

## **WARE TOWN COUNCIL AS TRUSTEE OF THE PRIORY CHARITY**

### **INVITATION TO TENDER FOR – Multi-use Games area, youth shelter and outdoor gym**

Ware Town Council, as Trustee of the Priory Charity, invites you to tender for the provision of a Multi-Use Games area and youth shelter and the supply and installation of outdoor gym equipment.

For funding purposes we are seeking two separate tenders:

1. MUGA and youth shelter
2. Outdoor gym

If you wish to tender for both projects, please price each project separately and indicate if any saving will result if you are awarded both contracts.

The tender prices submitted are for the purposes of securing funding from Sport England and East Herts Council S106 contributions and any contract will ONLY be entered into if the applications are successful.

#### **1. Background**

Ware Town Council, as Trustee of the Priory Charity is the owner of Ware Priory Park. There is a disused tennis court in the park and, following discussions with young people and the local sports partnership, we would like to construct a Multi Use Games Area on this. The plans for the MUGA should also incorporate a replacement for our existing youth shelter. On the rest of the tennis court we would like to install an outdoor gym. Total area available for both projects – one tennis court – 1073m<sup>2</sup>

#### **2. Constraints**

It has been confirmed by the Local Planning Authority that this will constitute permitted development and planning permission is not required provided the fencing does not exceed 4 metres in height.

There is a culvert running through one side of the tennis court – see attached plan. The project should be designed to avoid development on this.

There is a skatepark on the adjacent tennis court with a gate exiting onto the site. The plans should be designed with regard to safety of people using both the skatepark and the MUGA. A plan showing the location of the gate is attached.

#### **3. Specifications**

##### **a. Tender 1 – MUGA and youth shelter**

##### **Full size MUGA 30 x 18 m**

##### **Surfacing:**

- Suitable sports surfacing
- Lined for football, basketball and netball

## **Fencing**

- Fencing needs to be suitable for public park with good ball rebound and strength
- 8mm twin horizontal and 6mm vertical bars with 50mm x 60mm aperture to 1.2m lower section and 50mm x 200 mm aperture to remainder of full height (total height 3 metres to match existing). Galvanised and powder coated in green.
- Fence the whole area with fencing suitable to prevent climbing
- Incorporate basketball hoops in fencing – put at suitable height for netball too
- Include two gates or openings behind the goals
- Signage to prevent climbing

## **Youth Shelter**

- plans should also incorporate a replacement for our existing youth shelter.
- Sturdy steel shelter with perforated panels

### **b. Tender 2 – Outdoor Gym**

- 12 pieces of bodyweight gym equipment (non-variable control) to be installed onto tarmac with wetpour pad round each piece.
- Suitable signage regarding usage and safety

## **4. Procurement Timetable**

The deadline for submission of tenders is **Monday 21 January 2019 – 12.00 noon**

Completed tenders should be sent to:

Jill Rowlinson, Town Clerk  
The Priory Charity  
High Street  
Ware. SG12 9AL

and must be submitted in a sealed envelope marked “MUGA Tender” or “Outdoor Gym Tender” as appropriate.

Closing dates for submission of tenders: **Monday 21 January 2019 – 12.00 noon**

Evaluation of offers: **Monday 28 January 2019**

Preferred bidder identified and communicated to bidders: **Tuesday 29 January 2018**

## **5. Other instructions**

Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

The Council is not bound to accept the lowest value tender and design will be considered as part of the evaluation process.

Tenders should provide details of proposed design, materials, including colour options and construction.

Your submission should include reference sites of similar projects you have designed and installed with a minimum of two referees who are willing to be contacted by our contact officer prior to final assessment.

Please also provide details of relevant insurances including public liability insurance.

The contact officer for any enquiries or to arrange a site visit will be:

Jill Rowlinson, Town Clerk

Tel: 01920460316

Email: [townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk)

Please note, our office will be closed from midday on 24 December 2018 until Wednesday 2 January 2019. However, the site is open to the public from 8.30 am to 6pm every day.

**Accompanying documents:**

- Site plan
- Plan showing culvert
- Skate park plan