



SNAITH & COWICK TOWN COUNCIL
TENDER FOR REFURBISHMENT OF THE
JOINT USE PLAY AREA

Version 1.0

January 2019

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1.0 Background to Project

The Joint Use Play Area, or JUPA as it is commonly known, is the largest play area in the parish of Snaith and Cowick. This is quite a large open space which is currently divided into two sections; one half has been designated as a 'football/basketball' pitch, whilst the remainder offers a selection of play equipment ranging from swing-sets to a climbing blocks. The age-range for this park is predominately aimed at both primary and secondary school children. It has been over 20 years since the last major overhaul of the equipment took place, and, in comparison to other newer parks in surrounding parishes, the provision now sorely lacks in its facilities.

Snaith & Cowick Town Council are therefore looking to undertake a full refurbishment of the play area.

2.0 Contact Details

Name of Council:	Snaith & Cowick Town Council
Contact:	Mrs Vicky Whiteley, Town Clerk
Address:	26 Market Place, Snaith, DN14 9HE
Telephone:	01405 862663
E-mail:	Vicky.snaithcouncil@hotmail.com

3.0 Service Required

Snaith & Cowick Town Council have prepared this Tender for the provision of new play equipment at the JUPA.

We are therefore extending an invitation to those companies wishing to submit a tender for these works. A full description of the service required is listed in the Schedule of Requirements. An illustrated drawing of your proposal is to be included as part of the submitted tender.

You may also be invited to present your proposals to a panel of council representatives.

The Tender must be submitted for ALL works and not for individual pieces of equipment.

4.0 Site Location

The JUPA can be found on Bourn Mill Balk Road, Snaith, DN14 9RE, adjacent to Snaith Primary School.

5.0 Basis of the Tender

There are two elements to this Tender;

1. The removal of the existing equipment identified as no longer required, along with associated safety surfaces.
2. The provision of the new equipment and associated safety surfaces, fencing, gates and street furniture.

Snaith & Cowick Town Council reserve the right to award the two elements on an individual basis or as a single project.

Tenders are also invited on the basis that the Council will not be responsible for or pay the expenses or losses which may be incurred in the preparation of this tender.

6.0 Professional Accreditation

Details of Professional Accreditations must be supplied.

7.0 Performance Guarantee

The successful tenderer will be required to provide a Performance Guarantee prior to commencement of the Contract.

8.0 Clarification of Meaning of Contract

- Tenderers should seek to clarify any points of doubt or difficulty with the Council before submitting a Tender. For this purpose contact should be made with the Town Clerk, Mrs Vicky Whiteley. Should there be any matters of principle or remaining doubt or difficulty which Tenderers consider are not adequately covered in the Tender documents then these matters should be submitted in writing.
- The details set out by the Council in the Tender document are given in good faith and believed to be correct. The Council however does not warrant the accuracy of those details and the Tenderers should make their own appropriate searches, enquiries and inspections.

9.0 Period of Validity

Tenderers are required to keep Tenders valid for acceptance for a period of 90 days from the final date for receipt of Tenders.

10.0 Commencement Date

The commencement date of this contract will be agreed with the successful service provider(s). It is the intention of the Town Council, however, to have the new play area fully refurbished in readiness for the summer period 2019.

We therefore anticipate a start no later than April 2019.

11.0 Tendering Procedure

11.1 Tender Forms

Tenders for the carrying out of the services under the contract must be made on the Tender Form (Form A) which must be signed by the Tenderer and submitted with the following, all of which must be properly complete:

- Schedule of Requirements (Form B)
- A Certificate that the Tender is bona fide (Form C)
- A Method Statement identifying how the Tenderer proposes to carry out the works (Form D)
- Details of Professional Accreditation (Form E)
- Health & Safety Policies
- Copy of Public Liability Insurance
- Copy of Professional Indemnity Insurance
- Signed Collusion Certificate (Form F)
- References (Form G)

11.2 Conditions of Tender

All the documents must be placed in a plain envelope with the white address label supplied by the Council attached and the envelope must be sealed. The envelope must under no circumstances bear any name or mark indicating the name of the sender.

No Tender will be considered if it reaches the Council after 12 Noon, MONDAY 18 FEBRUARY 2019.

Tenderers are advised to visit the area to ascertain all relevant conditions and means of access and to thoroughly acquaint themselves with the extent and nature of the proposed requirements and will be deemed to have done so before submitting a Tender.

Tenderers should treat details of their Tender and any subsequent contact as Private and Confidential. All information supplied by the Council in connection with this invitation shall be treated as confidential by prospective Tenderers except that such information may be disclosed as far as is necessary for the purpose of obtaining securities, guarantees and quotations needed to prepare and submit the Tender.

The Council will publish the amounts of all the Tenders and the name of the successful Tenderer(s).

All tenders will be deemed to have included the following;

1. Project and Site Management fees
2. Safety inspections post completion
3. Site security and welfare provisions (please note there are no water or power provisions available due to site location)
4. Waste disposal fees
5. Delivery charges

12.0 Evaluation of Tender

In evaluating Tenders received, the Council apply the rules of the most economically advantageous tender and will take account of the following factors:

- Compliance with the Tender documentation
- Relevant experience
- Price
- Two References from previous customers. Please note that these will be verified.

The Council regards value for money as more important than the lowest price.

13.0 Acceptance

The Council is not bound to accept the lowest or any tender and reserves the right to accept any tender in whole or part as specified in the Schedule of Requirements.

APPENDIX A: Form of Tender

FORM A

FORM OF TENDER

TO:	<i>The Employer</i>	Snaith & Cowick Town Council
	<i>Address of Employer</i>	26 Market Place, Snaith, DN14 9HE
	<i>For the Attention of</i>	Mrs Vicky Whiteley
DATE:		

We have examined and understand the contents of this Invitation to Tender. We offer to complete the Works for;

ELEMENT	TOTAL COST (£)
Removal Works	
New Installation	

Authorisation

Signed:

Name (Print):

For and on behalf of:

Date:

Full address, including postal code, to which all communications relating to this Tender should be despatched:

Main Point of Contact:

Address:

.....

.....

Telephone Number:

APPENDIX B: Schedule of Requirements

There are a couple of elements to the Schedule of Requirements for this tender. **You must submit a price for both elements;**

- Removal of existing play equipment and associated ground works
- Installation of new play equipment, associated ground works, fencing, gates and street furniture

Photographs of the JUPA (including an aerial shot) are included for your information.

Notes:

- The blue twin-block climbing frame is to remain as is (with new safety surface)
- The multi-use climbing frame is to remain (with new safety surface)
- The football/basketball pitch is to remain, with new play equipment to be installed within the western half of the area.

FORM B

1.0 REMOVAL OF EXISTING EQUIPMENT

Description	Quantity	Comment	Cost
Existing Equipment			
Remove existing dome climbing frame	1		
Remove existing seating / benches	3	2 x high, 1 x low	
Remove existing flat seat swing set	1		
Remove existing basket seat swing set	1		
Remove existing adventure trail	1	Timber stepping stones and balance beams	
Removal of existing kissing gate	1		
Removal of existing vehicular gate	1	Including fence posts	
Removal of existing seats/benches	3		
Ground Works			
Breakout and remove existing 80mm wet pour under retained multi-unit	59sqm		
Break out and remove existing 60mm deep wet pour under swing sets	42sqm	Both flat and basket swings	
Remove concrete edging strip around swing bases	40lm	40 lm	
Make safe access following removal of gates	Item		
TOTAL COST			

Notes:

- Maps giving an aerial view and location of the Park have been included for reference.
- Costs to include hire of skips and associated waste disposal costs.
- A copy of the receipt to confirm appropriate waste disposal is to be provided to the Town Council for record and audit trail purposes.

2.0 PROVISION OF NEW EQUIPMENT

Description	Quantity	Comment	Cost
New Equipment			
Install double flat seat swing set with adjoining large basket/pod seat	1nr		
Install double cradle seat swing set	1nr		
Install rotating see-saw (or similar)	1nr		
Install Springer	1nr	Animal feature	
Install mini multi-use climbing frame/slide set	1nr	Aimed at toddler age	
Install roundabout	1nr		
Install multi-user swing/beam set	1nr		
Install multi-feature climbing frame/slide set	1nr	Aimed at older children 11+	
Install mini skate/bike ramps	2nr		
Ground Works			
Installation of new safety surface as required, including pathways , edging kerbs and grass re-seeding where necessary and in accordance with proposal submitted with tender	Item	To include new safety surface to retained play equipment	
Street Furniture			
Install new vehicular access gate	1nr		
Install new pedestrian access gate	1nr		
Install new seating/benches	3nr		
TOTAL COST			

APPENDIX C: Certificate of Bona Fide Tender

FORM C

CERTIFICATE of BONA FIDE TENDER

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

WE CERTIFY THAT:

1. The Tender ('the Tender') submitted with this certificate 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 at any time before the hour specified for the return of the tenders any of the following acts:
 - a. communicating to a person other than the person calling for tenders the amount of the approximate amount of the tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the tender);
 - b. entering into any agreement with any other person that it shall refrain from tendering or as to the amount of any tenders to be submitted;
 - c. offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or caused to be done in relation to any other tenders or proposed tenders any act or thing of the sort described above.

In this certificate;

4. 'Person' includes any person or any body or association corporate or incorporate.
5. 'Any agreement or arrangement' includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Signature: Date:.....

Position in Firm or Company.....

Name and Address of Firm or Company.....

.....

.....

APPENDIX D: Method Statement

FORM D

METHOD STATEMENT

(Please provide details including Health & Safety and Risk Assessments)

APPENDIX E: Details of Professional Accreditation

FORM E

DETAILS OF PROFESSIONAL ACCREDITATION *(Please provide details)*

APPENDIX F: Collusion Declaration

FORM F

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in the certificates, the word "person" shall mean any natural person, business, partnership, corporation, union committee, club, or other organisation, entity, or group of individuals

(Name of person signing for bid or proposal - Please print)

(Signature Required)

(Name of Company)

APPENDIX G: References

FORM G

REFERENCES

Reference 1:	
Company:	
Contact Name:	
Address:	
Telephone:	
E-mail:	
Value of Contract:	
Duration:	

Reference 2:	
Company:	
Contact Name:	
Address:	
Telephone:	
E-mail:	
Value of Contract:	
Duration:	