



# Micheldever Parish Council

## Main Tender Document

### *Provision to design and install new Playground Equipment and Surfacing.*

To be submitted no later than **16:00 hours 1<sup>st</sup> December 2021.**

Late submissions will be disregarded.

#### **General Enquiries**

Sports and Play Consulting Limited

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## RESPONSIBLE PARTIES

### **The Employer**

Micheldever Parish Council  
The Warren Centre, Andover Road  
Micheldever SO21 3AR

### **Contracts Administrator**

Michael Carter (Sports and Play Consulting Limited)  
Jocelyn Jenkins (Micheldever Parish Council)

## TABLE OF CONTENTS

<b>1. General Requirements .....</b>	<b>4</b>
1.1 Overview and Objective of Project.....	4
1.2 Budget and Costings .....	4
1.3 Non-Consideration of a Tender Response .....	4
<b>2. Contract Conditions.....</b>	<b>5</b>
2.1 Works and Standards .....	5
2.2 Purchase Order .....	5
2.3 Insurance .....	6
2.4 Contractor Documentation .....	6
<b>3. Scope of Works.....</b>	<b>6</b>
3.1 Vision and Requirements .....	6
3.2 Specifications .....	9
<b>4. Timetable for Project .....</b>	<b>10</b>
<b>5. Scoring Criteria .....</b>	<b>11</b>
5.1 Scoring Table.....	11

5.2 Scoring Matrix.....	12
<b>6. Procurement Process .....</b>	<b>12</b>
6.1 Type of Procedure.....	13
6.2 Site Meeting with Interested Parties.....	13
6.3 Questions and Clarification .....	13
6.4 Notice of Intent to Bid.....	13
6.5 Consultation or Public Engagement .....	14
6.6 Revisions and Negotiation.....	14
6.7 Decision and Award of Contract.....	14
6.8 Supplier Responses .....	15
<b>7. Named Contact and Consultant for Project .....</b>	<b>15</b>
<b>8. Supplier Submission Checklist and Instructions .....</b>	<b>15</b>
8.1 The Supplier Checklist .....	15
8.2 Design and Tender Instructions.....	16
8.3 Delivery of Hard Copies.....	17

## 1. General Requirements

### 1.1 Overview and Objective of Project

Micheldever Parish Council (The Employer) is seeking a suitably qualified company to design and re-develop a playground at **The Rank Playing Field** located at 29-21 Duke Road, Micheldever SO21 3DJ.

### 1.2 Budget and Costings

- The council has set aside a budget of **£60,000.00 (Ex VAT)**. Suppliers are advised not to exceed the budget.
- Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations or revisions, will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

### 1.3 Non-Consideration of a 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 submission are the responsibility of the suppliers that have decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer 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 Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

## 2. Contract Conditions

### 2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, safety surfacing, play equipment, and associated works which should comply to any relevant regulations primarily BS EN 1177 and BS EN 1176. Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM Regulations and will have the skills, knowledge, and experience to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

### 2.2 Purchase Order

The successful contractor will enter into an agreement by way of a Purchase Order with the Council or signed Order Form provided by the Supplier.

## 2.3 Insurance

The **successful** contractor must be able to provide evidence prior to work commencing of:

- Public Liability Insurance of no less than: **£10 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**

## 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer (or named Consultant) and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise, and the order of contact

# 3. Scope of Works

## 3.1 Vision and Requirements

The Rank Playing Field has an old playground that requires some refurbishment in addition to new equipment both for Junior and Toddler aged children. The focus is a new 'Toddler Zone' that will be an extension of the current footprint as shown on the Google Map and photo below.

The existing fence will need to be removed and replaced with a new steel bow top fence and self-closing gates. Wetpour is to be used where required under any existing new equipment, including the toddler area, with a suitable stone base and edging.

A new play sign and benches will be installed, and remedial surfacing work required where existing equipment is being removed or relocated to ensure that there is satisfactory finish to any work.







- *Area for Toddler Zone – Bin can be relocated based on the new fence line.*



- *Toddler Swing to be removed, and Springers relocated. This area is designated for the Basket Swing and any new Junior Equipment (roundabout to remain).*





- Area for 2 new benches along fence line. 3<sup>rd</sup> Bench (Existing) to be installed at other end near the new Toddler Area.

### 3.2 Specifications

Item	Required Specification
<b>Equipment</b>	Junior Area: Basket Swing, Equipment suitable for 7-12 Years Toddler Area: Small Multi Play unit, Toddler Swings, Relocated Springers, Equipment suitable for 0-6 Years.
<b>Focus Age Group</b>	0-12 Years
<b>Primary Surfacing</b>	Black Wetpour with PCC edging and 100mm Stone Base or use of existing hardstanding.
<b>Refurbishment</b>	Existing Large Multi Play Unit, Rocking Horse, Junior Swings (new seats) Refurbish (Graffiti) and ground fix existing Picnic Table outside playground near Basketball Court.
<b>Pathways</b>	None
<b>Seating</b>	2 x New Benches
<b>Backrest</b>	Yes
<b>Material</b>	Steel or Recycled Plastic
<b>Hardstanding</b>	Yes
<b>Bin</b>	None
<b>Sign</b>	Yes x 1
<b>Size</b>	A2
<b>Post</b>	Steel fixed into ground
<b>Material</b>	Steel

<b>Fencing</b>	Yes: around perimeter and new toddler area
<b>Height</b>	1.2 Metres
<b>Type</b>	Bow Top
<b>Colour</b>	Green
<b>Gates</b>	2 x New Self-Closing Pedestrian Gates - Yellow
<b>Re-Instatement</b>	New Turf and Topsoil on any significant damage or where removals have taken place, repair to any damage of existing materials/equipment to at least the original condition
<b>Relocation</b>	2 x Springers to new Toddler Area. 1 x Existing Bench bolted into playground area.
<b>Disposal</b>	Toddler Swing, Existing Fencing, Spoil
<b>RPII or ROSPA Inspection</b>	Yes: any Low, Moderate and High Risk must be attended to before handing over to council

#### 4. Timetable 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.

<b>Action:</b>	<b>Date:</b>
Tender Release Date (no later than):	8 <sup>th</sup> October 2021
Site meeting for interested contractors (30-minute slots 10:30am-12.30pm):	20 <sup>th</sup> October 2021
Notification of your intention to provide a response and any questions about the tender:	1st November 2021
<b>Tender Submissions Due:</b>	<b><u>Monday 1<sup>st</sup> December 2021</u></b> <b><u>16:00 Hours</u></b>
Decision on Preferred Supplier:	January 2021
Work to Commence:	April 2022

**Note:** Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received and expected duration of the build

## 5. Scoring Criteria

### 5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
<b>5.1.1 Project Design:</b>	<p>Detail the rationale and specifications of the design and technical aspects of the submission based on meeting the desired brief. This may include:</p> <ul style="list-style-type: none"> <li>➤ Play Value and Functionality of equipment being proposed for different ages and abilities</li> <li>➤ Specifications for the surfacing, groundworks, and equipment (including refurbishment)</li> <li>➤ Rationale in terms of layout and approach and design</li> </ul>	<b>60%</b>
<b>5.1.2 Materials and Maintenance:</b>	<p>Provide a report on the materials used, and information on the quality and expected longevity. Specifically scoring will be based on:</p> <ul style="list-style-type: none"> <li>➤ Warranties and what these include or exclude (Appendix 2)</li> <li>➤ Maintenance required on all equipment and surfacing</li> <li>➤ Any other aspects relevant for consideration, such as protection against vandalism or minimising ongoing costs</li> </ul>	<b>30%</b>
<b>5.1.3 Presentation and Quotation:</b>	<p>Suppliers are to provide:</p> <ul style="list-style-type: none"> <li>➤ 1 x 3D visual (refer guidelines on design)</li> <li>➤ 1 x CAD or scaled Google Map of the design</li> <li>➤ An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation</li> </ul>	<b>10%</b>

## 5.2 Scoring Matrix

### Responses to 5.1.1, 5.1.2 and 5.1.3

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	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.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

## 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to ultimately select the Most Economically Advantageous Tender.

## 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*.

## 6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

## 6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

## 6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4. Only one submission will be accepted.

If notification of your intent to provide a submission is not sent, or you are unable to attend the site meeting, circulation of any questions or

updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

#### 6.5 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily be to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant, however it will not be used to score any of the original designs submitted.

#### 6.6 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief and desired outcome to any major degree.

#### 6.7 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have

submitted a formal tender response will be notified of the outcome and scoring results of the preferred contractor and that supplier only.

## 6.8 Supplier Responses

The submissions received by each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should only be with *Sports and Play Consulting Limited*.

### **Sports and Play Consulting Limited**

Contact: Michael Carter

Mobile: 07421 463099

Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Response	Format (Fill in supplier name with your company)
1. Completed Copy of Appendix 1	PDF or Word Labelled - <i>SupplierName</i> Appendix1
2. Completed Copy of Appendix 2	PDF or Word Labelled – <i>SupplierName</i> Appendix2
3. Response to 5.1.1 and 5.1.2	PDF or Word Labelled – <i>SupplierName</i> Questions
4. Quotation	PDF Labelled -



	<i>SupplierName</i> Quotation
5. Design Drawings	PDF or JPG Labelled – <i>SupplierName</i> CAD <i>SupplierName</i> 3D
6. Electronic and Hard Copies	An email or electronic transfer of all the above responses should be sent to the named consultant, Sports and Play Consulting, by the due date and time. <b>Additionally</b> , hard copies are to be sent to the Council as per details in Section 8.3

## 8.2 Design and Tender Instructions

### ***3D Design Regulations (Points deducted for failing to follow these):***

- No children or adults shown in the visuals
- Equipment must be to scale of actual size
- Include reference items with a number and product name
- No “Play Values” shown on design
- Do NOT duplicate equipment in the visual i.e. different views of one unit (details can be shown in main proposal or quotation)
- No Videos to be provided

### ***Do NOT include the following information for the initial tender response:***

- TUV Certificates
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies
- Information not requested in the initial tender requirements unless it is considered a key part of the overall response

### 8.3 Delivery of Hard Copies

Delivery of Hard Copies to be delivered to:

C/O: Micheldever Parish Council  
The Warren Centre  
Andover Road, Micheldever SO21 3AR  
Attention: Jocelyn Jenkins

**Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding, and are to be sent in a plain envelope and/or tube marked only with:**

'Tender – Micheldever Parish Council Playground Project'