

# Minchinhampton Parish Council

## Main Tender Document

### *Provision to Re-Develop: The Bulwarks Play Area*

To be submitted no later than 16:00 Hours on 15<sup>th</sup> November 2024.

Late submissions will be disregarded.

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## RESPONSIBLE PARTIES

### **The Employer**

Minchinhampton Parish Council

### **Procurement Contact**

Sports and Play Consulting Limited

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## APPENDICES

<b>Appendix 1:</b>	<b>Form of Tender</b>
<b>Appendix 2:</b>	<b>Warranty and Reference Information</b>
<b>Appendix 3:</b>	<b>Draft Building Agreement</b>

# 1. General Requirements

## 1.1 Project Overview

Minchinhampton Parish Council is seeking a suitably qualified and experienced contractor to design and install new playground equipment, surfacing and associated works at The Bulwarks Play Area.

The site is a local playground for the immediate community, that caters primarily for younger children, up to the age of 8 years. This is complimented by the Multi Use Games Area (MUGA) adjacent to the site, for older children and young adults.

With a fully funded budget, this is a project which recently follows the investment to upgrade Horsfall Play Area on the western side of Minchinhampton.

The key objectives are to design a play area that caters specifically for the main age group (2-8 years), practical for carers, and with low maintenance of both surfacing and equipment over the long term.



**Site Address:** Corner of The Bulwarks and Glebe Road,  
Minchinhampton GL6 9LQ.

## 1.2 Quotations

- The council has a budget of **£39,000.00 (Ex VAT)** for the project. Submissions should utilise the full allocated budget, however, not exceed it.
- Following the receipt of tenders and a preferred contractor being awarded the project, any changes made to the final budget as variations or revisions, will fall within the permissible range (Regulation 72).
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing is to be valid for 90 days from the due date of the response. If the quotation by the preferred supplier fluctuates considerably after this period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.
- Retention of 5% will be held for a period of 12 Months.
- Payment (30-day invoice) on satisfactory completion of Works.

## 1.3 Non-Consideration of a Tender Response

The Employer has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The Employer may disallow a submission if the tenderer is not able to provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that are pertinent to the requirements. Additionally, disqualification may be a result of detrimental checks pertaining to the financial position of the supplier, quality of similar work or other related information that creates significant risk for the Employer.

Any offence or inappropriate actions by a supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than 'appropriate' contact made to the individual named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

**Note: If the quotations are above the Employer's available budget or prices of the preferred Contractor increase after the tender submission and prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.**

## 2. Contract Conditions

### 2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, equipment and associated works which should comply with the appropriate British or European Standards, mainly BS EN 1177 and BS EN 1176.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost to the Contractor.

The contractor must adhere to the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

## 2.2 Purchase Order and Contract Agreement

The successful contractor will enter into a Building Contract (Appendix 3) with agreed terms and conditions, for both the *Employer* and the *Contractor* to jointly authorise, and the agreement will not be final until both parties have signed this contract. Suppliers should review this document prior to the tender submission to ensure an understanding of the terms and conditions are agreed upon, otherwise should be stated in the return. Responses to Section 5 will be a commitment to deliver on the content, along with the final design and quotation.

## 2.3 Insurance

The **successful** contractor should be able to provide evidence of:

- Public Liability Insurance of no less than: **£10 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**
- All Works Insurance of no less than: **Contract Value**

## 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and the contractor will provide a **Construction Phase Plan** which will include the following:

- A Programme of Works with an expected commencement and completion dates (Gantt Chart format)
- A Risk Assessment and Method Statement



- Compound, Storage and Welfare details and drawings
- A Traffic Management Plan (TMP) including a vehicle access and movement policy

### 3. Scope of Works

#### 3.1 Objectives for Play Area.

Glebe Road Play Area, also known as The Bulwarks, is a local playground serving the community on the eastern side of Minchinhampton. Design input has come from both the Council and a community representative involved in previous play projects.

Although it is functional, the surfacing and equipment suffer from various maintenance issues, in addition to ongoing findings outlined in the most recent Inspection (a copy is available on request).

Notwithstanding, the layout of the site could see improvements in terms of practicality relating to seating, and the possibility of a pathway which may be installed as a later stage pending funding.

New steel bow-top fencing and two self-closing gates have been installed recently which has increased the available space in the playground.

Careful consideration of how any proposed surfacing will be designed onto the existing wetpour and natural turf to achieve optimum value.







### **Coloured Outlines/Boundary:**

Blue – Proposed Play Equipment location (utilising existing wetpour for base) and Swings using grass matting

Yellow – Fence Line (24 x 13 metres) recently installed

Orange – Proposed Pathway for future phase

Green – Proposed Seating locations on hardstanding

## 3.2 Specifications

Please note that the details provided below and layout in section 3.1 are only a guide to assist suppliers with the desired design outcome.

Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the responses to Section 5.

The 'Proposed Equipment' and 'Surfacing' will be dictated by the budget and space and therefore not a mandatory list of 'must haves' rather a suggested list to work from.

Item	Proposed Specification
Focus Age Group	Up to 8 Years
Proposed Equipment (Primary Colours may be used on equipment)	<p>Mid-sized Multi Play Unit for 6+ years as the main central item with similar play values/outcomes as the existing unit.</p> <p>Smaller Multi Play Unit &amp;/or Playhouse for up to 6-year-old children.</p> <p>Spinning Bowl/Seat (single user).</p> <p>Stepping posts or similar trail items to jump, balance or use as seating.</p> <p>Swing Zone: 2 x Flat Seats, 1 x Toddler Seat (re-using existing seat), 1 x Tango Seat (Parent/Toddler), 1 x Basket Swing.</p> <p><i>Note: if budget or space is problematic with the suggested swing formation, the number of seats can be reduced to 1 x Toddler (using existing seat) and 1 x Flat Seat and 1 x Basket Swing.</i></p> <p>Pirouette Spinner.</p> <p>Springer (3 or 4 users).</p>
Primary Materials	Mild Steel (conforming to BS EN10210), Stainless Steel, and HDPE / HPL Panels. Fixings should be anti-tamper style (Torx Screws), and any bolts covered with protective caps.
Safety Surfacing	<p><u>Black Wetpour</u>: skimmed where possible over existing wetpour and extended where required,</p> <p><i>Note: any significantly damaged wetpour will require adequate preparation and repair prior to new surface including damage from removals.</i></p> <p><u>Grass Matting</u>: for areas where there is no existing wetpour or for the swings, grass matting may be used. This must be cable tied and trench cut into the ground. <i>If existing wetpour is being removed for grass matting, such as the area under the existing toddler swings, ground needs to be levelled and all materials need to be replaced with good quality topsoil and turf prior to matting being laid.</i></p>
Subbase	Existing wetpour may be used, otherwise a new MOT Type 1 stone base 100mm depth.
Removals and Disposal	All equipment, seats and spoil. Additionally, any waste wetpour and subbase not being reused will also need to be disposed of in the appropriate licensed facility.
Equipment to Remain	<p>Fencing and Gates.</p> <p>Toddler Seat (Red/Black) to be used on new toddler swing frame.</p>

<b>Fencing</b>	None Required.
<b>Footprint</b>	Within Fence Line (24 x 13 metres).
<b>RPII Inspection</b>	Yes – must be Play Inspection Company or ROSPA.
<b>Re-Instatement</b>	Any damage to existing materials, including that caused by vehicle access, must be replaced, or repaired to its original condition. Pathways and Turfed areas in and around the site must be adequately protected during the works. <b>TURF DAMAGE:</b> Use appropriate climate seed then grade/roll any vehicle & machinery damage and where required using topsoil to level. Major damage to include new turf (premium quality) and topsoil.
<b>Welfare Required</b>	Yes - Toilet and Water should be provided by the contractor for the duration of Works.
<b>Heras Fencing</b>	Yes: <b>Double Clipped</b> and <b>CDM Signed Fencing</b> for duration of Works ensuring the site is fully secure.
<b>Addendum</b> <i>(outside of main budget to be designed into layout and costed separately for each of the points)</i>	<ul style="list-style-type: none"> <li>• Pathway. Approx 20 linear metres by 1.2 metre width, from the tarmac path on either side of the play area, through the pedestrian gates. Conipave or Flexipave to be used with PCC edging and to be designed and displayed into the plans to allow for a future install.</li> <li>• 1 x Broxap Derby Steel Bin (120 litres) on hardstanding. To be located on outside of fence between MUGA and Playground near self-closing gate.</li> <li>• 1 x Steel or Recycled Plastic Bench and 1 x Steel or Recycled Plastic Picnic Table (Accessible to wheelchairs). <i>Seating to be located on hardstanding surface covering the entire footprint (not using blocks or paving that may crack or be easily damaged).</i></li> <li>• New Play Sign (minimum A2 size) on a steel post located within the play area near one of the pedestrian gates. Artwork to be advised.</li> </ul>

## 4. Timetable for Project

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	2nd of October 2024
Site Visit with Procurement Contact: 10am - Midday	21 <sup>st</sup> of October 2024
<b><u>Tender Submissions Due:</u></b>	<b><u>16:00 Hours</u></b> <b><u>15<sup>th</sup> of November 2024</u></b>
Decision on Preferred Supplier:	End of November 2024
Works to Commence (subject to lead times from order):	February-March 2025
Work to be Completed. (subject to order placement and Program of Works the Council needs the project invoiced prior to end of financial year):	April 2025

## 5. Scoring Criteria

### 5.1 Scoring Table

<b>Criteria</b>	<b>Information</b>	<b>Weighting</b>
<b>5.1.1</b> Project Design:	Specifically scoring will be based on the perceived and calculated play outcomes and design including: 1. Primary <i>Play Values</i> and <i>Experiences</i> for the desired target age group, with consideration of meeting the objectives set out in Section 3.	<b>40%</b>
	2. <i>Design Layout</i> in respect to positioning of equipment, surfacing and overall design with consideration of Section 3.	<b>20%</b>
<b>5.1.2</b> Technical and Specifications:	Specifically scoring will be based on: 1. Materials used for play equipment, sub-base, seating, and surfacing. Any	<b>20%</b>

	shortcomings or omissions from the specifications or brief.	
	2. Details of spare parts and anticipated maintenance. Include the standard price of the spare parts likely needed for the equipment and estimated annual maintenance costs outside of any warranties (in 5-year blocks).	<b>10%</b>
<b>5.1.3</b> Presentation. Quotation and Supporting Information:	<p>Suppliers are to provide:</p> <ol style="list-style-type: none"> <li>1 x 3D visual in A1-A2 size for the hard copy (refer guidelines on design in Section 8.2).</li> <li>1 x CAD or scaled Google Map of the design in A2 size for the hard copy or similar. Include a reference number for each item with a table listing the name/detail of each item of equipment and surfacing (including quantities and colours).</li> <li>An itemised and detailed quotation, ideally with a picture reference, with costs for each item including installation. A separate cost for surfacing can be the total amount for each type of surface and any subbase or edging. (Advise the manufacturer of each product if they are not made from your organisation, including ancillary items).</li> </ol>	<b>10%</b>

## 5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion.

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
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7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

## 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the Most Advantageous Tender.

If the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, or approach specific suppliers. Additionally, if the brief has or is close to being met, the Employer may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.

## 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document and is considered a Works Contract.

## 6.2 Site Visit with Suppliers

There will be a site meeting on a specific date to give all suppliers the opportunity to meet with the procurement contact in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers must visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

## 6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

## 6.4 Notice of Intent to Bid

Suppliers should notify the procurement contact a confirmation of your intent to provide a submission, and all questions relating to the tender will need to be made no later than the due date. Only one submission and one design will be accepted unless otherwise stated.



If notification of your intent to provide a submission is not received, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

#### 6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference & Financial Checks
- Public Consultation
- Additional Consultation within the Council or Third Parties

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

#### 6.6 Consultation or Public Engagement

The Employer reserves the right to a public consultation once a preferred design is selected. The purpose of any consultation will primarily be to update the community, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties.

#### 6.7 Revisions and Negotiation

If required, the Employer will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the

submission, however, these will not be deemed 'substantial' changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief and desired outcome of any significance.

#### 6.8 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a Sub-Committee and/or by a 3<sup>rd</sup> party such as the Procurement Contact or a consensus of all stakeholders.

#### 6.9 Supplier Notification

All parties who have submitted a formal tender response will be notified of the outcome. The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the **scoring** of the submissions based on the criteria will be provided via email, however if suppliers want additional detail, this will need to be requested of the Employer. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.

## 7. Named Contact for Project

The Employer has appointed a procurement contact for the tender process.  
All contact should be with *Sports and Play Consulting Limited*.

Contact: Michael Carter  
Mobile: 07421 463099  
Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Ensure you have submitted the following requirements. If unsure of the format or detail, please request clarification with the procurement contact.

Response	Format
1. <u>Completed Copy of Appendix 1:</u>	PDF or Word Labelled: <i>SupplierName-Appendix1</i>
2. <u>Completed Copy of Appendix 2:</u>	PDF or Word Labelled: <i>SupplierName-Appendix2</i>
3. <u>Responses to 5.1.1:</u> (Max 2 pages)	PDF or Word Labelled: <i>SupplierName-Design</i>
4. <u>Response to 5.1.2:</u> (Max 2 pages)	PDF or Word Labelled: <i>SupplierName-Technical</i>
5. <u>Response to 5.1.3:</u>	PDF or JPG Labelled: <i>SupplierName-3D</i> <i>SupplierName-CAD</i> <i>SupplierName-Quotation</i>

## 8.2 Design and Tender Instructions

### ***3D Design Regulations (Points may be deducted from 5.1.3 for failing to follow these):***

- No children or adults shown in the visuals.
- Equipment must be to scale of their actual size.
- Photos of the proposed equipment should be included around the border of the 3D visual or on a separate sheet, with various views of any proposed Multi Play Units to emphasize specific components/features.
- Links to videos may be provided, such as YouTube, to show the features and use of equipment (links can be included in the quotation, do not however provide a Fly-through video of the design).

### ***Do NOT include the following information for the initial tender response:***

- TUV Certificates
- Construction Phase Plan
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

## 8.3 Submission Instructions

Both electronic and hard copies are required by the due date and time with exceptions only given to hard copies arriving late for reasons outside of the suppliers control such as 3<sup>rd</sup> party delivery companies being at fault.

**Email/Electronic Copy to be sent to:**

An email or electronic transfer of all the above responses should be sent to Michael Carter, at: [michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)

Downloadable documents (such as WeTransfer) are acceptable with an extended expiry date of no less than 30 Days.

**Hard copies to be sent to:**

Minchinhampton Parish Council

The Trap House, West End

Minchinhampton GL6 9JA

Attention: Claire Whitehead

'Tender – The Bulwarks Playground Project'

**Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding and are to be sent in a plain envelope and/or tube (labelled as above).**