



LAMBOURNE PARISH COUNCIL

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Serving the Communities of Abridge & Lambourne End

Abridge Village Hall Playground Refurbishment Project

Design, Supply & Installation of New Playground Equipment & Safety Surfacing at Abridge
Village Hall Playground

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SECTION 1 – INSTRUCTIONS TO BID

1.1 GENERAL INFORMATION & INSTRUCTIONS

Lambourne Parish Council (LPC) is seeking quotes from suitably qualified contractors to provide and install new play equipment and safety surfacing at our Abridge Village Hall Playground RM4 1UD. The current Playground is an established facility which is well used by the local community. Some of the equipment has now reached end of life and needs replacing. LPC wishes to receive bids for new innovative play equipment suitable for users up to 11 years old. LPC wish to replace all of the grass within the fenced area with a suitable safety surface of either Bonded Rubber Mulch or Wet Pour subject to costs and budget. This will help to increase the accessibility of the playground throughout the year and reduce the level of annual maintenance that is currently required.

1.2 PROCUREMENT TIMETABLE

Invitation to tender	The council will publish on Government Contract Finder website and LPC website week commencing Oct 14th
Deadline for receipt of bid queries/site visits	November 15th
Deadline to receive tenders	November 22 nd -17.00 hours
Notification of award	No later than end of second week December 2024
Works completed and signed off	Mar 30th 2025

1.3 CONFIDENTIALITY

The Bidder shall treat the Bid Documentation as private and confidential.
The tender submissions received by the council will not be shared with other suppliers

1.4 NOTICE OF INTENT TO BID

Suppliers should notify us of their intent to bid by Oct 30th. Failure to do so could result in your organisation not receiving updates to the Tender Process or any responses to questions. Please contact the Lambourne Parish Clerk – lambournepc@gmail.com and the project lead peterdash10@gmail.com.

1.5 BID QUERIES

All queries regarding the Bid Documentation which may have a bearing on the offer to be made should be raised by the bidder to Peter Nash - peterdash10@gmail.com – 07475 383848

1.6 BID SUBMISSIONS



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The Parish Council require electronic and hard copies of all bids no later than 17.00hr on Nov 22nd 2024. Any bids received after this time will be omitted from the evaluation stage.

1.7 ACCEPTANCE PERIOD

The Bid will be deemed to remain open for acceptance or non-acceptance for not less than 3 calendar months from the bid closing date. The Parish Council may accept the Bid at any time within this prescribed period. The Parish Council shall, however, not be bound to accept the lowest or any Bid received.

If the Parish Council has not accepted the Bid within the specified time period then the Bid shall remain in force without variation, but the Bidder may at any time thereafter give notice in writing ("a Notice") to the Council to accept the same.

1.8 SUFFICIENCY AND ACCURACY OF BIDS

Bidders will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to all matters relating to the scope of the work to be carried out in their resulting bid submission.

Bidders are reminded to check the accuracy of their Bid prior to submission thereof.

If the Parish Council suspects that there has been an error in the pricing of the Form of Bid and/or Schedule of Prices, the Council reserves the right to seek such clarification as it considers necessary for the Bidder only.

Bidders should familiarise themselves with all regulations, bylaws and all other factors that may affect their Bid.

1.9 INCURRED EXPENSES

The Parish Council shall not be responsible for, or pay any losses or expenses which may be incurred by the Bidder in the preparation and submission of their Bid, including (but not limited to) the attendance at any pre or post tender meetings, due diligence meetings, the delivery of any presentations by the Bidder to the Parish Council in relation to their proposal, site visits or other negotiations.

The Parish Council will not accept claims for additional charges relating to the work delivered by the Bidder or the Contractor after acceptance of the Bid if, in the reasonable opinion of the Council, such additional charges should have been established by proper inspection of the Bid Documentation prior to bidding.

1.10 PRICING

Bidders should note the following:



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- (a) The Bidder must submit detailed costs for all items in Pounds sterling
- (b) All prices quoted should be exclusive of Value Added Tax (VAT).
- (c) Playground Budget excluding vat is EIGHTY THOUSAND POUNDS, (£80,000) which equates to NINETY SIX THOUSAND (£96,000) inc VAT
- (d) Lambourne Parish council will not be responsible for any tender preparation costs

1.11 PAYMENT

Following sign off by the Parish Council an invoice should be sent. Payment will be made within 30 days. A 5% retention will be held for a maximum of 6 months

1.12 INSURANCE

Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's Liability Insurance = min £ 5 Mio

Public Liability Insurance = min £ 10 Million

Professional Indemnity Insurance = min £ 1 Mio

Product Liability Insurance = min £5 Mio

1.13 PUBLICITY

No publicity regarding the services or the award of any contract will be permitted unless and until the Parish Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Parish Council.

1.14 HEALTH AND SAFETY

The supplier must comply with all relevant health and safety regulations and is responsible for securing the site. Heras fencing will be supplied. LPC will not be held liable for any loss or damage incurred to any equipment or injury to members of the public during construction. The successful contractor will be responsible for the security/Health and Safety/ risk assessments for the new play area, for staff/sub-contractors throughout the project, and will be responsible for all plant machinery, materials, personal property of staff, and the correct storage of any potential hazardous materials of equipment

1.15 TRANSPARENCY AND CONFIDENTIALITY

As a public body, the Parish Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and Environmental Information Regulations 2004 ("EIR") in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.



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The Council shall treat all Bidders' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA or the EIR.

While the Parish Council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done.

Bidders should be aware that, in compliance with its transparency obligations, the Parish Council may publish details of its contract(s), including the contract values and the identities of its suppliers on its website.

1.16 WORKING HOURS

Monday – Friday 8.00-17.00

Saturday 8.00- 17.00

No Sundays or Bank Holidays



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SECTION 2 – SPECIFICATION OF WORKS

OVERVIEW

All equipment to conform with BS:EN1176/1177 safety standards. The Parish Council require the safety surfacing to include MOT Type 1 Compacted stone base to a minimum depth of 50mm but preferably 75-100mm and to include a Geotex membrane

2.1 Playground Refurbishment:

New Play Equipment

- Equipment to be manufactured with colours to suit the rural setting of the location.
- The Council seek to improve the play values of the space by introducing play equipment for climbing and exploring, balance trails, sliding, group rocking, imagination and roleplay,
- Ropes to be manufactured to have a steel core
- Equipment to have no roofs or Dens that could be used by older children to congregate and cause anti-social behaviour
- New play equipment to be steel framed or suitable alternative but preference is to have no timber pieces and to be fitted in the area where the three wooden fixtures currently reside (see appendix 2)
- Option to replace small multiplay unit with similar (non wooden) multiplay for toddlers. See Appendix 3

Surfacing Works –

- A safety surface of either Bonded rubber mulch or Wet Pour to required CFH depths of new play equipment.
- New safety surfacing is required to cover the entire fenced play area under all existing and new equipment.
- Rubber Mulch surfacing to be laid onto a minimum of 50mm MOT Type 1 Compacted Stone base (with a preference for 75-100mm subject to costs) with Geotex membrane
- Wet Pour Surfacing to be laid onto a base of 100 mm MOT Type 1 Compacted Stone base with Geotex Membrane

Removal and disposal of –



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- Timber climbing/shelter, timber bridge, double balance beam (see appendix 2)
- Relocate springers or other equipment as required to suit new equipment.
- Small multiplay unit (optional) if being replaced

Equipment to Remain

- All other play equipment to remain on site and where necessary items to be moved and reinstalled

Post Installation Inspection

- Include for a Post installation inspection carried out by post installation inspection company

Site Security & Prelims

- Spoil from dig out to remain on site (location to be confirmed with Council)
- Heras Fencing will be provided by LPC and should not be included in the tender costs
- Toilet & Welfare to be included in the Tender quote. Whilst these are available in the Village Hall, they may not be available for the whole period of the project and therefore it is a requirement for this to be priced for and included in the tender. This should also include any container or storage for equipment left on site.
- There is 24 hour vehicle access although please consider nearby residential houses.
- Electricity and water. Electricity may not be available for the whole duration of the construction so suppliers need to consider this. Water is available although expectation is not to use excessively and to leave the area in the same state as it is found

SECTION 3 - GENERAL INFORMATION

3.1 Site Visits

It is **strongly** recommended that contractors visit the site before submitting their bid. Any contractor wishing to book an accompanied visit should contact peternash10@gmail.com

3.2 Formalities

The contract will be advertised on the government contracts website as per public regulations requirements. Whilst it may be necessary to make small adjustments to the tender documentation post public consultation, these will be kept to a minimum.



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The successful contractor may need to make some adjustments on the chosen design post winning the bid. These will be agreed and discussed in advance before proceeding

The successful contractor will enter into a purchase order agreement signed by the contractor, Lambourne Parish RFO and Lambourne Parish Chair or Clerk

SECTION 4 - EVALUATION CRITERIA

- Innovative design and layout with appropriate balance between new equipment and new safety flooring. – 60%
- Price and quality. Although the Parish are not obligated to accept the lowest bid, decision will be based on value for money and quality of equipment/flooring – 15%
- Delivery and installation timescales and ability to meet q1 deadline (weather permitting) – 15%
- Wherever practically possible, equipment should be manufactured using sustainable material content, such as post-consumer recycled waste. – 10%

The project is expected to be awarded in the first 2 weeks of December with the Bidder to have completed the playground areas by the end of March 2025.

SECTION 5 – APPENDIX

1. Whole playground





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2. Items of equipment to be removed and area for new equipment





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3. Optional items to remove

Multiplay. Optional to be removed and replaced with similar unit if can be undertaken within budget, otherwise to remain and surfacing to be fitted underneath existing unit.





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Pricing Schedule– Abridge Village Hall Playground

Please provide a detailed itemised breakdown of each aspect of the works such as equipment, flooring, type 1, removals, safety, installation, delivery etc .

More than one variation will be considered, for example, replacing of the multiplay equipment can only be achieved within budget if using mulch as opposed to wet pour and on a 50mm base as opposed to 75 or 100mm.

Please provide:

- Details on warranty
- Contact details
- Artistic impression of new playground look
- Insurance certificates
- Delivery and installation timetable
- VAT number
- Pictures and information of new equipment