**Invitation to Tender**

***St Blaise Town Council Play Area***

**Ref: CLUP**

# 1. About St Blaise Town Council

St Blaise is a small town situated in the valley of kilhallon, a very attractive parish with a close community and with a lot of local history.

We are a group of dedicated councillors that are here to provide a service second to none to our community and tourists alike. We have ten Councillors providing a variation of services to the public.

St Blaise is the home of the Eden Project and St Blaise has been more recognized by tourists as a pleasant and ever more thriving community with a town as welcoming as they come.

St Blaise has a population of 6,873 according to the 2011 census which includes 1496 children under 16

# 2. Background and Context

The existing play area was installed as a playground for the millennium, this is an opportunity to redevelop the park so it can be more reflective of the needs of the local community. There is a new housing development next to the park that replaces approximately 100 one bedroomed properties with family homes.

We would like to enhance and develop the play area to include equipment for all ages and abilities with as a carbon neutral alternative and install an adult gym with the aim to foster a sense of belonging and ownership allowing people the chance to get to know neighbours they may have never talked to before.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

# 3. Tender requirements

The successful tenderer will be expected to undertake the following activities:

**3.1 Removal of existing equipment and rubber safety surfacing**

Remove and dispose of the following existing equipment:

1. Roundabout
2. Springers x 2
3. Double Swing frames x 2
4. Toddler Playframe
5. Junior Playframe

Remove the rubber surfacing from all these areas see Enclosure 1 Photographs and Enclosure 2 a plan of the playground

**3.2 Materials and Specifications (the supply must or exceed the following detailed specifications)**

3.2.1 All play equipment must conform to European wide safety standard EN 1176 and is designed in accordance with the safety advice and guidelines of RoSPA.

3.2.2 Timber

1. Timber must beapproved by the WPA benchmark Scheme for 30 years desired service life
2. Use redwood or suitable alternative
3. Timber is to be pressure treated with TANALITH wood preservative at approximately double the strength of standard use Class 4 (Ground contact) treatment requirements.

3.2.3 Paint work to be HOPE (<https://www.hope-education.co.uk/products/art-and-design/paint/powder-paint>) colours to be agreed with St Blaise Town Council.

3.2.3 Steel Components

Steel components such as grab rails, grab handles, fireman's poles and climbing bars are to be made from high quality stainless steel, galvanised mild steel or powder coated mild steel.

3.2.4 Nets, Trapeze Ropes and Rope Bridges

1. Climbing nets, V-Net and spider web rope bridges are to be made using steel core combination rope.
2. Nets and rope bridges are to be criss-crossed using plastic egg connectors and secured using T Connectors at 'T'' intersections
   * 1. Tube Crawls
3. Made from 700mm diameter fibreglass sections measuring 1200mm long
4. Colours to be agreed with St Blaise Town Council

* 1. **Installation of Children’s Equipment (see Enclosure 1 and 2)**

3.3.1 Nature Towers Junior Play Frame including:

1. Tower platforms x 4
2. Roofs x 2
3. Cobweb Net
4. V-Net Bridge
5. Tube Crawl
6. Solid Bridge with Spiral Climber
7. Ramp
8. Climbing Wall
9. Hanging Bars
10. Stainless steel slide
11. Steps
12. Steel core climbing net
13. Vertical Ladder Climb

3.3.2 Tiny Harbour Towers including:

* 1. 2 x Mini Tower Platforms
  2. Roof x 1
  3. 2 x Bridges
  4. 1 x stainless steel slide
  5. 1 x St Columb Sailor Play Boat
  6. ‘Where shall we go’ activity panel
  7. ‘Make it rain’ Activity Panel

3.3.3Junior Double Swing Frame with 2 flat seats

3.3.4 Infant Double Swing Frame with 2 cradle seats

3.3.5 1off Lilly Ladybug Sit in Springer

3.3.6 1off Betty Bee Sit in Springer

**3.4 Installation of Outdoor Fitness Equipment**

3.4.1 Chinning Bars at 3 heights for upper body workout

3.4.2 Steps Up Platform at 2 heights; one side with handrail for support

3.4.3 Pree Up Bars at 3 levels

3.4.4 Abdominal exerciser

3.4.5 Fencing to divide children’s and adults equipment.

**3.5 Delivery and installation of equipment**

The supplier should cost for all labour, plant/skip hire and rubber disposal. Install and maintain Heras fencing for the duration of the project and the erection of billboards as provided by St Blaise Town Council in accordance with 3.6.

**3.6 Shared Prosperity Fund Branding and Publicity Guidance** [***https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-\_-Branding-and-Publicity-V7.pdf***](https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-_-Branding-and-Publicity-V7.pdf)

The supplier’s attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. ‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

St Blaise Town Council will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

**3.7 Wet Pour Rubber Safety Surface with associated groundworks**

3.7.1To excavate areas amounting to 313sqm. Dispose of up to 313Sq m of spoil. Frame areas with treated timber kerb and lay a compacted MOT type 1 stone base.

3.7.2 Install 313 Sqm of green mix and blue mix Rubber Wet Pour and

leave site in a tidy condition.

* 1. **Fencing**

To supply and install fence between children’s play area and adult gym:

1. 48m X 1.2m high Bow Top Anti-Trap Fence Panels
2. Galvanised & Polyester Powder Coated in Red, yellow & blue with black posts.
3. Anti-Tamper fixings
4. 1 no Double leaf gate fitted with lockable slide latch & drop bolt.
5. 1 no single leaf pedestrian gate fitted with self-closing mechanism & magna latch locking.
6. Delivery and installation to include skip hire to remove spoil from
7. Fencing to have a 25-year service life guarantee

See Enclosures 1 and 2

**3.9 Guarantees**

* 1. 25 years - Against failure due to material or production defects on structural steel components and stainless-steel components (e.g. slides).
  2. 20 years - Against failure due to material or production defects on HDPE panels.
  3. 15 years - Against failure due to severe rot on structural timber posts and against failure due to production defects on structural steel for highly dynamic play components.
  4. 10 years - Against failure due to material or manufacturing defects on non-structural engineered softwood, and on all galvanized and other non-painted steel and metal parts; against failure due to severe rot on Robinia.
  5. 5 years - Against failure due to material or production defects on springs, painted metal parts (constituting significant corrosion), plastic and net constructions.
  6. 2 years - Against failure due to material or production defects for movable parts, including rubber parts (e.g. swing seats, rubber tiles), plywood and for all other products in general.

4**. Budget**

The total maximum budget available for this commission is £110,000.00 (exc VAT) but inclusive of all expenses.

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the acceptance of the works by St Blaise Town Council. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 18 January 2024 |
| Last date for raising clarification | 1700:25 January 2024 |
| Last date for clarification response | 26 January 2024 |
| Deadline to return ITT | **1700 8 February 2024** |
| Evaluation of ITT | 11-12 February 2024 |
| Preferred supplier notified | 13 February 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 30 days from contract evaluation |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and St Blaise Town Council during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:

*(amend and delete as deemed appropriate)*

1. Employers Liability Insurance with a limit of indemnity of not less than Ten million (£10,000,000)
2. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
3. Conflict of interest statement
4. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.6 above)
5. Confirmation the supplier can meet or exceed the guarantees detailed at 3.9

6.2 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

6.3 Project Method Statement. This should include:

a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).

b. Programme of work that demonstrates how you will meet the requirements set out in Section 3.

c. Details of any design proposals

6.4 Budget

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with St Blaise Town Council .

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and St Blaise Town Council or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit St Blaise Town Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[townclerk@stblaisetc.co.uk](mailto:townclerk@stblaisetc.co.uk)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by St Blaise Town Council to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind St Blaise Town Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Previous examples | 30 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed. |  |
| Ref 6.3 Project Method Statement | 40 |
| Project Method Statement. This should include:  a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).  b. Programme of work that demonstrates how you will meet the requirements set out in Section 3.  c. Details of any design proposals |  |
| Ref 6.4 Budget | 30 |
| A **fixed fee** for this work (exc VAT) including travel and other expenses  The lowest bid will be awarded the full 60marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 30 x lowest bid / bid |  |

11**. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, St Blaise Town Council reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

St Blaise Town Council is not bound to accept the lowest price or any tender. St Blaise Town Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with St Blaise Town Council ’s internal procedures and St Blaise Town Council being able to proceed.

13**. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with St Blaise Town Council’s Financial Regulations.

# 14. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

townclerk@stblaisetc.co.uk

with the following message clearly noted in the Subject box;

‘St Blaise Town Council Play Area: CLUP’

**Tenderers are advised to request an acknowledgement of receipt of their email.**

# 15. Disclaimer

The issue of this documentation does not commit St Blaise Town Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between St Blaise Town Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between St Blaise Town Council and any other party (save for a formal award of contract made in writing by St Blaise Town Council or on behalf of St Blaise Town Council ).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by St Blaise Town Council, or any information contained in St Blaise Town Council ’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by St Blaise Town Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

St Blaise Town Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render St Blaise Town Council liable for any costs or expenses incurred by tenderers during the procurement process.

# 16. Enclosures