



INVITATION TO TENDER
for the Design and Installation of play equipment and
safer surfacing at
Whitchurch Village Playpark
Norton Lane,
Whitchurch,
BS14 0BT

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SECTION 1 – THE REQUIREMENT

1.1 Introduction

Whitchurch Village Council (hereafter referred to as WVC) wishes to tender for the provisions of new play equipment, surfacing and fencing and disposal of end of life play equipment, surfacing and fencing at Norton Lane, Whitchurch, BS14 0BS. Whitchurch Village is a parish of around 700 properties situated within Bath and North East Somerset on the A37.

Consultation has taken place over the last year with the pre-school, village school and residents. It should cater for children aged 3-5 & 6-11 years in two areas and also seek to cater for the needs of children and young people with disabilities and in these cases may need to consider older children.

Also a Multi-Use Games Area is to be included on the grass area outside the Play area, in the location on the attached map.

1.2 Overview

The Whitchurch Village Council wishes to establish a Contract for the provision and installation of new outdoor children's play equipment and the removal of the existing equipment in the children's play area at Norton Lane, Whitchurch. New fencing is included in this tender.

This is a one-off contract for the supply and installation of goods and services.

1.3 Background

The play area in Whitchurch Village is the only play area supported by WVC. Bath and North East Somerset Council (B&NES) hold Section 106 contributions which is earmarked for play on this site. Both B&NES and WVC are committed to working towards an innovative and inclusive play scheme to improve the lives of local families.

The appointed contractor will assume the role of Designer and Contractor under the Construction Design and Management Regulations 2015 (CDM 2015). If the appointed contractor uses third parties/sub-contractors to deliver some or all of the services then it will assume the role of Principle Contractor under the Construction Design and Management Regulations 2015 (CDM 2015). The bidding model upon which your quotation is based must be specified in Section 3 – Questionnaire.

1.4 Specification

All equipment supplied must conform to all relevant standards including BSEN 1176 and BSEN 1177 respectively.

- The play equipment will be based on a steel/metal frame, where plastic type materials are used, if possible, these should be recycled.
To be selected from the following list, to include as much as possible within the budget.
Climbing unit with monkey bars and a large solid slide (not a banister) for 5-11 year olds
Multi activity unit with a solid slide for 3-7 year olds
Inclusive wheelchair friendly roundabout
1 no. 3 bay swing set infant swings to include 1no. Tango seat
1 no. 3 bay swing set with 2no flat seats and inclusive basket seat.
Spider's web
MUGA – Multi Use Games Area with both basketball and football use area 17.6m x 7.4m.

- The steel/metal must have a guarantee of 20 years+ and all the other equipment must have similar guarantees. Please provide a statement confirming this and also provide details of how equipment is to be maintained and the guaranteed minimum life of the equipment and surface.
- The existing play equipment, fencing and gates are to be removed and disposed of by the contractor off site.
- The footprint of the fenced play area can be increased to give a perimeter of approx. 100 metres square. New bow top fencing, compliant for a children's play area and include 1 no. pedestrian self-closing gate approx. 1m wide and a 2.4m field access gate which incorporates a pedestrian access, should be installed around the perimeter.
- The surfacing will either be an eco-mulch type safer surface or wet pour laid over MOT type 1 aggregate, with appropriate critical fall heights for all equipment. The surface will have contrast colour areas to assist children or young people who may have a visual impairment. The surface should be joined up between the gates and between the equipment, though areas of grass can be included if pricing prohibits the whole area from being surfaced. All edges of the surface are to be dug in below the grass/fence line as applicable. The scuff pad area directly under the swings is to be wet pour.
- Any necessary levelling to be included with holes and dips filled to prevent future subsidence and any surplus soil will be disposed of.
- Companies will be expected to have experience in installing play equipment and references will be checked
- The scheme will be evaluated by staff, councillors and local residents
- As part of the project specific questions, bidders will need to provide a design and method statement for installation of the new equipment.
- Supply and install two picnic benches within the fenced play area and another two outside on concrete bases, the size of these to be determined.
- Supply and install two litter bins to be placed within the fenced play area
- Install a suitable tarmac pathway from the entrance gate of the site to the play area.

1.5 **Contract Value**

Tenders for the work must not exceed £120,000.00. All tenders will be carefully considered, and the successful tender will be the one that offers WVC the best value for money but will not necessarily be the lowest bid.

1.6 **Completion Dates**

The deadline for receipt of the completed tender response is Friday 10th July 2020 at noon. It is anticipated that contracts will commence from Tuesday 1st September 2020 with works ideally being completed as soon as possible thereafter and absolutely no later than Wednesday 23rd September 2020.

Should the contract not be completed within the timescales agreed, WVC reserves the right to retain 5% of the contract value.

Section 2 – INSTRUCTIONS TO SUPPLIERS

2.1 Tender Requirements

The following documents should be provided to form part of the tender;

Design and method statements

Risk Assessment outlining how health and safety risks will be managed.

Public Liability Insurance £5,000,000 minimum.

Company Health & Safety policy

An itemised quotation for the full design, build, installation to include hardcopies (min A3 size) a 2D footprint and 3D visualisation and also electronic copies, acceptable file formats are: html, gif, jpeg, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx

Do not include any macro enabled spreadsheets or embedded documents within your tender.

Those intending to submit a tender are advised to register with Whitchurch Village Council so that any updates or clarifications can be made known to them.

WVC will require the details of two installments completed by the company in the last two years where references can be sought and work viewed.

Tenderers will ideally be registered with the Association of Play Industries to tender for this contract. Copies of current certificates of accreditation for the above membership and details of any other accreditations appropriate to this tender should be submitted along with your tender.

2.2 Reinstatements

Any area of the open space outside of the project area damaged by the Contractor during installation works shall be reinstated to its original state at the Contractors cost.

2.3 Preparation of Quote

Suppliers must obtain for themselves all information necessary for the preparation of their Quote response and all costs, expenses and liabilities incurred by the supplier in connection with preparation and submission of the Quote shall be borne by the supplier, whether or not their offer is successful.

Information supplied to the supplier by Council staff or contained in Council publications are supplied only for general guidance in the preparation of the Quote. It shall remain the property of the Council and shall be used only for the purpose of this procurement exercise.

2.4 Submission deadline

Suppliers are required to submit their Quote by Friday 10th July 2020 at 12 noon and should allow sufficient time to complete questions and upload documentation where requested to do so.

Email submissions are encouraged, postal submissions are also welcome, a paper hardcopy of all documentation should also be sent to WVC, however the deadline for receiving submissions remains firm and quotes received after the closing date will not be considered. The Council is under no obligation to consider partial or late submissions.

If the Council issues an amendment to the original Quote and if it regards that amendment as significant, an extension of the closing date may, at the discretion of the Council, be given to all suppliers.

The Council expressly reserves the right to require a supplier to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Quote. However, the Council is not obliged to make such requests.

All tenders will be carefully considered, and the successful tender will be the one that offers WVC the best value for money but will not, necessarily, be the lowest bid.

As this tender is being advertised during the current coronavirus pandemic, in the event WVC does not receive, what it considers to be an appropriate choice of tenders, it reserves the right to re-tender.

2.5 Tender Validity

The tender submission should remain open for acceptance for a period of 120 days. A Quote valid for a shorter period may be rejected.

2.6 Technical information, maintenance and spares;

Maintenance instructions for each item of equipment and spares pack should be made available to WVC with the tender.

2.7 Guarantees and Warranties

Full details of your own and manufacturer guarantee and warranties on equipment, safety surface and installation works shall be provided with the tender documents.

Please direct any questions or queries to the Village Council Clerk – Sue Dyer - info@whitchurchvillagecouncil.co.uk

Section 3 - Questionnaire

3.1 Supplier details		Answer
Full name and address of the Supplier		
Registered company/charity number		
Registered VAT number		
Name of parent company		
Please indicate yes/no in the relevant box to indicate your trading status	i)a public limited company	Yes/No
	ii) a limited company	Yes/No
	iii) a limited liability partnership	Yes/No
	iv) other partnership	Yes/No
	v) sole trader	Yes/No
	vi) other (please specify)	Yes/No
Please indicate yes/no in the relevant box to indicate whether any of the following classifications apply to you	i)Voluntary, Community and Social Enterprise (VCSE)	Yes/No
	ii) Small or medium Enterprise (SME)	Yes/No
	iii) Sheltered workshop	Yes/No
	iv) Public service mutual	Yes/No
Bidding model		
Please indicate yes/no in the relevant box to indicate whether you are;		
a)Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	Yes/No	
b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services	Yes/No	

3.2 Contact details	
Supplier contact details for enquiries	
Name	
Postal address	
Phone	
Mobile	
E-mail	

3.3 Technical and Professional Ability
<p>a. Relevant experience and contract examples</p> <p>Please provide details of up to two contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSE's may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p>

	Contract 1	Contract 2
Name of customer organisation		
Point of contact in the organisation		
Position in the organisation		
E-mail address		
Description of contract		
Contract Start date		

Contract completion date		
Estimated contract value		

Section 4 – Commercial Schedule

4.1 Project Specific Questions (QUALITY)

What is your Method statement for completing the works outlined in this invitation to quote document and how will you ensure that all work is completed on time?

Please provide information about how the installation of your proposed works comply with the appropriate BSEN standards; relevant company health and safety arrangements; insurance liability cover (please attach certificates separately) and procedures for reporting to the client; and any other information relevant to the works to be carried out.

Please provide a 2D footprint and a 3D visualisation for the equipment as detailed in the Specification.

Use the space below to describe the play merits of the equipment chosen.

Your tender will be assessed by staff and Councillors of WVC in terms of the ease and frequency of maintenance. Please use the space below to outline how your proposed play equipment meets these criteria in terms of ease of access, durability of materials etc.

Please provide information about the technical assistance, any guarantees for product materials and after sales support that your company will provide in relation to this contract?

5. Map of the Playpark with position of Play area and approximate location for the MUGA

