



HAZLEMERE
PARISH COUNCIL

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Hazlemere Parish Council is inviting tenders for the contract to install new play equipment at The Spinney Playground. Hazlemere Parish Council seeks the provision and installation of an innovative, inclusive and high-quality playground equipment to suit ages up to 12 years old.

All Tender submissions must be received by The Deputy Clerk by 12 noon on the 6th December 2024. The Tender Documents can be downloaded here, including the Tender Brief, Specification, Pre-Evaluation Questionnaire and Checklist.

HAZLEMERE PARISH COUNCIL INVITATION TO TENDER (ITT)

1.0 Summary Instructions and ITT Timetable

ITEM	CONTRACT DETAILS
Invitation to Tender (ITT)	Hazlemere Parish Council is carrying out this procurement process for the supply and installation contract of new play equipment at The Spinney, Cedar Barn, Hazlemere.
Contract Duration	To be advised
Procuring Officer	Any queries must be addressed to the Deputy Clerk.
Site Visits if required	To be arranged (week commencing 18 th November 2024)
Date/time for Tender Submission	6 th December 2024 12 noon
Notification of result of Tender	8 th January 2025
Contract Commencement	January/February 2025

2.0 Introduction

Hazlemere Parish Council is seeking to award a contract for the refurbishment of the Dell/Spinney Playground located behind Cedar Barn, Barn Lane, Hazlemere HP15 7BQ. The refurbishment will consist of removing all existing play equipment, and supply and install new play equipment including safety surface. The works will include any required or appropriate groundworks, and all works materials and parts must comply with both the British and European Standards for playground equipment and surfacing BS EN 1176.

The Invitation to Tender is being procured under the Parish Council's Open Tender process; in line with the Public Contracts Regulations 2015. This document provides applicants wishing to tender for with the requirements, standards and conditions under which the procurement will be operated.

2.1 Overview of Hazlemere Parish Council

Operating as the second tier of local government in the Parish, the Parish Council provides local services to its community/residents (in conjunction with principal authority Buckinghamshire Council), including 7 Bus Stops, 3 Playgrounds and over 470 streetlights. The Parish Council is a crucial part of the community – representing local Residents, local interests, making decision on behalf of stakeholders, delivering services to meet local needs and ensuring the well-being of over 9,500 residents. As stated on the website, Hazlemere Parish Council's key priorities are:

- 1 To provide effective and accountable Local Government for the Parish, achieving best value for our Community
- 2 To be a strong voice for residents and local businesses ensuring that development of our built and natural environment is driven by the needs and ambitions of the community it represents

2.2 New Play Equipment; Background & Objectives

The Dell Playground requires a complete new refurbishment, and is the only playground managed by Hazlemere Parish Council that has not recently had any refurbishment works undertaken. The aim is to provide exciting, engaging and modern play equipment which will be inclusive and accessible to children aged 2 years to 12 years. There must be a variety of equipment to engage all targeted users and the equipment must be innovative.

One main aim of this project is to improve/enrich the play experience for children by delivering a high-quality, low-maintenance play area. The challenge is to provide all inclusive apparatus that caters all suitable age ranges with stimulating pieces that children are excited to see. Due to budget constraints and depending on cost estimates, The Council may need to consider a 2-3 year plan to install all of the necessary equipment to maximise the available space.

One challenge is a sycamore tree located within the playground. This will need to be considered when designing the new playground and safety surfacing as it has a TPO. Previous requests to remove the tree from the site have been refused.

The new equipment should as a minimum hold:

- Swings (for older and younger children)
- Slide
- Roundabout
- Educational & Sensory Equipment
- Springer
- Multiplay Equipment

Given the anticipated heavy use of the play area, equipment must be robust and vandal-proof and easy to maintain and repair. There must be two self-closing gates located within the fencing and must be a different colour from existing fencing.

3.0 General Tender Information

3.1 Supervising Officer

The main supervising officer will be the Deputy Clerk.

3.2 Budget

As a guide, the overall budget for this contract will be up to approximately £80,000.00 exclusive of VAT.

3.3 Payment

Payment will be made to the Contractor split in 3 payments:

- a) Payment 1 (Deposit);
- b) Payment 2 (Initial Payment) and;
- c) Payment 3 (Completion)

Payments 2 and 3 will be paid on satisfactory interim works and satisfactory completion of works and following receipt and verification of an invoice by the Council. Payment will be made by BACS.

In accordance with the Public Procurement Contract Regulations 2015, Hazlemere Parish Council will pay all valid and undisputed invoices no later than 30 days from the date on which the invoice was received.

3.4 Duration of the Contract Term

The contract is planned to commence in January/February 2025.

4.0 Site Details

4.1 Site Information

The Spinney playground is located in the Spinney Open Common, behind Cedar Barn, close to the Dell Allotments and behind Cedar Park School. It is a popular site, well used by the local community. The site currently has play equipment spread out across the open common which is aimed at older children and includes a Kicking Wall. There is an existing playground which is fenced off and separates itself from the rest of the common/park area. Topographically, the park/common is fairly flat in some areas with some slight mounds.

4.2 Site Plans

The existing layout of the site is detailed within Appendix 1.

The area available for the proposed refurbishment is 324.52m². These basic dimensions are an approximation, and the available area will need to be measured correctly. The Contractor will be responsible for this and ensuring all design proposal correctly fit the area available.

4.3 Site Meeting and Visits

There will be an organised site visit albeit at different times with the Deputy Clerk to view the site, which is provisionally arranged for week commencing 18th November 2024. If attending a site visit, it is requested that only one contractor or person from each supplier is present.

Onsite visits are not mandatory, but the applicant is strongly advised to make necessary site visits at their own convenience prior to completing an offer to ensure knowledge of the location. This includes assessing relevant conditions or features and gaining familiarity with access arrangements and detailed measurements. Such due diligence is reasonably expected in submitting a tender of this scale.

5.0 Evaluation of Tender Offers

5.1 Evaluation of Tenders

All Tender Bids will be treated equally and assessed with transparency throughout the evaluation process. The information disclosed by applicants will be used purely for the purposes of evaluation. If a bid succeeds in passing the first stage of the evaluation, it will be evaluated in accordance with the evaluation methodology.

All submissions will be reviewed for completeness and compliance with the ITT and stated requirements. This is to ensure they have been completed correctly and all necessary information has been provided. Incomplete and non-compliant Tenders will be rejected.

5.2 Evaluation Criterion

As indicated in Section 2.3 (Play Area Background & Objectives), the main aim of the contract will be to deliver the highest quality supply and installation of new play equipment and appropriate safety surface. Applicants should demonstrate their understanding of the objectives and requirements (as set out in the ITT) and their response must display compliance with the requirements.

The ITT provides the opportunity for Hazlemere Parish Council to select the best Application based on specific Tender criteria. This enables the Parish Council to identify the bid that best meets its needs, while offering an economically favourable Tender.

The evaluation criterion is assessed according to the Parish Council's weightings and calculated to give an overall comparative score out of 100. The highest scoring Tender bid will be selected.

5.3 Cost Criterion

As a local Parish Council, value for money is paramount and a Cost Matrix will be used to assess Tenderer's prices against key cost criteria. The cost assessment/weighting will contribute 50% towards the evaluation of Tenders.

5.4 The evaluation of Quality criteria will contribute 50% of Tenders (refer to Submission Form for the Pre-Evaluation Questionnaire). An Evaluation Matrix tool and a Scoring Grid will be used to evaluate submitted bids, to score tenders and help identify the one that provides the best quality and overall vision/plan for the site.

The cost/quality ratio for this contract will be:

Value for money 50% / Quality 50%

Submitted Tender offers will be assessed using the following criteria and weightings:-

5.4.1 VALUE for Money

This is an essential element that comprises the itemised and aggregate price of the Tender Offer. The Cost Submission Form provides the opportunity to detail a schedule of competitive rates/prices for the works. The Form also allows applicants to outline what measurable of demonstrable 'added value' can be offered in the Tender to enhance delivery of grounds maintenance, without costing the Parish Council additional expense.

5.4.2 Experience

Recent relevant experience will be viewed more favourable. This might include the Standard of equipment and installation expertise.

The ITT places significant emphasis on performance-based specifications, where skilled operatives are employed by the applicant, because they will understand both the site requirements and technical requirements of play equipment and its installation.

Where possible, a list of relevant projects/case studies undertaken should be provided, along with a description and relevance to the tendered project, project cost and duration of the project/scheme/case study. Particular importance is the applicant's performance in completing past contracts to the quality standards required, including the ability to undertake contracts on time, within budget and to the satisfaction of clients. This information should include the name of two contracts or projects, completion dates and reference contact details.

The Applicant should also provide evidence of the company policies and work procedures it has in (particularly regarding employment conditions and environmental standards) to meet mandatory

requirements, and what management skills and systems are in situ.

5.4.3 Quality of product or service.

This element is relevant to all the required Parish Council criteria. There are, however, a number of specific qualitative attributes the Parish Council will be looking for.

First and foremost, the Parish Council seeks a high-quality performance throughout the service of the Contract and verification that this necessary standard will be delivered. The Applicant is required to demonstrate excellent levels of care, flexibility and responsiveness. This quality also needs to be reflected in dealings or communication with the Parish Council and public on site.

Hazlemere Parish Council will favour an applicant that can adopt innovative solutions in their work, whilst being able to display a positive response to any potential problems. The applicant will also be required to demonstrate their capability and resources to successfully undertake the contract. This includes aspects such as plant machinery, equipment, personnel (including staff resilience and turnover) and ground or weather conditions. Evidence of product or material guarantees will also be required.

The competence of the key professional and technical personnel (which the applicant proposes to employ on the Contract) needs to be assessed. To enable this, details of the technical skills, expertise and experience of the contractor's team should be provided. Where appropriate, evidence should be provided of training or continuous learning to ensure personnel have sufficient learning or qualifications.

5.4.4 Environmental and Social Policies

The Parish Council is environmentally aware and is interested in reducing carbon emissions and mitigating its impact on the environment wherever possible. Applicants that can demonstrate environmentally friendly policies with regards to the manufacture, recycling and disposal of equipment will be looked on favourably.

As outlined in its Climate Change Statement, Hazlemere Parish Council is committed to setting strong environmental standards and supporting social values. Consequently, the Tender Offer should outline the Applicant's own ethical and environmental policies or ethos to support this.

This will include the Applicant's commitment or efforts to adapt to climate change and achieve carbon reduction. Suggestions for reducing the carbon footprint of the play area apparatus and the fuel use in the provision of the contract, what measures could be taken to reduce, reuse and recycle waste and the sourcing of ethically-responsible materials.

The Applicant should also consider the main environmental impacts associated with delivering the contract and these can be reduced or managed.

5.4.5 Locally

Geographic proximity to Hazlemere, Buckinghamshire is an important factor to the extent that locality minimises environmental impact and, promotes local business. Close proximity to Hazlemere will limit vehicular travel and significantly help reduce the carbon footprint of the contracted works.

5.5 Evaluation Criteria and Weightings

Submitted Tender offers will be assessed using the following criteria and weightings:-

EVALUATION CRITERIA AND WEIGHTINGS		
CATEGORY	CRITERIA	WEIGHTING
Cost	Value for money	50%
Quality	Experience / Recommendations for site.	20%
Quality	Quality of Play Equipment.	20%
Quality	Environmental Policies	5%
Quality	Locality	5%

6.0 Invitation to Tender Process

Hazlemere Parish Council is issuing this ITT and inviting bids from Applicants in response to the published Contract Notice.

The procedure is being procured under the Council's Open Tender process , in line with the Public Contracts Regulations 2015. This procurement will follow a clear and transparent process, to ensure that all applicants are treated equally.

6.1 Indicative Timetable for Tenders and Schedule

Set out below is the indicative timetable for tendering with the key dates for the proposed procurement as follows:-

INDICATIVE TIMETABLE FOR TENDERS	
Procurement Stage	Deadline
Publication of ITT advertisement (Contract Notice) in Contract Finder and on the Parish Council website	7 th November 2024
Deadline for ITT queries	25 th November 2024
Site visits and meetings if required	Week commencing 18 th November 2024
Deadline for clarification responses to be issued	12 th November 2024
Deadline for receipt by the Parish Council of completed ITT documents	6 th December 2024
Hazlemere Parish Council Full Council Evaluation Assessment and Award of Contract	7 th January 2025
Notification of Contract Award (Contract Award Notice) to applicants	8 th January 2025
Anticipated issue of contract to successful Tender	8 th January 2025
Date of commencement of Contract	TBC January/February 2025
Date of completion of Contract	March 2025

6.2 Instructions for Tendering

Applications should read these ITT instructions, the Specification and Terms & Conditions carefully before completing the Tender documentation. Failure to comply with completion and submission requirements may result in the rejection of the Tender.

6.3 Enquiries

All initial enquiries should be made to the Deputy Clerk by telephone on 01494 715548 or by email at admin@hazlemereparishcouncil.gov.uk

6.4 Clarification Requests

Prospective contractors should ensure they are completely familiar with the nature and extent of the obligations required if the tender is awarded.

All clarification requests should be submitted by applicants to the Deputy Clerk by the clarification deadline no later than one week before the closing date (as set out in the Indicative Timetable for Tenders table). These requests should clearly reference the appropriate paragraph in the ITT documentation and be aggregated rather than sent individually. The council is under no obligation to respond to clarification requests received after the clarification deadline.

Please note that clarification of points and responses to any questions raised during the tendering period may be circulated to all tenderers.

7.0 Instructions for Completion

7.1 Cost Submission Form and Pricing

The Cost Submission Form (See Appendix 4) provides the opportunity for the applicant to provide a breakdown of itemised costs to be included with the Tender Offer. This should be an itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation.

All costs submitted are to be presented in Pounds Sterling and consistently excluding VAT or expenses/other costs where applicable. Pricing should be valid for minimum of 90 days from the due date of the response. Prices will be firm and fixed for the duration of the contract (for any identifiable items that make up the itemised costs).

The breakdown of costs is vital to help the Parish Council evaluate and compare specific itemised costs between each tender. It will also become part of any successful contract to assess costs.

Applicants may modify their tender response prior to the tender submission deadline (as per the indicative Timetable for Tenders) by giving written notice to the Parish Council. Any modification should be clear and submitted as a complete new Tender response in accordance with these ITT conditions.

Applicants are advised that the Council is not bound to accept the lowest tender submitted nor to reimburse any expense incurred during the process.

7.2 Pricing for Additional Services

Where unscheduled and variable work occurs (not identified in the specification), the applicant is required to provide additional pricing rates per hour or per item in the Cost Submission Form. This will not be included in the Tendered Price. No guarantee can be given to the particular level of

additional and unscheduled work which will be awarded; rather it should simplify and speed up the process by avoiding the need for seeking further competitive quotes.

7.3 Variations and Additions

The Parish Council might request additional work not identified in the specification. This will be carried out through a simple '*Contract Amendment*'. Once the applicant has agreed the scope and terms of the additional work, a confirmation will be added to the contract to reflect the extra cost & time. Alternatively, if the contractor needs to carry out unforeseen additional work, the Parish Council can agree to this through a '*Variation to Contract*'. The Council will confirm acceptance by raising a '*Variation Order*' document containing the original contract price, variation price and new price.

7.44 Pre-Qualification Questionnaire (PQQ)

The PQQ (see Appendix 3) is used to ascertain the suitability of a contractor in relation to the requirements of the Parish Council and the ITT. It requires commercial and legal information regarding the applicant's company and some specific questions about the Contract being Tendered. The form includes standard questions on company details, insurance cover, financial information, relevant experience, particulars about technical or professional ability and information about capability or capacity.

There is also the opportunity for the applicant to demonstrate that they comply with any mandatory or discretionary (such as included in the ITT evaluation criteria) requirements for the contract. Key elements include provision of social value, added value and value for money to the Parish Council. It is also where the applicant can outline their specific quantities and any other relevant information to support their Tender.

7.5 Form of Tender

The Form of Tender (See Appendix 2) is a covering document prepared by Hazlemere Parish Council and signed by the applicant to indicate they understand the Tender being made and accept the various terms and conditions and other requirements of participating in the exercise.

7.6 Drawings and Literature

The Contractor should submit a laminated A1 CAD Drawing (digital or artist impressions of how the finished project will appear), a laminated A3 site plan and design information specific to this project.

Any technical literature relating to the materials and equipment to be used should be supplied with the Tender Forms; along with the relevant maintenance instructions, guarantees and work defect maintenance period. Likewise, any evidence of product or equipment guarantees should be attached.

7.7 Method Statement

A positive demonstration of the proposed methodology and approach to the installation will be advantageous. The Contractor shall provide a Method Statement with their Tender; describing their proposed general and detailed arrangements and methods for carrying out the works. This should include:

- a) How all stages of the works will be executed
- b) Procedures to ensure the specified parameters are obtained
- c) The appropriate climatic conditions in which the safer surfacing can be laid
- d) The appropriate health and safety requirements e.g. RISK & COSHH Assessments
- e) Indicate areas of works that will be sub-contracted and detail the company(s) that will be employed (and be rejected if decided the quality has deteriorated).

7.8 Checklist of Documents

Tenderers are required to submit the completed checklist to ensure that all ITT documents required for completion have been returned with the submitted Tender.

7.9 Submission of Tenders and Supporting Documentation

All complete Tenders must be submitted by email (admin@hazlemereparishcouncil.gov.uk) (by 12.00 noon on the 6th December 2024) to the Parish Council's office and clearly marked '***The Spinney Common Playground Tender***'.

Each form should be a scanned version of a signed copy. No additional information should be submitted or will be considered after the submission deadline.

Tenders should contain all the items listed (for completed return):-

- a) Section D: Pre-Qualification Questionnaire Form
- b) Section E: Cost Submission Form
- c) Section E: Form of Tender
- d) Section G: Drawings, Site Plans and relevant Literature
- e) Section H: Method Statement
- f) Section I: Checklist of Documents

7.10 Further Information

The Parish Council may at any time request further information from applicants to verify any aspects of their tender response or other information they may have protected.

Should the applicant not provide supplementary information or clarifications by the notified deadline, the tender offer may be rejected in full and disqualified from the procurement process.

7.11 Acceptance of Offers

Submitted documents shall constitute an irrevocable offer to provide the supply and installation of play equipment. The Parish Council will not necessarily accept the lowest priced tender bid; the decision to award the contract will be based on the specified evaluation criteria and weightings.

Please note that Hazlemere Parish Council will not share tender submissions received with other suppliers/contractors.

7.12 Award of Contract

Hazlemere Parish Council will use the scoring criteria set out within this document to make a decision on the successful tender. Any acceptance by the Council shall be communicated in writing to the applicant. Upon such acceptance by the applicant, the contract shall become binding on all parties.

The Council shall conclude a formal contract with the successful applicant, which shall embody the Applicant's offer. No tender can be considered successful until a formal contract has been signed by an authorised Council officer and co-signed by the applicant's authorised officer.

This process is in accordance with the criteria listed at Regulation 67 of the Public Contracts Regulations 2015.

<u>Term</u>	<u>Meaning</u>
Applicant	The company or contractor responding to the ITT through the procurement process. This term is used intermittently with Contractor.
Authorised Officer	Means the principle contact at Hazlemere Parish Council or such representatives notified by the Parish Council. Also the principal contact representing the applicant or contractor.
Award	The process by which the Parish Council shall determine to whom the Contract will be awarded.
Bid	The Applicant's offer, which shall be submitted as the completed procurement documents.
Contract	The formal and legally binding agreement to be entered into by Hazlemere Parish Council and the successful applicant following award under the procurement exercise.
Contract Notice	The publication by the Parish Council and its intention to procure a public supplies services or works Contract
Contractor	The Applicant or company awarded the contract:- culminating from an offer to provide services accepted by the Parish Council. This term is used intermittently with applicant or supplier.
Evaluation	The process through which the Applicant's bid is reviewed in accordance with the Evaluation Criteria, following which a decision to award a Contract is made.

Evaluation Criteria	The means by which the Parish Council evaluates an applicant's bid; to include all of the issues that must be considered so as to be able to judge the suitability of an applicant's bid.
Invitation to Tender or ITT	This is the written request (and all related documents) published by the Parish Council and made available for an interested applicant to submit a written bid to facilitate the Council's requirements.
Obstacles	Includes seats, streetlights, signs manhole covers, memorials, trees, shrubs and any other obstruction within grassed areas. Obstacles also include edges of paths, wall and fence bases and other boundaries to grassed areas.
On Additional Basis	Additional and variable services identified in the specification, but not included in the tendered price.
Open Procedure	This is the procurement process determined by the Public Contracts Regulations 2015
Council or Parish Council	Hazlemere Parish Council
Procurement	Term used for the acquisition of supplies, services or works from an external source
Public Contracts Regulations 2015	This is the UK legislation concerning the procedures for the award of public works contracts, public supply contracts and public service contracts.
Public Liability Insurance	The insurance covering members of the public coming onto the Parish Council's premises. It covers any awards of damages given because of an injury or damage to their property caused by the Contractor. It also covers any related legal fees, costs and expenses as well as costs of hospital treatment that the NHS may claim from the Contractor.
Selection	The process by which applicants will be selected within the procurement process, in accordance with Regulation 58 of the Public Contracts Regulations 2015.
Services	This is the provision of a schedule of maintenance works as identified in the specification.
Specification	A detailed description of the Parish Council's requirements or schedule
Sub-Contractor	A subcontracting individual or company, carrying out work on behalf of the primary contractor, as part of the larger contracted project
Tender Response	This is the Applicant's formal response to the Invitation to Tender
Tenderers	Means the applicants responding to this Invitation to Tender