



Camelford Town Council

Invitation to Tender

Enfield Park Refurbishment Camelford

Reference number: CEP/02/2019

Deadline for receipt of tender proposals: 12 noon Wednesday 5 June 2019

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1. Background

1.1. Camelford Town Council (CTC) is seeking to develop its play areas in line with its vision for all children and young people of Camelford to have play provision and play space that is stimulating and exciting and allows children to encounter and learn about risk. This will help them to build confidence, learn skills and develop resilience at their own pace.

1.2. CTC would like to engage a company to design and install new play equipment and wet pour surfacing in our Enfield Park. The users of the park range are primarily toddlers through to Primary Age school children. Enfield Park Play Area is part of our beautiful park which is located by the River Camel.

2. Scope of the Work

2.1. The scope of work includes layout design, supply, and installation of playground equipment/structures. Removal of roundabout and wooden play structure, preparation of site and construction as per tendered design.

3. Summary of Requirement

3.1. This work will be in addition to existing play equipment including a basket swing, see-saw, swings, slide/play structure and a boat. The design/equipment therefore needs to be well thought out and provide new opportunities for play that complements existing structures and avoids duplication. Environments have a huge impact on the play experience, and CTC are looking for equipment/structures that enable children to explore, experiment, use their imagination and improve social skills.

3.2. A public consultation took place in 2018, and based on resident/user feedback, the following play equipment would be favoured:

- an adventure trail (e.g. log traverse, crossed rope walk, jig-saw traverse wall, inclined balance beam or similar)
- covered seating area
- more imaginative play equipment aimed at lower age range
- child friendly surfacing (currently the park has wood chippings)

3.3. Following a successful grant application to GWR, the theme of the new play area/equipment should represent the North Cornwall Railway line (London and South Western Railway (LSWR)) and Camelford Station that was closed in 1966. There were 13 stations from Halwill Junction to

Padstow via Camelford, and it is envisaged that the new scheme will follow that journey, through play, from one end of the park to the other where there is a newly installed boat which depicts the end journey of Padstow. CTC are installing child friendly information boards around the park to celebrate the heritage of Camelford Station and educate users of the park. This will be done separately and is not part of the tender, however, the 13 station signs that will be installed around the park, will need to be acknowledged in terms of how they will be attached/sited with the new equipment/structures.

- 3.4. As part of the specification of works, a shelter built to look like a "station waiting room" is desired, with bench seating inside.
- 3.5. A site visit is highly recommended, due to gaining an understanding of existing equipment and ensuring the new scheme "fits" in terms of aesthetic values and the flow of play.

4. Design Criteria

- 4.1. All play components shall be configured such that the overall layout for each piece of equipment/structure consists of interconnecting components that provide a variety of play activities while achieving a vandal-resistant system.
- 4.2. The play equipment must be of a durable nature.
- 4.3. All play equipment shall be exceptionally durable and allow for integration of multiple children at any given time.
- 4.4. It shall provide spacious circulation with more than adequate entrances and exits.
- 4.5. Work shall consist of equipment that is appropriate for pre-school through to primary school age children and should incorporate a good balance between active and creative play elements. The playscape will incorporate the widest array of possible activities to stimulate the physical and social growth of the user group.
- 4.6. The design and construction must conform to the European Standards for Playground Equipment EN1176 and EN1177.

5. Procurement and Project Timetable

- 5.1. Below is the proposed project timetable. This is a guide, and whilst the Council will endeavour to keep to the timetable, it reserves the right to alter timescales at any stage.

Event	Date/Time
Tender Notice posted	1 May 2019
Site meeting	To be arranged
Tender response deadline	Noon 5 June 2019
Anticipated contract award	18 June 2019
Commencement of work	July/August 2019

6. Location and Access

6.1. The site is located in Enfield Park, situated off Market Place, Camelford PL32 9PB. The river runs alongside the park and is fenced off. A green and BBQ area are located outside the Play Area. Access is via a gate 3m width 3m height.

7. Contract Value

7.1. The value for this contract is **£34,000**. Bids in excess of this will be excluded for being unaffordable.

7.2. Tenders should be submitted in pounds Sterling and exclusive of Value Added Tax (VAT).

8. Payment Structure and billing requirements

8.1. To be negotiated.

9. Tenderer's Responsibility

9.1. It is the responsibility of the Tenderer to satisfy themselves as to the nature, extent, circumstances and situation of the works and that will be held to have, by their own independent site visits and inspection, fully informed and satisfied themselves as to the deliverability of the works in accordance with the Contract.

9.2. Tenderers should be aware that the Council envisages that the Contractor should mobilise to provide the services required under the contract within 3 months from the period of award of contract. The Contractor shall be prepared to commence the service when advised.

9.3. The Tenderer must satisfy themselves that execution of the Contract is within their capabilities and powers and demonstrate this to the Council.

10. Selective Tendering

- 10.1. The Council may wish to conduct interviews, make enquiries of your existing customers, sample services, carry out site visits and/or require further information of you at any stage during the selection process.
- 10.2. The Council reserves the right to clarify any element of the submitted Tender.
- 10.3. The Council may reject non-compliant Tender responses.

11. Instructions to Tenderers

- 11.1. All Tender documents must be completed in their entirety. The Tenderer who is awarded the Contract will be required to sign further documentation.
 - 11.2. By submitting a Tender, you will be taken to have agreed that your tender will remain open for acceptance for a minimum of 90 days from the closing date.
 - 11.3. Tenders must not:
 - Be conditional
 - Be accompanied by statements which could be construed as rendering them equivocal and/or placed on a different footing to those of other tenders.
 - 11.4. If the council suspects that there has been a technical or arithmetical error in the submission, the council reserves the right to seek such clarification as it considers necessary from that Tenderer only.
 - 11.5. All documentation supplied by the Council shall remain its property and confidential to it. Tenderers may not without the Council's written consent at any time use for your own purposes or disclose to any other person (except as may be required by law) the tender or any information or material which the Council may make available to tenderers all of which shall remain confidential to the Council.
 - 11.6. The Council's decision on whether or not a tender is acceptable will be final and the tenderer concerned will not be consulted. If a tender is excluded from further consideration the tenderer concerned will be so notified.
 - 11.7. The Council does not bind itself to accept the lowest or any tender and shall not be liable for any loss or expense incurred by any tenderer in the production of the tender or as a result of its decision not to award the Contract to any tenderer.
12. The council also reserves the right to accept the whole or any specified part of the tender unless the Tenderer expressly stipulates otherwise.

13. Evaluation criteria

- 13.1. The tender shall be awarded on the basis of the best overall design and value offered. The following factors will be used to assess this:
- Suitability and creativity of design and equipment
 - Quality and environmental impact of construction and materials
 - Length and scope of warranty
 - The overall cost including maintenance and repair
 - References from former customers
 - Feedback from community and the Council

- 13.2. Please provide answers to the following questions in as much detail as possible:

	Criteria
Question 1.	<p>Outline your previous relevant experience of providing play equipment/design services including the following information in respect of each example relied on:</p> <p>Organisation Name: Value of contract: Reference contact details.</p> <p>Please provide references who we may contact to verify the information provided.</p>
Question 2.	<p>Outline your approach to delivery and detail how you will meet all our requirements in Sections 1 - 4 above. As part of your response you must specifically address the following:</p> <ul style="list-style-type: none"> - You will submit a design proposal via email. The design should show existing equipment. Designs will be released for public consultation. - Clarification as to whether you propose to use any third parties to deliver any aspects of the services and detailed information on their

	<p>experience and role. You should also explain how you will work with these organisations to ensure the services are delivered in accordance with the contract which you will ultimately be responsible for.</p>
Question 3.	<p>Project management and delivery specifically: Explain your methodology for contract implementation and why this approach is feasible and effective based on your previous relevant experience.</p> <p>Your response must include:</p> <ul style="list-style-type: none"> - a detailed project plan demonstrating your ability to meet our timescales - Machinery, access, potential hazards to the site - Protecting the environment - Health and Safety - Security
Question 4.	<p>Demonstrate the quality and technical skills of the team members including managerial staff who you propose to undertake this contract if successful and explain how those members will have the skills and availability to provide the service to a high standard.</p> <p>Your response should outline your reporting structure.</p>
Question 5	<p>The Council strives to improve the environment and quality of life in Camelford and its surroundings. You should attempt to demonstrate that you can and will seek to make a positive contribution to the Council's energy and environmental aspirations.</p>
Question 6	<p>In the event of a major problem, who will be responsible for managing the problem to a successful conclusion?</p>

14. Return of Tender

- 14.1. You must complete and submit your tender response/proposal via email to admin@camelford-tc.gov.uk or by post (Town Hall, Market Place, Camelford PL32 9PD) Any tender delivered after the closing date and time for any reason will be discounted.
- 14.2. CTC is not responsible if all or part of your tender is not received.

15. Rights of Camelford Town Council

- 15.1. CTC reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practicably.
- 15.2. CTC is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.