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# TENDER

# FOR

**REDEVELOPMENT OF BOTH THE**

**ROUNDWOOD LANE & WOOD END PLAY AREAS**

# FOR

# HARPENDEN TOWN COUNCIL

Carl Cheevers

Town Clerk

Harpenden Town Council

Town Hall

Leyton Road

Harpenden AL5 2LX

# BACKGROUND

Harpenden Town Council is finalising arrangements to take ownership of both the Roundwood Lane and Wood End Open Spaces from St Albans City & District Council in Autumn 2021. The Town Council wishes to quickly deliver on its vision to redevelop the play areas at these sites in time for Easter school holidays 2022.

We have been consulting with the Roundwood Lane and Wood End Play Area Working Party, to develop a vision for the improvement of each of the children’s play areas. In-depth community engagement has been undertaken to find out what is good about the play areas at the moment and what improvements should be considered in the future.

During the community engagement exercises we received over 265 responses. These findings have been built into this tender document.

Harpenden Town Council is now looking to deliver the improvements identified by the community and has a budget of £80,000 per play area to do so.

We are now seeking tenders for the provision and installation of play equipment from suitably experienced and qualified contractors.

INSTRUCTIONS TO TENDERERS

Harpenden Town Council (hereafter referred to as the “Client”) invites tenders for the design, supply and installation of play equipment as part of improvements to the Roundwood and Wood End play areas.

**The tender will take the form of ‘one tender, two lots’.**

**Each play area should be costed separately, allowing the assessment panel to either select a single contractor to carry out both redevelopments, OR, two separate contractors to development a play area each dependent upon the assessment panels preferred designs.**

The Contractor shall make themselves fully conversant with the Client’s requirements by reading the invitation to tender and visiting and inspecting the sites set out in the tender document. The Contractor is required to raise any issues on which they require clarification prior to submission of their tender, as no claims arising from their failure to do so will be entertained by the Client following the submission of tenders.

**SUBMISSION OF TENDER**

1. Tenders are to be sent by post or delivered by hand in an envelope clearly labelled ‘Private and Confidential *Tender – Roundwood Lane and Wood End Play Areas*’, addressed to Carl Cheevers, Town Clerk, Harpenden Town Council, Town Hall, Leyton Road, Harpenden, Hertfordshire, AL5 2LX, so as to be received **no later than 12.00 noon on Wednesday 3rd November 2021.**
2. The submission must include 2 hardcopies of each submission and 5 (identical) A1 design boards detailing the layout of the proposed play area development.

Electronic copies of the tender should also be sent to [carl.cheevers@harpenden.gov.uk](mailto:sarah.brimley@harpenden.gov.uk) **in addition** to the hard copies but not in lieu of. Electronic submissions should also be clearly titled ‘Private & Confidential Tender – Roundwood Lane and Wood End Play Areas’.

1. Contractors are required to note that it is the Contractor’s responsibility to ensure that any tender delivered by hand in response to this invitation is actually received by the Client by the above date and time.
2. All prices are to be quoted exclusive of VAT
3. The prices are to be itemised as per the template in **Appendix A** to allow for accurate comparison between the play areas.
4. The Contractor’s attention is further drawn to the insurance requirements of the Client, with Public Liability Insurance of £5m minimum. The successful Contractor will not be allowed to commence the Works until acceptable evidence of the insurance, has been approved by the Client and a risk assessment for the site and installation provided.

7. The Client will write to all Contractors at the conclusion of our tender selection process advising of our decision and its rationale.

8. The Client may reject any tender not complying in any particular matter and their decision in that regards shall be final.

9. The Client does not bind itself to accept any offer made by any Contractor, nor does the Client guarantee that it will decide to award a contract.

10. Contractors must confirm in their submission that they have visited both the sites. The sites are open access and Contractors can attend at any time without the need to notify or have the Client present. However, we are willing to meet with contractors on site in advance of the Tender deadline to clarify any questions. If you wish to meet on site with a Council Officer please contact Sarah Brimley (Project Manager) [sarah.brimley@harpenden.gov.uk](mailto:sarah.brimley@harpenden.gov.uk) .

*Please note, all meetings with the Project Manager must take place before 15th October 2021.*

**11. Arithmetic Accuracy of the Tender**

11.1 If the Client suspects that there has been an error in the pricing of the Tender the Client reserves the right to seek such clarification as it considers necessary from the contractor only.

11.2 It is the responsibility of the contractor to check that all unit rates and other information entered in the Tender Schedule are accurate. If arithmetical mistakes are found after the contract has been awarded they will not be taken into account. The figure agreed at the time of contract will prevail.

**12. Confidentiality**

12.1 All information supplied by the Client in connection with this invitation to tender shall be regarded as confidential by the Contractor except such information that may be disclosed for the purpose of obtaining sureties and quotation necessary for the preparation of the tender. The Tender documents are and shall remain the property of the Council.

**13. Timetable**

* **Tenders Issued: 17 September 2021**
* **Last date for accompanied site visits: 15 October 2021**
* **Return date for Tenders: 12 noon 3 November 2021**
* **Assessment Panel: 9 November 2021**
* **Council assessment decision: 18 November 2021**
* **Commencement of Contract: ASAP**
* **Completion of installation: 8 April 2022**

**14. Assessment Criteria**

**14.1** All submissions will be assessed in line with the Harpenden Town Council financial regulations.The tenderers must be able to answer yes to the following four screening questions:

1. Has the tenderer confirmed that they have visited both the sites? YES/NO
2. Has the tenderer confirmed that they can meet the development deadline? YES/NO
3. Has the tenderer provided evidence of similar projects in the past? YES/NO
4. Has the tenderer provided an appropriate Environmental Impact Statement? YES/NO

**14.2 Full assessment will then be based upon the following criteria:**

* Design = 70% (including functionality, maintenance, number of pieces of equipment and suitability for children with disabilities)
* Price = 30% (including total costs and discounts applied)

**15. Contact Details**

Any question regarding these documents and the specific requirements of the Client must be made in writing by e-mail to sarah.brimley@harpenden.gov.uk specifying that the e-mail relates to the ‘Roundwood Lane and Wood End Play Areas Redevelopment Tender’.

In order that full consideration can be given, and responses can be forwarded to all Contractors, comments and questions must be received no later than five days before the closure date for tenders (12 noon, 3 November 2021). Questions and queries received after this may not be considered.

**DESIGN BRIEF**

**The Sites**

**LOT 1**: Roundwood Lane Open Space Play Area, off Roundwood Lane

(nearest postcode AL5 3BW).

*AND*

**LOT 2**: Wood End Open Space Play Area, off Wood End Hill (nearest postcode AL5 3EF)

**Aim**

Both the Open Spaces are located within built up residential areas and are approximately 0.7 miles apart. Roundwood Lane is surrounded by allotment gardens, local business office units and overlooked by residential properties. Wood End is adjacent to the Wood End School playing field, public footpath and overlooked by residential properties.

The aim of the project is to create two play areas which have differing equipment (given their proximity as can be seen in Fig.1) and provide facilities which children of various ages can safely play.



*Figure 1: Location of existing Open Spaces (1 – Roundwood Lane Open Space, 2- Wood End Open Space)*

The aim is to improve the play experience for young people aged 0-12 years, creating a flagship play area where families would like to spend more time with seating provided to allow for picnics etc. Should the budget allow, consideration should be given to items of equipment which could encourage team games in the space surrounding the Open Spaces (note: surfacing amendments should not be proposed for the wider Open Spaces).

**The Brief for LOT 1: Roundwood Lane Open Space Play Area**

The client has a budget of £80,000 for the redevelopment of this play area. The contractor is expected to create a design that meets this budget and demonstrates the best value for money. If the contractor is able to provide any discounts adding value for this project, please demonstrate this within the tender.

Within the current play area comprises of equipment aimed at children aged 8 and under, namely;

* 1 no. double flat seated swing set
* 1 no. double baby seated swing set
* 1 no. 4 person bouncer
* 1 no. 2 person see saw
* 1 no. small climbing frame with slide

It is not the client’s intention to retain any of the above items within the new scheme.

Some of the existing safety surfacing could be re-used if deemed appropriate within the scheme and subject to compliance with the current standards. A copy of the most recent inspection report is included within **Appendix B** for your reference.

Other items to be removed by the Contractor include;

* 2 no. pedestrian, 1 no. vehicular gates and associated boundary fencing (see ‘Fencing and Gates)
* 1 no. wooden bench and flagged base (see ‘Seating’)

Please note that the Client will remove the following item;

* 1 no. bin (see ‘Bins’)
* 1 no. St Albans District Council metal sign (see ‘Interpretation Board’)

Below is a list of characteristics that Contractors should consider when they are designing and proposing new equipment for the area. These characteristics have been formulated as a result of consultation with current users of the play area, survey data can be found within **Appendix C.**

* Theme – There is no set theme to the play area, though the equipment should be robust and suitable for a setting where groups are known to sometimes gather.
* Physical, imaginative play should be considered.
* The most popular physical play from the questionnaire is swinging, climbing, balancing and sliding, with the need to cater for imaginative and active play. Stimulating both the body and mind.
* The replacement fence and gated boundary should be secure to make it a safe area for younger children to play.
* It is important that equipment for children with physical and/or mental disabilities is considered as part of the design. It should also cater for children living with autism. The Client would like this to be integrated so that children can play together. This could be incorporated through sensory play or specific equipment such as basket swings.
* An appropriate pedestrian pathway should be included from the Roundwood Lane entrance to the play area to ensure that the new play area is accessible in all weathers.
* Additional seating should be incorporated within the play area (see ‘Seating’)
* Additional seating should be incorporated within the wider Open Space to allow for neighboring residents to enjoy the space without needing to sit within the play area itself. This could incorporate a small, raised flowerbed which could be adopted by a local allotment group or sponsored by an organisation etc.
* Additional play features such as hopscotch could be incorporated into the surfacing to increase the variety of play.
* Pump tracks should not be included within the design scheme
* The play areas and designs should not include sand or splash park elements.
* The designs are not to include elements which require an electrical or water supply.

**Surfacing and Drainage**

The play area location gets extremely muddy and therefore surfacing and flooring needs to be carefully considered allowing the area to have high usage both in the wet winter months as well as in the summer.

As mentioned above, the surfacing could incorporate games such as ‘hopscotch’ etc., allowing areas of play in addition to the structural play equipment.

Some of the existing safety surfacing could be re-used if deemed appropriate within the scheme and subject to compliance with the current standards. A copy of the most recent inspection report is included within **Appendix B** for your reference.

Impact absorbing surfacing shall be installed under and around each play structure up to either:

(a) a minimum of 1.75m from the extremities of the individual item of equipment.

Or

(b) in accordance with European Standards for Playground Equipment EN 1176 and EN1177, whichever is the greater.

Or

(c) In accordance with relevant standards applicable from January 2021.

A copy of the test certificate for all rubberized surfaces (Wet Pour, Tiles and Grass Matting) should be provided by the supplier. The remaining area to be laid to grass.

Drainage will need to be included within the design to ensure both that a) the equipment is usable year-round and b) no additional ground water run-off is directed towards the neighboring residential boundary lines.

**Bins**

The existing 1 no. bin will be removed by the Client and should be replaced with a dual refuge bin such as the model shown below in Figure 2 by the Contractor, this is to be sited within the play area itself;



*Figure 2: Proposed style of replacement bins*

**Seating**

The existing wooden bench and flagged surfacing should be removed and replaced with 2 no. recycled plastic benches within the play area boundary (see Figure 3) and 1 no. picnic bench to be located within the wider Open Space (exact location to be confirmed).



*Figure 3: Proposed style of replacement recycled plastic bench*

**Fencing and Gates**

The configuration of the current 2 no. pedestrian access gates and 1 no. mower access gate main should remain the same (see Figure 4). However, new entrance gates and facing fencing boundary should be included within the tender costings.

The replacement pedestrian gates should be 1.2m in width, with a separate wider opening leaf which would be used for grass cutting machinery access to provide a total opening of 2.15m in width.

The replacement gates and fencing should be of a looped metal design, with the fencing line at 1.6m in height. Please note that replacement fencing is not required around the full boundary of the play area, though allowance should be made for the installation of 1.8m wire fencing to block any gaps within the surrounding three hedgerow boundaries if required.

All gates should be painted in a contrasting colour to be easily distinguishable from the surrounding fence. In accordance with RoSPA guidance, two pedestrian gates of 1.2m in width should be available, to allow a child to remove themselves from potential intimidation from another child.

The gates should be ‘outward’ opening and have a self-closing mechanism (not to close quicker than 5 seconds). The gates should have a hasp fitting to allow them to be locked if required.



*Figure 4: Existing boundary line to be replaced*

Key to Figure 4:

Grass cutting vehicular entrance gate

Pedestrian gate

Fence line

**Interpretation board**

Provision should be made for inclusion of a mounted A1 interpretation board to be located at the main entrance to the play area. The content of which will be finalized once in contract but should comprise of similar information to the existing board (note: the play area will be owned by Harpenden Town Council).



*Figure 5: Existing interpretation board*

**Existing trees and hedgerows**

The existing trees within the play area site must remain and not have surfacing applied within a 3m radius of the trunk.

All hedgerows must remain and cannot be removed to allow for the placement of play equipment or surfacing.

**Environmental Impact Statement**

It is important that the delivery of this project minimises the impact on the environment.

In addition, we require the tenderer to provide to us an Environmental Impact Statement that showcases how they will give consideration to the environment. This is likely to include:

* how the redundant play equipment and surfacing will be recycled
* how the new materials will be from appropriate sources
* *special environmental considerations relevant to each Open Space*

The environmental impact statement will be part of the screening process for tenders.

**Height of Equipment**

The height of the play equipment should not exceed 4m and subsequently require planning permission, which is not appropriate for this project and should not be proposed.

Consideration should be given to the neighbouring residential boundaryensuring that the equipment does not overlook into their gardens and also the varying gradients of the land.

**Access to Play Area during construction**

Vehicular access to the play area is limited with the only route for lighter transit style vehicles (max 1.6m width) being through our adjacent locked access allotment garden. This route would require the use of track mats to limit any damage caused to the lawned pathway and Open Space area.

Parking for any Site Operative vehicles would need to be on the neighbouring residential roads, following the restrictions where applicable.

**Materials Storage/Site Security**

The Contractor should allow for the safe, secure storage of materials on the site and ensure that security provisions are allowed for at all key points of the project.

**Access to Utilities**

There is no access to either power or water supplies at this location.

**Buried Services**

We do not have any plans of buried services within this area, though request that the Contractor carry out appropriate CAT scans before excavation commences.

**Re-instatement**

Any damage caused to the lawned areas either within the allotment gardens or Open Space itself should be re-instated at the completion of the project, whether this be due to green areas which have died due to track mats or rutting caused by repeated vehicular routes. The Contractor must allow for the re-instatement of the green spaces with use of topsoil and seed where appropriate and ensure that the areas remain watered until the seed has taken.

**Inspections**

Post-handover- ‘Routine’ and ‘Operational’ inspections will be carried out by the Client. An estimated cost of the ‘Annual’ inspection should be submitted by the equipment supplier outside of the project cost, to allow future budget planning by the Client.

**The Brief for LOT 2: Wood End Open Space Play Area**

The client has a budget of £80,000 for the redevelopment of this play area. The contractor is expected to create a design that meets this budget and demonstrates the best value for money. If the contractor is able to provide any discounts adding value for this project, please demonstrate this within the tender.

Within the current play area comprises of equipment aimed at children aged 8 and under, namely;

* 2 no. double flat seated swing set
* 2 no. double baby seated swing set
* 1 no. seated roundabout
* 1 no. large climbing frame with slide
* 1 no. horse springer
* 1 no. frog springer

The large climbing frame with slide and seated roundabout and frog bouncer are items of equipment which have been installed more recently than the remainder of the equipment and therefore could be retained if deemed compliant with standards and conducive with the new design scheme.

Some of the existing safety surfacing could also be re-used if deemed appropriate within the scheme and subject to compliance with the current standards.

A copy of the most recent inspection report is included within **Appendix B** for your reference.

Other items to be removed include;

* 2 no. pedestrian, 1 no. vehicular gates but retain fencing (see ‘Fencing and Gates)

Please note that the Client will remove the following items;

* 1 no. bin (see ‘Bins’)
* 1 no. St Albans District Council metal sign (see ‘Interpretation Board’)

Below is a list of characteristics that Contractors should consider when they are designing and proposing new equipment for the area. These characteristics have been formulated as a result of consultation with current users of the play area, survey data can be found within **Appendix C.**

* Theme – There is no set theme to the play area, though the equipment should be robust and suitable for a setting where groups are known to sometimes gather.
* Physical, imaginative play with a focus on sports should be considered.
* The most popular physical play from the questionnaire is swinging, climbing, balancing and sliding, with the need to cater for imaginative and active play. Stimulating both the body and mind.
* Any form of shelter included within the design should have fully open sides to discourage from antisocial behaviour.
* It is important that equipment for children with physical and/or mental disabilities is considered as part of the design. It should also cater for children living with autism. The Client would like this to be integrated so that children can play together. This could be incorporated through sensory play or specific equipment such as basket swings.
* Additional seating should be incorporated within the play area (see ‘Seating’)
* Additional play features such as hopscotch could be incorporated into the surfacing to increase the variety of play.
* Pump tracks should not be included within the design scheme
* The play areas and designs should not include sand or splash park elements.
* The designs are not to include elements which require an electrical or water supply.

**Surfacing and Drainage**

The play area location gets extremely muddy and therefore surfacing and flooring needs to be carefully considered allowing the area to have high usage both in the wet winter months as well as in the summer.

As mentioned above, the surfacing could incorporate games such as ‘hopscotch’ etc., allowing areas of play in addition to the structural play equipment.

Some of the existing safety surfacing could be re-used if deemed appropriate within the scheme and subject to compliance with the current standards. A copy of the most recent inspection report is included within **Appendix B** for your reference.

A pathway could be incorporated leading from the Wood End Hill entrance gateway towards the play equipment increasing the accessibility for all.

Surfacing should not be laid between the vehicular access gate to the play area and the vehicular access gate to Wood End School field.

Impact absorbing surfacing shall be installed under and around each play structure up to either:

(a) a minimum of 1.75m from the extremities of the individual item of equipment.

Or

(b) in accordance with European Standards for Playground Equipment EN 1176 and EN1177, whichever is the greater.

Or

(c) In accordance with relevant standards applicable from January 2021.

A copy of the test certificate for all rubberized surfaces (Wet Pour, Tiles and Grass Matting) should be provided by the supplier. The remaining area to be laid to grass.

Drainage will need to be included within the design to ensure both that a) the equipment is usable year-round and b) no additional ground water run-off is directed towards the neighboring residential boundary lines.

**Bins**

The existing 1 no. bin will be removed by the Client and should be replaced with 2 no. dual refuge bin such as the model shown below in Figure 6 by the Contractor, exact locations to be confirmed;



*Figure 6: Proposed style of replacement bins*

**Seating**

The existing 2 no. wooden benches should remain in place with the addition of 2 no. picnic benches to be located within the wider Open Space (exact location to be confirmed). One of the additional picnic benches should allow for wheelchair access.

**Fencing and Gates**

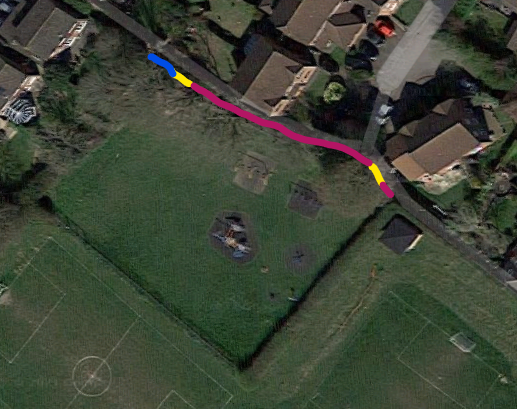
The configuration of the current 2 no. pedestrian access gates and 1 no. mower access gate main should remain the same (see Figure 7). However, new gates within the boundary fence should be included within the tender costings.

The replacement pedestrian gates should be 1.2m in width, with a separate wider opening leaf which would be used for grass cutting machinery access to provide a total opening of 2.15m in width.

The replacement gates and fencing should be of a flat top vertical rung metal design. Please note that replacement fencing is not required around boundary the play area as the current fencing should remain in situ, though allowance should be made for the installation of 1.8m wire fencing to block any gaps within the surrounding hedgerow boundaries if required.

All gates should be painted in a contrasting colour to be easily distinguishable from the surrounding fence. In accordance with RoSPA guidance, two pedestrian gates of 1.2m in width should be available, to allow a child to remove themselves from potential intimidation from another child.

The gates should be ‘outward’ opening and have a self-closing mechanism (not to close quicker than 5 seconds). The gates should have a hasp fitting to allow them to be locked if required.



*Figure 7: Existing boundary line with gate locations*

Key to Figure 7:

Grass cutting vehicular entrance gate

Pedestrian gate

Fence line

**Interpretation board**

Provision should be made for inclusion of a mounted A1 interpretation board to be located at the Wood End Hill pedestrian entrance to the play area. The content of which will be finalized once in contract but should comprise of similar information to the existing board (note: the play area will be owned by Harpenden Town Council).

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*Figure 8: Existing interpretation board*

**Existing trees and hedgerows**

The existing trees within the play area site must remain and not have surfacing applied within a 3m radius of the trunk.

All hedgerows must remain and cannot be removed to allow for the placement of play equipment or surfacing.

**Environmental Impact Statement**

It is important that the delivery of this project minimises the impact on the environment which is one of the reasons that we are looking to retain a number of existing items.

In addition, we require the tenderer to provide to us an Environmental Impact Statement that showcases how they will give consideration to the environment. This is likely to include:

* how the redundant play equipment and surfacing will be recycled
* how the new materials will be from appropriate sources
* *special environmental considerations relevant to each Open Space*

The environmental impact statement will be part of the screening process for tenders.

**Height of Equipment**

The height of the play equipment should not exceed *4m and subsequently require planning permission, which is not appropriate for this project and should not be proposed.*

Consideration should be given to the neighbouring residential boundaryensuring that the equipment does not overlook into their gardens and also the varying gradients of the land.

**Access to Play Area during construction**

Vehicular access to the play area is limited with the nearest vehicular access point being from Carpenders Close, with any materials then required to be manually transported to the site.

Track mats should be used around the Open Space area to help limit any potential ground damage.

Parking for any Site Operative vehicles would need to be on the neighbouring residential roads, following the restrictions where applicable.

**Materials Storage/Site Security**

The Contractor should allow for the safe, secure storage of materials on the site and ensure that security provisions are allowed for at all key points of the project.

**Access to Utilities**

There is no access to either power or water supplies at this location.

**Buried Services**

We do not have any plans of buried services within this area, though request that the Contractor carry out appropriate CAT scans before excavation commences.

**Re-instatement**

Any damage caused to the lawned areas within the Open Space should be re-instated at the completion of the project, whether this be due to green areas which have died due to track mats or rutting caused by repeated vehicular routes. The Contractor must allow for the re-instatement of the green spaces with use of topsoil and seed where appropriate and ensure that the areas remain watered until the seed has taken.

**Inspections**

Post-handover- ‘Routine’ and ‘Operational’ inspections will be carried out by the Client. An estimated cost of the ‘Annual’ inspection should be submitted by the equipment supplier outside of the project cost, to allow future budget planning by the Client.

**PRICING SCHEDULE**

1. For improvements in the **LOT 1: Roundwood Lane Open Space Play Area and LOT 2: Wood End Open Space Play Area** the figures quoted must be the total fixed price, excluding VAT for the works concerned, including all parts, materials, labour and ancillary costs per LOT.
2. Maximum allowance for each play area is £80,000. The partial funds for one play area cannot be added to fund the other.
3. Pricing should include the removal of the redundant play equipment and surfacing where applicable.
4. Pricing should also include delivery and installation.
5. Surfacing and fencing should also be included.
6. Allowance should be made for site welfare facilities, onsite secure storage of materials and sufficient site hoarding/fencing to prevent trespass.

Please note that external lighting or CCTV is not operational within this area, so security during high-risk activities such as surfacing, should be considered.

**Construction Design & Management**

All tenders are received on the understanding that any company awarded a tender will provide Construction Design and Management procedures compliant with the Construction (Design and Management) Regulations 2015.

All tenders are received on the understanding that any company awarded a tender and entering into a tendered contract with Client will do so as the Principal Contractor.

**APPENDIX A – Form of Tender**

**Schedule of Works - General Notes and guidance:**

Due to the open brief, a schedule of works template is not provided.

Contractors are expected to provide full details of their design, (with visualization boards) and break down of costings for removal of redundant equipment/surfacing, installation of new equipment, appropriate fencing, surfacing, security, and allowance for any required re-instatement.

Figures quoted must be the total fixed price, excluding VAT for the works concerned, including all parts, materials, labour and ancillary costs.

Pricing should also include delivery and installation.

Any sketches provided are not to scale

**Form of Tender - General Notes and guidance:**

In addition to the Schedule of Works, the Contractor is also required to complete the following documentation **for each LOT submission.**

-Key Information

-Form of Tender

-Pricing Schedule

-Collusive Tender Certificate

**LOT 1: Roundwood Lane Open Space Play Area**

**Key Information:**

|  |
| --- |
| Please Outline Details of your Insurance Coverage appropriate to undertake these works: |
|  |
| Please outline details of principal plant and equipment to be used to undertake this work: |
|  |
| Please provide details of project staff, their training and experience relevant to the works: |
|  |

Please note that the Contractor selected to undertake this Contract will have to provide documentary evidence of Insurances, Health and Safety policies and relevant operative training prior to Contract award. In addition, the Contractor selected will have to provide a Method Statement and Risk Assessment to demonstrate how the works will be carried out safely.

**LOT 1: Roundwood Lane Open Space Play Area**

**FORM OF TENDER:**

To: **Harpenden Town Council**

Having examined the Conditions of Contract, Outline Design Brief, and Other Works for the carrying out of the above-named works, I/we offer to complete the whole of the said Works in conformity with the above for the sum of:

(Amount in words): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Amount in figures): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We certify that:

1. the amount of this Tender has not been communicated to anyone except the Client;
2. the amount of the Tender has not been adjusted as a result of an arrangement with anyone other than the Client; and
3. no agreement has been made with anyone to refrain from tendering.

I/we undertake to enter into a Contract to be prepared by the Client incorporating such Conditions of Contract, Specification, and Drawings and agree that, until such Contract is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I am/We are able and willing to complete the whole of the Works on or before **8 April 2022**

I/We anticipate that the works will take\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_weeks to complete.

I/We understand that you are not bound to accept the lowest or any Tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

I/We confirm that I/We have no objection to the amount of this Tender being included in a list to be submitted to all Contractors who provide a Tender for the Works.

|  |  |
| --- | --- |
| Date: |  |
| Signature: |  |
| Designation: |  |
| Company Name: |  |
| Address: |  |
|  |  |
| Contact Person: |  |
| Tel no. |  |

**LOT 1: Roundwood Lane Open Space Play Area**

**PRICING SCHEDULE:**

|  |  |
| --- | --- |
| Item | Cost (excl. VAT) |
| Prelims (i.e. Site welfare/storage/site hoardings/ security |  |
| Removal & disposal of old equipment and surfacing |  |
| Supply & installation of play equipment |  |
| Provision & installation of surfacing/drainage |  |
| Provision & installation of fencing and gates |  |
| Other items not covered in the above (please detail): |  |
| Provision of track mats and re-instatement of green areas |  |
| **Total Project Sum**: |  |

**LOT 1: Roundwood Lane Open Space Play Area**

**COLLUSIVE TENDERING CERTIFICATE**

In recognition of the principle that the essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering.

WE CERTIFY THAT

1. The tender submitted herewith is a bona fide Tender intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any Agreement or arrangement with any other person.
3. We have not done, and we undertake that we will not do any time before the hour and date specified for the return of the tender any of the following acts:
4. communicating to a person other than the person calling for those tenders the amount of approximate amount of the proposed tender, (except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the Tender);
5. entering into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; and
6. offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any person for doing or having or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this Certificate:

1. “Person” includes any persons any body or association, corporate or unincorporated.
2. “Any agreement or agreement” includes any transaction of the sort described above, formal or informal, and whether legally binding or not.

DATED this ……………………………….. day of

...........................................…………….20… *(please complete year)*

SIGNED (as in Tender) ………………………………………………………………………...........................

Duly authorised to sign for and on behalf of

……………………….................………………………...

**LOT 2: Wood End Open Space Play Area**

**Key Information:**

|  |
| --- |
| Please Outline Details of your Insurance Coverage appropriate to undertake these works: |
|  |
| Please outline details of principal plant and equipment to be used to undertake this work: |
|  |
| Please provide details of project staff, their training and experience relevant to the works: |
|  |

Please note that the Contractor selected to undertake this Contract will have to provide documentary evidence of Insurances, Health and Safety policies and relevant operative training prior to Contract award. In addition, the Contractor selected will have to provide a Method Statement and Risk Assessment to demonstrate how the works will be carried out safely.

**LOT 2: Wood End Open Space Play Area**

**FORM OF TENDER:**

To: **Harpenden Town Council**

Having examined the Conditions of Contract, Outline Design Brief, and Other Works for the carrying out of the above-named works, I/we offer to complete the whole of the said Works in conformity with the above for the sum of:

(Amount in words): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Amount in figures): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We certify that:

1. the amount of this Tender has not been communicated to anyone except the Client;
2. the amount of the Tender has not been adjusted as a result of an arrangement with anyone other than the Client; and
3. no agreement has been made with anyone to refrain from tendering.

I/we undertake to enter into a Contract to be prepared by the Client incorporating such Conditions of Contract, Specification, and Drawings and agree that, until such Contract is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I am/We are able and willing to complete the whole of the Works on or before **8 April 2022**

I/We anticipate that the works will take\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_weeks to complete.

I/We understand that you are not bound to accept the lowest or any Tender you may receive, and you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender.

I/We confirm that I/We have no objection to the amount of this Tender being included in a list to be submitted to all Contractors who provide a Tender for the Works.

|  |  |
| --- | --- |
| Date: |  |
| Signature: |  |
| Designation: |  |
| Company Name: |  |
| Address: |  |
|  |  |
| Contact Person: |  |
| Tel no. |  |

**LOT 2: Wood End Open Space Play Area**

**PRICING SCHEDULE:**

|  |  |
| --- | --- |
| Item | Cost (excl. VAT) |
| Prelims (i.e. Site welfare/storage/site hoardings/ security |  |
| Removal & disposal of old equipment and surfacing |  |
| Supply & installation of play equipment |  |
| Provision & installation of surfacing/drainage |  |
| Provision & installation of replacement gates |  |
| Other items not covered in the above (please detail): |  |
| Provision of track mats and re-instatement of green areas |  |
| **Total Project Sum**: |  |

**LOT 2: Wood End Open Space Play Area**

**COLLUSIVE TENDERING CERTIFICATE**

In recognition of the principle that the essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering.

WE CERTIFY THAT

1. The tender submitted herewith is a bona fide Tender intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any Agreement or arrangement with any other person.
3. We have not done, and we undertake that we will not do any time before the hour and date specified for the return of the tender any of the following acts:
4. communicating to a person other than the person calling for those tenders the amount of approximate amount of the proposed tender, (except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the Tender);
5. entering into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted; and
6. offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any person for doing or having or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this Certificate:

1. “Person” includes any persons any body or association, corporate or unincorporated.
2. “Any agreement or agreement” includes any transaction of the sort described above, formal or informal, and whether legally binding or not.

DATED this ……………………………….. day of

...........................................…………….20… *(please complete year)*

SIGNED (as in Tender) ………………………………………………………………………...........................

Duly authorised to sign for and on behalf of

……………………….................………………………...

**APPENDIX B – Existing Play Areas Inspection Reports**

**APPENDIX C – Community Engagement Data**

**APPENDIX D - LOT 1: Roundwood Lane Open Space Play Area**

**Existing play area photographs**

**LOT 1: Roundwood Lane Open Space Play Area**

**Existing play area photographs**

A picture containing kite, outdoor, grass, tree

Description automatically generatedA picture containing grass, outdoor, ground, orange

Description automatically generatedA picture containing grass, tree, outdoor, field

Description automatically generated

A picture containing tree, outdoor, ground, seat

Description automatically generated A picture containing grass, tree, outdoor, sign

Description automatically generated A picture containing grass, outdoor, ground

Description automatically generated

**APPENDIX E - LOT 2: Wood End Open Space Play Area**

**Existing play area photographs**

**LOT 2: Wood End Open Space Play Area**

**Existing play area photographs**

A picture containing grass, sky, outdoor, field

Description automatically generated

A picture containing grass, sky, outdoor, field

Description automatically generated

A picture containing outdoor, grass, ground, chair

Description automatically generatedA picture containing outdoor

Description automatically generated

A picture containing tree, grass, outdoor, sign

Description automatically generated

A picture containing grass, outdoor, sky, tree

Description automatically generated

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