

INVITATION TO TENDER

For Play Equipment, Phase 2, at Park Street Lane Recreation Ground, St Albans.

Closing date and time for submission of tenders

5pm, 28th April

21/03/2023

Invitation to Tender Ref: 262

**Scope of Service: Play Equipment – Park Street Recreation Ground, St Albans
AL2 2NE**

St Stephen Parish Council (SSPC) is pleased to invite you to tender to undertake Phase 2 of Park Street Recreation Ground play area refurbishment. The site is situated in Park Street Village (see location plan **Appendix C**).

The tender documents comprise this Invitation to Tender letter, rules of tendering and the Invitation to Tender documents.

This Invitation to Tender sets out the information which is required in order to assess the suitability of applicants in terms of their ability to carry out the contract, previous experience, pricing, service levels and delivery timeline to meet the requirements of St Stephen Parish Council for this assessment. The successful applicant will be required to deliver services in accordance with all attached documents and the contract to be placed with the successful applicant. Elements of the contract can be subcontracted out but this must be made clear in the applicant's tender and details of the proposed company undertaking the work shared with St Stephen Parish Council.

Any questions concerning this document or the tendering process or requests for site visits should be sent via email no later than **7th April 2023**. Deadline for submission is **Friday 28th April 2023**. If it is necessary to amend the Invitation to Tender documents prior to the submission of tender proposals, or to extend the tender period, all applicants will be notified by email.

St Stephen Parish Council may either waive or insist on strict compliance with any requirement set out within this Invitation to Tender. St Stephen Parish Council reserves the right not to contract or contract only in part with any applicant.

The information supplied within this Invitation to Tender and accompanying documents reflects St Stephen Parish Council's current view of the services required. Whilst the information in this Invitation to tender has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This Invitation to Tender is issued on the basis that:

- St Stephen Parish Council does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this Invitation to Tender or for anything said or done in relation to the procurement to which this Invitation to Tender relates.
- St Stephen Parish Council does not make any (express or implied) representation or warranty either about the information contained in this Invitation to Tender or on which it is based, or about any written or oral information that may be made available to any applicant.
- Nothing contained in this Invitation to Tender constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract.
- Neither this Invitation to Tender nor any information supplied by St Stephen Parish Council should be relied on as a promise or representation as to its future requirements.
- This Invitation to Tender is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.

Applicants should complete the Tenderer Declaration Form, **Appendix A**, and return with the completed proposal, as per the instructions set out in this Invitation to Tender.

Yours faithfully

Sue Hake

Sue Hake
Parish Clerk

Tender Contact:
Sue Hake

St Stephen Parish Council
Station Road,
Bricket Wood,
St. Albans AL2 3PJ

clerk@ststephen-pc.gov.uk

01923 681443 option 1

Scope of Procurement: Specification for Phase 2 Park Street Recreation Ground Play Area Refurbishment

Summary

Phase 1 of the new playground equipment installation has been completed. St Stephen Parish Council has received a grant to fund Phase 2. The budget is £40,000.

This brief is for the removal of existing play equipment, carry out the necessary groundworks, supply and installation of phase 2 play equipment and wet pour play surface for the phase 2 refurbishment of Park Street Recreation Ground play area.

Specifications are:

Removal of existing play area equipment and play surface.

Installation of new play area equipment, mound and play surface (wet pour).

- Two sets of Kompan swings. One with a you and me swing seat.
- Bubble Tunnel with recycled plastic timber sleepers and recycled plastic timber to tunnel entrance.
- Any work that is tendered for should be accompanied by photographs or illustrations of the equipment or materials to be used e.g. play equipment and surfaces.

Please see appendix C and D for renderings and plan.

Background

Park Street Recreation Ground, Park Street Lane, St. Albans, AL2 2NE is a leisure amenity site managed and maintained by St Stephen Parish Council for the benefit of the residents of the parish. It includes a play area, cricket square, cricket pavilion, car park and parkland.

Contract requirements

The brief for the contract is for work to be completed according to the design specification and plan. Any interested Contractor should satisfy themselves of both the site and surrounding area for accuracy and suitability prior to submitting a tender. Initial work to start 19th May and to be completed preferably within 8 weeks of the start.

The project stages are detailed below. The timetable set out above is intended as a guide only. The Council reserves the right to terminate, amend, or vary the procurement process at any time.

PRE-CONTRACT STAGE	DATE
Issue Invitation to Tender	21 st March 2023
Tender Return Deadline	28 th April 2023
Tender Evaluation	2nd May to 17 th May 2023
Contract Awarded / Approval at Full Council	18 th May 2023

REMOVAL and INSTALLATION STAGE	DATE
Date of Commencement	19 th May 2023 TBC
Date for Completion	To be agreed but to be completed preferably within 8 weeks of the start date. Please specify the build time in your tender submission

Outline of Requirements

1. Site Preliminaries
Heras fencing, storage, offloading and freight
2. Equipment
Kompan steel swing with 1 cradle seats and 1 me too seat.
Green deco plates
Kompan steel swing with basket swing and two flat seats
3. Bubble tunnel with slide, recycled plastic sleeper steps and recycled plastic sides
4. Removals
Dig out and remove existing swing, bus
Loose fill removal
Dig out and remove, timber edge to loose fill surface
Dig out and remove rubber surface under swings
Dig out and remove precast concrete edge and haunch.
5. Groundworks
Excavate 150mm including disposal for swing surfaces
Supply and lay type 1 Mot stone 150mm as base for Wet Pour under for swing surface
Trench edge for Wet Pour including backfill.
6. Surfacing
Supply and install Wet Pour 40mm-28sqm
Supply and install Wet Pout 50mm-55 sqm
Supply and install thermographic markings
7. Landscaping
Mound
Rotovate topsoil to prepare for turf
Supply and lay turf
8. Inspection Post Installation
Arrange to have new installed play area to be inspected and assessed by qualified independent play area inspector (from Register of Play Inspectors International).

Award Criteria:

The Contract will be awarded on the basis of the following weighted award criteria:

	Award Criteria	Weighting
AC1	Conformance to Specification Submissions which do not, in the opinion of St Stephen Parish Council, adequately meet the Performance Specification will not be marked for the Technical Merit and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation.	PASS/FAIL
AC2	Price	50%
AC3	Technical Merit (Quality)	50%
	TOTAL	100%

The **Technical Merit** criteria are made up of the following sub-criteria:

AC3.1	Adequate qualified personnel for the range of requirements	50%
AC3.2	Previous experience in similar areas of work	30%
AC3.3	Quality of presentation of options through graphic design	10%
AC3.4	Ability to execute given tasks with minimal supervision	10%

	TOTAL	100%
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Tenderers may then be invited for interview. This stage will be used to moderate your scores (+/- 5) at ITT stage by clarifying information provided in your company's bid.

AC4	Interview	Not Scored
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Tenderers invited to the interview stage will be expected to provide any suitably qualified/skilled staff required during this process free of charge.

St Stephen Parish Council reserves the right to invite other Tenderers, by rank order, to participate in the Interview stage if required.

Terms for Submission of Tenders

Applicants can sub-contract elements of the specification, provided details of subcontracting company are provided. If you can only supply part of the specification, please quote for that/those element/s and make clear in the pricing schedule that certain elements are not being included.

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is **5pm on Friday 28th April 2023**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via email to: clerk@ststephen-pc.gov.uk.

Subject Heading: CONFIDENTIAL TENDER DOCUMENTS REF 262

Or via post to:

The Parish Centre, Station Road, Bricket Wood, St Albans AL2 3PJ

Marked CONFIDENTIAL TENDER DOCUMENTS REF 262, for the attention of: Sue Hake, Parish Clerk.

Confidentiality and Disclaimer

This Invitation to Tender is not an offer capable of acceptance but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the Invitation to Tender to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by St Stephen Parish Council commits St Stephen Parish Council to award a contract to you or any other bidder, even if all requirements stated in the Invitation to Tender. St Stephen Parish Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this Invitation to Tender and participating in St Stephen Parish Council's procurement process.

All firms shall keep strictly confidential any and all information contained in this Invitation to Tender, and other information or documents made available to it by or on behalf of St Stephen Parish Council in connection with this Invitation to Tender. The applicants shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this Invitation to Tender will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with St Stephen Parish Council during the bidding process should only be with the individual named in the covering letter above sent from St Stephen Parish Council dated **21 March 2023** as the St Stephen Parish Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of St Stephen Parish Council as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with St Stephen Parish Council.

Please provide a response to this Invitation to Tender by completing the Tenderer Declaration Form (**Appendix A**) below and providing any additional or supporting information, which you consider appropriate. In completing the Invitation to Tender, please adhere to the structure contained in this document and include "Not applicable" where appropriate.

Response/Return of Invitation to Tender

Tenderers are advised that it is **compulsory** to complete and return of the following document. Failure to do so will mean that your tender is not considered.

Completion of Tenderer Declaration (Appendix A)

Questions

If you have any specific questions concerning this document or the process for submission of your proposal, then please email The Clerk, Sue Hake at : clerk@ststephen-pc.gov.uk no later than the **14th April 2023**. Only questions submitted to this email will be answered.

All responses received and any communication from tenderers will be treated in strict confidence.

Material Misrepresentation

St Stephen Parish Council shall reply on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

Collusive Bidding

Collusive bidding is unacceptable by St Stephen Parish Council. Any tenderer that is caught by St Stephen Parish Council to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

- a)** Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or
- b)** Communicates to any person other than St Stephen Parish Council the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance), or
- c)** Enters into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted, or
- d)** Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Works/Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to St Stephen Parish Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

Bribery

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe

The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

Relationship with Members of the Council

If a candidate for any tender is to his knowledge related to any Member of the Council or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for consideration.

Canvassing of Members of the Council or any committee, directly or indirectly, for any tender under the Council shall disqualify the candidate.

A Member of the Council or of any committee, shall not solicit for any person any appointment under the Council or recommend any person for such appointment but any such Member may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

Appendices

- A - Tenderer Declaration Form
- B – Conditions of contract
- C - Site maps showing Park Street Recreation Ground

APPENDIX A Tenderer Declaration Form

Declaration by Tenderer

Invitation to Tender Title: ST STEPHEN PARISH COUNCIL REF: 262

1. I, _____, certify that I am the person
duly authorised to sign tenders for and on behalf of

_____, the tenderer, and having read
the documents, offer to supply the goods, services or works:

- as set out in the letter of invitation to tender, the specification and accompanying tender documents, samples and/or drawings.
- under the terms and conditions indicated
- at the NET price (or prices) specified below:

£

_____ + VAT

2. It is agreed that any or other terms and conditions of contract or any caveats, assumptions, reservations or exclusions that may be printed on correspondence emanating from the tender, or any Contract resulting from this tender, shall not be applicable to this tender or agreement.
3. I certify that this is a bona fide tender and that I have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the hour and date specified for the return of the tender, any of the following acts:
- Communicate to a person other than St Stephen Parish Council, the amount or 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
 - Enter into an agreement or arrangement with any other person that he/she will refrain from tendering or to the amount of any tender to be submitted
 - Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any tender or proposed tender, for the said work, any act or thing of the sort described above.
4. I further certify that the principles described in paragraph 3 have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with the subcontractors, suppliers or associated companies will be made on the basis of the compliance with the above principles by all parties.

5. I understand that St Stephen Parish Council reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as St Stephen Parish Council may decide. St Stephen Parish Council is not bound to accept the lowest or any tender.
6. I have obeyed the rules regarding confidentiality of tenders and will continue to do so as long as they apply.
7. I can confirm that I accept that any breach of any of the conditions could lead to any tender being rejected or to the rescission of the Contract by St Stephen Parish Council.

Name of Company		
Registered address		
Authorised Signatory		
Name in block letters		
Job Title		
Telephone Number		
E-mail address		
Please indicate how many years this company has traded		
Staffing level	Permanent	Casual
Date		

Please ensure that the form is completed and signed before being returned with any other supporting documentation requested, by the due date and time.

Appendix B – Conditions of Contract

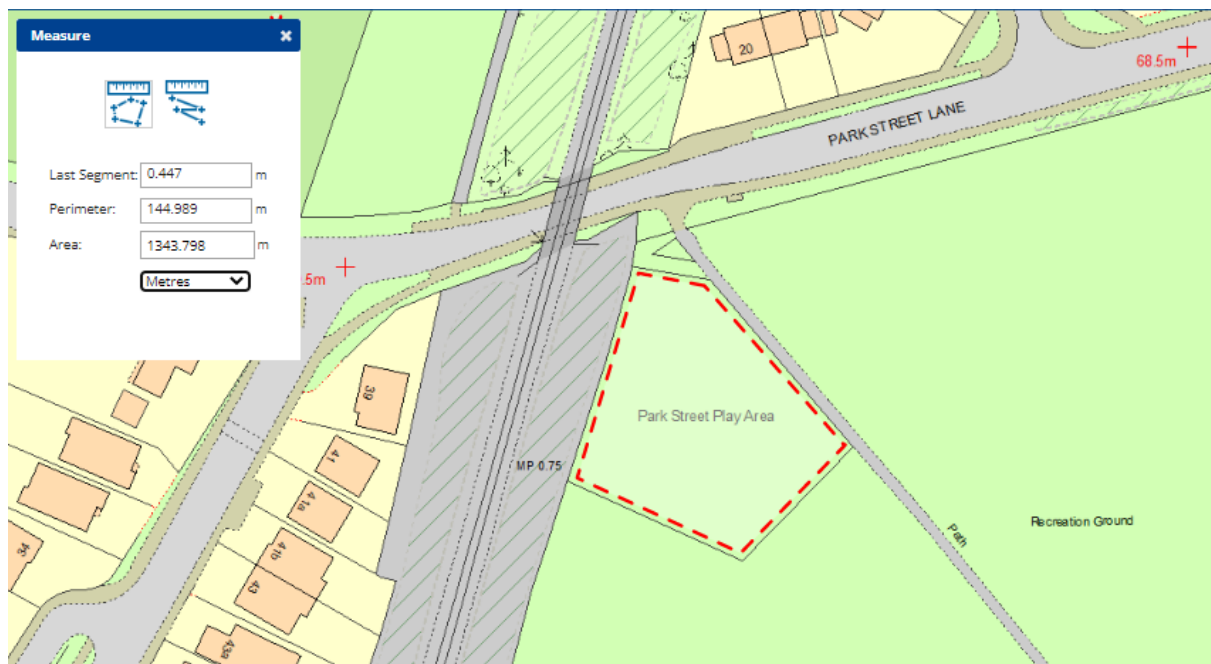
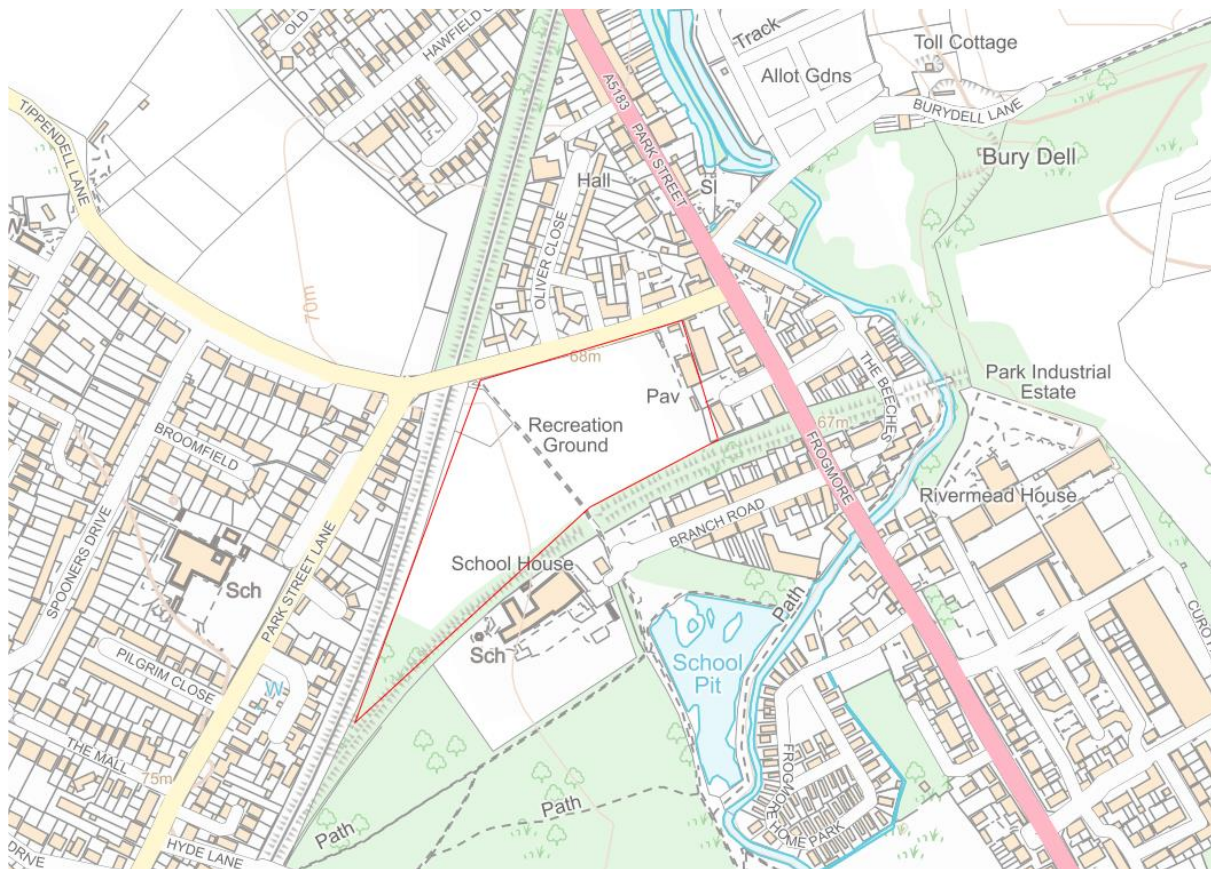
This will be a Short Form Contract for the supply of goods and/or services based on the Government model.

Appendix C - Site map showing Park Street Recreation Ground

Appendix D- Play Area rendering

Appendix E-Play Area plan

Appendix C- Site map showing Park Street Recreation Ground



Appendix D- Play Area rendering

