

Invitation to Tender for
Bierton Parish Council Playground

Site location:
Burcott Lane
Bierton
Buckinghamshire
HP22 5AS

GENERAL REQUIREMENTS

Bierton Parish Council is proposing to replace the majority of its playground equipment with the installation of new equipment including appropriate surfacing for younger children. The play area is intended to be used by children with ages ranging from 0 to 14 years.

Experienced play area suppliers and installers are invited to tender for the contract. It is anticipated that construction work will be carried out in Autumn/Winter 2023 with the playground ready for use by the end of February 2024. There is room for flexibility with these dates. An earlier construction programme can be agreed with the Parish Council if preferred by the contractor.

Please refer to the 'site information' section of this tender for the background information to the site. A map of the location is attached as Appendix 1. The children's play area is located in a fenced off section within the playing field area.

All prices are to be net, excluding VAT.

Companies must be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificate for accreditations for the above membership plus details of any other relevant accreditations.

A timescale for commencing this project will be agreed between Bierton Parish Council and the chosen Contractor.

PROJECT INFORMATION

Name of project:	Bierton Parish Council Playground Project 2023
Project budget:	Up to £100,00.00
Location:	Burcott Lane, Bierton, Buckinghamshire, HP22 5AS
Responsible Officer:	Wendy Tomlinson, Parish Clerk Email: parishclerk@biertonpc.org.uk

IMPORTANT: A site visit is essential to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty. However, we would expect all visits to comply with good safeguarding practice and not involve taking of photos and/or videos with any children in them.

1. TENDER PROCESS

1.1. Bierton Parish Council wishes to engage a supplier to provide and install new play equipment and safety surfacing for an age range 0 to 14 years.

1.2. Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided with this document.

1.3. Tenders should be returned either by email or in a sealed envelope bearing no company identification and marked TENDER FOR BIERTON PARISH COUNCIL PLAYGROUND to:

The Parish Clerk,
Bierton Parish Council
c/o 5 Parsons Lane
Bierton
Buckinghamshire
HP22 5DF
parishclerk@biertonpc.org.uk

by **17:00 hours on FRIDAY 22ND SEPTEMBER 2023**

1.4. The following should be submitted:

- Quotation Breakdown form
- A copy of your certificate of public liability insurance
- A copy of your company's Health and Safety Policy
- A copy of your company's API (Association of Play Industries) certification
- Reference photos of recent works or links to websites

1.5. Bierton Parish Council is not committed to accept any tender in full and may determine not to go ahead with this work if no submission meets its needs. The Council reserves the right to delete any items from the tender, should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.

1.6. Tenderers should liaise with the Parish Clerk during the tender period regarding any queries or concerns on the content of this specification.

1.7. Any questions about the project must be emailed to the Clerk by FRIDAY 25TH AUGUST 2023 - any responses after this will not be responded to. All questions asked will be shared to all interested parties via blind copy email.

2. SUSTAINABILITY

2.1. Priority will be given to Contractors who demonstrate positive environmental objectives. Contractors must submit an Environmental Statement and outline how they and their suppliers are minimising environmental impact including:

- 2.1.1. Sourcing materials
- 2.1.2. Manufacture
- 2.1.3. Packaging
- 2.1.4. Transport
- 2.1.5. Disposal and product end of life options

2.2. Priority will be given to sustainable and easy/affordable equipment to maintain.

2.3. Contractors and any companies involved in the supply/procurement of the play equipment must comply with the Modern Slavery Act 2015, wherever it applies.

2.4. The Parish Council will look favourably to organisations that pay the National Living Wage.

3. PROJECT AIMS

3.1. To provide an innovative, inclusive modern, low-maintenance, safe and attractive play area to suit children with ages ranging from 0 to 14 years.

3.2. To supply and install new play equipment and safety surfacing.

4. SITE INFORMATION

4.1. The Contractor should visit the site at their own expense to satisfy themselves as to the conditions on site that may affect in any manner whatsoever in the supply of equipment and execution of the works detailed hereafter.

4.2. Compound - A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on other users of the sports centre or field facilities. The Parish Council reserve the right to determine the final location of the compound.

5. DESIGN BRIEF

5.1. The design brief has been determined by the Parish Council.

5.2. Supply and install new play equipment and safety surfacing suitable for children aged 0 to 14 years. The design of the play area must include equipment which complies with the full identified age range. You are required to show how your chosen play equipment accommodates this age range.

5.3. The playground equipment should include the following criteria/activities: Swinging, Climbing and Sliding

5.4. The playground should have a theme of King Charles III – eg castle, coronation, nature, ships etc however if a centrepiece is proposed, it does not need to be situated in the

physical centre of the playground. The theme could extend to the colour/pattern of the surfacing.

5.5. The play area layout should be designed such that the equipment intended for younger children is grouped together, and not within or amongst the equipment intended for older users.

5.6. The successful tenderer will need to show the inclusive play value of their design. A fully inclusive playground promotes the social model of disability where barriers to play are designed out. It enables self-esteem and builds confidence as well as encouraging independence.

5.7. All works equipment and IAS shall be manufactured, tested, installed and conform to the relevant British and European Standards BSEN1176 and BSEN1177.

5.8. The play equipment must also comply with the DDA (Disability Discrimination Act) i.e. all-inclusive play and accessibility.

5.9. Existing play equipment: The Wicksteed Horse and Baby Swings to the far right hand side of the playground (as you enter through the gate) are to be retained in their current location.

All other existing is to be removed and disposed of by the contractor, unless otherwise instructed.

5.10. New Equipment The following equipment should be incorporated into the design along with the general requirements for Swinging, Climbing & Sliding.

- * Swing frame including a mirage bucket swing and basket seat
- * Rotating and rocking see-saw
- * Lower level rocking see-saw
- * Castle tower, clocktower or similar with slide
- * Ship or similar with slide
- * Springer or rocker in keeping with castle or ship theme
- * Ground level trampoline
- * Angled low level carousel or ground level roundabout
- * 60+ litre rubbish bin
- * Seating for adults and children, ideally with some sun/rain protection but open enough to provide good visibility for and of users

5.11. The Parish Council will be willing to explore extending the length of the playground towards the outside gym area (See Appendix 1 – area outlined in red).

6. PREPARATION AND GROUNDWORKS

6.1. Excess materials, spoil and surfacing from excavations must be disposed of at a licenced recycling centre at the Contractor's cost.

6.2. The Contractor must provide skips when required and secure all skips behind Heras security fencing when unattended to avoid fly tipping.

6.3. Please identify the price within the Tender for any necessary grass, tarmac and other reinstatement works that may be required following completion of works.

6.4. Ownership, liability and responsibility for insurance of the play area and installation works will lie with the Contractor until a satisfactory RoSPA Post-Installation Report day of the handover of the site by the Parish Clerk or nominated representative and the Contractor.

6.5. Storage of new play equipment, machinery and equipment, etc during the construction period will be the responsibility of the Contractor.

7. SITE MANAGEMENT DURING INSTALLATION

7.1. A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.

7.2. The play area must be contained within security fencing – Heras temporary security fencing or similar, supplied by the Contractor, whilst work is in progress and Heras temporary security fencing should remain in place until a satisfactory RoSPA Post-Installation Inspection and Report has been completed and submitted to the Parish Council.

7.3. There is limited access to water, electricity and toilet/kitchen facilities on site. While there is a sports centre, this is in use most days during term-time and most evenings and weekends. The Contractor will therefore need to provide these facilities, although some access may be able to be arranged at some times with sufficient notice provided to the Parish Clerk.

7.4. Access to the remainder of the playing field open space must be available and safe at all times.

7.5. All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e. MoT, Tax, LOLER, PUWER, etc. The Contractor shall ensure that any construction noise does not cause nuisance to any users of the Open Space or neighbouring residential properties or roads, etc outside the site boundary.

7.6. Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance to residential properties.

7.7. The Contractor will need to supply the Parish Council with a copy of their site Risk Assessment, Method Statement and a copy of their public liability insurance at least 14 working days before the start of the project.

7.8. The Contractor shall advise the Parish Council immediately of any accidents or deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. The includes notification of any RIDDOR incidents during construction.

7.9. It is not known if there are any underground services within the play area, the Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works. The Contractor is to allow for all costs associated with protecting from and working with the materials within this tender.

7.10. The Contractor shall take all precautions as are necessary to protect the health and safety of all persons employed by him/her and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons.

7.11. The Contractor shall allow the Parish Council representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this project.

7.12. The Contractor shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful completion of this Contract.

7.13. The Contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Parish Council.

8. SURFACING

8.1. Supply new safety surfacing where appropriate that complies with the relevant British/European safety standards.

8.2. There is no preferred finish, however it must not be loose fill.

8.3. Details must be provided about preparation of the sub-base. It is expected that all new surfacing will be laid on a sub-base, not directly onto soil.

9. MAINTENANCE AND AFTERCARE

9.1. A full schedule of maintenance requirements is to be provided once the play area is completed. This should include a breakdown of items, specifications and maintenance requirements to assist with the future site management, inspections and maintenance.

9.2. Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works with the Tender.

9.3. The works will be subject to an independent Post-Installation Inspection (PII) before the project is signed off (as per the pricing and payment section). The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The play area must not be opened for public use until the PII has been signed off to the satisfaction of the Parish Council.

10. LIMITATION OF WORKING HOURS

10.1. Works are permitted to be carried out during normal working hours, 8am – 5pm Monday to Friday. Out of hours work may be permitted by the Parish Council, subject to the nature of works. Noisy works will generally not be permitted at weekends.

10.2. Site working hours to be agreed with the Parish Council.

11. PRICING AND PAYMENT

11.1. The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

11.2. Payment will be upon satisfactory completion of the works and following receipt by the Parish Council of a satisfactory RoSPA Post-Installation Report. This report should be commissioned, paid for and supplied to Bierton Parish Council by the Contractor before the play area is released back to Bierton Parish Council.

12. TIMETABLE FOR PROJECT

Action	Date
Tender published via Contract Finder and by email notification to organisations that have expressed an interest	TUESDAY 8 TH AUGUST 2023
Deadline for questions on the project to be submitted to Bierton Parish Council	FRIDAY 25 TH AUGUST 2023
Question responses distributed to all parties	FRIDAY 8 TH SEPTEMBER 2023
Deadline for tender submissions from bidders	FRIDAY 22 ND SEPTEMBER 2023
Evaluation of anonymous tenders by Parish Council	FRIDAY 29 TH SEPTEMBER 2023
Full Council meeting to select preferred supplier	MONDAY 16 TH OCTOBER 2023
Notification to all bidders of the outcome of their tender submission and date that contract finder will be updated.	FRIDAY 20 TH OCTOBER 2023

13. EVALUATION CRITERIA

13.1. To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

Scoring system

Play Value 35%

Design Rationale 30%

Inclusivity 15%

Durability 10%

Program of works 5%

References 5%

13.2. A standard 0-6 point scoring system will be used and is detailed below:

Unacceptable: Non-compliant / deficient for the criteria used

Poor: Limited response which is lacking sufficient detail or is inaccurate

Below expectations: Minimal achievement of requirements with weaknesses or omissions

Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)

Good: Comprehensive response, detailed and relevant with no inconsistencies

Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

13.3. The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

13.4. For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$$2/5 \times 50 = 20\% \text{ for that section}$$

13.5. Each section will then be added together for an overall mark out of 100%.

13.6. The evaluation of the tender processes will be carried out by the Parish Council.

14. PROCUREMENT PROCESS

14.1. The procurement process will be conducted and in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately selection the most economically advantageous tender.

14.2. The tender process will be by Open Tender.

14.3. The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

15. EVALUATION AND AWARD CRITERIA

15.1. All Tenderers shall provide all the information requested in the tender pack.

15.2. In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

15.3. Unclear Tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.

15.4. To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly reference to specific evaluation criteria.

15.5. The Parish Council will collate its findings and make the final selection of the preferred Contractor.

15.6. The Parish Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

16. Quotation Breakdown - To be included with your Tender

Quotation Breakdown (to be included with your Tender)

	Cost (£)	Installation Cost (£)
Preliminaries		
Remove and dispose of existing equipment		
Cost of Safety Surfacing		
Swing frame including a mirage bucket swing and basket seat		
Rotating and rocking see-saw		
Lower level rocking see-saw		
Castle tower, clocktower or similar with slide		£
Ship or similar with slide		
Springer or rocker in keeping with castle or ship theme		
Ground level trampoline		
Angled low level carousel or ground level roundabout		
60+ litre rubbish bin		
Seating for adults and children, ideally with some sun/rain protection but open enough to provide good visibility for and of users		
RoSPA Post-Installation Inspection		
Reinstatement Works		
Contingencies		
Any other costs associated with the project (please provide detail)		
Project Total:		

APPENDIX 1

17. Map of Play Area

17.1. Below is a map showing the play area (outlined in orange).

17.2. Please note that there is a Public Right of Access to the sports field.

