



Bishop Middleham Parish Council

Main Tender document

Amended 13th June 2023

Provision to design and re-develop part of the
playground facilities at The Park, Bishop
Middleham

To be submitted no later than
12 noon on Saturday 1st July 2023

Late submissions will be disregarded!

General enquiries

Parish Clerk

Anne Hall

Tel: 07512314606

Email: parishclerk@bishopmiddleham-pc.gov.uk

Introduction

Bishop Middleham Parish Council is proposing to replace part of the playground equipment with the installation of new equipment including appropriate grass-mat surfacing for younger children.

The play area is intended to be used by children with ages ranging from toddler to 8 years.

Experienced play area installers are invited to tender for the contract.

It is anticipated that construction work will be carried out in late Summer 2023/early Autumn 2023, with the playground ready for use October Half Term holidays at the latest.

Please refer to the 'site information' section of this tender for the background information to the site.

A map of the location is attached.

The children's play area is located adjacent to a sports changing room building and a MUGA as part of the recreational facilities called The Park. The area also has playing fields, play equipment for older children, multi-gym equipment and a wildlife garden. There is currently a climbing net, basket swing, a wheelchair accessible roundabout and 5 of 6 picnic tables, which are to be retained. The picnic tables can be repositioned. Please check site plan for details as there is a brand new section of park which was only build in February.

All prices are to be net, excluding VAT.

Companies must be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificate for accreditations for the above membership plus details of any other relevant accreditations.

A timescale for commencing this project will be agreed between Bishop Middleham Parish Council and the chosen Contractor.

PROJECT INFORMATION

Name of project: Bishop Middleham Parish Council - The Park Regeneration

Project budget: Up to £70,000 (excl VAT)

Location: The Park, Bishop Middleham, DL17 9AH

Responsible Officer: Anne Hall, Parish Clerk

Email: parishclerk@bishopmiddleham-pc.gov.uk

IMPORTANT: A site visit is essential to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

1. TENDER PROCESS

- 1.1 Bishop Middleham Parish Council wishes to employ a Principal Contractor to carry out the supply and installation of new play equipment and safety surfacing (preferred grass-mat) for toddlers to 8 years.
- 1.2 Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided with this document.
- 1.3 Tenders should be returned in a sealed envelope bearing no company identification and marked:

‘TENDER FOR BISHOP MIDDLEHAM PLAYGROUND’ to:

The Parish Clerk,
Bishop Middleham Parish Council
c/o 11 West Chilton Terrace
Chilton
County Durham
DL17 0HH

by **12 noon on Saturday 1st July 2023**

To support contractors as much as possible regarding timescales, Tenders may also be emailed to parishclerk@bishopmiddleham-pc.gov.uk but must reach us by the above time and date. Please mark the subject as ‘TENDER FOR BISHOP MIDDLEHAM PARISH PLAYGROUND’

The following should be submitted:

- Quotation Breakdown form
 - A copy of your certificate of public liability insurance
 - A copy of your company's Health and Safety Policy
 - A copy of your company's API (Association of Play Industries) certification
- 1.4 Designs should be presented on A4 and A2 as well as a digital image in a standard format (JPG, PNG, etc).
- 1.5 Bishop Middleham Parish Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.
- 1.6 Tenderers should liaise with the Parish Clerk (parishclerk@bishopmiddleham-pc.gov.uk) during the tender period regarding any queries or concerns on the content of this specification.
- 1.7 Sustainability
- Priority will be given to Contractors who share the Parish Council's environmental objectives. Contractors must submit an Environmental Statement and outline how they and their suppliers are minimising environmental impact, including:
 - Sourcing materials
 - Manufacture
 - Packaging
 - Transport
 - Disposal and product end of life options
 - Priority will be given to sustainable and easy/affordable equipment to maintain.
 - Contractors and any companies involved in the supply/procurement of the play equipment must comply with the Modern Slavery Act 2015, wherever it applies.
 - The Parish Council will look favourably to organisations that pay the Living Wage.

2. PROJECT AIMS

- 2.1 To provide an innovative, inclusive modern play area to suit children with ages ranging from toddlers to 8 years.
- 2.2 To supply and install new play equipment.
- 2.3 The play area must suit toddlers to 8 years of all abilities.

3. SITE INFORMATION

- 3.1 The Contractor should visit the site at their own expense to satisfy themselves as to the conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.
- 3.2 Compound - A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on the other facilities

available in The Park. The Parish Council reserve the right to determine the final location of the compound.

- 3.3 The current changing room facilities will be made available for welfare purposes. The facility contains electricity, seating area and toilet / washing facilities.

4. DESIGN BRIEF

- 4.1 The design brief has been determined by the Parish Council with support from the local County Councillor.
- 4.2 Supply and install new play equipment and safety surfacing (preferred grass matting) suitable for children aged from toddler to 8 years. The design of the play area must include equipment which complies with the full identified age range. You are required to show how your chosen play equipment accommodates this age range.
- 4.3 The playground equipment should fit in with the rural aspect of the village and the site character.
- 4.4 The playground equipment should include the following criteria/activities: swinging, climbing, sliding, balancing and provision for social interaction.
- 4.5 The playground should have a "centrepiece" item, however this piece of equipment does not need to be situated in the physical centre of the playground, but must incorporate climbing and sliding.
- 4.6 A specified area of the playground has been identified for this play equipment, which is separate from the equipment for the older children. This area already has seating for parents/minders. 5 of the 6 seating areas are to be retained and can be repositioned to accommodate your design.
- 4.7 The successful tenderer will need to show the inclusive play value of their design. A fully inclusive playground promotes the social model of disability where barriers to play are designed out. It enables self-esteem and builds confidence as well as encouraging independence.
- 4.8 All play equipment shall be manufactured, tested, installed and conform to the relevant British and European Standards (i.e. BSEN1176 and BSEB1177).
- 4.9 The design should include elements of play equipment that comply with the Equality Act 2010 i.e. all-inclusive play and accessibility.
- 4.10 Points to take into account from consultation with our community (taken in 2021) include:
- The corner where the swings currently are can be quite dark and chilly - there can also be a problem with overhanging branches from the trees
 - Request for more equipment for the under-fives, for example sensory equipment, water play
 - Equipment to test motor skills and balance

Although these areas are not a must, please take into consideration in your design.

Existing play equipment:

4.10 The basket swing and wheelchair accessible roundabout are to be retained in their current location and this section of the play area should not be included in the new works. The climbing net is to be retained in its current location, however, new surfacing is required for this piece of equipment.

4.11 The following pieces of equipment are to be removed:



New Equipment:

4.12 The following equipment should be incorporated into the design along with the general requirements for swinging, climbing & sliding, balancing and coordination.

- Springers
- Spinners
- Equipment to make sound (eg, chimes, drums)
- Stepping stones
- Balance equipment
- Tunnels
- Swings for toddlers and young children

Preparation and groundworks:

- 4.13 Old equipment, wet pour surfacing, excess materials, and spoil from excavations must be disposed of at a licenced recycling centre at the Contractor's cost. Disposal contractor must hold a waste carriers licence
- 4.14 The Contractor must provide skips when required and secure all skips behind Heras security fencing when unattended to avoid fly tipping.
- 4.15 Please identify the price within the Tender for any necessary grass, tarmac and other reinstatement works that may be required following completion of works.
- 4.16 Ownership, liability and responsibility for insurance of the play area and installation works will lie with the Contractor until a satisfactory certified inspection (RoSPA, PII) Post-Installation Report has been accepted by Bishop Middleham Parish Council. This will be confirmed in writing on the day of the handover of the site by the Parish Clerk or nominated representative and the Contractor.
- 4.17 Storage of new play equipment, machinery and equipment, etc during the construction period will be the responsibility of the Contractor.

5. SITE MANAGEMENT DURING INSTALLATION

- 5.1 A contract manager or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.
- 5.2 The play area must be contained within security fencing - Heras temporary security fencing or similar, supplied by the Contractor, whilst work is in progress and Heras temporary security fencing should remain in place until a satisfactory RoSPA / PII Post-Installation Inspection and Report has been completed and submitted to the Parish Council.
- 5.3 There is potential welfare in the pavilion / changing room building, which has running water and electricity and toilet facilities.
- 5.5 Access to the remainder of the playing field open space must be available and safe at all times.
- 5.6 All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e. MoT, Tax, LOLER, PUWER, etc. The Contractor shall ensure that any construction noise does not cause nuisance to any users of the Open Space or neighbouring residential properties or roads, etc outside the site boundary.
- 5.7 Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance to residential properties.
- 5.8 The Contractor will need to supply the Parish Council with a copy of their site Risk Assessment, Method Statement and a copy of their public liability insurance at least 14 working days before the start of the project.

- 5.9 The Contractor shall advise the Parish Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.
- 5.10 It is not known if there are any underground services within the play area, the Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works. The Contractor is to allow for all costs associated with protecting from and working with the materials within this tender.
- 5.11 The Contractor shall take all precautions as are necessary to protect the health and safety of all persons employed by him and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons.
- 5.12 The Contractor shall allow the Parish Council representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this project.
- 5.13 The Contractor shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful completion of this Contract.
- 5.14 The Contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Parish Council.

6. SURFACING

- 6.1 Supply new safety surfacing where appropriate that complies with the relevant British/European safety standards.
- 6.2 The area under the net climbing frame should be retained as WetPour - this area should be either new wetpour or a suitable durable and appropriate overlay. The edging should be marked to cover minimum use area and finished to a high standard. The area around the accessible roundabout (to be retained) should also have either new wetpour or a suitable durable and appropriate overlay fitting.
- 6.3 The preferred surfacing for the rest is grass matting. However, it must be secured and seeded as appropriate.

7. MAINTENANCE AND AFTERCARE

- 7.1 A full schedule of maintenance requirements is to be provided once the play area is completed. This should include a breakdown of items, specifications and maintenance requirements to assist with the future site management, inspections and maintenance.

- 7.2 Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works with the Tender.
- 7.3 The works will be subject to an independent Post-Installation Inspection (PII) before the project is signed off (as per the pricing and payment section). The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The play area must not be opened for public use until the PII has been signed off to the satisfaction of the Parish Council.

8. LIMITATION OF WORKING HOURS

- 8.1 Works are permitted to be carried out during normal working hours, 8am - 5pm Monday to Friday. Out of hours work may be permitted by the Parish Council, subject to the nature of works. Works will generally not be permitted at weekends.
- 8.2 Site working hours to be agreed with the Parish Council

9. PRICING AND PAYMENT

- 9.1 The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.
- 9.2 Payment will be upon satisfactory completion of the works and following receipt by the Parish Council of a satisfactory RoSPA Post-Installation Report. This report should be commissioned, paid for and supplied to Bishop Middleham Parish Council by the Contractor before the play area is released back to Bishop Middleham Parish Council.

10. TIMETABLE FOR PROJECT

Date:	Action:	End date:
Thursday 1 st June 2023	Publish Tender using Contract Finder by email notification to established companies.	
Publish date	Deadline for questions on the project to the Parish Council.	Friday 16 th June 2023
Publish date	Tender Offer Submission Deadline.	12 noon, 1 st July 2023
Meeting to be arranged	Full evaluation of tenders to select shortlist of preferred designs as per evaluation criteria.	Friday 7 th July 2023
Tuesday 11 th July 2023	Full Parish Council meeting to select preferred supplier.	Tuesday 11 th July 2023
	Contractor notification	By Friday 14 th July 2023
w/c 17 th July 2023	Public notification of selected designs.	

11. EVALUATION CRITERIA

To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

Scoring system

Play Value / Design Rationale	<p>The tenderer will be required to submit a detailed design layout for each proposal and specification sheets (including images) for each piece of equipment and natural play/landscape feature.</p> <p>Tenderers are asked to take into account the following when designing the play space:</p> <ul style="list-style-type: none"> • Make use of natural elements • Provide a wide range of play experiences • Meet community needs • Allow children of different ages to play together • Build opportunities to experience risk and challenge • Provide sustainable options that can be appropriately maintained • Allow for change and evolution • Respond to the site character and setting • Appropriate surfacing solutions 	35%
Inclusivity for service users	Tenderers are asked to submit a description for each piece of equipment, detailing its suitability for disabled and non-disabled children.	15%
Quality / Durability / Environmental Impact	<p>The tenderer will be required to demonstrate suitable experience and competence in designing and installing play areas</p> <p>For each item provide information on: -</p> <p>Quality of Materials and equipment - Paint finish, steel specification, wood specification</p> <p>Strength and Stability - Guarantee/Warranty period</p> <p>Suitability - Conformance to output specification</p> <p>Quality Management - QA systems and processes in place</p> <p>Safety Compliance BS EN Compliance (EN 1176, EN 1177 and EN 15312)</p> <p>Environmental Statement and outline how they and their suppliers are minimising environmental impact, including:</p> <ul style="list-style-type: none"> ○ Sourcing materials ○ Manufacture ○ Packaging ○ Transport ○ Disposal and product end of life options <p>Priority will be given to sustainable and easy/affordable equipment to maintain.</p>	20%

Price	Our Price criteria scoring will be based on overall value vs overall cost. It is not necessarily the lowest cost that will score the highest; we will judge play value vs the brief vs the cost. However, we cannot exceed our budget. If the bid does not include all the requirements of the specification, the tender may be rejected. The price must be broken down according to the price schedule.	25%
References	Three relevant references should be supplied that can be checked, if required, by Bishop Middleham Parish Council.	5%

A standard 0-5 point scoring system will be used and is detailed below:

- 0 Unacceptable: Non-compliant / deficient for the criteria used
- 1 Poor: Limited response which is lacking sufficient detail or is inaccurate
- 2 Below expectations: Minimal achievement of requirements with weaknesses or omissions
- 3 Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)
- 4 Good: Comprehensive response, detailed and relevant with no inconsistencies
- 5 Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard.

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$$2/5 \times 50 = 20\% \text{ for that section}$$

Each section will then be added together for an overall mark out of 100%.

The evaluation of the tender processes will be carried out by an agreed group of Councillors or Full Council.

12. PROCUREMENT PROCESS

The procurement process will be conducted and in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately selection the most economically advantageous tender.

The tender process will be by Open Tender.

The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

All questions and requests for clarification will, subject to there being a confidentiality issue which cannot be resolved, posted on Contracts Finder.

13. EVALUATION AND AWARD CRITERIA

All Tenderers shall provide all the information requested in the tender pack.

In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

Unclear Tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly reference to specific evaluation criteria.

The Parish Council will collate its findings and make the final selection of the preferred Contractor.

The Parish Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

Quotation Breakdown - To be included with your Tender

Quotation Breakdown (to be included with your Tender)

Preliminaries	£
Removal of old play equipment and surfacing	£
Safety Surfacing (Grass Matting / other)	£
Play Equipment	£
Installation of Equipment / site furniture	£
RoSPA Post-Installation Inspection	£
Reinstatement Works	£
Other works	£
Contingencies	£
Project Total:	£

Map of Play Area

Below is a map showing the play to be developed in Blue.

