



St Thomas Aquinas Catholic Primary School

Main Tender Document

Provision to design and install a new Multi Use Games Area (MUGA).

To be submitted no later than 5th September 2022.

Late submissions will be disregarded.



This document is owned by Sports and Play Consulting Limited and is not to be shared publicly, or any of the content copied or used for commercial purposes, without the explicit consent of the owner.

RESPONSIBLE PARTIES

The Employer

St Thomas Aquinas Catholic Primary

Procurement Contact

Michael Carter (Sports and Play Consulting Limited)

TABLE OF CONTENTS

1. General Requirements	4
1.1 Overview	4
1.2 Quotations	5
1.3 Non-Consideration of a Tender Response	5
2. Contract Conditions	6
2.1 Works and Standards	6
2.2 Purchase Order and Contract Agreement	7
2.3 Insurance	7
2.4 Contractor Documentation	7
3. Scope of Works	8
3.1 Objectives for Multi Use Games Area	8
3.2 Specifications	9
4. Timetable for Project	11
5. Scoring Criteria	12
5.1 Scoring Table	12
5.2 Scoring Matrix	13



6. Procurement Process	14
6.1 Type of Procedure.....	14
6.2 Site Meeting with Interested Parties.....	14
6.3 Questions and Clarification	15
6.4 Notice of Intent to Bid.....	15
6.5 Short Listing of preferred submissions	16
6.6 Revisions and Negotiation.....	16
6.7 Decision and Award of Contract.....	16
6.8 Supplier Notification	17
7. Named Contact and Consultant for Project	17
8. Supplier Checklist and Instructions	17
8.1 Checklist.....	17
8.2 Instructions.....	18

1. General Requirements

1.1 Overview

St Thomas Aquinas Catholic Primary (The Employer) is seeking a suitably qualified company to design and construct a new **Multi Use Games Area (MUGA)** at the school grounds shown on the Google Map in **BLACK OUTLINE**.

The proposed site is located at: North Street, Stoke on Trent ST4 7DG.



There are no residential properties overlooking the site, access is good with a 3.0-metre-wide entrance and parking available near the site.

Trackway should be included into the costings, which is approx. 50 metres from the entrance to the proposed site.

It is expected Planning Permission will NOT be required however at the time of the tender being released, a pre-application has been submitted

to the Local Authority. Suppliers should allow for the cost of a Block Plan and Elevation Drawings should planning be required (this will only be requested from the preferred contractor if relevant).

The site is considered to have very poor drainage and challenging ground conditions in relation to water runoff and infiltration and appropriate testing should be conducted and a sustainable drainage system designed into the scheme by qualified personnel of the Contractor.

1.2 Quotations

- 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 (Regulation 72).
- 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.
- Retention of 2.5% will be held for a period of 12 Months.

1.3 Non-Consideration of a Tender Response

The Employer 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 Employer 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 Employer 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 individual 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.

Note: The Employer has the right to dismiss a tender that is either abnormally low or equally too high based on the perceived market value at the time of the procurement process unless the tenderer satisfactorily explains the aspects that appear to be significantly different from the wider market. Additionally, if the quotations are above the available Employers budget or prices of the preferred Contractor increase after the tender submission and prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.

2. Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, materials, surfacing, fencing and associated works that meets the brief and is acceptable by The Employer.

If there is evidence that the work does not conform to the required standards and as a result the materials or workmanship is substandard, unsafe 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, and, if they are an organisation, the organisational capability, necessary 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 and Contract Agreement

The successful contractor will enter into a Building Contract (Appendix 3) with agreed terms and conditions will be provided for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents and drawings received during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply to the Employer.

2.3 Insurance

The **successful** contractor should be able to provide evidence before work commences 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**
- Contracts (All Works) 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 (and 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 before the Works are to commence a **Construction Phase Plan** which will include the following:

- A Programme of Works with an expected 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 during construction

3. Scope of Works

3.1 Objectives for Multi Use Games Area



The area for the proposed MUGA is currently used by the school for a number of sports activities, including 'Rounders', football and a running track, when the ground conditions are suitable. However, due to the poor drainage, a multi-use sports facility is required which can be used all year round. It is envisaged that the facility will be hired out to the public in the future, with the inclusion of Sports Lighting, however this will be a separate undertaking.



Access Gate from North Street.



Proposed Location of MUGA.

3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired outcome. Technical specifications and the design are ultimately up to the Contractor to recommend with supporting evidence and professional guidance which may include referencing the:

SAPCA Code of Practice for the Construction of Outdoor Multi Use Games Area (September 2021).

Item	Requirement
Sports	Primary Sports: Football, Netball, Basketball Multi Use.
Playing Area (pending cost)	28.0 metres x 16.0 metres
Focus Age Group	3 – 11 Years of Age (240 Students)
Fencing	3.0 Metre Height, Twin Bar Rebound 868 Panels Green RAL 6005
Gates	1 x Pedestrian Lockable Gate 1 x Maintenance Lockable Gate Include Contamination Grid (Outside Pedestrian Gate on tarmac).
Colour	Fencing: RAL 6005 (Dark Green) Goals: White.
Sports Panels	2 x Cricket Wickets 1 x Target Panel Use Anti Vandal Fixings
Primary Surfacing	Multi Use Sports Surfacing either Needle Punched or Sand Dressed. BS EN 15330 – 1 BS EN 15330 – 2 (Provide Data Sheet, Accreditations etc)
Goals / Basketball	Goal dimensions must be an adequate size for type and use with a fixed basketball board and hoop with consideration of potential public use in the future – minimum 1.0 metre deep.
Primary Sport and Line Markings	Football (White) – cut into sports surface
Secondary Sport and Line Markings	Netball (Yellow) – cut into sports surface and designed to allow enough space from the goals and basketball hoops.
Base Works	MOT Stone – Minimum 250mm Aggregate. Porous Tarmac 40-50mm tick open textured.
Shock Pad	Yes: 10mm
Drainage	Yes: A drainage solution must be designed by an appropriately qualified person and supported with documentation and drawings to show proposed solution.
Removals and Disposal	None: Spoil Only – provide cost to take off site however may be left on site pending approval by school.
Edging	PCC 150mm x 50mm (Must be outside of the Playing Area to avoid any risk of injury) BS EN 1340
Pathways	A Tarmac pathway be installed around the entire perimeter only of the MUGA – 1.2 metres wide – approx. 100 linear metres.

Seating	4 x Benches installed onto tarmac perimeter (2 on each long side)
Sports Lighting	None Required – however include appropriate ducting around the MUGA (under tarmac perimeter) with suitable access covers and chambers.
Re-Instatement	Any damage to existing turf, pathways, and any existing materials must be repaired back to the original state. Grade and seed damaged turf with topsoil.
Welfare Required	Yes
Addendums: Please include the following as separate line items outside of the main total.	<p><u>Yearly Maintenance Package:</u> two site visits per annum to top up and regulate sand, herbicide, and brush facility.</p> <p><u>Pathway:</u> please include a budgetary cost to install a new tarmac pathway that is 1.2 metres wide with PCC edging from the existing path near the main road to the proposed MUGA. This will be approx. 70 metres in length and will require a new pedestrian gate installed to replace the existing fence panel shown in the photo.</p>



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.

Action:	Date:
Tender Release Date:	Mid July 2022
Site meeting for interested contractors (12.30pm – 2pm):	28 th July 2022

Notification of your intention to provide a response and deadline for questions relating to the tender:	5 th August 2022
Tender Submission Due:	<u>5th September 2022</u> <u>(16:00 hours)</u>
Decision on Preferred Supplier:	September 2022

5. Scoring Criteria

5.1 Scoring Table

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

Criteria	Information	Percentage
5.1.1 Project Design and Specifications (Appendix 4)	Scoring based on the details within Appendix 4 including questions and Quotation in terms of specifications and design.	50%
5.1.2 Presentation and Quotation:	Suppliers are to provide: 1. 1 x CAD or scaled Google Map of the design showing all dimensions. 2. An itemised quotation with costs for each component being proposed within the design. 3. All other documentation that has been requested or deemed relevant to the submission.	10%
5.1.3 Total Cost:	Scoring will be made according to the Total Cost of the design, using the quotation submitted by each supplier on the basis the minimum specifications have been met. Calculations on cost will be based on increments (0.5) that are proportionate and	40%

	<p>fair to the submissions provided from highest to the lowest cost as a percentage of the weighted amount. <i>Example:</i> Lowest Cost is £100,000.00 Supplier A Cost is £125,000.00 Supplier A Score is 32 (lowest cost divided by Supplier A Cost * 40)</p> <p>If a tender is perceived to be significantly over the market value, and there are no alternative submissions for review or to score accordingly, the Employer has the right to dismiss the tender for further consideration or may re-tender.</p>	
--	---	--

5.2 Scoring Matrix (Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion)

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement.
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 select the Most Economically Advantageous Tender.

If the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, starting the process over.

Alternatively, if the brief has or is close to being met, the Employer may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.

6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. A scoring matrix will be used to calculate each of the required criteria to assist in a decision for a preferred contractor.

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 can visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response – **note: as the tender is during school holidays, access to the field may be limited and a request for access on a specific time and date requested.**

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 Short Listing of preferred submissions

The Employer has the right to short list the submissions only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Contact Checks
- Reference Site Visits
- Supplier Response to any change requests to the original submission
- Additional Consultation within the Council or external parties

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

6.6 Revisions and Negotiation

If required, the Employer 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 of any significance.

6.7 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a

Sub-Committee or Group, &/or by a 3rd Party such as the Project Manager (Consultant). The process to agree and award the contract will be the responsibility of the Employer and communicated by the Procurement Contact named in this document.

6.8 Supplier Notification

All parties who have submitted a formal tender response will be notified of the outcome. The submissions received from 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 by the Consultant will be provided on request via email, however if suppliers want additional detail on the selection, this will need to be requested of the Employer which will be at their discretion to provide. 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 be with *Sports and Play Consulting Limited*.

Contact: Michael Carter
 Mobile: 07421 463099
 Email: Michael@sportsandplayconsulting.co.uk

8. Supplier Checklist and Instructions

8.1 Checklist

Response	Format (Fill in <i>SupplierName</i> with your Company Name)
1. Completed Copy of Appendix 1	PDF or Word Labelled - <i>SupplierNameAppendix1</i>

2. Completed Copy of Appendix 2	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. Completed Copy of Appendix 4	PDF or Word Labelled – <i>SupplierNameAppendix4</i>
4. Quotation	PDF Labelled - <i>SupplierNameQuotation</i>
5. Design Drawings	PDF or JPG Labelled – <i>SupplierNameCAD</i>

8.2 Instructions

An electronic copy to be sent by the due date and time to the named consultant only:

michael@sportsandplayconsulting.co.uk