <p>e) Supply an Inclusive Roundabout with Scooter &amp; Seat (similar to:</p>  <p>f) Installation of inclusive roundabout</p> <p>g) Concrete strip around Roundabout (to eliminate sinkage in high wear area)</p> <p>h) Supply Spinner similar to:</p>  <p>i) Installation of Spinner</p> <p><b>Sub Total</b></p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	
<p><b>5</b></p>	<p><b>Other Associated costs/items such as:</b></p> <ul style="list-style-type: none"> <li>• <i>Bad Access Charge (removal and reinstatement of fence</i></li> <li>• <i>Heras Site Security Fencing</i></li> <li>• <i>Welfare facilities</i></li> <li>• <i>Lifting Gear</i></li> <li>• <i>Skip</i></li> <li>• <i>Etc...</i></li> </ul> <p><b>Sub Total</b></p>		
<p><b>6</b></p>	<p><b>QUOTATION TOTAL (excluding VAT)</b></p>		