



## **Oxton Recreation Ground Play Area Redesign & Redevelopment Tender**

**Opening Date:** 25<sup>th</sup> February 2022

**End Date:** 28<sup>th</sup> March 2022

## Sections

1 Invitation to Tender

2 Tender Process

3 Contract Conditions

4 Specification of Work

5 Timetable for Project

6 Contractor Details

7 Scoring Criteria

8 Submission Checklist

9 Declaration

**Pages 13-16 aerial view of site and current equipment to be replaced**

### 1 Invitation to Tender

Oxton Parish Council wish to commission a play area of approximately 1500 square metres to be fitted with play equipment for toddler age group and upward to 15 years of age at Oxton Recreation Ground, off Main Street, Oxton. This open space is owned by Oxton Parish Council.

A SITE VISIT IS REQUIRED to fully scope the area and condition of existing site. No key is required for pedestrian access to the site

The complete works for this play area must not exceed £75,000. Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

No toilet or welfare facilities available on this site or in the immediate vicinity.

Housing is located within 10 metres of site.

Depending on quotes received the final contract offer may be amended.

The Parish Council is not obliged to accept the lowest offer. For full details on the Council procedure please refer to section 2 of the document (Tender Process).

Please ensure the completed tender response and attached Contractor Details form at page 8 plus Declaration form at page 10 is sent to the following address by no later than **5pm on 28 March 2022**. Ensure the envelope clearly states "**Tender for Oxton Recreation Ground Play Area**" so all tenders can be opened after the closing date.

Lisa Jayne Campbell  
Clerk & Proper Officer to Oxton Parish Council  
49 Sherwood Avenue  
Blidworth  
Mansfield  
NG21 0SX

**Named Contact for Project**

All contact should be with the Proper Officer, Lisa-Jayne Campbell via [ljparishclerk@gmail.com](mailto:ljparishclerk@gmail.com). Suppliers are forbidden to approach any person/s outside of the named contact within this document in relation to this tender and project. Failure to adhere to this requirement may result in disqualification of the tender process.

**Questions**

Any questions relating to this tender must be raised in writing no later than **25 March 2022**. Questions should be addressed to Lisa-Jayne Campbell by the designated e-mail only.

Please note that the responses to any questions raised during the tendering period may be circulated to all applicants. If you have any questions please contact [ljparishclerk@gmail.com](mailto:ljparishclerk@gmail.com).

**Site Meeting**

Accompanied site meetings can be arranged through Lisa-Jayne Campbell at [ljparishclerk@gmail.com](mailto:ljparishclerk@gmail.com). Suppliers are welcome to visit the site at their own convenience.

**Notice of Intent to Bid**

Suppliers should inform us of their intent to submit a tender by **4 March 2022**. Failure to do so could result in your organisation not receiving updates to the Tender Process or any circulated responses to questions.

**Decision and Award of Contract**

The Council will use the scoring criteria set out within this document to make a decision on the contract. All suppliers who have submitted a formal tender will be notified of the outcome by email.

**Supplier Submissions**

The tender submissions received by the Council will not be shared with other suppliers.

**Non-Consideration of a Tender Response**

The Council has the right to refuse tenders without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply.

The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

Contractors must not canvas Members of the Council or its officers to gain competitive advantage. Any effort to do so will immediately disqualify any tender submitted.

Anything other than “appropriate” communication made with the Council’s named contact, such as raising any questions or clarifying points relating to the tender, may be considered a breach in the procurement.

**Additional Documentation**

A Schedule of Works with a commencement and completion date and a Risk Assessment and Method Statement must be provided prior to work commencing.

## **2 Tender Process**

The Clerk must ensure that Articles 109 to 114 of the Public Contracts Regulations 2015 are complied with;

- i. the invitation to tender shall be advertised on the Government Contract Finders website and in any other manner that is appropriate unless Paragraph 110 (5)(b) of the Public Contracts Regulations are invoked, in which case the reason for not advertising will be contained in the body of the resolution of the Council;
- ii. tenders are to be submitted in writing addressed to the Proper Officer;
- iii. tenders shall be opened by the Proper Officer in the presence of at least **one** councillor after the deadline for submission of tenders has passed;
- iv. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- v. neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

## **3 Contract Conditions**

**Extent of Work** - The work will be comprised of designing and installing a play area within the land owned by Oxton Parish Council at Oxton Recreation Ground, Oxton including removal of old play equipment off site

Oxton Parish Council is seeking tenders for the whole project from design to completion.

**Machinery and Equipment** - The offsite storage of equipment will be subject to agreement from other landowners in the vicinity. The Contractor must provide their own welfare facilities.

**Insurance** - The successful contractor must have the following cover in place:-

Public Liability Insurance of no less than: £10 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.

A current Certificate of Insurance to this effect must be produced to the Proper Officer prior to commencement of the contract. The Contractor shall indemnify Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. Any damage caused to any property during the performance of this contract must be reported to the Proper Officer immediately and any costs involved to rectify the damage will be the responsibility of the Contractor.

**Payment Terms** - Payment will be made within 30 days, on receipt of the completion certificate, subject to the satisfaction of Oxton Parish Council.

**Health & Safety** - The Contractor must be compliant with all relevant Health & Safety and ensure the employees are sufficiently trained and competent. Risk Assessments and CoSHH assessments will need to be submitted before the commencement of the contract. Oxton Parish Council will not be held liable for any loss or damage to equipment or injury to members of public during construction.

**References** – The Contractor will provide two referees who are using their play equipment.

**General** - In addition to the quote you are required to provide the following:-

- A scale layout plan of the new and if applicable existing elements for the play area
- An artist/CAD colour interpretation of the scheme
- A colour image of each element including any technical specifications

- Guarantees for each item of new equipment including the safety surfacing
- An outline schedule of works detailing the anticipated delivery and installation period

## **Notes**

- The prices to be included in the Tender are to be the full inclusive value of the work described and must be EX VAT.
- A price shall be inserted against each item on the Tender for each element of the play area work.
- No alteration to the text of the Tender is to be made by the Contractor tendering. Any amendment could invalidate the form.
- Invoices presented for payment must include a schedule of the works completed including the date of the work.
- Contractors are asked to contact the Proper Officer if any clarification is required.

## **4 Specification of Work**

### **Background**

Oxton play area is a well-used facility in the village of Oxton and is adjacent to the Cricket Club, recreation ground and Village Hall. The current play area consists mostly of ageing wooden equipment with grass matting surfacing. Much of the equipment and surfacing is beginning to show signs of wear and is in need of replacement.

1. To focus on a dynamic, sensory and physically challenging profile for equipment aimed at toddler age group and upward to 15 years of age.
2. To include some equipment inclusive to those with disabilities, possibly a wheelchair roundabout which can also be used by pushchairs although other alternatives will be considered.
3. Supplier to avoid painted surfaces where possible to minimize ongoing maintenance costs.
4. Due to the heavy use of the playground the proposed equipment must be robust and vandal-proof. We have experienced issues with the wooden equipment that is currently in place, so any future wooden pieces must be resilient with capping at the base to protect the equipment. We are also interested in the use of recycled plastic equipment as an alternative to wood. Both wood and metal will be considered. Where wood is proposed then this MUST be steel in ground
5. Play area will not include equipment for adults.
6. Provide an alternative to current Cushionfall for the fall safe areas under retained zipwire and clamber stack equipment.
7. Equipment to be retained includes zipwire, clamber stack, adventure trail and orange team swing
8. An additional key piece of equipment for the older children.
9. Removal of old play equipment from site
10. The contractor will need to make arrangements for welfare facilities and heras fenced secure area for equipment during the duration of the work. The site must be made secure during the works at the contractors' expense.

11. Whilst designing the play area the designer shall consider the noise and visual effects the equipment may impose on the surrounding residential properties whilst providing a safe, open play environment.
12. Following the completion of all installation works the site shall be reinstated as necessary with any damage to adjacent areas made good.
13. All excavated and waste material shall be removed and disposed of by the Contractor.
14. The Contractor shall work within appropriate day light hours between 8am - 5pm, Monday to Saturday.
15. The Contractor will supply a schedule of works with allocated timings to enable Oxton Parish Council to monitor the phased delivery of the project.
16. All proposed play equipment shall conform to BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors and installed to the manufacturer's instructions including free space around equipment and zoning as appropriate.
17. All works shall be completed to the satisfaction of a representative of Oxton Parish Council and a post installation inspection to be organised by the Contractor will be carried out by a recognised independent playground equipment inspector appointed and paid for by the contractor and defects found on this report will be rectified by the Contractor at no additional cost
18. The Parish Council is interested in reducing carbon emissions and mitigating its impact on the environment wherever possible. Applicants that can demonstrate environmentally friendly policies with regard to the manufacture, upcycling, recycling and disposal of equipment will be looked on favourably.
19. All prices should have VAT quoted separately.
20. All equipment must have a guarantee or warranty.

## 5 Timetable for Project

Action		Date
Issue invitation to tender	The Proper Officer to publish on the Oxton Parish Council Website and Contract Finder	<b>By 5pm FRI 25 FEBRUARY 2022</b>
Notification of Intention to Bid	Interested parties to notify the Proper Officer by email of their intention to submit a tender	<b>By 5pm FRI 04 MARCH 2022</b>
Site Visits	To be conducted	<b>Contact the Proper Officer</b>
Deadline for questions	All questions to be submitted via email to listed contact	<b>By 5pm FRI 25 MARCH 2022</b>
Deadline to receive tenders	Tenders should be submitted in line with guidance below	<b>By 5pm MON 28 MARCH 2022</b>
Approval of Contractor	The successful contractor will be notified by this date	<b>By 5pm MON 25 APRIL 2022</b>
Work to start		<b>MON 05 SEPTEMBER 2022</b>
Physical works complete	Contractor off site	<b>FRI 21 OCTOBER 2022</b>
Site open to the public	Advertise official opening on Veolia Environmental Trust website, MyOxton website, Dover Beck parish magazine, village Post Office and village social media groups	<b>29 OCTOBER 2022</b>

## 6 Contractor Details

Company Name:		
Company Address:		
Contact Name:		
Contact Number:		
Contact E-mail:		
Website:		
Public Liability Insurance limit:	£	
Reference 1	Contact/Organisation	
	Phone	Email
Reference 2	Contact/Organisation	
	Phone	Email
Other Relevant Information (staff size, machinery availability, specific contract manager, local authority experience)		



## 7 Scoring Criteria

Description	Evidence	Scoring
Tender received on time	Confirmation of receipt	Pass/fail
Ability to deliver project within specified time frame	Confirmation of expected time scales	Pass/fail
Certificate of Collusion	Signed certificate	Pass/Fail
Two Business References	Result of enquiries to references	Pass/Fail
Insurance at specified level	In-date Certificates	Pass/Fail
Health & safety policy	Copy of policy	Pass/Fail
Quality of design	Compliance with specification, well-designed layout	25 points
Materials	Quality of materials used, expected life-span for equipment and reliability of supply chain.	25 points
Environmental credentials	Evidence for the possible upcycle/recycle and disposal of equipment	10 points
Price/Value for money	Quote for current project, cost of replacements, warranty cover, aftercare service.	40 points

## 8 Submission check-list

Please ensure the following are included with your submission:

- Playground design and quotation
- Product details
- Warranty details
- Copies of Insurance Certificates
- Maintenance requirements
- Costing and lead time for availability of spare parts
- Supplier contact details and references
- Requested policies
- Delivery and installation timetable.

An email or electronic transfer of all the above responses should be sent to [ljparishclerk@gmail.com](mailto:ljparishclerk@gmail.com)  
Hard copies should also be sent to the address on page 2 of this document.

## 9 Declaration

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We agree to submitting insurance liability, applicable risk assessments and CoSHH, where required.

I/We understand that Oxton Parish Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

I/We agree to not discuss the Tender cost with Council Officers or Councillors.

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained and, if successful are willing to be bound to the contract as expressed.

**Signed** ..... **Date**.....

**Print Name** .....

**Position** .....

The whole park (NG25 0SA)



Following photos are of current equipment to be replaced













