

Thorner Parish Council

Invitation to Tender (ITT)

ITT for:

Playground Renewal / Refurbishment, Goal Wall, Outdoor Fitness area

22 December 2016

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SECTION 1

INTRODUCTION

Background

Thorner is a village 8 miles to the north east of Leeds. Thorner Parish Council holds responsibility for the maintenance and upkeep of the village playground. It has been decided that the village playground is in need of renewal and as part of this, consideration given to providing a wider diversity of equipment for user ability and age.

In addition the Parish Council wishes to commission the installation of an outdoor fitness area and a goal wall.

At the current stage, no planning permission has been gained for any works. It is hoped that the successful contractor will be willing to assist and cooperate with the Parish Council in this process.

Scope of Requirements

Install new playground equipment to the existing location. Refurbishment of existing equipment, as the schedule and specification detailed further. Refurbishment where possible of the existing playground flooring surface and installation of a surface to the new area. Extension of existing fencing and repair / redecoration of the existing. Installation of a goal wall with floor surface. Installation of an outdoor fitness area.

All facilities are to be provided at Millenium Green – located between Main Street, Stead Lane and Kirkhillls. The existing playground is to be renewed / extended. The goal wall is to be located between Moat End and Main Street. Outdoor fitness area to be within area of Millenium Green - subject to planning permission / agreeing location with the Parish Council.

While Thorner Parish Council is considering the renewal / refurbishment of the playground along with a goal wall, outdoor fitness area, it accepts that some providers may only wish to bid for provision of one element. Consortium bids are therefore welcome. Consortia must identify a lead partner, and the main point of contact for the lead partner will serve as the point of contact throughout the procurement exercise.

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SECTION 2

PROCUREMENT TIMETABLE

Tenderers should note carefully the deadline for submission which is **27th January 2017 at 11.00**. Review of the submitted tenders will be conducted after this date. It is our intention to announce the successful tender during the week commencing **13th February 2017**.

Submission Deadline: **27th January 2017 at 11.00**

Evaluation: commencing **30th January 2017**

Award: week commencing **13 February 2017**

Project Planning Meeting: week commencing **20th February 2017**

Planning and consultation timescale:

Consultation with residents led by Thorner Parish Council: Mid February to 31st March 2017

Planning permission: April to July (subject to Leeds City Council regulations)

Works Start: Provisionally hoped to be from 1 September 2017

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SECTION 3

INSTRUCTIONS TO TENDERERS

General

Tenderers must read all instructions carefully before completing the documentation. Providers must comply with the terms of this ITT. Failure to comply with the requirements for completion and submission of the Tender may result in the rejection of your Tender.

Tenderers must acquaint themselves fully with the extent and nature of the Service and contractual obligations contained in this ITT and take any independent financial or legal advice, if necessary, as early as possible in the process. No claim arising from want of knowledge will be accepted.

Any Tenderer is deemed to be fully satisfied on submitting a Tender as to the accuracy and sufficiency of the rates and prices stated in the Price Schedule which shall (*except in so far as is otherwise provided in the Contract*) cover all its obligations under the Contract and shall be deemed to have obtained for itself all necessary information as to risks, contingencies and all other circumstances influencing or affecting its Tender.

This ITT does not constitute an offer by Thorner Parish Council and Thorner Parish Council does not undertake to accept the lowest or part or all of any Tender even if all requirements are met.

In the event of the Tender being successful Thorner Parish Council will issue a formal letter to the successful tenderer (s). The actual contract between Thorner Parish Council and the successful tenderer will be a form of agreement to be agreed by Thorner Parish Council and the successful tenderer on the basis of the Contract and comprising this ITT and the Tender documentation. Until formal agreement and signing of the contract is concluded, no part of this procurement process shall be construed as contractually binding.

Tender Validity

Tenders shall remain open for acceptance for a minimum period of 300 calendar days. A Tender valid for a shorter period may be rejected.

Tender Costs

Thorner Parish Council will not be liable for any costs Tenderers may incur in the preparation or submission of their Tender.

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Confidentiality

The tenderer shall treat the tender documentation as private and confidential. The tenderer shall not disclose that they have been invited to tender, release details of the contract or details of their own tender return prior to the award of the contract.

Equalities

Tenderers are expected to comply with their statutory obligation under the following legislation (or European equivalents):

The Equality Act 2010

and any other relevant legislation or obligation which may be introduced during the period of this procurement process and/or the Contract.

Contract

It is proposed to award a contract for a term of **2** years (in respect of construction services), with a **3** month window for installation of all works committed by Thorner Parish Council.

Works, consisting of the installation of the agreed schedule of works should all be completed and invoiced by a date proposed by the tenderer and to be agreed by the client.

Warranties

In submitting its Tender, the tenderer warrants, represents and undertakes to Thorner Parish Council that:

- a) all information, representations and other matters of fact communicated (whether in writing or otherwise) to Thorner Parish Council by the Provider, its staff or agents in connection with or arising out of the Tender are true, complete and accurate in all respects, both as at the date communicated and as at the date of submission of tender.
- b) it has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the Tender and that it has not submitted the Tender and will not be entering into the Contract (if the same be awarded to the Provider by Thorner Parish Council) in reliance upon any information, representation or assumption which may have been made by or on behalf of Thorner Parish Council;
- c) it has full power and authority to enter into the Contract and perform the obligations specified therein and will, if requested, produce evidence of such to Thorner Parish Council; and

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d) it is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment and other resources available to it to perform the obligations specified in the Contract.

INSTRUCTIONS FOR THE COMPLETION OF THE ITT

Tender Response

With regard to the information above and in the following Parts, Providers are required to complete and submit the Tender as detailed below and as further directed in the relevant Schedules. Tenders not submitted in the requested format may be rejected.

All Tenders must be completed in English.

Rates and prices must be quoted in pounds sterling (exclusive of Value Added Tax).

Tender Submission

Tender returns must be made by sending completed submissions to:
Mr B Riley, Thorner Parish Clerk, 19 Kennerleigh Crescent, Crossgates, Leeds LS15 8RS
email: thornerparishcouncil@gmail.com

Due to the occasionally unreliable nature of email as a communication medium you are advised to ring Barry Riley 07875 554326 after submission and before the deadline, to ensure your bid has been received. Proof of sending does not constitute proof of receipt.

The Tender Submissions must be received no later than 27th January 2017 at 11.00. No response will be accepted after the submission deadline. Tenderers must ensure they allow adequate time for documents to transmit and be successfully received

Tender Clarification

Any questions concerning any aspect of the ITT or the proposed contract should be emailed to Barry Riley, thornerparishcouncil@gmail.com, titled 'Thorner Playground Project'.

It should be noted that no guarantee can be made that a full response to any questions will be available within the timescales set for replies to this ITT.

Questions and their answers will be shared with all invited bidders.

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SECTION 4

TENDER EVALUATION PROCESS

Evaluation Approach

Prior to the detailed evaluation each Tender submitted will be examined for completeness and compliance. Tenders may be excluded where they have failed to comply with any of the instructions as directed.

Thorner Parish Council reserves the right to seek clarification in regard to any Tender (as required) during the evaluation process.

Evaluation Procedure

Evaluation of the Tender leading to award of the Contract will be undertaken on the basis of the Most Economically Advantageous Tender (MEAT) in accordance with the evaluation criteria set out below.

The qualitative evaluation criteria accounts for 60% of the evaluation and the remaining 40% accounts for the evaluation of total price.

The following tables show the weighting breakdown of the 60% quality score for each section.

| Criteria | Percentage |
|---|-------------------|
| References and experience | 5 |
| Service delivery, capacity & operating procedures | 20 |
| Design + Concept | 45 |
| Form of Tender (Proposed Costs) | 30 |

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SECTION 4b Qualitative Questions

Word limits indicate a maximum permitted length of answer and should not be taken as a guide to the length of answer required to score full marks.

1. References and experience (5% total)
 - a. Please describe your involvement in three projects similar to the requirement listed within this ITT, preferably within the local authority sector (500 word limit, 5 marks)
 - b. Please provide references for three organisations for which you have delivered projects similar to the requirement listed within this ITT (100 word limit, pass/fail)
2. Service delivery, capacity & operating procedures (20% total)
 - a. Please provide a brief overview of your organisation (if a consortium, organisations) and how it (they) could best provide the services required by the client, as detailed in the specification and client requirements (500 word limit, 5 marks)
 - b. Describe the equipment (including manufacturer and model details) you propose to supply for the works, and how it meets all required British and International Standards for play / exercise equipment and how it matches the specification and client requirements (350 word limit, 5 marks)
 - c. Give details of the communication processes and project team you propose to use to ensure efficient and timely deliverance within the contract completion date (200 word limit, 2 marks)
 - d. How do you ensure the quality of workmanship of your installers? (200 word limit, 5 marks)
 - e. Does the organisation delivering work on site hold a recognised health and safety management systems certificate, for example OHSAS 18001, CHAS accreditation or equivalent? If "Yes", enclose a copy of the certificate. If "No", please briefly describe what arrangements you have made to manage Health and Safety within your organisation (200 word limit, 1 mark)
 - f. Please detail the guaranteed period and warranties for the playground / trim trail / goal-wall / outdoor gym equipment, surfaces and fencing installed (100 word limit, 1 mark)
 - g. Please detail the minimum response and fix times that are guaranteed during the warranty period(s) (100 word limit, 1 mark)

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3. Produce a concept / design for the playground, goal wall, trim trail and or outdoor gym which best utilises the existing environment in which the facilities are to be set. The tenderer is encouraged to produce computer generated images / other graphical representations which demonstrate a well-thought out design for the location. **(45 marks)**.

SECTION 5

SPECIFICATION AND CLIENT REQUIREMENTS

SPECIFICATION

All new playground / outdoor fitness items to be preferred in timber unless otherwise stated in the specification below.

Element 1: Playground

Refurbishment / renewal of all existing floor surfaces including removal of all necessary existing surface and waste. Provide new floor surface, complying to all regulations, using wet-pour surface or other similar product to all new areas within the playground area.

Refurbishment and redecoration of existing fencing including all preparation as required. Extension of existing fencing, to match existing in appearance and quality, including all adaptation and alteration to surround newly extended playground area.

Removal and disposal of all playground equipment no longer required.

Renewal of existing benches – installing wood / power/coated steel / other (depending on contractor design) bench.

Adaptation of existing swing so as to include within the final product a standard flat seat, cradle seat and a basket seat. Include for all alteration, adaptation, renewal of fittings and re-decoration. Price to include for all re-siting / re-positioning as required in the proposed and agreed design.

Installation of a slide – making use of the existing embankment. Installation of all means of access. Slide to be single or double width (depending on contractor design)

Installation of multi-play / playsystem / modular (or similar) equipment to provide links between equipment, making best use of the location, geography and equipment specified.

Installation of net-climber (3 / 4m high) making best use of the location, geography and equipment specified.

Installation of zip-line making best use of the location, geography and equipment specified.

Installation of two pieces of toddler equipment – as directed by the supplier which best makes uses of the location / fits in with the design and concept proposed in **SECTION 4B.**

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Element 2: Goal Wall

Installation of grass-crete surface, as suppliers recommended floor area, to existing grassed surface, in the vicinity of the proposed goal-wall.

Installation of metal goal wall – comprising basketball net and football goal and net, including side panels.

Element 3: Outdoor Fitness Area

A selection of products to provide activities for lower body muscles, core muscles, arms and upper body.

The equipment should be straightforward to use, can be used all year round regardless of the weather and be suitable for use by everyone in our village from young adults through to the older village residents, regardless of their level of fitness and physical ability, providing a cardiovascular workout and increasing strength, toning and balance. The equipment should be suitable for the less agile, older residents helping to improve their fitness and flexibility. One piece of equipment should be able to be used by wheelchair users.

Installation of grass crete or similar surface, as suppliers equipment specified floor area, to existing grassed surface.

Installation of equipment including:

- Chin Ups, timber preferred
- Parallel Bars, timber preferred
- Air walker
- Air skier
- Fitness bike
- Chest press / pull down exercises

Element 4: Construction / Management Costs

All construction, management and legislative costs to deliver the works as detailed in the scope and schedule of works. Contractor to ensure compliance with all CDM Regulations. The contractor is to provide all costs proposed as necessary to deliver the works.

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CLIENT REQUIREMENTS

The contractor (or consortium) must provide a single point of contact for Thorner Parish Council.

The contractor shall comply with all laws and regulatory requirements.

Contractors must hold and be able to prove public liability insurance.

The contractor must undertake and comply with adequate risk assessments, and provide all appropriate personal protective equipment to allow for safe working.

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SECTION 6

COMPANY DETAILS

Please complete the below form. If you are responding on behalf of a consortium, please complete an individual response to section 7 for each of the consortium partners.

| | | |
|---|--|----------------------|
| Please provide the name of your company | | |
| If a consortium: Which company is the lead partner for the consortium? | | |
| If a consortium: Please briefly explain this company's role in the consortium | | |
| Please provide your company's registered address | Postcode | |
| | Please provide the local office address, telephone number and fax number (if applicable) | Local office address |
| Telephone | | |
| Fax number | | |
| Please provide the name, position, telephone number, fax number and e- mail address for the main point of contact for this tender | Name | |
| | Position | |
| | Telephone | |
| | Fax number | |
| | E-mail | |
| Please provide the name, position, telephone number, fax number and e- mail | Name | |
| | Position | |

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| | | |
|--|-------------------------|--|
| address for the person responsible for the tender (if different from the main point of contact) | Telephone | |
| | Fax number | |
| | Email | |
| Please provide the following information: - Registration number where a limited company - State whether Public or Private - VAT registration number - If member of a group of companies, please give name and address of ultimate parent company and any other subsidiaries in associated fields in England and Wales | Registration number | |
| | State Public/Private | |
| | VAT registration number | |
| | Additional info | |
| | | |

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SECTION 7

FORM OF TENDER

Prices quoted should be exclusive of VAT.

Elements 1, 2, 3 and 4 to be broken down and priced

SECTION 8

TENDER RESPONSE

List of documents to be returned

- 1. Responses to Qualitative Questions** (in Microsoft Word .doc or .docx format, see section 4b)
- 2. Completed Form of Tender** (see section 7)
- 3. Company details** (see section 6)