



Camborne Town Council

Specification for consultation, supply and installation of play equipment at Beacon Recreation Ground

1. General Principles

1.1 Introduction

This Specification sets out the requirements for the improvement of an extensive green space situated in a village on the outskirts of the town. Whilst the primary focus will be on the reinstatement of the play equipment; the Town Council would expect the successful bidder to participate fully in the design of the area as a whole to maximise the community benefit of this significant local asset. The specification represents the minimum requirements of the Contractor in terms of outputs and performance. It is not intended to be restrictive in terms of innovation or flair. The ultimate aim is to ensure that any new equipment and facilities meets the needs and aspirations of the local residents, represented by the Friends of Beacon Park, whilst providing value for money to the public purse and effective outcomes for the residents of Camborne.

The specification covers:

- The key policy and other generic requirements;
- The statutory and mandatory compliance issues;
- The management and administrative arrangements;

The Contractor shall note that the contract between Camborne Town Council and the Contractor will, in its final negotiated form, oblige the Contractor to provide services in accordance with this Specification, except where changes are mutually agreed.



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1.2 Camborne Town Council – Green Space provision for Camborne

As part of the ongoing programme of devolved facilities and services between Cornwall Council and Camborne Town Council the freehold for the park element of Beacon Recreation Ground was transferred to Camborne Town Council in December of 2017.

In line with the Town Council's commitment to improve the green spaces; support was given to the creation of a local interest group... The Friends of Beacon Park, who held an informal public engagement event to gauge the feelings of local residents as to their priorities with regard to the type and construction of new play equipment and ancillary facilities. A copy of the report linked to this public engagement is attached for your information.

All submissions should be of sufficient detail, with regard to a breakdown of tasks, costs, and timetable to enable a fair and considered comparison of all tenders received. **It is strongly recommended that potential bidders carry out a site visit, accompanied by representatives of The Friends of Beacon Park and Camborne Town Council to avoid any confusion regarding both organisations aspirations and limitations.**

The invitation to quote will close at 1700 on Wednesday 5th September 2018 by which time bidders will need to submit their Best and Final Offer for review by the Town Council, with the intention being that all bidders are informed of the decision on Friday 14th September 2018. Submissions can be made in hard copy or electronic format with all information kept Confidential until the time of the assessment and marking by the designated Council Member(s) and Officer.



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Quality and Performance

Camborne Town Council is looking for a Contractor who is committed to quality and performance. Camborne Town Council will work closely with the Contractor to ensure that a quality ethos underpins the services provided.

The emphasis shall be placed on the Contractor implementing their own quality monitoring system; the performance standards set out in this specification shall contribute to the overall measurement of performance.

1.3 Personnel attributes

The Contractor shall ensure that all staff delivering these services have the necessary qualifications, licences, permits, skills and experience to discharge their responsibilities effectively, safely and in conformance with law and Camborne Town Council policies and procedures. The Contractor shall ensure that all members of staff receive the instruction, training and supervision necessary to properly carry out work to safe and legal standards.

1.4 Responsiveness and flexibility

This contract calls for a level of flexibility and responsiveness from the Contractor. Camborne Town Council expects that the Contractor's management and staff will be attentive and that resources will be found to maintain service standards during times of staff shortage.

Although this specification identifies the services and the standards required; Camborne Town Council views this as the base on which to build a partnership working together to achieve the best quality outcomes that finances will allow.



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2. Statutory and Mandatory Compliance

2.1 Relevant Law

The Contractor shall deliver all the services defined in this Specification in compliance with relevant law. Relevant law means any applicable law, statute, proclamation, bye-law, directive, decision, regulation, rule, order, notice, rule of court, or delegated or subordinate legislation and any applicable request or requirement.

2.2 Camborne Town Council Policies and Procedures

The Contractor shall deliver all services defined in this specification in compliance with Camborne Town Council's policies, procedures and agreed Service Level Agreement.

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3. Service Requirements

Item No.	Item	Requirement	Description of Requirement	Performance Standards
3.1.1	Consultation	Engagement	<ul style="list-style-type: none"> ▪ Communication with Friends of Beacon Park and Camborne Town Council. 	<ul style="list-style-type: none"> • Evidence of consultation with all parties as part of the design process.
3.1.2	Consultation	Design of play areas, associated green space and accompanying facilities	<ul style="list-style-type: none"> • Detailed plan(s) for play areas and other additional facilities / installations. • Quotes for a variety of options taking into consideration budgetary and environmental constraints. 	<ul style="list-style-type: none"> • User friendly scaled plan, clearly showing equipment locations, IAM areas and associated facilities. • Imaginative ideas taking into consideration priorities set during public consultation and site meetings; alongside financial and environmental practicalities.

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Item No.	Item	Requirement	Description of Requirement	Performance Standards
3.1.3	Supply	Delivery of new play equipment and associated facilities	<ul style="list-style-type: none"> All equipment adhering to appropriate safety and environmental standards and in line with industry best practice. 	<ul style="list-style-type: none"> Delivery dates in accordance with agreed schedules and locations. All items delivered undamaged and ready for immediate installation.
3.1.4	Installation	Safe and secure installation of all equipment	<ul style="list-style-type: none"> All installations to meet BS EN 1176 and EN 1177. Correct disposal of all waste materials, packaging etc. 	<ul style="list-style-type: none"> Provision of suitable safety certification. Agreement to period of one year during which contractor to resolve any issues with equipment installation Installation area and surrounding space clear of all debris / materials.

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Item No.	Item	Requirement	Description of Requirement	Performance Standards
3.1.5	Management Information	Provide management information for Camborne Town Council	<ul style="list-style-type: none"> • The Contractor shall provide Camborne Town Council with management information; • As a minimum, the Contractor shall support invoices with: <ul style="list-style-type: none"> ○ Details of all purchases including all discount arrangements (invoice, statement, over-riders) ○ Records of work sheets and information to support labour costs ○ Details of all other costs incurred 	<ul style="list-style-type: none"> • Information to be available when required by Camborne Town Council • Information in support of any invoices • Ad hoc reports within timescale agreed with Camborne Town Council
3.1.7	Personnel Management	Management of staff	<ul style="list-style-type: none"> • The Contractor shall manage all staff in accordance with best employment practice • The Contractor shall be mindful of the Camborne Town Council personnel policies to ensure that approaches to 	<ul style="list-style-type: none"> • Adoption of best practice personnel and health & safety management



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Item No.	Item	Requirement	Description of Requirement	Performance Standards
			personnel management are consistent	
3.1.8	Training	Provide training to all staff	<ul style="list-style-type: none"> • The Contractor shall ensure that staff are trained in accordance with the requirement of the job they are performing. 	<ul style="list-style-type: none"> • Staff trained in accordance with the job they are undertaking