

# **INVITATION TO TENDER**

## **Provision to install new playground equipment**



**MAIN TENDER DOCUMENT  
DOCUMENT 1**

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## 1. INTRODUCTION

- 1.1. Newington Parish Council invites bids from suitably qualified companies to provide new playground equipment detailed within the Overview and Objectives and Specification of Requirement and in accordance with these instructions and Newington Parish Council's Form of Contract. This contract will be awarded to one provider; it will not be split into lots or bits

## 2. GENERAL ENQUIRIES

- 2.1. General enquiries in relation to this tender should be directed to:
- Mrs Wendy Licence  
Clerk to Newington Parish Council  
14 Trapfield Close  
Bearsted  
Maidstone  
Kent ME14 4HT  
Email: [Tenders.npc@gmail.com](mailto:Tenders.npc@gmail.com)

## 3. RESPONSIBLE PARTIES

Newington Parish Council  
(Address as above)

## 4. OVERVIEW AND OBJECTIVES

- 4.1. Newington Parish Council has a pavilion, children's play area, football and five-a-side pitch, hard floodlit ball court, allotments, picnic area and community woodland off Orchard Drive in the village. Newington Parish Council wishes to improve the children's play area. The people of our village are hoping for a modern, exciting and inclusive facility.
- 4.2. The location of the site is:
- The Recreation Ground  
Orchard Drive  
Newington  
Kent  
ME9 7NH  
(51.349924 0.659544).

4.3.

Newington Parish Council has allocated a budget to improve the existing children's playground primarily to include additional equipment which provides play value not currently available. The project has been largely funded from monies raised by 'Friends of Newington Recreation Ground' – a community group who have also carried out local surveys to ascertain the items most in demand and these inform the list in paragraph 11 below.

4.4. ***Note: Final location will be confirmed with selected contractor.***

4.5. We intend to retain most of the existing play equipment (flat, toddler and basket swings; slide; climbing arch; sputnik; and recently installed cableway which is to remain outside the fenced play area.

4.6. There is a popular existing dedicated toddler play area owned and maintained by a housing association 300 metres from the recreation ground at ME9 7SE (51.349554 0.664097). Therefore, there is no need for significant toddler equipment within the new project. Whilst Newington Parish Council would anticipate a few items to engage the youngest children, the focus is to be for equipment suitable for children aged 6+yrs.

## 5. BUDGET AND COSTINGS

5.1. Newington Parish Council has set aside a budget of £110,000 (ex VAT) and submissions should utilise the full budget, however, not exceed it.

5.2. All pricing should be exclusive of VAT and in GBP (£).

5.3. Pricing to be valid for 90 days from the due date of the response.

5.4. Prices will be fixed and firm for the duration of the contract.

## 6. NON-CONSIDERATION OF A TENDER RESPONSE

6.1. Newington Parish 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.

6.2. Newington Parish Council may refuse a tender response if there has been any attempt to vary or alter the details within the document or is not able to provide all the information required by the council to make a full evaluation.

- 6.3. 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.

## 7. REPRESENTATIONS

- 7.1. Any representations made by Newington Parish Council officers or contractors that appear to change materially any portion of the tender shall not be relied upon unless ratified by a written amendment by Newington Parish Council. If you feel that an amendment should be issued please contact the Council Representative named above.

## 8. FREEDOM OF INFORMATION

- 8.1. Under the Freedom of Information Act 2000, members of the public or any interested party, may make a request for information to Newington Parish Council in respect of any part of the provision of this contract.
- 8.2. If any information in this tender submission is considered commercially sensitive or is a trade secret, the onus is on the Tenderer to ensure that this information has been clearly identified to Newington Parish Council.
- 8.3. Notwithstanding the provision made above, Newington Parish Council may still have to disclose requests for certain information if it is considered to be in the public interest. In such cases the Council will advise the Tenderer beforehand.

## 9. CONTRACT CONDITIONS

- 9.1. The successful contractor will enter into an agreement by way of a Purchase Order with Newington Parish Council. The Contract Administrator is the person or persons listed on the tender document and has absolute control in terms of authority to make changes, manage risk, check quality and suspend or halt the work being conducted.
- 9.2. The work is for the design, supply and installation of appropriate groundworks, safety surfacing, play equipment, seating and associated works which should comply to any relevant regulations primarily BS EN 1176 and BS EN 1177. Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project. The contractor will remove the old see-saw, redundant fencing and gates, together with any packaging and materials arising, and also make good any grass areas damaged through their work.

- 9.3. If there is evidence that the work does not confirm 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.
- 9.4. Bidders must provide evidence of:
- 9.4.1. Public Liability Insurance of no less than: £5 Million
  - 9.4.2. Product Liability Insurance of no less than: £5 Million
  - 9.4.3. Employers Liability Insurance of no less than: £5 Million
  - 9.4.4. Professional Indemnity Insurance of no less than: £1 Million
- 9.5. 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.
- 9.6. Accreditation or certification with the Contractors' Health and Safety Assessment Scheme (CHAS), or equivalent, is preferred.
- 9.7. In addition, Newington Parish Council need to be assured, through submitted evidence, that:
- 9.7.1. Bidders are financially stable: through provision of profit and loss account and balance sheet for the past three years filed returns and cash flow statement
  - 9.7.2. All equipment meets the required safety specification(s);
  - 9.7.3. Fencing, gates and ground surfacing meet all required safety specifications;
  - 9.7.4. Appropriate health and safety policies and procedures are in place and will be adhered to through the length of the works; and
  - 9.7.5. Relevant accreditation/certification is held by any person undertaking work in relation to this contract.

## 10. POST TENDER CLARIFICATION

- 10.1. During the evaluation period, the Authority reserves the right to seek further information from Tenderers to assist it in its consideration and evaluation of Tenders; this may take the form of post-tender written clarifications or clarification meetings.

- 10.2. Tenderers should ensure therefore that if required to do so, they may be called upon to attend these meetings and key members of their delivery team who will be responsible for the provision of the Contract may be required.

## 11.SCOPE OF WORKS/SPECIFICATION

- 11.1. Equipment we would like to see included in any bid, as a minimum:

- 11.1.1. a centrepiece multi-play unit;
- 11.1.2. monkey bars;
- 11.1.3. a play trail;
- 11.1.4. a replacement see-saw (existing see-saw is required to be removed);
- 11.1.5. Proludic Aero Skate Challenge (or equivalent);
- 11.1.6. an accessible roundabout (ground level, access for wheelchairs and also including seats. This is to be located at the eastern end of the play area for easy access from the recreation ground entrance); and
- 11.1.7. A 'springer'
- 11.1.8. An item for creative play which is nature-themed.

- 11.2. Newington Parish Council does not wish have wooden equipment or a tube slide.

- 11.3. The existing play area measures approx. 14m X 43m (48ft X 117ft). We anticipate the expanded facility to measure up to 23.75m X 56m (70ft X 157ft).

- 11.4. The new expanded facility must include:

- 11.4.1. new bow-top fencing on 2+ sides (the chain link fence along the track to the allotment car-parking is to remain, as well as the new 2.4m fence protecting the play area from the goal at the eastern end of the ball court).
- 11.4.2. Monohinge self-closing gates (Joseph Ash Co. or equivalent) to be fitted at western and eastern ends of the expanded area.
- 11.4.3. New surfacing for existing and new equipment. We want grass spaces left so individual, smaller pieces of play equipment can be added when funds permit. The new surfacing to be aesthetically pleasing and long-lasting.

- 11.5. Within the quote, please allow for an RPII qualified independent inspection following the completion of the project, and all noted defects and remedial tasks need to be attended to and resolved before the open date and formally being signed off by the Contract Administrator.
- 11.6. A WC in the allotments adjacent to the play area will be made available; therefore, there is no need to add welfare facilities to the quotation, only equipment, delivery, storage and installation/construction charges.
- 11.7. In order to avoid depriving local children of play facilities we require all work to be completed either before the start of the school summer holidays (23 July 2020) or to commence after the start of the autumn term (1 September 2020) with completion before the half-term break (23 October 2020). Those tendering should indicate to which timescale they will work.

## 12. TIMETABLE FOR PROJECT

- 12.1. 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:	27 February 2020
Site meeting for interested contractors:	To be arranged by appointment
Notification your intention to provide a response and any clarification questions about the tender (no later than):	12 March 2020 References will be sought at this stage
Tender Submissions Due:	26 March 2020
Decision on Preferred Supplier:	2 April 2020
Standstill Period and notification to bidders:	2 April -12 April 2020
Contract Award:	13 April 2020

## 13. SCORING CRITERIA

### 13.1. Scoring Table

Criteria	Information	Percentage
Mandatory Requirements	Demonstrable compliance with all aspects of the Contract Conditions detailed in Sections 9.4, 9.5, 9.6, 9.7 and 11 of this document. Please provide all required documentation.	Pass/Fail
Price / written quotation	Please provide a full itemised breakdown of works and equipment.	Pass/Fail



	Note: any quote in excess of the contract value will be dismissed.	
<u>Method Statement 1:</u> Play Equipment, Surfacing and Additional Works	Please provide a detailed statement outlining how your design meets and exceeds the needs identified and to comply with 9.2 above and how it is inclusive (where possible)  Please include a detailed 2D layout and a 3D drawing in addition to your statement.	60%
<u>Method Statement 2:</u> Play Value	Please provide a detailed statement outlining how your proposed play equipment presents risk and challenge in terms of play value.  Please specify each individual piece of equipment and identify the associated play value.	20%
<u>Method Statement 3:</u> Customer Care	Please describe how you will ensure delivery within the timescales.  Please describe your processes and policies for after sales support, covering repairs, spares, replacement parts, warranty, guarantees and technical advice; also disposal of unwanted equipment and making good	20%

### 13.2. Scoring Matrix (Each Criteria listed in 13.1 will be scored between 0-10)

Score	Designation	Criteria
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	Minimal achievement of the requirements

	Expectations	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 response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading.

## 14. PROCUREMENT PROCESS

- 14.1. 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.
- 14.2. Type of Procedure:
- 14.2.1. The tender process will be an Open Procedure, Single Stage Tender.
- 14.3. Site Meeting with Interested Parties
- 14.3.1. It may be possible to arrange escorted visits around the play area with a parish councillor. These should be arranged with the Clerk to Newington Parish Council. Please be aware that parish councillors are unpaid volunteers and any visits will be dependent upon councillor availability. This is not mandatory. Newington Recreation Ground is open every day and suppliers are welcome to visit the site at their own convenience without penalty.
- 14.4. Questions and Clarification
- 14.4.1. 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.
- 14.4.2. Questions MUST be emailed to Mrs Wendy Licence, Clerk to Newington Parish Council (contact details in paragraph 2 above) by 19 March 2020. Any queries received after this date and time will not receive a response.
- 14.4.3. Suppliers are forbidden to approach any person/s outside of the named person (Section 17) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.
- 14.5. Notice of Intent and Alternate Bids
- 14.5.1. Suppliers should notify Mrs Wendy Licence, Clerk to Newington Parish Council by email (contact details in paragraph 2 above) by 9.00am 12 March 2020 with confirmation your intent to provide a submission by the due date.

- 14.5.2. Only one submission will be accepted, however if you wish to provide one alternate to the main unit this will be allowed.
- 14.5.3. Variant bids will not be accepted.
- 14.5.4. Should you not notify intent to provide a submission, 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.
- 14.6. Decision and Award of Contract
  - 14.6.1. An evaluation panel consisting of Newington Parish Councillors will be responsible for making the final decision based on the scoring criteria set out in the tender document.
- 14.7. Revisions and Negotiation
  - 14.7.1. 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, 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.
- 14.8. Supplier Responses
  - 14.8.1. The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested to be shared. Only the justification and scoring of the submissions will be provided on request.
  - 14.8.2. The preferred contractor will be advised via email and Contracts Finder when the Award Notice is issued.

## 15.NAMED CONTACT

- 15.1. All contact in relation to this procurement should be with:  
Mrs Wendy Licence  
Clerk to Newington Parish Council  
14 Trapfield Close  
Bearsted  
Maidstone  
Kent ME14 4HT  
Email: [Tenders.npc@gmail.com](mailto:Tenders.npc@gmail.com)

## 16.SUBMISSION AND CHECKLIST

- 16.1. The tender response should include:

- 16.1.1. Completed copy of Appendix 1 and Appendix 2;
  - 16.1.2. 1 x CAD with photos of equipment as a PDF to be provided in A2 size or as close to this as possible;
  - 16.1.3. Written quotation as stated in Section 13.1;
  - 16.1.4. Written responses to the three method statements described in Section 13.1 and to indicate your response to Method statement 1( including a 2D layout and 3D drawing;
  - 16.1.5. Documentation to satisfy the Mandatory Requirements as stated in Sections 9 and 13; and
  - 16.1.6. Supplemental information that is **only** relevant to the information required which may provide supporting evidence or amplify a response.
- 16.2. Hard copies to be delivered to (3 copies of documents other than large plans and drawings):  
Mrs Wendy Licence  
Clerk to Newington Parish Council  
14 Trapfield Close  
Bearsted  
Maidstone  
Kent ME14 4HT  
Email: [Tenders.npc@gmail.com](mailto:Tenders.npc@gmail.com)

Please note -Tenders are to be sent (3 copies of documents other than large plans and drawings) in a plain envelope and/or tube marked only with: 'Tender – Newington Playground' and sent to the Parish Clerk to arrive no later than Thursday 26 March 2020 and also emailed to arrive by 9.00 on that day.