



Invitation to tender

NAME OF PROJECT/WORKS to be supplied/delivered: Refurbishment of Rye Crescent Play Area, Bourton-on-the-Water, Gloucestershire GL54 2EL

Specification

1. Overview of the Specification

Removal of existing play area equipment and ancillary items.

Design, supply and build new play equipment and ancillary items.

This specification sets out: -

- Background to the project/work
- Size and scale of the project
- Deliverables
- Scope and approach of the project/work
- Value of the contract
- Quotation submission
- Criteria for assessing quotations
- Timeline for the assessment
- The contact person for this contract/tender is Sharon Henley, Clerk to Bourton-on-the-Water Parish Council.

2. Background to the project

The existing equipment on site is nearing the end of its life and the Parish Council would like to redesign and refurbish the equipment and all items on site for the future enjoyment of its residents and visitors.

3. Size and scale of the project

The information provided to include:

- Project timescales/duration/frequency: It is hoped to deliver the project by mid-2025.
- Project's finances: The project is being funded by the Parish Council from existing funds, grant funding and donations from private donors.
- Outputs and expected results: To provide a play area for children aged 2-12 years for a maximum number of users of around 30. Provision should include accessible equipment with a preference towards products derived from sustainable sources and an appearance in-keeping with the local environment of a large village in the Cotswolds.
- Current levels of performance: The current equipment is near the end of its functional life and requires replacement in order to provide an appealing and safe environment.

4. Deliverables

Output		Outcome
At Tender Stage:		
1	Provision of detailed colour visuals and plans of site with new equipment	Committee can clearly visualise the proposed layout and equipment provision.
2	Full specification and itemised pricing for all equipment	Clear information pricing

3	Anticipated timescale and duration of project.	Clear information on timescales
4	Details of Public Liability Insurance and other insurances held to cover the work.	To ensure that requirements are in line with parish council policies and insurance requirements
5	Evidence of industry and health and safety accreditations	To assess levels of contractor competence
6	Health and safety information including risk and method statements. Examples to be provided at tender stage.	To ensure that suitable documentation will be produced to cover the project.
7	Detail of experience of work on similar projects	To assess contractor suitability for the project
Project Deliverables		
1	To set up site to ensure the safety of members of the public during the construction phase.	Site can be secured outside of working hours, including suitable emergency contact information.
2	To remove fence and posts from the front of the play area.	To allow full access to Rye Crescent play area.
3	To remove all recreation equipment from the play area.	As per project specification.
4	To lay the ground levels as per plan.	
5	To install the new play equipment chosen.	
6	To install safety surfacing under the equipment agreed.	
7	To re-install benches in chosen locations as per plan.	
8	To install new exterior fence as per previous post and rail fence.	Information included as per industry recommendations.
9	To install a new play area sign at front of Rye Crescent play area.	
10	To remove all old equipment, safety surfacing and excess soil from site.	To leave site clear, clean and tidy for residents. All items disposed of in accordance with environmental and waste regulations
11	To arrange for suitable post-installation inspection and checks to be completed and sent to the Parish Council.	The Parish Council have O&M manuals and clear guidance on maintenance requirements, safety checks required and specification of equipment for sourcing of parts.

5. Scope and Approach to the project

The play area is surrounded by a housing estate so the contractor will need to plan the work to ensure the minimum disruption to residents. It is anticipated that the residents' car parking spaces immediately in front of the play area will be required for deliveries, site storage and parking during the project, so effective liaison with the site neighbours will be required to ensure the project can be completed in a safe and timely manner with minimum disruption to residents.

6. Value of the contract

The expected value of the contract is up to £60,000 plus VAT.

7. Quotation submission

Deadline for submitting written submissions/quotations is 5pm on Thursday 12th September 2024. Please submit tenders in writing in a sealed marked envelope, as per Council's Standing Orders. No email submissions will be accepted. Please address to Sharon Henley, Clerk/Proper Officer, Bourton-on-the-Water Parish Council, The George Moore Community Centre, Moore Road, Bourton-on-the-Water, Cheltenham, Gloucestershire GL54 2AZ.

8. Criteria for Assessing Quotations

Public liability insurance	10%
Work programme (relating to outputs and results) and innovation	50%
Price	30%
Health and Safety assessment	5%
Experience with the sector	5%

Score	How to score
100	Exceptional response in all areas
90	Exceptional response with some minor shortcomings, or very good response with some exceptional elements
80	Very good response in all areas
70	Very good response with some minor shortcomings, or good response with very good elements
60	Good response in all areas
50	Good response with some minor shortcomings, or acceptable response with good elements
40	Acceptable response in all areas
30	Acceptable response with some minor shortcomings, or poor response with some acceptable elements
20	Poor response in all areas
10	Very poor response that is significantly below expectations in all areas
0	No response, or inappropriate response in all areas

9. Timeline for procurement process

Date / Deadline	Action
5pm on 12 th September 2024	Deadline for receipt of tenders
30 th September 2024	Council to meet to consider tenders and award contract
1 st October 2024	Contractors to be notified of successful tender
Start date of construction work	By agreement between the Parish Council and contractor.