



# **Cricklade Town Council**

Commercial in Confidence

## **Tender Document**

### **Provision to design and build a new Play Area at Stones Lane**

#### **1. General Requirements**

Cricklade Town Council is seeking a suitably qualified company to design and build a play area to replace the existing facility at Stones Lane Play Area, which is detailed in this document.

The location of the site is at the Cricklade Leisure Centre, off Stones Lane, Cricklade, Wiltshire. SN6 6JW



#### **2. Prices**

All pricing should be exclusive of VAT and valid for 180 days from the due date of the response. Prices will be fixed and firm for the duration of the contract.

### **3. Non-Consideration of 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 response is the responsibility of the suppliers that have been invited to participate.

The Council may refuse a tender response if there has been any attempt to vary or alter the details within the documents 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 Bribery Act 2010 or the supplier directly canvasses any Councillor or member of staff of Cricklade Town Council concerning the tender other than “appropriate” contact made to the individuals named within this document for the purpose of clarifying the requirements or raising any questions pertaining to the tender.

### **4. Contract Conditions**

The successful contractor will enter into a contract by way of a Purchase Order with Cricklade Town Council.

The work is for the design, supply and installation of play equipment, surfacing, fencing and associated works which must all comply to 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 £10m and Employers Liability Insurance to the Council within the tender response.

If CDM regulations apply, then for the purposes of construction (Design and Management) Regulations 2007 the appointed contractor will be required to undertake and fulfil duties of the CDM Co-ordinator as part of the conditions of this contract.

Confirming of work hours, storage of materials, access, location of skips and a final Programme of Works and RAMS will need to be finalised and provided to the Council before work begins, most likely at the “Pre Start” meeting.

During installation, the contractors need to keep public and maintenance access points clear of equipment and provide suitable HERAS fencing and safety notices around the construction site.

On completion of the project, any area that has been damaged during the installation such as the turf, surrounding pathways and fencing must be returned to the original condition at the contractor’s expense. Reinstatement of the grassed area should be new turf (not seeding).

### **5. Overview of Project**

Cricklade Town Council has set aside a budget of up to £85,000 to redevelop the play area at Stones Lane. The objective is to create an exciting, challenging, and practical facility for children between the ages of 3 and 12 years and of all abilities, while ensuring the area is enjoyable for the families of those using the play area all year round.

### **Site Clearance**

Remove and dispose of existing timber fence, concrete foundation and metal gate to perimeter of existing play area.

Remove and dispose of bark chippings and any associated membrane.

Remove and dispose of existing play equipment together with concrete bases as necessary.

The tenderer is to consider the possibility of using existing concrete bases in the design of the new scheme to avoid unnecessary costs of removal.

### **Play Area**

The existing play area is approx. 9m x 24m. The proposed new play area enlarges the existing area by about 5m on the west side up to the fencing to the existing Skate Park for a length of about 20m, and by 2m for the full length of 24m on the east side. The large tree on the North East corner would remain on the outside of the 'new play area' as will the tree at the middle of the eastern side. There will be therefore a cut-out of about 5m x 4m in the South West corner.

### **New Equipment**

The play area is intended for children up to the age of 12. The tenderer should propose a scheme which provides equipment suitable for the young toddlers at one end and for the older children at the other end. The equipment should be that which is popular with the children but will give parents confidence that their children can play safely at all times. If the tenderer wishes alternative options on equipment can be offered. The tenderer should identify which equipment is suitable for disabled children. Costs should include for supply and installation.

Two benches with no backs to be provided.

### **Play Equipment**

Overall the design and choice of play equipment will be up to the supplier, however the items and suggestions which should be included are:

- 2.4 m High Swings
- 1.0 m High Toddler Swings
- Toddler Multi Play Unit including Slide
- Junior Multi Play Unit
- Play Panels
- Toddler Musical Play Area
- See Saw Installation
- Wheelchair accessible Roundabout
- Balance Rider

### **Surfacing**

Generally, the finished surface will be Black Wetpour. The intent is to have areas of coloured Wetpour under and around those pieces of equipment where there is the possibility of excessive wear or a child falling. All other areas between pieces of equipment should also be Wetpour. 'Precast concrete edgings should be used where required'. These will be required around the perimeter, and probably at the edge of the Wetpour areas.

The whole area is to be self draining and should be useable after periods of prolonged rain.

### **Boundary Fence**

The play area is to be enclosed by a 1.2m high bow top fence with two self closing gates. The main entrance gate should be suitable for the disabled and will be in the north side of the area, and an anti-bullying escape gate in the east fence. Where the play park abuts the existing Skate Park, the skate park fence will serve as the boundary to the play area.

### **General Design Approach**

The overall design should be based considering the natural surrounds and use more “natural” materials, encourage children to use a variety of equipment for all ages and abilities (up to 12 years of age).

### **Value Add**

The Council will be open to any additional value-added options within the proposal such as (but not limited to):

- After care service (outside of standard warranty inclusions)

### **After Sales and Service Level Agreements**

One critical aspect to the overall response is the ability for suppliers to respond quickly and effectively to any post installation maintenance requirements. That is, a scoring mechanism included in this document to evaluate how a supplier will respond to the following:

- A request to fix any issues relating to defects that are included in the warranty - time to resolve etc
- Spare Parts – lead times to provide and replace spare parts
- Non-warranty defects – lead time and costs associated with general inspection and maintenance – are there call out fees, what is the standard lead time to resolve

Service level Agreements: As per SLA table outlined in this document there will be a scoring mechanism and condition to the contract, that the supplier adheres to certain SLA's around installation and post-sales support.

Should the contractor agree to these terms for the purposes of the overall score, but fail to meet these agreements, penalties will be posed in the form of either a credit or similar that could be used for future orders or services rendered.

### **Post Installation Inspection**

Please allow for ROSPA inspection following the completion of the project, and any noted defects or medium to high risk reports need to be attended to and resolved before the open date noted on the table below.

## 6. Time Table 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. ***Suppliers will need to provide confirmation (or Programme or Works) that these dates for starting and finishing the project can be met within tender response:***

Action:	Date Due By:
Tender Site Meeting – date and time to be confirmed	26 February 2019
Tender response due	11 March 2019
Order date	15 April 2019
Work to commence	3 June 2019
Completion date	1 July 2019
All snagging/ROSPA issues resolved within 6 months	After completion

## 7. Scoring of Tenders

The table below will be used to score all the submissions in order to short list the responses for a final three.

Item	Detail	Score
Overall Design	Meeting the brief, design layout, aesthetics of equipment and surfacing	50%
Quality of Materials	Maintenance, expected longevity of equipment and surfacing, base works	20%
Warranties	What is covered in the warranty, length of warranty for each type of material	10%
Presentation	Quotation, quality of the visuals, general information included and format of response	10%
Time Table and Service Levels	Can you meet the time frames and agree to the service levels detailed in this document	10%

## Scoring System

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 requirement 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 can be corrected/overcome with minimum effort.
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 to 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

## 8. Service Level Table

The table below represents the service level requirements for this project to ensure that there are minimal time and cost implications for delivery and post-sales support.

Requirement	Details	Penalty
Completion of project on time	Other than delays due to aspects not within the control of the contractor, completion of 2 weeks beyond stated completion date	2% of the value of the project Longer than 2 weeks – 3% of the value of the project
Resolution of Warranty related defects	Beyond 4 weeks of notified defect if item is not safe to be used	5% listed value of equipment in question
Retention	Any defects or quality issues within 12 months of installation	5% of the value of the project to be withheld until 12 months following completion of the project
Project Management	Please advise if a PM will be allocated and what their responsibilities will involve	N/A

## 9. Reference Sites

Please provide **two** suitable references that ideally are of similar value and requirements for this project. Please use the format below for each reference:

<b>Name of Council/Client</b>	
<b>Contact Name</b>	
<b>Contact Telephone</b>	
<b>Contact Email Address</b>	
<b>Location of Installation</b>	
<b>Value of Project</b>	
<b>Description of Project</b>	
<b>Date of Installation</b>	

## 10. Format for Response

Please provide 1 x A1 Hard Copy of any visuals/designs and 1 x A4 hard copy of any supporting material such as the quotation to the Town Council, at the address shown below. Additionally, send an email only to the Town Clerk by the due date.

The items should be clearly marked **“Private and Confidential – Tender Response – to be opened only by the Town Clerk”**

### Town Council Address for delivery:

Cricklade Town Council  
Ockwells  
113 High Street  
Cricklade  
Wiltshire  
SN6 6AE  
Attention: Tina Jones – Town Clerk