



Invitation to Tender

1. General Requirements

The Parish Council is seeking a suitably qualified company to design, supply and install new toddler play equipment and safety surfacing at an existing play facility as well as creating a new second play area for older children.

The location is at *Hadleigh Park, Parfitt Drive, Farnsfield NG22 8FA* (Off Southwell Road, listed on google maps as Parfitt Drive Play Park)

The overall budget for this Tender is £165,000. and Tenderers should provide the best possible solution for this price. The Council would prefer suppliers to be members of The Association of Play Industries.

2. Pricing

All pricing should be exclusive of VAT and valid for a period of at least 6 months from the due date for the response. Prices will be fixed and firm for the duration of the contract.

3. Non-Consideration of a Tender Response

The Parish 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 responses are the responsibility of the suppliers choosing to participate.

The Parish Council may refuse a tender response if the response fails to provide all the information required by the Parish Council to make a full evaluation.

Any offence or inappropriate actions by the tenderer, including an offence under the Prevention of Corruption Act or the tenderer directly canvassing any member of the Parish Council concerning the tender other than "appropriate" contact made to the Clerk of the Council for the purposes of clarifying the requirements or raising any questions pertaining to the tender.

4. Contract Conditions

The successful contractor will enter a contract by way of tender/quote issued to Farnsfield Parish Council.

The work is for the design, supply and installation of new play equipment, safety surfacing and fencing which must comply with European Safety Standards including BS EN 1176 and BS EN 1177.

The successful contractor must provide evidence of Public Liability Insurance of no less than £5 million and Employers Liability Insurance to the Parish Council within the tender response.

Confirmation of work hours, storage of materials, access, location of skips etc. a final programme of works and risk assessment/method statements will need to be finalised and provided to the Parish Council before work begins on site, most likely at the "pre-start" meeting.

The facility will be closed to allow for these works to be completed but during installation the contractor will need to keep access points clear of equipment and provide suitable HERAS fencing and safety notices around the construction site.

On completion of the project, any areas that have been damaged during the installation such as the turf must be returned to the original condition at the contractor's expense. Reinstatement of any damaged turf either as part of the construction works or the removal of the equipment and surfacing must be reinstated. This will require additional topsoil where appropriate to maintain a level surface, cultivation and seeding.

5. Overview of Project

The Parish Council has set aside a budget of £165,000 to carry out these works which is made up of S106 developer contributions.

Your submitted price must not exceed this figure.

Specific Requirements:

Existing Play Facility (D in figure 1)

- 5.1 Removal and disposal of existing play equipment and any associated safety surfacing
- 5.2 Installation of new equipment, suitable for toddlers. The items chosen should include a mix of traditional favourites and more modern units for a stimulating and challenging play experience
- 5.3 Installation of suitable safety surfacing that complies with EN 1177 impact attenuation for safer surfacing – certification to be provided.
- 5.4 Removal and disposal of existing fencing to be replaced with new, with low maintenance materials
- 5.5 Enhanced landscaping feature and integrated seating

New Area (E in figure 1)

- 5.6 Older age play area to be created on the Eastern side of copse but not extending beyond N/S edges of copse (As per E in figure 1)
- 5.7 Installation of new equipment, suitable for older children. The items chosen should include a mix of traditional favourites and more modern units for a stimulating and challenging play experience
- 5.8 Enhanced landscaping feature and integrated seating

Materials

The Parish Council is looking for longevity and minimal maintenance with low-cost spare parts readily available.

Post Installation Inspection - Please allow for an independent written inspection report following completion of the works and any noted defects/risks will need to be attended to and resolved before the scheduled open date noted in the table below.

6. Project Timetable

Below is the timetable set out for the project and tenderers will need to confirm within the tender response that they can meet the stated project start and completion dates:

| Phase | Date |
|-------------------------------|--|
| Tender issue | 15 th October 2021 |
| Deadline for Tender returns | Extended to 10 th December 2021 (was previously 12 th November 2021) |
| Award of contract | By the end of Quarter 1 of 2022 |
| Commence installation on site | To be discussed and agreed with successful Tenderer |

Site meetings are to be arranged with the Clerk to the Parish (see 10 below for contact details)

7. Award Criteria and Evaluation Criteria

Any contract(s) awarded because of this procurement will be awarded based on the offer that is the most advantageous to the Council.

All Tenderers shall provide information, which demonstrates their understanding of, and ability to meet the specification. **Unclear Tenders may be discounted in evaluation. The Council reserves the rights 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 referenced to specific evaluation criteria.

| Minimum Criteria | | Pass/Fail |
|----------------------------|---|-----------|
| 1 Health and Safety | Provide relevant Health & Safety accreditations and records for supply and installation of the equipment and surfacing. | |
| 2 References | Please provide details of at least 1 similar project which you have carried out for local authority clients. For each project please state: i) Name and address of the project, ii) Name, address, telephone number and email address of the client officer or principal contact, iii) Description of the scope of services provided, Approximate value of the contract. | |
| 3 Play Equipment | Provide details of new items of equipment for both Toddlers and Older Children and why they have been chosen i) Provide a statement confirming that each piece of new play equipment complies with EN 1176 for Playground Safety Standards | |
| 4 Surfacing | Provide details of why the type of safety surfacing has been chosen i) Provide a statement confirming that the safety surfacing at each location complies with EN1177 impact attenuation for safer surfacing. | |
| 5 Fencing | Provide details of new fencing and why it has been chosen | |
| 6 Installation | Provide a robust method statement for the installation. This should include: • How you will ensure that the installation will be always compliant with Health & Safety Regulations to ensure public and workforce safety throughout the term of the project. | |
| 7 Warranty | Outline clearly what is covered in the warranty, length of warranty for each type of material – please ensure items with no warranty are also outlined | |

Scoring System

| Item | Detail | Score |
|----------------------|---|-------|
| Play equipment | Quantity, Range and age appropriateness, aesthetics of equipment and safety surfacing | 60% |
| Quality of materials | Maintenance, anti-vandal, expected longevity of equipment and surfacing | 20% |
| Warranties | What is covered in the warranty, length of warranty for each type of material | 10% |
| Presentation | Overall presentation of submission and visuals | 10% |

| Points | Level | Criteria |
|--------|----------|---|
| 5 | Superior | Exceptional demonstration of the relevant ability, understanding, experience, skills, resources, and quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value. |
| 4 | Good | A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirements with no negative indications or inconsistencies. |
| 3 | Adequate | Reasonable achievement of the requirements specified in the tender offer and |

| | | |
|---|--------------------|---|
| | | presentation for that criterion. Some errors, risks, weaknesses, or omissions which are possible without too much difficulty to correct/overcome and make acceptable. |
| 2 | Below expectations | Minimal achievement of the requirements specified in the tender offer and presentation for that criterion. Several errors, risks, weaknesses, or omissions which are possible but difficult to correct/ overcome and make acceptable. |
| 1 | Poor/deficient | Limited response provided or a response that is inadequate, substantially irrelevant, inaccurate, or misleading. |
| 0 | Unacceptable | Totally deficient and non-compliant for that criterion. |

All questions will be scored against the definitions shown in the table above.

Responses may score any whole numbers between 0 and 5.

The score for each evaluation sub-criteria will be divided by maximum marks available for the question and multiplied by the sub weighting (%) of the question, to provide a weighted score (%) for that question.

For example, if the sub weighting for the criteria is 20%, the maximum marks available are 5 and the Tenderer is marked a '2', their weighted score (%) for that question will be:

$$2/5 \times 20 = 8\%$$

The submissions will be evaluated by the Clerk and the playground tendering working party. The three highest scoring tenders will be presented to the Full Council for discussion and decision.

9. Format for Response

Please provide a colour hard copy of any visuals/designs (A3 would be preferable) and 1 x A4 hard copy of any supporting materials such as the quotation, to the Clerk of the Parish Council at the address shown below.

Itemised pricing should be shown within the Tender presentation

The items should be sent in a sealed envelope sent to the address below and clearly marked in the top left corner "Tender response – to be opened only by the tender panel".

To maintain the sealed tender process electronic documents should not be submitted to the Parish Council.

10. Contact Details

Any questions relating to the tender or to arrange a site visit should be directed to **Vikki Arkell – Clerk & RFO, 07483160909, clerk@farnsfield-pc.uk**

Vikki Arkell – Clerk & RFO
Farnsfield Parish Council
145 Queens Road South
Eastwood
NG16 3NE

Figure 1

