

Great Waltham Parish Council

Great Waltham Playground Refurbishment Project

**Design, Supply and Installation of New Playground Equipment and
Safety Surfacing at Great Waltham Recreation Ground, South
Street, Great Waltham, Essex, CM3 1DF.**

INVITATION TO BID

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SECTION A – INSTRUCTIONS TO BID

A.1 GENERAL INFORMATION & INSTRUCTIONS

Great Waltham Parish Council (“Council”) is seeking quotes from suitably qualified contractors to provide and install play equipment located at Great Waltham Recreation Ground, South Street, Great Waltham, Essex CM3 1DF. The playing field is an established leisure facility which is well used by members of the public. The field includes a fenced play area for children, containing various items of play equipment. However, many of the items are constructed of wood and now require additional maintenance because of their deteriorating condition. The Council has resolved to replace those existing items which will soon need to be decommissioned for safety reasons, and will look to instal replacements made of metal rather than wood to both extend their working lives and reduce future routine maintenance costs.

The Council invites qualified contractors (“Bidders”) with proven and demonstrable experience in the delivery of similar projects to tender for the provision of new modern play equipment suitable for children up to at least the age of 12 in the play area, including utilisation of the existing mound feature, seating for supervising adults and all-weather pathways between items of equipment to facilitate all year-round use. A small number of existing items made of metal (see Section B – Specification) may be retained and should be incorporated into the new overall design. Bidders should focus on play values, inclusivity, sustainability and value-for-money, taking account of the Council’s detailed specifications which have been based on user consultations.

A.2 PROCUREMENT TIMETABLE

Bid Issued	20/12/2024
Deadline for receipt of queries on this tender	14/01/2025
Deadline to respond to bid queries	24/01/2025
Bid return dates	31/01/2025
Notification of award	07/02/2025
Works completed and signed off by	30/05/2025

The Council anticipates the play area to be completely closed while the works are being completed and the Bidder is expected to be responsible for security of the works within and the boundary of the site during this time. In addition, because of the proximity of the site to neighbouring residential properties work should be restricted to daylight hours between 7.00 am and 7.00 pm and follow these additional limitations:

- Monday to Friday, 7.00 am to 8.00 am – Light work only, and no excessively noisy work.
- Monday to Friday, 6.00 pm to 7.00 pm – Light work only, and no excessively noisy work.
- Saturdays, 8.00 am to 1.00 pm – All types of work permitted.
- Saturdays, 7.00 am to 8.00 am & 1.00 pm to 7.00 pm – No work that can be heard beyond the site’s boundary.
- Sundays and Bank Holidays – No work that can be heard beyond the site’s boundary.

Work outside of these hours will only be permitted with prior permission from the Council.

A.3 CONFIDENTIALITY

A.3.1 The Bidder must treat bid documentation as private and confidential.

A.3.2 The Bidder must not disclose to third parties:

- details of the proposed Contract;
- their bid in whole or in part prior to the award of the Contract by the Council;
- receipt of notification that their bid has not been accepted as the case may be;

other than on an “in confidence” basis to those that have a legitimate need to know or whom they need to consult for the purpose of preparing the bid.

(See also sections A.13 (Publicity) and A.14 (Transparency and Confidentiality) below).

A.4 DECLINE OR INABILITY TO RETURN

A.4.1 If for any reason the Bidder is unable to submit a bid or wishes to decline to bid, they can notify the Council’s key contact, its Parish Clerk at this email address – clerk@greatwalthamparishcouncil.co.uk.

The Council reserves the right to refuse all or any bid submissions without Bidders being able to claim any compensation.

A.5 BID QUERIES

A.5.1 All queries regarding the bid documentation which may have a bearing on the offer to be made should be raised by the Bidder to the Parish Clerk, no later than 24/01/2025.

A.6 BID SUBMISSIONS

A.6.1 The Council require electronic and hard copies of all bids no later than midday on 31/01/2025. Any bids received after this time will be omitted from the evaluation stage.

A.6.2 It is important for Bidders to allow enough time to send the Council their bid submissions.

A.6.3 In accordance with The Public Contracts Regulations 2015, this contract will be advertised on the Government’s contracts website. Please note, while it may be necessary to make some adjustments to the tender documentation post public consultation, these will be kept to the minimum possible.

The successful Bidder will enter into a purchase order agreement signed by both the Council’s Parish Clerk and Chair of the Council.

A.7 ACCEPTANCE PERIOD

A.7.1 A submitted bid will be deemed to remain open for acceptance or non-acceptance for not less than 3 calendar months from the bid closing date. The Council may accept the bid at any time within this prescribed period. However, the Council will not be bound to accept the lowest or any bid received.

A.7.2 If the Council has not accepted a bid within the specified time period then the bid will remain in force without variation, but the Bidder may at any time thereafter give notice in writing (“a Notice”) to the Council to accept the same.

A.8 SUFFICIENCY AND ACCURACY OF BIDS

- A.8.1 Bidders will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to all matters relating to the scope of the work to be carried out in their resulting bid submission.
- A.8.2 Bidders are reminded to check the accuracy of their bid prior to its submission.
- A.8.3 If the Council suspects that there has been an error in the pricing of the Form of Bid and/or Schedule of Prices, it reserves the right to seek such clarification as it considers necessary for the Bidder only.
- A.8.4 The Council reserves the right to disqualify incomplete bids or bids that have not followed these Instructions to Bid.
- A.8.5 Bidders should familiarise themselves with all regulations, byelaws and all other factors that may affect their bid.

A.9 INCURRED EXPENSES

- A.9.1 The Council will not be responsible for, or pay any losses or expenses which may be incurred by the Bidder in the preparation and submission of their bid, including (but not limited to) the attendance at any pre- or post-tender meetings, due diligence meetings, the delivery of any presentations by the Bidder to the Council in relation to their proposal, site visits or other negotiations.
- A.9.2 The Council will not accept claims for additional charges relating to the work delivered by the Bidder or any contractor after acceptance of the bid if, in the reasonable opinion of the Council, such additional charges should have been established by proper inspection of the bid documentation prior to bidding.

A.10 PRICING

A.10.1 Bidders should complete the Pricing Schedule on p.11 noting the following:

- (a) The Bidder must submit costs for all items detailed on the Pricing Schedule. Failure to complete the Pricing Schedule fully may result in elimination of the bid. The Bidder should state whether or not the costs are all inclusive of equipment, supply, delivery, installation, after-sales care etc.
- (b) The currency in which all prices, costs or rates stated on the Form of Bid and/or Schedule of Prices must be quoted is Pounds Sterling and whole new pence (i.e. to 2 decimal places).
- (c) All prices quoted should be exclusive of Value Added Tax (VAT) and valid for twelve months from the due date of the response. This will be a fixed price for the duration of the contract once awarded, and not subject to any adjustments unless the Council has issued a written change in design instruction.
- (d) Playground budget - £160,000 (excluding VAT).

A.11 PAYMENT

A.11.1 The Council's standard payment terms are 30 days in arrears. The Council welcomes the provision of details of how staged payment arrangements could be negotiated with the Bidder.

A.12 CREDENTIALS

A.12.1 Please provide details from two recent contracts (within the last 3 years) that your organisation has undertaken which are relevant to the Council's requirement.

Details should include the following:

- The organisation's name and contact details, including email, for a reference.
- Details of the contract, explaining why the contract is relevant to the Council's requirement, when and where the contract was performed, and whether the outcomes were successfully achieved.
- The contract value.

A.12.2 Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

- Employer's (Compulsory) Liability Insurance* = £5,000,000
 - Public Liability Insurance = £10,000,000
 - Professional Indemnity Insurance = £ 5,000,000
- * *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to sole traders.*

A.13 PUBLICITY

A.13.1 No publicity regarding the services or the award of any contract will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media (including social media) regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Council.

(See also A.3 (Confidentiality) above).

A.14 TRANSPARENCY AND CONFIDENTIALITY

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and Environmental Information Regulations 2004 ("EIR") in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Council shall treat all Bidders' responses as confidential during the procurement process. Requests for information received following the procurement process will be considered on a case-by-case basis, applying the principles of the FOIA or the EIR.

While the Council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done.

Bidders should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

(See also A.3 (Confidentiality) above).

SECTION B – SPECIFICATION

OVERVIEW

- The chosen Bidder will be a member of the Association of Play Industries (API).
- All equipment to conform with BS:EN1176 & 1177 safety standards.

B.1 EXISTING EQUIPMENT

Unless a Bidder is able to provide directly equivalent replacements at no cost, the Council will require the retention of the following existing pieces of equipment. However, Bidders should in any event include the incorporation of new safety ground surfaces at the same specification indicated for new items (whether or not the items themselves remain or are replaced):

- 1 x cone climber
- 1 x accessible swing
- 1 x toddlers' swing

B.2 NEW EQUIPMENT FOR THE PLAYGROUND REFURBISHMENT

The Council requires the existing mound to be retained and utilised in the design for the new equipment.

The following criteria must be met for all new items of equipment:

- All steel used must be construction graded steel 6-8mm.
- All structural steel must have lifetime warranty or with a minimum of 25 years.
- There must be no aluminium decks, fixings, or posts.
- All multi-play items must to have metal feet and any wood to be constructed from engineered Nordic pine.
- All engineered pine wood must be a minimum of 20 years old.
- All panels on multi-play equipment must be made from high pressure laminate (HPL) material.
- All fixings to be anti-vandal torx headed.
- All slides including tunnel slides must be made from stainless steel – no plastic must be used.
- The design must exclude rope with nylon core elements, and any chains must have chain covers.
- All equipment items must stand on safety surfaces, including for any existing items which are retained (that is, for these the current surfaces are replaced).
- All surfacing base works must have a minimum depth of 70-100mm of type 1 stone with Geotex membrane.
- The design must include seating for supervising adults and all-weather pathways between items of equipment to facilitate all year-round use which should link to the existing pathway across the recreation ground to the play area's western access gate.

More specifically, based on consultation feedback the Council requires Bidders' designs must contain junior and toddlers' play areas separated with appropriate internal metal fencing and include as a minimum these new items of equipment:

Junior Area

- 1 x large multi-user dynamic swing feature.
- 1 x large modular play/climbing system which makes use of (and scales over) the mound.
- 1 x 'monkey bar' climbing/swinging trail.
- 1 x open and 1 x closed slides (which make use of the mound and may be incorporated into a modular play systems).
- Additional single-seat swing units (in addition to those which will be retained), incorporating at least one bucket seat.

Toddlers' Area

- 1 x static vehicle-themed play item (to replace the wooden train which has been removed), e.g. fire engine, train, tractor or equivalent.
- 1 x accessible roundabout ideally above ground due to ground conditions – the option of a detachable harness is desirable (that is, where the Council would keep the harness available for use upon request).
- 1 x accessible seesaw – the option of detachable harnesses is desirable (that is, where the Council would keep the harness available for use upon request).
- 1 x accessible springer with back rest – the option for detachable harnesses is desirable (that is, where the Council would keep the harness available for use upon request).
- 1 x activity trail.
- A range of sensory play items/features which could be included in the activity trail.

Also, within their bids, Bidders are encouraged to consider opportunities for an appropriate metal fence and gate replacement for the existing external wooden perimeter fence around the play area.

The budget for the playground works is £160,000 + VAT. This will include all removals as specified above, groundworks, new equipment, site setup and inspection.

SECTION C - GENERAL INFORMATION

C.1 SITE VISITS

It is **strongly** recommended that contractors visit the site before submitting their bid. Any contractor wishing to book an accompanied visit should contact the Parish Clerk prior to attending at this email address: clerk@greatwalthamparishcouncil.co.uk

This tender was drafted following surveys carried out within the community. The survey results will be available to view at a site visit if required.

C.2 LOCATION

The location of the play area is indicated by the shaded area of red on the Google photo below. Access is via South Street. There is a car park close the playing field entrance, but for the purposes of the project vehicular access to the site across the playing field would be arranged, subject to the time of the year and/or ground conditions.



See the Appendix for further aerial and ground-level photographs of the site and current equipment

SECTION D - EVALUATION METHODOLOGY

The Council will use these evaluation criteria and weightings to assess each bid received:

Criterion	Weighting
Compliance with brief/specification	1
Alignment with the Council's Recreation Grounds Policy and values	1
Design quality (including ease of use, play values, level of challenge and aesthetic and functional characteristics)	8
Innovation (including thematic motives, functionality, activity variety, layout, landscaping, accessibility, inclusivity and natural play inclusion)	8
Incorporation of existing equipment	1
Inclusion of childminding facilities (e.g. seating, access paths)	1
Quality of materials and equipment (including expected life-span for equipment, reliability of supply chain, paint finish, steel specification, wood specification, safety compliance,)	8
Environmental credentials (including evidence of sustainable approach and policies relating to manufacture, recycling and disposal of equipment)	3
Ease of post-installation maintenance; projected loss/damage repair or replacement costs	2
Delivery date, delivery period and period of completion	1
After sales assistance and support (including product guarantees/warranties)	1
Price & value for money	8
Versatility of payment model (e.g. staged payments, structure cognisant of VAT reclaim timings)	1

SECTION E - AWARD CRITERIA

The project is expected to be awarded after the beginning of February. The Bidder will be required to have completed the area by the end of May (subject to any further discussion and negotiation with the Council). The Bidder is expected to guarantee the bid submitted for no less than 3 months after the bid return date indicated in Procurement Timetable in section A.2.

SECTION F – COUNCIL CONTACT

Unless otherwise agreed, all communications with the Council must be in writing via its Parish Clerk:

Address: The Pavilion, Great Waltham Recreation Ground, South Street, Great Waltham, Essex, CM3 1DF.

Email: clerk@greatwalthamparishcouncil.co.uk

TENDER SUBMISSION DOCUMENTS

for

<Insert the name of your organisation>

Pricing Schedule – Great Waltham Recreation Ground

[illegible]

TENDER COMPLETED BY (an authorised employee of your company)		
Name:		
Position (Job Title)		
Company		
Address		
Telephone number		
Email Address		
Date		

Supporting Questions

1. Resources

Detail the resources and your technical ability (including any use of sub-contractors or under other arrangements such as consortium bidding) to carry out the service. Please confirm:

- The workforce to be employed for performance of the works.
- The service and level of experience of the workforce.
- The level of resources to be used, e.g. manpower, time.
- That you will appoint a dedicated project manager.

2. Monitoring

Provide information on monitoring the quality and timeliness of the contract works.

3. Communication

Provide information on how you will effectively communicate with the Council and your procedure for responding to a complaint. Please include any relevant names, positions and contact details.

4. Risk

Identify any and all risks involved in the project and how you suggest these could be managed effectively.

5. Values

Please outline how your proposal and the equipment/design will:

- (i) offer play and social elements to achieve increased accessible play;
- (ii) support mental and physical wellbeing.

6. After sales/installation support

Identify any and all support provided once the project has been completed, including reference to warranties, guarantees, post-implementation servicing etc.

Your Organisation

DETAILS OF YOUR ORGANISATION		
1	Name of the organisation in whose name the tender would be submitted:	
2	Contact name for enquiries about this bid:	
3	Contact position (Job Title):	
4	Address: Post Code:	
5	Telephone number:	
6	Email address:	
7	Website address (if any):	
8	Company Registration number (if this applies):	
9	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
10	Date of Registration:	
11	Registered address if different from the above (including post code):	
12	VAT Registration number:	
13	Is your organisation: (Please indicate one)	i) a public limited company? Yes / No
		ii) a limited company? Yes / No
		iii) a partnership Yes / No
		iv) a sole trader Yes / No
		v) other (please specify) Yes / No
14	Name of (ultimate) parent company (if this applies):	

APPENDIX

This appendix provides further aerial and ground-level photographs of the site including images of the current equipment. These should be considered as complementary to a site visit (see section C.1 above).





