

Ashby De La Zouch Town Council

Main Tender Document

**Provision to install new Playground Equipment
and Safety Surfacing.**

Hood Park, Ashby De La Zouch.

To be submitted no later than Friday 13th March 2020.

Late submissions (Hard Copies and/or Electronic) will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

07421 463099

michael@sportsandplayconsulting.co.uk

RESPONSIBLE PARTIES

The Employer

Ashby De La Zouch Town Council
Legion House, South Street
Ashby LE65 1BQ

Contracts Administrator/s

Michael Carter (Sports and Play Consulting Limited)
Jack Fargher (Town Clerk - Ashby De La Zouch Town Council)

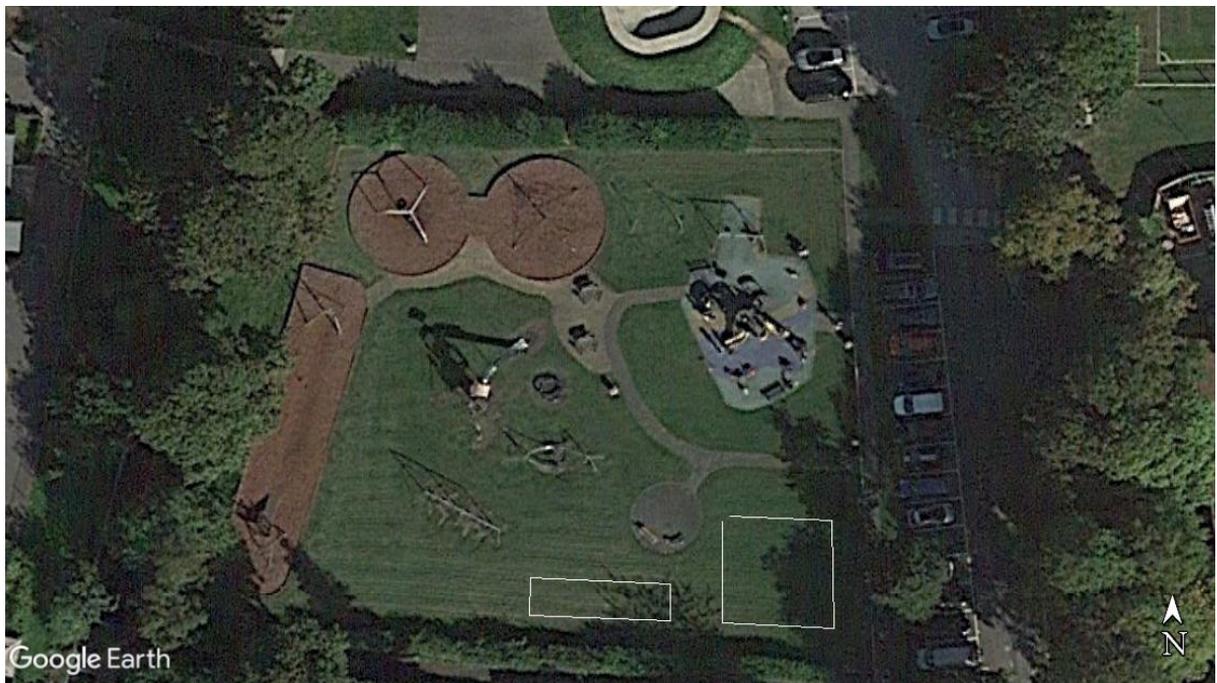
INFORMATION AND INSTRUCTIONS

1. General Requirements

1.1 Overview and Objective of Project

Ashby De La Zouch Town Council is seeking a suitably qualified company to install new playground equipment and associated safety surfacing within an existing play facility.

The location of the site is Hood Park, Ashby De La Zouch, LE65 1HU.



Ashby De La Zouch Council has allocated a budget to improve the existing playground primarily to include additional equipment which provides play value not currently available, to be in the area shown by the white outlines above. ***Note: Final location will be confirmed with selected contractor***

Additionally, there is a requirement to repair and install new grass matting and associated groundworks under some of the existing equipment to ensure it will meet BS EN 1177 and reduce the current risk level.







1.2 Budget and Costings

- The council has set aside a budget of **£22,000.00 (Ex VAT)** and submissions should utilise the full budget, however, not exceed it.
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

1.3 Non-Consideration of a Tender Response

The council 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 submission is the responsibility of the suppliers that have been decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or 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 individuals 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.

2. Contract Conditions

The successful contractor will enter into an agreement by way of a Purchase Order with Ashby De La Zouch Town Council. The Contract Administrator is the person or persons listed on the tender document and has absolute control in terms of authority to make changes, manage risk, check quality and suspend or halt the work being conducted.

The work is for the design, supply and installation of appropriate groundworks, safety surfacing, play equipment, seating and associated

works which should comply to any relevant regulations primarily EN 1177 and EN 1176. Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project.

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

The **successful** contractor must be able to provide evidence of:

- Public Liability Insurance of no less than: **£5 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**

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 role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

3. Scope of Works

3.1 Equipment List:

- Steel Rotating or Climbing Unit that offers some inclusive features aimed at children aged 5-12 years of age positioned in the square outline on the google map.
- Pending budget available, steel balancing items that offer challenge and a range of play values near the above item shown in the location as a rectangle outline on the google map.
- Location should be considerate of an space to be used for recreational/picnic type use.

3.2 Surfacing:

- Grass Matting under any new equipment
- New grass matting, turf and groundworks to repair areas under existing equipment that has been rated as a “High” and “Medium Risk” including:

- Basket Swing
- Flat Seat Swings – 2 Bay
- Supernova
- End of slide on large Multi-Unit

3.3 Post Installation Inspection:

Please allow for an RPII qualified independent inspection following the completion of the project, and all noted defects and remedial tasks need to be attended to and resolved before the open date and formally being signed off by either of the Contracts Administrator/s.

4. Timetable for Project

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.

Action:	Date:
Tender Release Date:	Friday 7th February 2020
Site meeting for interested contractors (20-minute slots):	Monday 24 th February 2020 – 10.30am – 2pm
Notification your intention to provide a response and any questions about the tender (no later than):	Monday 28 th February 2020
Tender Submissions Due:	<u>Friday 13th March 2020</u>
Decision on Preferred Supplier:	End March/Early April 2020
Work to Commence:	May/June 2020
Work to be Completed (including snagging):	TBC

5. Scoring Criteria

5.1 Scoring Table

Criteria	Information	Percentage
Play Equipment:	Scoring will be made according to the play equipment suggested based on:	60%

	<ul style="list-style-type: none"> • Materials Used: maintenance, longevity and complimenting existing equipment • Challenge, Social and Inclusive play: equipment designed to achieve these play values • Age appropriateness: 5-12 years 	
Presentation and Information:	Any supporting information specifically to answer requirements set out in the tender, or that is relevant to the scoring including how the equipment is presented for the council to review	20%
Surfacing and additional works:	Addressing the issues outlined in the ROSPA inspection that relates to the repair and replacement of grass matting, turf and groundworks under the existing equipment considered <i>High or Medium</i> risk.	20%

5.2 Scoring Matrix (Each Criteria listed in 5.1 will be scored between 0-10)

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. 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 requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & 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 & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited 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 Economically Advantageous Tender.

6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*.

6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

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 **MUST** be emailed to the consultant, or in person at the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation 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 **28th February 2020**. Only one submission will be accepted, however if you wish to provide one alternate to the main unit this will be allowed.

Should you not notify intent to provide a submission or not attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

6.4 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document.

6.5 Revisions and Negotiation

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

6.6 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested to be shared. Only the justification and scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

7. Named Contact and Consultant for Project

Ashby De La Zouch Town Council has appointed a consultant for the tender process. All contact should be with Sports and Play Consulting Limited.

Sports and Play Consulting Limited

Contact: Michael Carter

Mobile: 07421 463099

Email: Michael@sportsandplayconsulting.co.uk

8. Submission and Checklist (Mandatory)

The tender response should include:

1. Completed copy of Appendix 1 and Appendix 2
2. 1 x CAD with Photos of equipment as a PDF to be provided in A2 size or as close to this as possible
3. Itemised Quotation (with a picture reference)
4. Supplemental Information that is only relevant to the information required which may provide supporting evidence or amplify a response
5. An email or electronic transfer should be sent to the consultant, Sports and Play Consulting, and hard copies to the Council by the due date and time

Do NOT include the following information for the initial tender response:

- TUV Certificates
- Copies of Insurance
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies
- Information not requested or relevant to the tender process

Hard copies to be delivered to:

Ashby De La Zouch Town Council
Legion House, South Street
Ashby LE65 1BQ
Attn: Jack Fargher, Town Clerk

Please note - Tenders are to be sent in a plain envelope and/or tube marked only with:

'Tender – Hood Park Playground'

and sent to arrive no later than:

16:00 hours, 13th March 2020.