

**Tender for:**

Re-design, supply and install play equipment and safety surfacing as required to upgrade an existing toddler play facility at Bourton Park, MK18 7AB

**Tender Deadline:**

Thursday 3<sup>rd</sup> November 2022 @2pm

**Tender Address:**

Buckingham Town Council. Verney Close, Buckingham MK18 1JP

Your response to this invitation to tender must be received up to the closing time on the date and in the place shown above. Your tender shall be submitted in a sealed envelope or package, marked with the tenderers name for the attention of the Town Clerk and the invitation to tender title: Design, Supply and Installation of Playground Equipment at Bourton Park, Buckingham. Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.



## Contents

1. General Requirements .....	3
2. Tenders .....	3
3. Terms of Engagement .....	4
4. Description of the works and pricing .....	5
4.1 The works .....	5
4.3 Budget .....	5
4.4 Site description and access .....	5
4.5 Drawings .....	5
4.6 Working hours .....	6
4.7 Labour, Plant and Materials .....	6
4.8 Disposal of Waste and Litter .....	6
4.9 Health, Safety and Welfare .....	6
4.10 Existing Services Across the Site .....	6
4.11 Timetable and Monitoring .....	7
4.12 Environment and Reinstatement .....	7
5. Programming of the Works .....	7
6. Payment for the Works .....	8
7. Insurances Required .....	8
8. Safeguarding .....	8
9. Standards of Materials, Workmanship and Accreditation .....	8
10. Evaluation and Scoring .....	9
11. Criteria Weighting .....	9
11.1 Price (20%) .....	9
11.2 Quality (80%) .....	9
12. Specification and Brief .....	11
12.1 Play Equipment and Value .....	11
12.2 Inclusivity and Imagination .....	12
12.3 Presentation .....	12
12.4 Warranties and Guarantees .....	12
13. Submission of Tender .....	12
14. Schedule of works .....	14
<b>Appendix A Site Location Plan</b> .....	<b>16</b>
<b>Appendix B Photos of site and existing play equipment</b> .....	<b>18</b>

## **1. General Requirements**

- 1.1 Buckingham Town Council (BTC) is seeking a qualified and reputable (a member of the association of play industries) play company to design, supply and install toddler play area equipment at Bourton Park. Buckingham MK18 7AB on the provisions as set out in this document.
- 1.2 The location of the site is Bourton Park, Buckingham MK18 7AB.
- 1.3 The aim is to decide on a preferred supplier and to place an order in November 2022, for an installation in the spring of 2023.
- 1.4 This project requires the supply and installation of new toddler play equipment (ages 2-7 years) including play area surfacing. The existing fenced play area enclosure must accommodate the play items as an extension is not possible. The Council will, where possible, repurpose any viable play equipment on alternative sites. The principal focus of the new play equipment is imagination and inclusivity, providing play items for the 2 to 7-year-old age group.

## **2. Tenders**

2.1 This document must be treated as private and confidential. You must not disclose the fact that you are submitting a tender nor release details of the tender document other than on an 'In Confidence' basis to those who have a legitimate need to know or to whom they need to consult for the purposes of preparing the tender.

2.2 The Contractor is required to submit a fixed tendered price for the works detailed within this document and in accordance with the Schedule of Works, Specifications and Brief.

2.3 The tendered price and accompanying design for the works must be returned and submitted in a separate sealed envelope or package, marked with the tenderers name for the attention of the Town Clerk and the invitation to tender title:

Design, Supply and Installation of Playground Equipment at Bourton Park,  
Buckingham.

The Town Clerk  
Buckingham Town Council  
Verney Close  
Buckingham  
MK18 1JP

By no later than 2pm on Thursday 3<sup>rd</sup> November 2022

2.4 Prices shall be irrevocable and valid for a minimum period of 90 days after the closing time, whether or not another tendered price has been accepted.

The Council has in its sole discretion, the unfettered right to:

- Accept any tender;
- Reject any tender;
- Reject all tenders;
- Accept a tender which is not the lowest price;
- Accept a tender that deviates from the requirements, specifications or the conditions specified in this document;
- Reject a tender even if it is the only tender received by The Council;
- Accept all or any part of a tender; and
- Split the requirements between one or more bidders.

2.5 If a tender is accepted and required permissions are refused, the Council reserves the right to cancel the contract.

2.6 The Council will acknowledge receipt of all accepted tenders within 14 days of the closing date.

2.7 The Council does not bind itself to accept the lowest price or any tender, and it reserves the right to accept or decline any tender without explanation. The company shall not have any claim for expenses incurred in the preparation of this tender

### **3. Terms of Engagement**

3.1 The acceptance of a tendered price by BTC shall form the basis of a binding contract which shall be governed by English Law.

3.2 This document, together with the drawing/s, specifications, and any correspondence made to clarify the Contractor's tendered price and play area layout design shall form the contract documentation. The successful Contractor will enter into a contract by way of a JCT minor works contract issued by Buckingham Town Council.

3.3 The 'Council's Representative' shall mean Lee Philips (or other appropriate person appointed from time to time by the Council and notified in writing to the Contractor). All tender documents relating to this tender shall be sent to the Town Clerk using the details set out in paragraph 2.3.

3.4 Any queries or correspondence relating to this document and the scheme of works should be directed to:

The Estates Manager  
Buckingham Town Council  
Verney Close

#### **4. Description of the works and pricing**

##### **4.1 The works**

The works comprise of the installation of new toddler's play equipment at land known Bourton Park. Buckingham MK18 7AB. There is an existing fenced children's play area on the site which is largely aimed at the toddler up to 7-year-old age group.

4.1.1 This project requires the supply and installation of new toddler play equipment (ages 2-7 years) including play area surfacing. The existing fenced play area enclosure must accommodate the play items as an extension is not possible. The Council will, where possible, repurpose any viable play equipment on alternative sites. The principal focus of the new play equipment is inclusivity and providing play items for the 2 to 7-year-old age group.

##### **4.3 Budget**

The maximum budget for the complete scheme is £124,000 ex VAT, but tenders may submit under this sum.

##### **4.4 Site description and access**

4.4.1 Bourton Park toddler play area is a fenced playground within an area of public open space located on eastern end of Bourton Park, which is fringed by a small stream and adjacent to a busy Primary school.

4.4.2 The park is used for informal recreation and public enjoyment. The play area site is not flat and gently slopes from north to south.

4.4.3 Interested Contractors are advised to visit the site in order to familiarise themselves with the area, the existing layout and the surrounding environment

4.4.4 The Council's representative is available to meet interested Contractors during the tender period given enough notice.

4.4.5 Access shall be off the Jarman Close entrance, via a tarmac footpath.

4.4.6 The Contract Area shall be agreed with the Contractor at the prestart meeting. All areas for storage and welfare will be determined at the prestart meeting. There is enough space to provide a secure storage area during the scheme of works.

##### **4.5 Drawings**

The following drawing are included within the appendices of this document

- a. Site plan
- b. Photos of the existing site

#### 4.6 Working hours

Working hours shall be limited to 08.30-18.00 Monday to Friday. Weekend working hours shall be subject to approval by the Council. Ideally the construction will take place during term time, as to avoid disruption to the local primary school and residential housing estates.

#### 4.7 Labour, Plant and Materials

The Contractor will provide all labour, materials, fuel, water, carriage, plant, tools and machinery in order to execute the works.

It is the responsibility of the tenderer to guarantee that all its sub-Contractors will comply with all the requirements and terms and conditions set out herein

#### 4.8 Disposal of Waste and Litter

The Contractor must ensure that all waste materials and litter produced whilst these works are ongoing are transported from site using waste carriers with a current Waste Carriers License. The provision of skips is permitted yet these must be located within a secure fenced compound. There must be no burning of litter or vegetation on the site.

#### 4.9 Health, Safety and Welfare

4.9.1 The successful Contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974 and all associated Acts, Regulations and Approved Codes of Practice.

4.9.2 The successful Contractor must submit to the Council copies of all insurances and site-specific risk assessments and method statements ahead of any works commencing on site.

4.9.3 The Council is unable to offer any welfare facilities at this site. The Contractor will need to allow for the provision of any facilities required for the works. There is ample space to accommodate a welfare and secure storage area where all materials, plant and facilities can be contained.

4.9.4 The Contractor's site must be fenced off throughout the duration of the works with 2m high Herras fencing for the protection of the public. Where applicable appropriate signage shall be erected to inform the public of the works or hazards.

#### 4.10 Existing Services Across the Site

4.10.1 It shall be the responsibility of the Contractor to make enquiries with utility companies in respect of the development site.

4.10.2 Contractors should arrange for a trained and competent individual in the use of site surveys for underground apparatus using a Cable Avoidance Tool (CAT), to complete a utilities survey of the site. A copy of the survey should be provided to and retained by the Council.

4.10.2 The contractor should not that there is no electricity or water available on site. It is the responsibility of the contractor to provide all utilities required.

#### 4.11 Timetable and Monitoring

4.11.1 The successful Contractor will agree a construction timetable with the Council following the award of contract, and as such the timetable set out in the Programme of Works section should be used as a guide only and allow a contingency for inclement weather.

4.11.2 The Council will require weekly, and on occasions ad hoc, reports providing accurate details of progression against the scheme of works and provide information in instances where the Contractor fails to meet any of the agreed Service Levels.

4.11.3 The Contractor may be required to attend review meetings with the Council's supervising officer, at his discretion to discuss performance.

#### 4.12 Environment and Reinstatement

4.12.1 The Council is committed to environmental improvement through environmental protection and sustainable development into its decision-making processes in respect of both the execution of its core functions and responsibilities, and the management of day-to-day operations. Contractors should:

- Throughout the life of the agreement, provide information on new or improved environmentally preferable goods when they become commercially available and, promote their use under the agreement;
- Reduce the amount of packaging and recycle packaging as appropriate.
- Remove all packaging and dispose of all waste of in an environmentally friendly manner.

4.12.2 The Contractor must make reasonable effort to protect the surfaces when transporting plant and equipment to and from the play area site. All existing grassed areas (including areas used by the Contractor for access, vehicle movements and storage) shall be reinstated to the satisfaction of the Council upon completion of the works. Reinstatement shall be taken to include the placing of grade 1 topsoil and turf, as required.

### **5. Programming of the Works**

5.1 Site viewing meetings can be arranged with interested Contractors and a representative of the Council during October 2022.

5.2 Questions or clarifications shall be submitted to the Council by Thursday 27th October 2022.

Tendered prices with accompanying designs shall be received by the Council no later than 2pm on Thursday 3<sup>rd</sup> November 2022 @2pm

**LATE SUBMISSIONS WILL NOT BE ACCEPTED.**

5.3 The Council will inform the successful contractor by 25th November 2022.

5.4 A prestart meeting shall be scheduled between the Council and the Contractor. At this meeting a pre works photo survey will be undertaken prior to commencement of works.

5.5 The Works are scheduled to be started no later than Monday 20<sup>th</sup> March 2023.

## **6. Payment for the Works**

Payment shall be by measure and value and paid on presentation of invoices.

## **7. Insurances Required**

7.1 The Contractor shall provide insurance for the Works.

7.2 The Contractor shall provide Public and Councils liability insurance (persons and property) up to the value of £10,000,000 for any single incident and for an unlimited number of incidents.

7.3 The Contractor shall provide evidence of the insurances with the tender documents and again before undertaking any works on site.

## **8. Safeguarding**

8.1 The Contractor shall ensure that all individuals are subject to a valid disclosure check for regulated activity undertaken through the Disclosure and Barring Service (DBS); and

- monitor the level and validity of the checks under this clause for each member of their staff and sub-Contractors
- not employ or use the Service of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity or who may otherwise present a risk to Service Users.

8.2 The Responsible Officer will require confirmation that DBS checks have been carried out and are up to date.

8.3 The Contractor warrants that at all times for the purposes of this Contract it has no reason to believe that any person who is or will be employed or engaged by the Contractor in the provision of the Service is barred from the activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 and any regulations made thereunder, as amended from time to time.

8.4 The Contractor shall for the purposes of this Contract have in place its own Safeguarding Policy

## **9. Standards of Materials, Workmanship and Accreditation**

9.1 All materials and workmanship shall conform to relevant British and European standards.

9.2 All proprietary play equipment and surfacing shall comply fully with BSEN1176, BSEN1177 and any other relevant play industry safety standards.



9.3 An independent Post Installation Inspection report will be commissioned and paid for by the Council and this will form the basis of any initial defects list which the Contractor shall take action to correct prior to the removal of the Heras Fencing.

9.4 The Contractor will be able to respond to the findings of the Post Installation Inspection Report, and any objections to the findings shall be submitted to the Council within 48 hours of the report being received.

9.5 The play area is to remain closed to the general public until after the satisfactory completion of any findings of the post installation inspection report.

9.6 We require all Tenderers to be members of the API (Association of Play Industries)

## **10.Evaluation and Scoring**

10.1 Tenders will be evaluated to determine the most economically advantageous bid using the following criteria and weighting.

## **11. Criteria Weighting**

Price	20%
Quality	80%

### **11.1 Price (20%)**

Contractors are asked to submit a pricing schedule for each element of the work as set out in the Schedule of Works section and a total tendered price. Price will carry 20% of the scoring on the following basis:

$(\text{Lowest bid price} / \text{bidders' price}) \times 20 = \text{bidders price score}$

### **11.2 Quality (80%)**

11.2.1 Quality will be evaluated from the information submitted by the Contractor and against the criteria set out in this section. A panel of Councillors and Officers will evaluate each submission.

11.2.2 Contractors are encouraged to submit information that allows the Council to clearly understand what is being proposed. Contractors are encouraged to present their proposals in a clear itemised manner with supporting visual plans. Contractors are required to present information outlining how they will approach the delivery of the project specifically for the Bourton Park toddler play area site and show how they plan to accommodate the Council's timescales.

11.2.3 Each quality criteria will be awarded a score of 0-5 in accordance with the scoring scale set out below:

Score	Criteria
0	The response raises concerns about understanding of the project which will have a detrimental effect on the project outcome and contract performance.

1	The response suggests significant shortcomings of understanding or approach which is likely to impact on the project outcome and contract performance
2	The response suggests shortcomings of understanding or approach which is likely to impact on the project outcome and contract performance
3	The response raises no concerns about understanding or approach to the project outcome or contract performance.
4	Response is above expectations in terms of understanding or approach to the project outcome or contract performance.
5	Response is significantly above expectations in terms of understanding or approach to the project outcome or contract performance

11.2.4 The weighted scored quality criteria are as follows:

Quality Criteria	Weighting (80%)
<b>Play Equipment, Play Value</b> The Council will evaluate the play value of each proposed item of play equipment including use of materials including the sustainability of materials, dimensions, age range, surfacing, play disciplines, challenge and excitement	30%
<b>Inclusivity</b> Inclusivity is a key focus for this project. The Council will evaluate each item of play equipment on the basis of its inclusivity and appeal and use for a wide range of abilities and disabilities.	20%
<b>Presentation</b> The presentation score will be assessed against the visual plans and the play area layout plans submitted. Consideration will be given to how the new equipment is laid out, the connectivity within the play space and how the proposals respect the surrounding environment.	15%
<b>Warranties and Guarantees</b> The Council will evaluate the warranties and guarantees on each individual item of play equipment, play area surfacing and materials used or component parts.	10%
<b>Policy</b> Buckingham Town Council's Sustainable Procurement Policy states that they will purchase locally wherever possible. The Council will score as follows: <ul style="list-style-type: none"> <li>• Play Company that manufacture equipment within Buckinghamshire = 5 points</li> <li>• Play Company that manufacture equipment within the United Kingdom = 3 points</li> <li>• Play Company that manufacture equipment outside of the United Kingdom = 1 point</li> </ul>	5%

11.2.5 Weighting criteria will be scored as per the following example:

- Presentation 15%
- Criteria score awarded = 3 out of a possible 5
- Score calculated  $3/5 \times 15 = 9$  points awarded.

11.2.6 The quality criteria scores will be added to the price scores to determine a final score for each Contractor. The Council may invite prospective Contractors to present their proposals to the Council should this be required.

## 12. Specification and Brief

### 12.1 Play Equipment and Value

The Council is seeking a play area which incorporates imagination, challenge and excitement for the target age group, and as such the proposed list of play equipment items set out below is a broad indication of the Councils and communities' vision. The list of play equipment items is intentionally generic by description, allowing Contractors to use their innovation and experience from within their own organisations and product ranges.

12.1.1 The Council is content with a range of materials to be used including, HPL and steel, but not timber as the site is prone to seasonal flooding. The Council would seek to see the use of sustainable or environmentally friendly products which are durable in nature to adhere with the Council's Climate Emergency and Procurement Policies.

12.1.2 All existing safety surfacing must be removed to a licenced facility. The successful bidder must supply and lay new wet pour safety surfacing to meet safety standards (BS EN1177) - surfacing must be rubber wet pour. Colours shall be in all instances complimentary of the local environment, so the preference is to see woodland and nature colours and themes. This applies to the surfacing also, but black is acceptable for surfacing. The surfacing will be prone to seasonal flooding and will have to be constructed to withstand this.

12.1.3 Contractors are encouraged to consider a range of play values and disciplines and make clear within the submission, the play value for each individual item of equipment. The playscape should incorporate the widest array of possible activities to stimulate both the physical and social growth of users.

12.1.4 The list of play equipment items to be considered must include, but are not restricted to:

Quantity	Item
1	Pair of toddler basket swings to include accessible options
1	Pair of flat swings to include accessible options
1	Multi-play unit with range of play features including a slide, rope bridge and angled climbing wall
1	Roundabout

1	Litter bin
1	Additional picnic bench similar to existing furniture

12.1.5 The list of play equipment that the Town Council does not wish to be incorporated within the new play scheme includes:

- Play panels with moving parts
- Individual springers, multi-person springers will be considered
- See saws
- Vertical climbing walls

## 12.2 Inclusivity and Imagination

Inclusivity and imagination are the key elements of this project. Contractors are encouraged to give consideration to items of play equipment that are inclusive for all and promote imagination, inquisitiveness and curiosity in the children. Consideration of natural woodland shapes, colours, materials, range of equipment, ease and assistance for access are key features the Council is seeking to include. Connectivity within the play space is an essential feature, enabling people with impaired mobility or those in wheelchairs and with pushchairs to manoeuvre within the play space. The Council recognises that secluded areas of calm, within the sight of parents/carers, are important for children that may need time to withdraw and recalibrate. Therefore, a quiet area, playhouse or equipment that allows children to observe the play before engaging, is an important aspect of this project.

## 12.3 Presentation

The Council requires the Contractors proposals to be set out on a scaled drawing showing the layout of each item of equipment, entrances and connecting paths. The layout plans should itemise each item of equipment on an accompanying 'key'. The Contractor may submit 3D visual drawings showing the play area layout on the site. The Contractor is not permitted to extend the current fenced enclosure and is encouraged to visit the site to appreciate the slope and gradient. The Contractor should show the layout of the new equipment and fencing in relation to the roll top fencing, which is remaining. The Contractor may extend the play space beyond the existing safety surfacing boundaries and should show within its price the cost for the removal, supply and installation of any surfacing.

## 12.4 Warranties and Guarantees

The Council is seeking a play area which is durable, vandal resistant where possible and provides quality and reliability going forward. The Contractor shall provide evidence of the warranties, guarantees and spares list for each item of equipment, the surfacing and the individual materials used within the play space. The Council requests that the Contractor submits TWO references from projects installed for a local authority within the last THREE years.

## 13. Submission of Tender

13.1 The Contractor shall submit the following documents:

Tender form with prices clearly shown and itemised

II. Proposed play area layout plan, drawn to scale, itemised with a key

III. 3D visual layout plan (optional)

IV. Guarantees and Warranties

V. Statement outlining how they will deliver the project

VI. Project timeline shown via a Gantt/bar chart to meet the Councils timescales.

VII. Two references from projects installed for a local authority within the last 3 years.

#### 14. Schedule of works

##### Bourton Park Toddler Play Area, Schedule of Works, Tender Form

We hereby provide our fixed price tender ex VAT to complete the works to extend the play area at Bourton Park Toddler Play Area.

	Description	Qty	Rate	Total
1	Insurance of the works	1		
2	Site prelims including welfare, compound and fencing	1		
3	Supply and installation of new pair of toddler basket swings	1		
4	Supply and installation of new pair of flat seat swings	1		
5	Supply and installation of new multi-play unit	1		
6	Supply and installation of new roundabout	1		
7	Supply and installation of new litter bin and picnic bench	1		
8	Removal and disposal of existing play area safety surfacing	1		
9	Supply and installation of new safety surfacing (wet pour)	1		
10	Removal of spoil and debris	1		
11	Removal and disposal of existing play equipment	1		
12	Excavation and relocation of existing blue metal 2-seater bench to an appropriate location onsite	1		

Note – Play area safety signage and Post Installation Inspection Report to be commissioned and paid for by the Council.

Sign below once you are satisfied that you have completed the form correctly and you are able to provide the documents required.

- ☐ I declare that the information given in this tender is true and accurate to the best of my knowledge and belief.
- ☐ I declare that I have permission from any other partner(s) to sign the tender on their behalf.
- ☐ I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, for the purposes of assessing my eligibility or for the purposes of the prevention or detection of crime.
- ☐ I understand that I may be liable for prosecution if I have knowingly provided information which I know to be false or do not believe to be true.
- ☐ I declare that I have not committed any serious infringement or fraud. You required to declare any current involvement or interest with the Council if it is considered by you to be in real or apparent conflict with the duties to be performed for this scheme of work. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process. Please declare your interest within your covering letter or email to the Council.

Completed by:

Company:

Date:

GDPR 2018 AND RECORD RETENTION: All documents will be treated in confidence and retained securely. DOCUMENT MINIMUM PERIOD OF RETENTION REASON

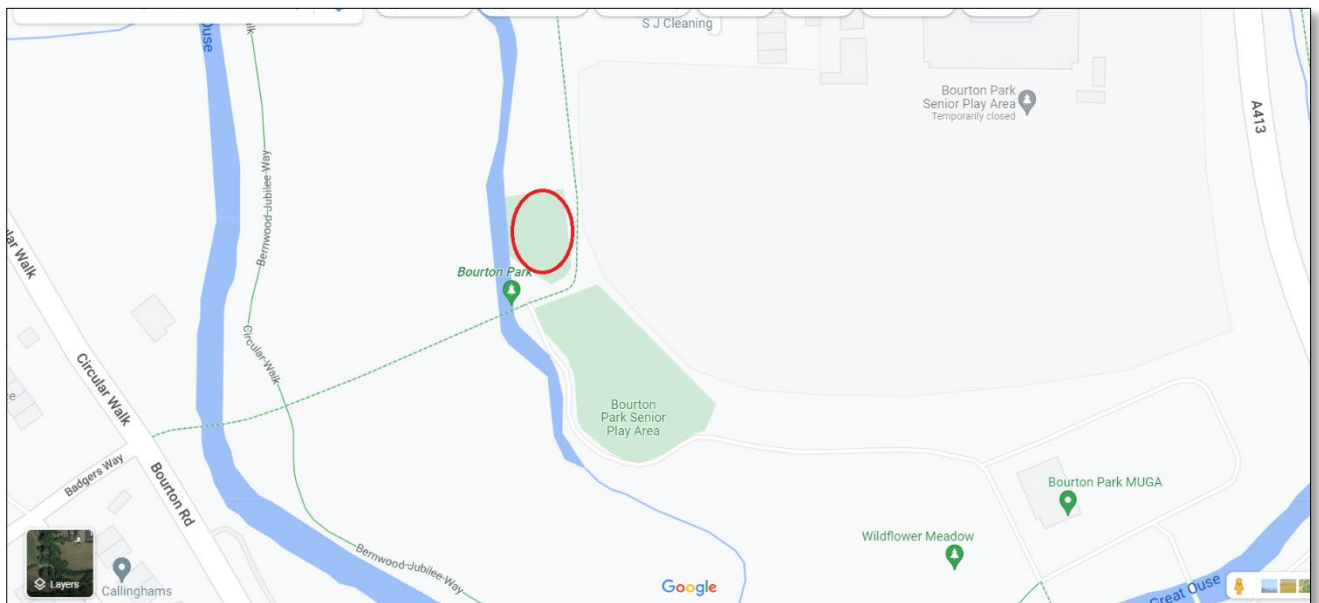
General quotations/tenders 6 years Limitations Act 1980 as amended

## Appendices:

- A. Site Plan
- B. Photos of site and existing play equipment

### Appendix A Site Location Plan

Bourton Park, Bourton Rad, Buckingham MK18 7AB









## Appendix B Photos of site and existing play equipment





