

## **INVITATION TO QUOTE FOR WORKS – APRIL 2024**

**To provide and install new play, kickabout and gym equipment**

**Folders Meadow Play Area, Burgess Hill, West Sussex**

Folders Meadow Playing Field is owned by the 'Fields In Trust' and the Charity Number is 291856. The land is managed by Burgess Hill Town Council, 96 Church Walk, Burgess Hill, West Sussex, RH15 9AS.

### **Site Location**

Folders Meadow, Folders Lane, Burgess Hill, West Sussex.

For the purpose of the tender exercise pedestrian access is via Chilcomb in Burgess Hill and the postcode is RH15 ODJ. For the purpose of the play, kickabout and gym equipment installation there is vehicular access from Shearing Drive in Burgess Hill and the postcode is RH15 0NA.

### **Tender Submission Address and Contact Details**

The tender must be returned to Mr Steve Cridland, Chief Executive Officer, Burgess Hill Town Council by post or email, marked 'Confidential – Playground Equipment', by **12 noon on Wednesday 15 May 2024**.

### **Contact Details are:**

Steve Cridland, Chief Executive Officer, Burgess Hill Town Council, 96 Church Walk, Burgess Hill, RH15 9AS. Email [steve@burgesshill.gov.uk](mailto:steve@burgesshill.gov.uk) / Tel: 01444 247726

Liz Clark, Head of Projects (Projects Officer) - [liz@burgesshill.gov.uk](mailto:liz@burgesshill.gov.uk) / 01444 238203 (Not available on Mondays)

### **Tender Exercise**

The following information must be included in this tender.

Priced schedule of equipment and associated surfaces, and guarantees.

Please include method statements detailing what working methods you will adopt to deliver this contract and give details of any proposed sub-contractors you intend to use and how will you manage them.

### **Specification**

A site plan accompanies this tender document showing the area where the play, kickabout and outdoor gym equipment is to be provided for up to 14-year-olds.

## **Budget**

To provide Play Area Equipment and associated safety surfaces:

- a basketball net, goal and side panel, with optional cricket wicket/targets, including wet pour base and markings, OR, a standalone basketball net with wet pour base and markings;
- an inclusive wheelchair seesaw suitable for all or a similar piece;
- interactive play panels suitable for all, such as four in a row, tic tac toe (subject to cost it may be possible to have 3 or 4 panels);
- an additional piece of outdoor gym equipment to complement the existing outdoor gym equipment, e.g. dip bars; and,
- a 20m zip wire/cable way.

Budget for this project is £44,999.02, funded from Section 106 developer contributions. There is no additional funding available. Subject to the tender submissions and costs, it may not be possible to install all the proposed items within the budget, if this is the case, the Town Council will select its preferred items. Please note if the S106 funds are not released to Burgess Hill Town Council, then the project will not go-ahead.

You are asked to provide guidance regarding the suitability of the proposed items and best value for money.

Ideally wet pour safety surfacing would form part of this contract but the Council is open to other alternatives of surfacing, however it must be easy to maintain.

Equipment and installation must comply with EN1176 and EN957.

The equipment must be low maintenance, vandal resistant and able to withstand heavy wear. To provide the Town Council with details on how to maintain the new play, kickabout and outdoor gym equipment to ensure the equipment meets health & safety standards.

Any excavated material will be removed from the site by the contractor and the cost must be included in the quotation. Materials must be disposed of in accordance with Local Authority regulations.

Any surfaces or features disturbed during the works must be re-instated at the contractors cost prior to handover.

The play area will remain open to the public during the works so the contractor will need to secure the area during construction and ensure that the works are left in a safe condition at the end of each working day, and take all reasonable precautions to ensure that members of the public are excluded from the works at all times.

Working hours will be 08.00 – 17.00 weekdays.

As part of this tender exercise, you must submit copies of your Public Liability Insurance Certificate to the value of £5 million and Risk Assessment/Method Statement.

**Project Timetable**

The tender documents will be considered after the closing date for submissions and the successful contractor will be notified as soon as possible thereafter. Ideally work should start soon after notification of tender awarded and ideally be completed by Friday 19 July 2024 or as close to that date as possible to allow usage of the equipment during the school summer holidays. When filling in the attached tender document please advise of your contractor's availability and whether you will be able to adhere to this timescale.

**Site Plan**

Please enclose a site plan detailing each proposal.