

## Kineton Parish Council

### Main Tender Document

#### *Provision to design and enhance existing playground facilities.*

To be submitted no later than **16:00 hours 14<sup>th</sup> June 2021.**

Late submissions will be disregarded.

#### **General Enquiries**

Sports and Play Consulting Limited

Michael Carter

07421 463099

[michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)

## RESPONSIBLE PARTIES

### The Employer

Kineton Parish Council

### Contracts Administrators

Michael Carter (Sports and Play Consulting Limited)

Gina Lowe (Clerk to Kineton Parish Council)

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## 1. General Requirements

### 1.1 Overview and Objective of Project

Kineton Parish Council (The Employer) is seeking a suitably qualified company to design and enhance two existing playgrounds with new play equipment and associated works outlined in this document. The two sites are Park Piece where the main investment will be made and Kineton Meadows with some minor additions. The aim of the council is to consider this as a single project that will be awarded to the one supplier based on the scoring mechanism provided.

### 1.2 Budget and Costings

- The council has set aside a budget of **£40,000.00 (Ex VAT)** for both sites (details for each site provided in Section 3). Suppliers should utilise the full budget however not exceed it.
- All pricings will be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

### 1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than ‘appropriate’ contact, including relevant GDPR regulations made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

## 2. Contract Conditions

### 2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, safety surfacing, play equipment, and associated works which should comply to any relevant regulations primarily BSEN 1177 and BSEN 1176. Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM Regulations and will have the skills, knowledge, and experience to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

### 2.2 Purchase Order and Contract Agreement

The successful contractor will enter into an agreement by way of a Purchase Order with the Council or signed Order Form provided by the Supplier.

Additionally, there will be a contract agreement (Appendix 4) which will not be valid until both parties have signed by the appropriate person.

## 2.3 Insurance

The **successful** contractor must be able to provide evidence prior to work commencing of:

- 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**

## 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer (or named Consultant) and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise, and the order of contact

# 3. Scope of Works

## 3.1 Vision and Requirements

The population of Kineton continues to grow due to new housing developments across the town. Although there is a proposed LEAP as part of a

Morris Homes project to the western side, the existing facilities will play a critical role in serving the wider population.

There are currently two play facilities in Kineton, Park Piece located centrally to the south, and Kineton Meadows which is a more recent playground that was installed as part of the nearby housing development.

The total budget for both sites is £40,000.00 (Ex VAT) however the focus site for investment is Park Piece. There will not be a set budget for each site, albeit the following amounts will be a guide only:

*Park Piece:* **£37,000.00**

*Kineton Meadows:* **£3,000.00**

Following an assessment of these sites (can be provided on request), and community feedback there is clearly a need to upgrade the playgrounds in line with the budget available, and the priorities in terms of 'Play Value', access and public consultation.



### 3.1.1 Park Piece: Postcode CV35 0NT

Park Piece is centrally located with good access and parking at the site, however, is in urgent need of investment. Playgrounds should be inviting and provide a sense of



safety and ability to enjoy not only the equipment but also the existing natural features. This facility currently does not provide that, and so should maximise the experience in the space available for children and parents.

Fortunately, there is an area to improve the playground towards the road with possibly some items being removed and replaced with updated equipment that will not only be exciting, however also offers social interaction, appropriate for younger children and access that makes the facility practical all year round and for both adults and children.

That is, there is a need to invest and bring this site up to a good standard in terms of:

- New Seating
- Pathway within the site to seating and toddler area
- Additional play equipment for a wider range of ages and abilities
- Consideration of the maintenance
- New fence and gate on the roadside to mitigate any risk of children running onto the road and dogs gaining access.





### 3.1.2 Kineton Meadows: Postcode CV35 0BF

Kineton Meadows, located off Geden Close, is a good example of where a playground should be located and the general openness and natural space this area provides. This site was built by *Playdale* in connection to the nearby development by Bloor Homes and is a good platform to build upon. What it lacks, however are some elements of play value, specifically challenging and exciting equipment in addition to the fundamentals a playground should offer, along with some ancillary items:

- New Seating
- Additional play equipment for a wider range of ages and abilities
- Consideration of the maintenance
- Complimenting the natural surrounds and aesthetics of the site



However, due to the current available budget, the first investment into Kineton Meadows will be minimal and focus on shorter term additions which will include swings and seating. In the longer term with additional funding, further investments into this site will be made to address the issue of play value and challenge to a wider group of children.

The Parish Council is intending, subject to fundraising, to commit through a separate procurement process a further sum of approximately £40,000 for a second investment phase hopefully over the next three years to address the issue of play value and challenge to a wider group of children.

### 3.2 Specifications

Item	Park Piece: Required Specification	Kineton Meadows: Required Specification
<b>Approx. Budget:</b>	<b>£37,000.00</b>	<b>£3,000.00</b>
<b>Equipment</b>	Steel or combination of engineered wood and steel. Any wood equipment must have steel feet equipped and engineered against splitting. Consider play assessment (on request) plus public consultation (on request) that outlines a high interest for: <ul style="list-style-type: none"> <li>Swings (1 x Toddler Swing – 2 Seats)</li> <li>Multi Use Play Unit / Slide (2-6 years)</li> <li>Spinners and/or Roundabout (there is a dish roundabout in place)</li> <li>See Saw</li> <li>Climbing Net / Frame</li> <li>Balance Trail (there is a balance trail in place)</li> </ul>	Wood with steel feet. 1 x Toddler Swing (2 x Seats)
<b>Focus Age Group</b>	0-12 Years (emphasis on 2–6-year-olds)	0-12 Years (emphasis on 2–6-year-olds)
<b>Primary Surfacing</b>	Grass Matting	Grass Matting
<b>Refurbishment</b>	None (unless deemed necessary by supplier)	None
<b>Pathways</b>	Yes: From entrance to upper end where seating and toddler area would be positioned	None
<i>Width</i>	1.2 metres	
<i>Edging</i>	PCC	
<i>Base</i>	100mm MOT stone	
<i>Material</i>	Tarmac, Stone Carpet, Resin Bound Gravel or similar permeable system	
<b>Seating</b>	Yes: 2 x Benches	Yes: 1 x Bench
<i>Backrest</i>	Yes	Yes
<i>Material</i>	Steel/Recycled Plastic	Steel/Recycled Plastic
<i>Hardstanding</i>	Yes	Yes
<b>Bin</b>	None	None

<i>Litres</i>		
<i>Material</i>		
<i>Colour</i>		
<b>Sign</b>	None	None
<i>Size</i>		
<i>Post</i>		
<i>Material</i>		
<b>Fencing</b>	Yes	None
<i>Height</i>	1.2 metres	
<i>Type</i>	Bow Top suitable for a playground	
<i>Colour</i>	N/A - Galvanised	
<b>Gates</b>	Yes	None
<i>Pedestrian</i>	1 x Pedestrian self-closing	
<i>Maintenance</i>	1 x Maintenance (Combo)	
<i>Colour</i>	TBC	
<b>Re-Instatement</b>	New Turf and Topsoil on any significant damage or where removals have taken place, repair to any damage of existing materials/equipment to at least the original condition	New Turf and Topsoil on any significant damage or where removals have taken place, repair to any damage of existing materials/equipment to at least the original condition
<b>Relocation</b>	Supplier Discretion based on design	None
<b>Disposal</b>	Parallel Bars and spoil	None (spoil only)
<b>RPII or ROSPA Inspection</b>	Yes: any Low, Moderate and High Risk must be attended to before handing over to council	Yes: any Low, Moderate and High Risk must be attended to before handing over to council

#### 4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

<b>Action:</b>	<b>Date:</b>
Tender Release Date (no later than):	4 <sup>th</sup> May 2021
Site meeting for interested contractors (30-minute slots):	10:30 onwards Wednesday 19 <sup>th</sup> May 2021
Notification your intention to provide a response and any questions about the tender:	Monday 24 <sup>th</sup> May 2021
<b>Tender Submissions Due:</b>	<b><u>Monday 14<sup>th</sup> June 2021</u></b> <b><u>16:00 Hours</u></b>
Decision on Preferred Supplier:	End of July 2021

Work to Commence:

September/ October 2021

**Note:** Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received and expected duration of the build

## 5. Scoring Criteria

### 5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

<b>Criteria</b>	<b>Information Required</b>	<b>Weighted Percentage</b>
<b>5.1.1</b> Specifications	<p>Complete Appendix 3 in response to each of the required specifications outlined in Section 3.2. Answer with either a 'Yes', 'No' or 'Partial' and notes to accompany response which detail the specifications you are proposing.</p> <p><b>Scoring (Points):</b>  <i>Non-Compliant – 0</i>  <i>Partial Compliance – 1</i>  <i>Compliant – 2</i>  <i>Exceed Compliance – 3</i></p> <p>Scoring will be calculated based on the total score for the two sites (maximum is 30).</p>	<b>30%</b>
<b>5.1.2</b> Design and Rationale	<p>Outline the design rationale and approach to ensuring that the refurbished playgrounds will cater for a wider range of ages and abilities and achieving additional play values that are not present in the current facility. Also detail how you have designed the equipment within the space and budget.</p> <p>Scoring will be based on the above response and the consultants and councils view of how the design best addresses the requirements for each site based on the consultation, budget and brief provided.</p>	<b>50%</b>

<b>5.1.3</b> Design Presentation and Quotation	Suppliers are to provide: 1. 1 x 3D visual (Park Piece) with a maximum of two views 2. 1 x CAD or scaled Google Map for each site of the design 3. An itemised quotation for each site, ideally with a picture reference, with costs for each item, surfacing, and installation.	<b>20%</b>
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## 5.2 Scoring Matrix

### Responses to 5.1.2 and 5.1.3

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.

0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.
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## 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to ultimately select the Most Economically Advantageous Tender.

### 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*.

### 6.2 Site Meeting with Interested Parties

There will be a site meeting at Park Piece to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions (maximum one person from each supplier). However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

Should there be government restrictions or guidance in relation to COVID-19 and a site visit is not possible, it will be postponed until further notice or suppliers can visit the site if this is appropriate to do so.

### 6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being no confidentiality issue that cannot be resolved,



be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

#### 6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4.

Failure to notify your intention to bid or are unable to attend the site meeting then circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

#### 6.5 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily be to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant, however it will not be used to score any of the original designs submitted.

The Council reserves the right to use the images of the proposed designs and equipment provided by the selected supplier to promote its

playground investment plans following contract award and that the designs become the property of Kineton Parish Council once the contract has been awarded as they will be needed for inclusion in the new Park Piece lease.

## 6.6 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, will not be deemed 'substantial' changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final.

## 6.7 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome and scoring results of the preferred contractor and that supplier only.

## 6.8 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should only be with *Sports and Play Consulting Limited*.

### **Sports and Play Consulting Limited**

Contact: Michael Carter  
Mobile: 07421 463099  
Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Response	Format (Fill in supplier name with your company)
1. Completed Copy of Appendix 1	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. Completed Copy of Appendix 2	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. Completed Copy of Appendix 3 (5.1.1)	Excel Document Labelled – <i>SupplierNameAppendix3</i>
4. Response to Design Rationale (5.1.2)	PDF or Word Labelled – <i>SupplierNameDesign</i>
5. Quotation (5.1.3)	PDF Labelled - <i>SupplierNameQuotation</i>
6. Design Drawings (5.1.3)	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i>
7. Electronic and Hard Copies	An email or electronic transfer of all the above responses should be sent to the named consultant, Sports and Play Consulting, by the due date and time. Additionally, hard copies are to be sent to the Council as per details in Section 8.3

## 8.2 Design and Tender Instructions

### ***3D Design Regulations (Points deducted for failing to follow these):***

- No children or adults shown in the visuals.
- No background or photo shopping images.
- Equipment must be to scale of actual size.
- Include reference items with a number and product name.
- No “Play Values” shown on design.
- Do NOT duplicate equipment in the visual i.e., different views of one unit (details can be shown in main proposal or quotation).
- No Videos to be provided.

### ***Do NOT include the following information for the initial tender response:***

- TUV Certificates.
- Copies of Insurance Certificates.
- Installation documents and drawings.
- Trade Association or other member certificates.
- Warranty Certificates or Health and Safety Policies.
- Information not requested in the initial tender requirements unless it is considered a key part of the overall response.

## 8.3 Delivery of Hard Copies

Hard Copies to be delivered to:

**Kineton Parish Council  
Sideways, Banbury Road.  
Kineton CV35 0JY  
Attention: Gina Lowe  
'Tender – Kineton Parish Council Playground Project'**

**Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding and are to be sent in a plain envelope and/or tube.**