



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, BA2 8SN  
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[www.peasedownstjohnparishcouncil.gov.uk](http://www.peasedownstjohnparishcouncil.gov.uk)

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28<sup>th</sup> September 2018

### To Whom It May Concern

You are invited to tender for the following play area projects at Beacon Field, Peasedown St John, BA2 8SN and the Recreation Ground, BA2 8AA.

The Parish Council does not have a fixed budget available but, where possible, an approximate sum has been indicated. Contractors may quote for one project, two or all three. Priority will be given to the MUGA and toddler play area. We welcome site visits and would be happy to meet with contractors on site to discuss ideas.

Your tender must comply with the Instructions to Tenderers in Annex A to this letter. The Scope of Work is defined in Annex B. Associated required Terms and Conditions of Contract are included at Annex C. Photographs of the various sites are included at Annex D.

The project covers work on Beacon Field, owned by Bath and Northeast Somerset Council and lease-held by Peasedown St John Parish Council and the Miners' Welfare Recreation Ground, which is held in charitable trust by Peasedown St John Parish Council. Any resultant contract will be with Peasedown St John Parish Council.

The invitation to tender is not a commitment by the Parish Council to place an order now or at a later stage. Any expenditure, work or effort undertaken prior to acceptance of a contract, is a matter solely for the commercial judgement of your company. All works to comply with British Standards Institution guidelines.

### Key Dates

**28<sup>th</sup> September 2018:** issue of tender documents to interested tenderers

**19<sup>th</sup> October 2018:** final date for clarification of queries

**2<sup>nd</sup> November 2018 by 17:00 hrs:** closing date/time for receipt of tenders

**13<sup>th</sup> November 2018:** approval of successful tender by Parish Council (subject to Parish Council meeting being quorate)

**On or after 14<sup>th</sup> November 2018:** notification of result of tendering process

Yours faithfully,

Tanya West  
Parish Clerk  
Peasedown St John Parish Council

## **ANNEX A – INSTRUCTIONS TO TENDERERS**

Upon receipt of this tender please e-mail [clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk) to confirm receipt and provide a point a contact.

Clarification questions regarding this tender shall be sent by e-mail to [clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk) or posted to the above address. They must be received by the Parish Council by 5:00pm on 19<sup>th</sup> October 2018. Any questions received after this date may not be addressed. Clarification questions and any associated answers will be notified (anonymously) to all tenderers.

Your tender must be delivered in hard-copy on or before 17:00 hrs on 2<sup>nd</sup> November 2018 to the above address, clearly labelled "PLAY PROJECT TENDER DOCUMENTS". 2 copies of the tender paperwork shall be provided.

Both Beacon Field and the Recreation Ground are open to the public and can be accessed at any time for the purposes of compiling your tender response.

Your tender must detail your plans to ensure the safety of the public and the security of the site during the preparation and implementation.

Your tender must detail any requirements of Peasedown St John Parish Council.

Your tender must state any caveats, assumptions or exceptions that are appropriate to your bid.

Your tender must be fully compliant with the Scope of Work, Instructions to Tenderers and Terms and Conditions. It shall include a statement confirming this.

Your tender shall outline similar works conducted with references if available.

Your tender shall define the programme of work relative to the Contract Award date and shall provide an outline of key activity dates and milestones.

Your tender shall provide a FIXED PRICE against the Scope of Work. Your prices shall not be subject to variation whatsoever. The tenderer is responsible for all necessary survey work that will enable a FIXED PRICE quotation.

Your tender shall define a payment schedule and payments must be linked to clear project milestones.

All tenders received shall be assessed against the Scope of Work. The preferred tenderer will be notified of the result on or after 14<sup>th</sup> November 2018.

The winning tenderer will be invited to commence work on a date agreed with the Parish Council, subject to agreement of terms and conditions including proof of insurance cover. (**Anticipated Works Programme:** Works to be done between January and March 2019 (weather permitting)).

**On completion the tenderer will be required to provide all necessary certificates to comply with current legislation.**

## **ANNEX B – SCOPE OF WORK**

### **Project 1: Beacon Field MUGA refurbishment/extension**

- To upgrade and extend the existing MUGA to a size of approximately 30m x 13m.
- To remove the existing play surface and dispose of appropriately.
- To excavate and install a suitable sub-base.
- To install a suitable play surface (including more or less expensive options)
- To install an additional goal-end similar to, although not necessarily identical to, the existing.
- To remove the existing metal seat and re-install outside the MUGA area.
- To install a fence to a height of 1m on the boundary between the MUGA surface and Beacon Field with short sections of fencing to close up any gap between the MUGA and the hedge running along the back, plus an option for fencing all around the MUGA area.
- Budget in the region of £40,000-£45,000.
- If considered more cost-effective, a price may be provided for replacing the existing goal end with a new one as well as installing an additional goal-end.

### **Project 2: Up-grade of the existing Millennium Toddler Play Area at the Recreation Ground**

- To remove and dispose of the existing slide and roundabout.
- To replace or refurbish the existing equipment with like for like, except for the roundabout which should be replaced with a Multi-ability roundabout and the slide which should be replaced with one suitable for ages 3+.
- Rubber tiled areas around each piece of equipment to be replaced with wet-pour (adjusting size as required).
- Existing fence to be retained.
- Options to refurbish the existing macadam.
- Budget in the region of £25,000 to £30,000.

### **Project 3: Installation of a Youth Shelter and Large metal-framed Basket Swing at the Recreation Ground to replace existing wooden fort and wooden swing frame.**

- To remove and dispose of the existing wooden fort and wooden swing frame.
- To supply and install a metal Youth Shelter
- To supply and install a large metal-framed basket swing together with a suitable play surface

**Contractors may wish to provide a combined price for two or more projects, if ordered together.**

## **ANNEX C - TERMS AND CONDITIONS**

The following terms and conditions shall apply to any contract resultant from this invitation to tender:

The work shall be complete by the completion date defined in contract. Delays to the completion date shall be subject to liquidated damages of 1% of the contract value (excl. VAT) per week of delay. Delays that are outside of the Contractors control (weather etc.) shall be notified to the Parish Council immediately and a revised end date agreed. In such cases the liquidated damages clause shall not apply.

Any changes to the Scope of Work shall be agreed prior to the commencement of work.

The tenderer must hold appropriate levels of insurance cover and have provided copies of documentation as specified by the Parish Council.

**ANNEX D –PHOTOS OF PLAY AREAS TO BE UPGRADED OR REPLACED**



Existing MUGA and seat at Beacon Field



Existing Toddler Play Area at the Recreation Ground



Existing wooden basket swing frame at the Recreation Ground (swing now removed)



Existing wooden fort structure at the Recreation Ground