

MELBOURN PARISH COUNCIL INVITATION TO TENDER

**Quote title: The Moor Play Park Refurbishment, The Moor,
Melbourn, South Cambridgeshire, SG8 6ED.**

Quote Reference Number: MPPR01/2022

**Closing Date/Time for Submission of Quotations 26th January 2022 @16.00hrs.
No quotes will be accepted after this deadline.**

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 27th January 2022.

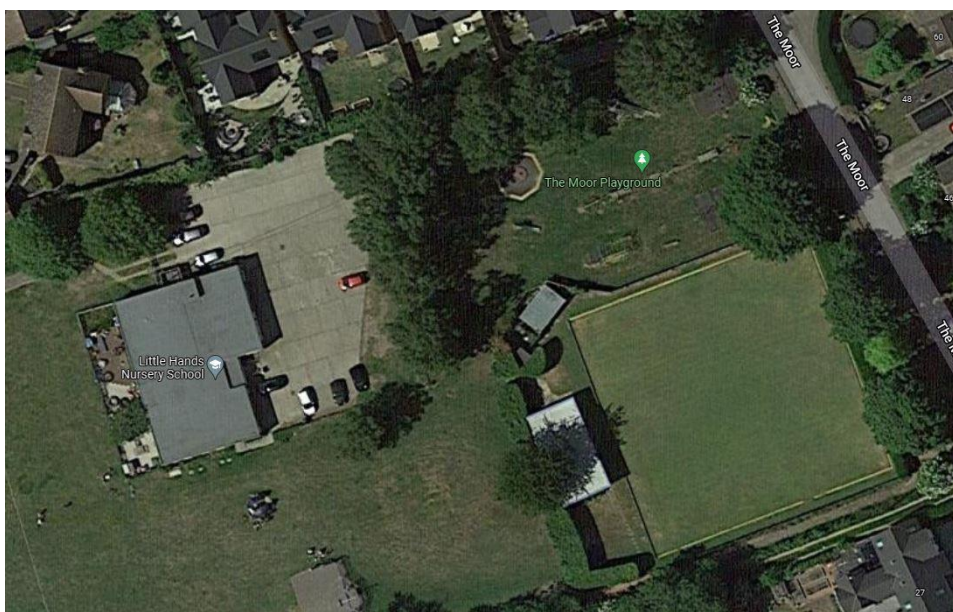
Quotations must be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

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Section 1: Key Information and Contact Details

Quotation No:	MPPR01/2022
Quotation Title:	The Moor Play Park Refurbishment
Quotation Availability date:	16 th December 2021
Quotation latest return date & Time:	26 th January 2022 not later than 16.00hrs. <i>Tenders can be returned before this date</i>
Quotation return address: Quotations must be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number. Tender sent via email <u>will not</u> be considered.	Clerk to Melbourn Parish Council Melbourn Community Hub, 30 High Street Melbourn Cambridgeshire SG8 6DZ
Contact Officer	Miss Sophie Marriage Assistant to the Parish Clerk
Contact Officer Telephone:	01763 263303 option 3
Contact Officer E-mail:	assistantclerk@melbournpc.co.uk
Expected Tender Decision Date:	TBC
Site Address:	The Moor Play Park, The Moor, Melbourn, South Cambridgeshire, SG8 6ED



Section 2 : Project Details

2.1 Project Brief:

The Moor Play Area is located between The Moor, Melbourn and the New Recreation Ground, and it is situated close the Little Hands Nursey. A budget of up to £90,000 has been set aside to refurbish the play area. The objective is to create a unique play area that is engaging and exciting for children aged from 2 to 12 years old, and the design should be fully accessible for children with a variety of disabilities. The space should be visually appealing and safe, and the facilities should be capable of use all year round.

2.2 Design:

The Parish Council is not fixed on a specific design concept, however the Parish Council is keen for the overall design to be as natural as possible to reflect the rural location and include natural elements to create play spaces. The play park should include natural elements that encourage creative, explorative and imaginative play. Tenderers must consider the requirements of the Disability Discrimination Act 1995 and should implement them, if practical.

2.3 Materials:

The material used should fit well with the design and the refurbished items of equipment, but should also be long lasting and require minimal maintenance. Sustainability is important to the Parish Council and the sustainability of materials will influence the purchase decision.

2.4 Equipment to be refurbished:

The Parish Council is keen for some equipment to remain in the Play Area, however these items will need refurbishment, the cost of which should be included in the tender.

Items that require refurbishment if possible:

- Rocking Horse
- Swings* – refurbishment with new surface and replace a current swing for an accessible swing.

*Currently there are four big swings and four toddler swings in the Moor Play Area. If possible, the Parish Council would like to suggest incorporating different size swings so that toddlers and primary aged children can be pushed at the same time. Please note that this is only a suggestion and new swings may work better with the supplier's design.

2.5 **Equipment to be removed:**

The majority of play equipment will be removed. Suppliers shall undertake responsible disposal of old equipment, and should provide details of how equipment will be disposed in their tender response. The costs of disposal should be included in the tender quotation.

Items to be removed are:

- Zip wire
- Climbing frame
- Seesaw
- Roundabout
- Small slide
- 2 single rockers
- Slide on mound*

*There is a mound in the Moor Play Area with a slide. The slide needs removing, but the mound could stay and be reshaped if the supplier feels that it works with their design.

2.6 **Play equipment:**

All equipment should comply with the requirements of BS EN1176 and appropriate certificates should be supplied with tender. The design and choice of equipment will be up to the supplier, however the Parish Council have identified items of equipment which would be popular and may help with the suppliers design process. Please note the items below are suggestions only and the supplier does not have to include all items of equipment if they feel they do not work with their design.

Equipment suggestions within the play area:

- An accessible Seesaw
- An accessible Roundabout
- Multi-occupancy rocker
- 2 single rockers
- Trampoline set in ground
- Vertical Play boards
- Multi-person longitudinal log swing
- Mound with slide (open steps) and the mound could be reshaped to include a tunnel
- Zip wire replacement 30 m to be situated at edge of play area
- Climbing frames. As the play area will be for a range of ages and abilities, it would be good for the climbing frames to accommodate for this.

The play area should be unique and not a replica of the other village play area at Clear Crescent. The Parish Council is keen for there to be large “show stopping” central items, which would be a piece of equipment for a range of ages and abilities.

The play equipment should cater for ages from 2 to 12 years old and for those with additional needs.

Full guarantee and warranty details must be included in the tender response.

2.7 Surfacing:

Surfacing around and underneath equipment should meet requirements of BS EN1177 and be tested in accordance with BS 7188. The current play area is flat grass and, in keeping with the natural design, The Parish Council would like to keep grass surfacing where grass is appropriate under EN1177 for fall heights of up to 1000mm.

2.8 Picnic Area:

Tenderers should leave an area for a picnic area within their design of the play park. Tenderers should not include the supply of furniture, including benches, tables, and bins, in their tender bid. These items will be sourced and installed by the Parish Council.

2.9 Fencing and gates:

The current play area has fencing around the perimeter and the size and dimension of the play area will not change when the refurbishment takes place. Fencing will need to remain in place as the play area is near a road.

If the fencing needs to be removed to carry out works during the project, please indicate this in the tender response. The fencing must be fully reinstated, if removed, and the cost of this must be covered in the tender bid.

2.10 Health and Safety:

Suppliers must comply with the Health and Safety at Work Act 1974. Anticipated costs for complying with Health and Safety requirements must be included in tender costs.

Suppliers should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.

Written confirmation that appropriate measures, such as safety signage, will be used to protect the public. Written assurance that UK Health & Safety rules will be adhered to. This can be part of Risk Assessment responses in Section 4.

2.11 Mature Trees

A method statement for the protection of mature trees must be included in the tender response. Suppliers must ensure that steps are taken to protect the whole tree, including the roots.

2.12 Public Liability

Supplier must provide details of their Public Liability Insurance Cover,(If your company is appointed then MPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work is competent to work on MPC property.

2.13 Project Timeline:

The Parish Council would like the project to be completed by Summer 2022, if possible. Suppliers should outline the estimated timeline of the project, including delivery and installation time.

2.14 Project Completion:

The project will not be deemed complete until all snagging issues are resolved and a satisfactory Post Installation report is produce by an independent safety inspector. As works may take place during wet weather, any damaged to soft ground must be made good, including reseeding, when leaving the site.

2.15 Cost:

Cost should include removal and responsible disposal of old equipment, installation, landscaping, project management and safety certification.

The tender response must include a detailed breakdown of the total project cost.

It is advised that the supplier also includes a price list for spare parts along with an estimated annual maintenance cost.

Section 3: Tender Process

3.1 Site Visit:

Suppliers are advised to visit the site to become accustomed with the area and nature of the project, before submitting a tender.

3.2 Questions and Clarifications:

Tenderers may seek clarifications on any points of doubt during the bidding period, before submitting their tender response. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid. Any questions or matters of clarification should be submitted via email to assistantclerk@melbournpc.co.uk with the subject "Question – The Moor Play Park Refurbishment".

3.3 Tender Submission:

Tender documents submitted via email will not be considered. Quotations must be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number, by 26th January 2022 not later than 16.00hrs.

Tenderers may submit more than one tender bid if they wish.

If the Clerk thinks your email may contain your tender submission, it will not be opened and will be deleted.

3.4 Tender Evaluation:

The tender evaluation scheme is described below in section 3.5. Suppliers' responses will be scored out of a maximum of 5 marks. It should be emphasized that the Parish Council is not obliged to accept the lowest price when considering tenders.

3.5	Evaluation Criteria	Percentage	Description
	Overall design	35%	The design meets project brief, complies with relevant standards, is innovative, and meets the needs of all ages and abilities using the play park.
	Quality of materials	25%	The materials used are durable, sustainable where possible, and require limited maintenance.

Quality Competencies and Schedule of works	20%	The supplier has provided a detailed schedule of works. The length of the project timeline is appropriate in relation to the scale of project. The Quality Competencies questionnaire has been completed and all necessary documents relating to insurance, equalities, health and safety, experience and staff training have been included.
Value for money	15%	The Project cost is competitive and the price corresponds to the quality of the design. Details of guarantees/warranty periods have been provided and are reasonable.
Presentation	5%	There is a good presentation of design, clear breakdown of cost, and all requested documents and information are included in the tender response.

3.6 Public consultation:

After submissions, the tender bids will be screened using the Evaluation Criteria, in section 3.5, to select the designs to be shared with the public. The selected designs will be shown as part of a public consultation that will take place. Suppliers must include any documentation which will support the public consultation event (e.g design drawings).

The feedback from the public consultation will be collated and reviewed by the Parish Council. This feedback will be valuable to the Parish Council and will influence their final decision. Following the public consultation, there may be questions or amendments related to the design. The Parish Office will contact the person named in section 5 and will anticipate a prompt response to any questions or queries in order to progress the project.

Section 4: Quality Competencies and Schedule of Works

4.1) Questionnaire – Quality Competencies

As outlined in section 3.5, Quality Competencies form part of the tender evaluation. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). *Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand.* Please use extra sheets as necessary.

Question	Written statements are required	
4.1.1	Who will carry out and oversee the specified work and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.	
4.1.2	What is the level of liability insurance held and can you confirm that your insurance is still valid? Enclose Copy.	
4.1.3	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted? Please provide copies.	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed)	Yes/No
4.1.4	Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references. Please use additional sheets if necessary.	
	Referee 1: Name of referee:	
	Address:	
	Telephone:	
	Email:	
Name of person to contact (if different to referee name):		
A brief description of the services provided:		
Referee 2: Name of referee:		

	Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the services provided:	
EQUALITIES of OPPORTUNITY		
4.1.5	Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non- discrimination laws? (Please completed the questionnaire)	
	The Race Relations Act 1976	Yes/No
	The Race Relations Code of Practice	Yes/No
	The Race Relations Act (Amendment) Regulations 2003	Yes/No
	Employment Equality (Religion and Belief) Regulations 2003	Yes/No
	Disability Discrimination Act 1995	Yes/No
	Equal Pay Act 1970 (Amendment) Regulations 2003	Yes/No
	Sex Discrimination Act 1975 (Amendment) Regulations 2003	Yes/No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes/No
	Employment Equality (Age) Regulations 2006	Yes/No
	Does your organisation have a formal equal opportunities/race relations policy?	Yes/No

	Does your organization have a Modern Slavery Statement?	Yes/No
If your organisation has an equal opportunities policy please enclose..		
4.1.6	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
4.1.7	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

4.2) Schedule of Works

Schedule of Works - General Notes and guidance:
<p>Due to the open brief of the project, a schedule of works template is not provided.</p> <p>Suppliers should provide full details of their design along with detailed drawings, and present all items of play equipment used in the design. A description of the work process, including an estimate of the total time for the project, with details of how the project will be supervised and managed should be provided and any equipment or vehicles to be used should be set out. Suppliers should include all information requested in Sections 2.</p> <p>Please use extra sheets if necessary.</p>

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Contractor Manager	Name	Signature
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Reviewed (Parish Clerk)	Name	Signature
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Section 5 : Declaration

I / We understand that:

- (a) This Quotation shall be returned in hard copies via post in a clearly marked envelope to the address provided so to reach the Parish Office not later than **16.00hrs on Monday 26th January 2022**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 3 of this document.
- (c) There may be a further selection stage of this Quotation involving an interview or meeting.
- (d) Melbourn Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (e) We have examined and agree to the Quotation, have submitted bid(s), and agree to the contract terms.
- (f) We understand the tender evaluation process and understand that feedback from the public consultation will play a part in this process.
- (g) We have enclosed all documents that have been requested as part of the tender.
- (h) We have provided a full breakdown of the project cost.
- (i) We have completed the Quality Competencies Questionnaire and provide a detailed schedule of works.
- (j) We understand that is our responsibility to seek clarification on details outlined in the tender document, and to ensure that the contract documents have been completed correctly.
- (k) This is not an order.

Contract Manager for Contractor

Signature.....

Name/Position:.....

Telephone.....Email.....

