



### **Tender Opportunity – Brinsham Play Area Refurbishment**

Yate Town Council would like to invite interested parties to tender for the opportunity of the Brinsham Play Area Refurbishment project and have prepared the following documents to assist as part of the tender:

- Design brief;
- Form of Tender, Anti-collusion Certificate and Climate and Planet Declaration;
- Due Diligence & Reference Pack.

The budget for this project is capped at £136,000 excluding VAT and 10% contingency. The design should be tailored to suit this budget. The proposals should be presented to easily identify individually priced elements.

#### **How to tender:**

Please review the attached Design brief and return the following documents as part of your tender submission:

- Signed Form of Tender, Anti-collusion Certificate, Equalities Declaration and Climate and Planet Declaration;
- Completed Due Diligence & Reference Pack
- Drawings, including a site plan and appropriate illustrations;
- Detailed specification of works;
- Written description of the play value of proposed elements within the design;
- A priced and timed schedule of work items, listing individual elements with potential installation timeframe;
- An elemental breakdown of tender will be required for valuations/ variation, or should the client wish to omit an item, or work element from tender;
- Allowance for a RoSPA inspection at both design and installation stages;
- Provide a method statement prior to beginning work on site to describe how the work will be managed on site, including safety provisions and protection of the public;

NB\* Financial checks may be undertaken on selected contractors, post-tender and prior to appointment, depending on contract value.

Tenders will be assessed using the terms set out in the design brief, please see item 22.

It is prohibited for prospective contractors to contact Yate Town Councillors or Staff to encourage or support their tender outside of the prescribed process outlined below.

**The tender process will open on Wednesday 15<sup>th</sup> January 2025 and will run until noon on Thursday 13<sup>th</sup> February 2025.**

The decision process and key dates will then be as follows:



- All tenders will be opened, within 7 days of **Thursday 13<sup>th</sup> February 2025** at Poole Court by Finance Manager & RFO and member of the Play Area and Properties Steering Group;
- We may contact you at this point if we have any queries about your tender or require any clarification.
- A synopsis of the tenders will be presented to the Play Area and Properties Project Steering Group of Yate Town Council to review and formally award the contract;
- Tender submissions may be used for public consultation activities;
- We will respond to everyone who submitted a valid tender to notify you of the outcome as soon as possible.

**Please return all tenders via email to [tenders@yatetowncouncil.gov.uk](mailto:tenders@yatetowncouncil.gov.uk) no later than noon on Thursday 13<sup>th</sup> February 2025.**

Please get in touch with me directly should you have any questions regarding the details of the tender. My email address is [LCollier@yatetowncouncil.gov.uk](mailto:LCollier@yatetowncouncil.gov.uk)

**HOWEVER, please ENSURE the actual tender is submitted to the specific email address in the document above. Tenders submitted via any other email address will not be considered.**

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Tel: 01454 866506

Website: [www.yatetowncouncil.gov.uk](http://www.yatetowncouncil.gov.uk)