



# Oadby & Wigston

## BOROUGH COUNCIL

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### **WILLOW PARK TODDLER/JUNIOR PLAY AREA**

The Borough of Oadby and Wigston lies immediately to the south of the City of Leicester between the districts of Blaby and Harborough.

Willow Park is located on Aylestone Lane, Wigston. It is well used by local residents and has a small car park (approx. 20 spaces), football pitches, tennis courts, skate park, and adult gym equipment together with a surfaced perimeter path making it ideal for visitors of all ages and abilities to enjoy. The park is used as a 'short cut' for pedestrians going to Wigston town centre as well as a safe route to school.

The Council has an ambitious plan to rejuvenate Willow Park which includes new play equipment, enhancing the parks heritage, increasing biodiversity, upgrading the tennis courts and bringing the redundant public toilet block back into use as a refreshment kiosk/public toilet.

Phase 1 of the project is the design, supply and installation of new play equipment into an existing fenced play area (approx. 414 m2) and is the subject of this tender for which funding is already in place via Funded by UK Government.

The vision for the new play area is that it will create a space that children with special needs, sensory needs and those with mobility issues, including wheelchair users can play and interact alongside all other children; it will build on the success of the recently installed inclusive fenced play area at Brocks Hill Country Park. The play area at Brocks Hill was designed in conjunction with parents and carers of children with disabilities and it is envisaged that the same group will be used to assist in the evaluation of design submissions for Willow Park.

The budget available for this project is £65,000. However, it is possible that a further £10,000 may be available. Tenderers are asked to submit a complete scheme for the budget of £65,000 but to provide additional details of what could be achieved if a further £10k is made available. For avoidance of doubt only the £65k scheme will be taken into consideration for evaluation purposes.

The play area has open access and site visits are encouraged before submitting a tender; accompanied visits can be requested by emailing [procurement@oadby-wigston.gov.uk](mailto:procurement@oadby-wigston.gov.uk) to arrange.

**Closing date for the submission of Tenders is 17:00 on Tuesday 12 August 2025**

**Late submissions will be disregarded.**

## **PRELIMINARIES**

### **GENERAL**

1. The successful 'Contractor' (which includes any sub-contractors) will enter into a contract by way of a purchase order with Oadby & Wigston Borough Council (hereafter referred to as the 'Client').
2. This work is for the design, supply and installation of play equipment, safety surfacing and associated works.
3. The successful Contractor must provide evidence of public liability insurance of no less than £5 million and Employers Liability Insurance to the Client before the commencement of the works.
4. All works undertaken are to be fit for purpose, to appropriate industry or professional standards or standards which normally apply to such work and shall be safe for an environment where unsupervised children are expected to play.
5. If the length of the works dictate that CDM regulations apply then, for the purposes of the Construction (Design and Management) Regulations 2015 and to comply with Health and Safety legislation, the appointed contractor will be required to undertake and fulfil the duties of the CDM Co-ordinator as part of the conditions of the contract.
6. Prior to construction commencing on site method statements, risk assessments and health and safety policies shall be provided to the Client by the Contractor.
7. Working hours are to be restricted to the hours of 08:00 to 18:00 from Monday to Friday and 08:00 to 13:00 on Saturdays. No work may be carried out on Sundays, Public Holidays or at any other time without the agreement in writing of the Client.
8. A competent supervisor / charge hand must be present on site during working hours and should possess copies of the drawings and specification and be fully briefed on the scope and nature of the contract.
9. The park will remain open to users during construction of the play area. It is the responsibility of the Contractor to ensure the safety of members of the public in the vicinity of the works site, particularly regarding the security of the site and movement of plant and equipment in and around it.
10. Vehicular access to the park is off Aylestone Lane, Wigston; a key will be provided for the drop-down bollard which should be kept locked at all times other than when required for access / egress. It shall be the responsibility of the appointed contractor to satisfy himself that any plant and equipment required will be able to access the site.
11. The Contractor shall fence off the working site and clearly display information / warning / hazard signs. On completion of the contract any temporary fencing and / or signage shall be removed and any damage to land made good at the Contractor's expense.
12. The Contractor shall arrange for the safe storage of materials whilst on site. A temporary storage MAY be allowed subject to the prior written approval of the Client.
13. The Contractor may provide and maintain a portable shelter for the protection of his workforce by prior written agreement with the Client. Location of any such containers must be agreed with the Client in advance.

14. The Contractor shall at all times keep carriageways, footpaths and driveways useable and clear of materials, plant and equipment etc. Do not block private driveways or garages at any time.
15. The Contractor shall clear and cart away dirt, rubbish and superfluous materials as the work proceeds and shall leave the whole works and the land adjoining in a clean and orderly condition upon completion.
16. All fences, paths, shrubs, grassed areas, play equipment and safety surfacing that are required to be retained shall be protected and kept free of damage. On completion they shall be handed over in a clean and proper state to the satisfaction of the Client. Any damage to existing fences, paths, shrubs, grassed areas, play equipment and safety surfacing caused by the Contractor shall be rectified at his expense and to the satisfaction of the Client.
17. The Contractor shall be responsible for liaison with the statutory undertakers concerned for the location of and provision of services. The Contractor will need to make his own arrangements for mains water and power; there is no mains water or power at the site.
18. The Contractor shall not allow the use of radios or other audio equipment or permit employees to use in ways or at times that may cause a nuisance.
19. The Contractor will be required to attend a prestart meeting with the Client, prior to the commencement of any works. A minimum of one weeks' notice must be given to the Client before work starts on site.
20. The Client will make regular visits to site to review and monitor progress.
21. Name boards or other advertisements are not permitted on site.
22. On completion the Contractor shall leave the site secure with, where appropriate, all accesses closed and locked. Any keys issued should be handed back to the Client.

#### **INSPECTIONS DEFECTS & WARRANTIES**

23. A defects liability period will apply for twelve months following completion of the works and any defects shall be rectified by the Contractor at his own expense. This is separate from any warranties.
24. Warranties for the play equipment and any safety surfacing installed shall be for a minimum of 5 years.
25. The Contractor shall, at his own expense, arrange for an independent post installation inspection to be carried out by a Registered Playground Inspector before the area is handed over to the Client. Any faults or failings highlighted in the report shall be rectified at the expense of the Contractor and a satisfactory report submitted. The

Contractor shall not open the play area for use to the public until a satisfactory RPI inspection has been completed and approval has been obtained from the Client.

26. Manufacturers and contractors' warranties, guarantees and test certificates shall be provided to the Client on all items of equipment, safety surfacing and labour.

27. The Contractor shall provide maintenance manuals for all equipment installed and will undertake a maintenance induction session with the Client before leaving site.

## **SUBMISSION**

28. The following information should be submitted with your tender:

- A detailed quotation to include all aspect of the Specification showing itemised costs for all new play equipment included within the design together with the surfacing and installation cost of each item itemised separately.
- Evidence of £5 million Public Liability Insurance
- Evidence of £5 million Employers Liability Insurance
- A scale plan showing the proposed layout clearly indicating the exact location of all equipment, fencing, gates and other features **in pdf format**.
- A pictorial (3D) representation in colour of the proposed design **in pdf format**.
- Details of the maintenance requirements for all equipment and safety surfaces.
- Details of the availability of spare parts.
- Details of the guarantees for all equipment included within the design.
- Case studies for two similar projects completed for local authorities within the last two years.
- If it is your intention to assign or sub-let part or all of the work this must be clearly stated in the returned submission.
- Further evidence (if desired) to support evaluation of the Quality Criteria set out below.
- Details of what could be achieved if a further £10k is made available to the project (NB: this will not be taken into consideration as part of the tender evaluation).

## **EVALUATION OF SUBMISSIONS**

29. Evaluation will be carried out individually by a team of evaluators which will include members of a local disability group. Evaluators will award a score of 0-5 from the scale below for each QualityCriteria set out in the table at point 30.

<b>In the evaluator's reasoned opinion, the response is an:</b>	<b>Points</b>
<b>Excellent Response</b> The submission is excellent in relation to the stated requirements of the specification. The submission provides an excellent level of detail and demonstrates that the bidder's expertise and approach significantly exceed the Client's minimum requirements such as to provide added value.	<b>5</b>
<b>Strong Response</b> The submission is strong in relation to the stated requirements of the specification. The submission provides a good level of detail and demonstrates that the bidder's expertise and approach exceeds the Client's minimum requirements.	<b>4</b>

<b>Satisfactory Response</b> The submission is satisfactory in relation to the stated requirements of the specification. The submission provides a satisfactory level of detail and demonstrates that the bidder has the necessary expertise to meet the Client's minimum requirements and has a reasonable understanding of what those minimum requirements are.	<b>3</b>
<b>Weak Response</b> The submission is weak in relation to the stated requirements of the specification. The response provides a low level of detail and provides less than satisfactory evidence to demonstrate that the bidder has the expertise to satisfy the Client's minimum requirements and/or demonstrates some misunderstanding of those requirements.	<b>2</b>
<b>Poor Response</b> The submission is poor in relation to the stated requirements of the specification. The submission provides a very low level of detail. There is a significant lack of evidence to demonstrate that the bidder has the expertise to satisfy the Client's minimum requirements or really understands what those requirements are.	<b>1</b>
<b>Unacceptable Response</b> The submission is unacceptable in relation to the stated requirements of the specification. The response provides no detail and fails to provide any evidence that the bidder can meet the requirements of the question.	<b>0</b>

30. Submissions will be evaluated against the Quality Criteria set out below:

<b>Quality Criteria</b>	<b>Weighting</b>
<b>Price</b> The allocated budget for this project is <b>£65,000</b> . Submissions over £65,000 will not be considered.	0%
<b>Wooden equipment</b> No part of the design shall incorporate wood. Submissions including wooden components will not be considered.	0%
<b>Play value / play equipment</b> The Client will evaluate how closely the design matches the tender specification, the play value of each proposed item of new equipment, the range of play disciplines, age range, challenge and excitement, and the proposed safety surfacing.	25%
<b>Inclusivity</b> The vision for the new play area is that it will create a space that children with special needs, sensory needs and those with mobility issues, including wheelchair users can play and interact alongside all other children. The Client will evaluate the submitted design and proposed play equipment against this vision.	40%

<b>Presentation</b> The score will be assessed against the submitted visual plans and the layout plans. Consideration will be given to how the new equipment is laid out, and the connectivity within the play space paying particular emphasis to circulation space for less able users.		15%
<b>Warranties and guarantees</b> The Client will evaluate the warranties and guarantees on each item of equipment, play area surfacing and materials used or component parts together with maintenance requirements and availability of spares.		10%
<b>Case studies x 2</b> To be scored as follows:		10%
Fully inclusive play area for a local authority client in a public park, over £50k in the last 2 years.	5 points	
Partly inclusive play area for a local authority client in a public park, under £50k within the last 2 years.	4 points	
A play area for a local authority in a public park within the last 2 years over £50k.	3 points	
Individual items of play equipment installed into a public park for a local authority within the last 2 years	2 points	
Play equipment installed into a school or other controlled setting within the last 2 years.	1 point	
Case studies that do not meet any of the above criteria or no case studies supplied.	0 points	

31. Following the evaluation team independently evaluating the Quality Criteria, a moderation meeting will be held where members of the evaluation team have given differing scores. An independent moderator will chair the meeting and facilitate any discussion to allow an agreed score to be reached. The agreed score will be the final score applied to the Quality Criteria.

32. The agreed score will be divided by 5 and multiplied by the question sub-weighting (%) to give a final percentage (%) score for each question.

33. For example; if the sub-weighting for a question is 20% and the potential supplier has an agreed score of '3', then their final percentage (%) score would be:

$$\frac{3 \times 20}{5} = 12\%$$

34. The contract will be awarded to the company with the highest overall score.

35. Submission must be sent electronically to [procurement@oadby-wigston.gov.uk](mailto:procurement@oadby-wigston.gov.uk) no later than 17:00 (5pm) on Tuesday 12 August 2025. Attachments must be in PDF format ensuring the file size of each document does not exceed 10mb. Please upload all response documents separately and do not embed documents. Late submissions will be disregarded.

## **SPECIFICATION**

### **GENERAL**

- 36. The Contractor will include within his price all issues raised in the Preliminaries set out above.
- 37. The budget available for this project is **£65,000**. Submissions over this value will not be considered.
- 38. All equipment, safety surfacing and works shall be manufactured, installed and conform to the relevant European Safety Standards such as BS EN 1176, BS EN 1177 and BS 7188.
- 39. All fixings on equipment shall be tamperproof. Under no circumstances shall woodscrews, self tapping screws or nails be used as a fixing method. There are to be no protruding nuts or threads thus eliminating the risk of injury.

### **DEMOLITION**

- 40. The Contractor's price is to include for the removal of all equipment and surfacing not being retained (see under 'Design' below) and the preparation of the site for the installation of new equipment and new safety surfacing.
- 41. All removed play equipment is to be returned by the Contractor to the Client at Oadby Depot, Wigston Road, Oadby, Leicester LE2 5JJ by prior arrangement with the Client.
- 42. All removed safety surfacing is to be disposed of by the Contractor at his expense to a licenced waste facility off site.

### **FENCES, GATES AND SIGNS**

- 43. Carry out repairs to the existing fence where this is required. The Contractor may extend the play area to accommodate the new design if required either to the left (towards the tennis courts) or to the right (towards the car park) to suit his design.
- 44. If the Contractor chooses to extend the play area all costs associated with moving existing fencing or the provision and installation of new fencing are to be incorporated into the tender price.
- 45. Supply and install new self closing gates (yellow) and maintenance gates into existing locations.
- 46. Supply and install two play area sign inserts into the existing hoop top frame. Text and artwork to be agreed with Client. Vinyl overlay of existing sign inserts is allowed.
- 47. Paint existing hoop frames (x2) in green (to remain in situ).

### **DESIGN**

- 48. Design supply and install **metal** play equipment (Submissions that include the use of wooden components will not be considered) suitable for children up to and including 12 years of age which offers a good balance of equipment between toddler and junior equipment and activities for both boys and girls of all abilities.

49. The design should be as inclusive as possible taking into consideration types of play equipment and access between and around equipment.

50. The design must **NOT** include:

- any equipment that is so noisy as to disturb local residents or other park users.
- Any huts, dens or enclosed areas (including tube slides).
- Wooden equipment.

51. The design **is** to include:

- Refurbishment of the existing 2 sets of swings which are to remain in situ. Work is to include re-painting, new anti-wrap chains and new swing seats of the Contractors choice to complement the overall design of the new play area. The existing wet pour below the swings is to be retained and protected from damage during the works.
- Retain the existing multi play unit; replace climbing net and re-surface the wet pour area below.
- Remove all other existing equipment unless, in the Contractors opinion it has a further minimum lifespan of 5 years in which case it is acceptable to be retained and refurbished and the safety surface below renewed as part of the scheme.
- Provide as much new inclusive play equipment as possible within the budget to include any or all of the following:
  - An inclusive roundabout with contrasting yellow wet pour edge band.
  - A multi-user inclusive see-saw with hand grabs
  - A ground level trampoline suitable for wheelchair users.

52. In addition to the above, the contractor is to supply and install three new benches with back rests within the play area design. Re-use (and refurbish) of the two existing benches is an acceptable option and these may be re-located within the area to suit the Contractor's design.

53. Supply and install **wet pour** safety surfacing to the appropriate depth around all play equipment to conform to the requirements of BS EN 1177 and BS 7188. A copy of the certification must be supplied with the tender documents. Grass mat or loose fill surfacing will not be accepted.

## **MISCELLANEOUS**

54. Following award of the contract the Contractor **MAY** be asked to develop and refine his design in consultation with the Client, whilst keeping the works within budget. The cost of this to be included within the quotation.

55. The Contractor is to include within the quotation for a post installation inspection to be carried out by a qualified Registered Play Inspector. Any defects must be corrected before the play area is handed over to the Client. (as specified in the Preliminaries).

56. Supply the RPI inspection report, maintenance manuals, warranties and guarantees to the Client as specified in the Preliminaries.

57. Provide a maintenance/induction session to the Clients maintenance operatives as specified in the Preliminaries



58. It is expected that all work on site will be completed as soon as practical but no later than Friday 30<sup>th</sup> January 2026 at the latest.

59. The photographs below show the existing play area and can be used as a reference point and should be used together with the above specification. They are not intended to replace the need for an in-person site visit.



New pedestrian gates and signs required.



Swings - Retain and re-furbish



Swings - Retain and re-furbish



Retain multi play unit if possible and re-new climbing rope and safety surface



New climbing net required.



	<p>Retain if appropriate</p>
	<p>Retain if appropriate</p>
	<p>Remove spindle roundabout</p>



Carry out repairs to existing fence where this is required.

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