



## **WROUGHTON PARISH COUNCIL**

# **Thorney Park Play Area Tender**

Opening Date: 23 January 2021

End Date: 8 Feb 2021

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### 1 Invitation to Tender

Wroughton Parish Council wish to commission a play area of approximately 648 square metres to be fitted with play equipment with focus on ages 7-12 and a Multi Use Games Area (MUGA) with 1 football goal, basketball hoop and court markings at Thorney Park, Wroughton, SN4 0QS.

This open space has recently been obtained by Wroughton Parish Council.

A SITE VISIT IS REQUIRED to fully scope the area, condition of existing site and current fencing of the area which is approximately 37m x 18.3 metres. This site is approximately 648 m<sup>2</sup>. No key is required for access to the site

**The complete works for this play area must not exceed £95,000.**

The current site has a chain link fence surrounding it which needs to be removed and at one end a football goal/basketball hoop with panelling which is incomplete.

The tarmac surface has damage in some areas with weeds growing through.

The surrounding area is not owned by Wroughton Parish Council and is under the ownership of either the Ministry of Defence or Stonewater Housing Association so appropriate permissions to access via their land or to store equipment on their land will need to be obtained.

No toilet or welfare facilities available on this site or in the immediate vicinity.

Housing is located within 10 metres of site at one end.

Depending on quotes received the final contract offer may be amended.

The Parish Council is not obliged to accept the lowest offer. For full details on the council procedure please refer to section 2 of the document (Tender Process).

Please ensure the completed form is sent to the below address by 5pm on 8 Feb 2021. Ensure the envelope clearly states "Tender for Thorney Park Play Area" so all tenders can be opened after the closing date.

**Emma Freemantle**  
**Wroughton Parish Council**  
**Ellendune Community Centre**  
**Barrett Way**  
**Wroughton**  
**Swindon**  
**SN4 9LW**

If you have any questions please contact [projects@wroughton.gov.uk](mailto:projects@wroughton.gov.uk). Please note that due to Covid restrictions office staff are working remotely.

## **2 Tender Process**

Wroughton Parish Council Financial Controls and Procurement. WPC Standing Orders (Page 17 – 19)

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
  - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective Contractors contacting councillors or staff to encourage or support their tender outside the

- prescribed process. The Clerk must ensure that Articles 109 to 114 of the Public Contracts Regulations 2015 are complied with;
- iii. the invitation to tender shall be advertised on the Government Contract Finders website and in any other manner that is appropriate unless Paragraph 110 (5)(b) of the Public Contracts Regulations are invoked, in which case the reason for not advertising will be contained in the body of the resolution of the Council;
  - iv. tenders are to be submitted in writing addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015/102 and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

### 3 Contract Conditions

**Extent of Work** - The work will be comprised of designing and installing a play area within the land owned by Wroughton Parish Council at Thorney Park Wroughton. Wroughton Parish Council is seeking tenders for the whole project from design to completion.

**Machinery and Equipment** – The offsite storage of equipment will be subject to agreement from other landowners in the vicinity. The Contractor must provide their own welfare facilities.

**Insurance** - The Contractor is required to have a minimum of £5,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Officer prior to commencement of the contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. Any damage caused to any property during the performance of this contract must be reported to the Officer immediately and any costs involved to rectify the damage will be the responsibility of the Contractor.

**Payment Terms** – Payment will be made within 30 days, on receipt of the completion certificate, subject to the satisfaction of Wroughton Parish Council.

**Health & Safety** – The Contractor must be compliant with all relevant Health & Safety and ensure the employees are sufficiently trained and competent. Risk Assessments and CoSHH assessments will need to be submitted before the commencement of the contract.

**General** - In addition to the quote you are required to provide the following

- A scale layout plan of the new and if applicable existing elements for the play area
- An artist/CAD colour interpretation of the scheme
- A colour image of each element including any technical specifications
- Guarantees for each item of new equipment including the safety surfacing
- An outline schedule of works detailing the anticipated delivery and installation period

#### **Notes**

- The prices to be included in the Tender are to be the full inclusive value of the work described and must be **EX VAT**.
- A price shall be inserted against each item on the Tender for each element of the play area work.
- No alteration to the text of the Tender is to be made by the Contractor tendering. Any amendment could invalidate the form.
- Invoices presented for payment must include a schedule of the works completed including the date of the work.
- Contractors are asked to contact the Officer if any clarification is required.

#### **4 Specification of Work**

1. Remove existing tall chain link metal fencing and posts and dispose of them
2. Remove weeds from tarmac surface to prepare area of approximately 648m<sup>2</sup>.
3. Ensure surface repairs to existing tarmac area where necessary to minimise costs.
4. Ensure goal end with basket ball hoop is installed in MUGA. Include options to restore existing goal end/basketball hoop which has missing panel if possible.
5. Install appropriate court markings for MUGA area.
6. To make recommendations for and cost for appropriate fencing to include any internal segregations and gates.
7. To make recommendations for and cost 2 x linking pathways from nearby main pedestrian access.
8. To focus on a dynamic and physically challenging profile for equipment aimed at children of 7-12 years with the caveat that some equipment (such a rotating, textured ring such as Kompan Supernova or similar) also have play value for younger users.

9. To include some equipment inclusive to those with disabilities, possibly a wheelchair roundabout which can also be used by pushchairs although other alternatives will be considered.
10. Equipment must include a basket swing and spinning/carousel equipment.
11. Plan to include bins and seating (at least 2 benches).
12. Supplier to avoid painted surfaces where possible to minimize ongoing maintenance costs.
13. Play equipment to be as durable and long-lasting as possible and made of metal not wood.
14. Play area will not include equipment for adults.
15. Fall safe areas under equipment to be in black surfacing only to minimize costs and enable easier, more visually appealing repairs..
16. Contractor will need to make arrangements for welfare facilities and herras fenced secure area for equipment during the duration of the work.
17. Clearly differentiate costs for preparing site, fencing provision and pathways costs from quote for play equipment.
18. Whilst designing the play space the designer shall consider the noise and visual effects the equipment may impose on the surrounding residential properties whilst providing a safe, open play environment.
19. Following the completion of all installation works the Wroughton Parish Council play area site shall be reinstated as necessary with any damage to adjacent areas not owned by Wroughton Parish Council made good.
20. All excavated and waste material shall be removed and disposed of by the Contractor.
21. The Contractor shall work within appropriate day light hours between 8am - 5pm, Monday to Saturday.
22. The Contractor will supply a schedule of works with allocated timings to enable Wroughton Parish Council to monitor the phased delivery of the project.
23. The site must be made secure during the works at the contractors' expense.
24. All proposed play equipment shall conform to EN1176. New playground equipment and sundry items are to be installed to the manufacturer's instructions and to EN1176/77 including free space around equipment and zoning as appropriate.

25. All works shall be completed to the satisfaction of a representative of Wroughton Parish Council and a post installation inspection will be carried out by a recognised independent playground equipment inspector appointed and paid for by the Council, the contractor does not need to make any allowances within their tender for this inspection, and defects found on this report will be rectified by the Contractor at no additional cost.

**5 Total Quote**

Item	Description	Price per item £ (EX VAT)	Price for installation £ (EX VAT)	TOTAL
Total				



The Contractor can identify restrictions or considerations in the box below.

Site notes	
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## 6 Contractor Details

Name:		
Company Name:		
Company Address:		
Contact Name:		
Contact Number:		
Contact E-mail		
Website:		
Public Liability Insurance limit:	£	
Reference 1	Contact/Organisation	
Reference Contact	Phone	E-mail
Reference 1	Contact/Organisation	
Reference Contact	Phone	E-mail
Other Relevant Information (staff size, machinery availability, specific contract manager, local authority experience)		

## Declaration

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We agree to submitting insurance liability, applicable risk assessments and CoSHH, if required.

I/We understand that Wroughton Parish Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

I/We agree to not discuss the Tender cost with council officers or councillors.

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained and, if successful are willing to be bound to the contract as expressed.

Signed ..... Date.....

Print Name .....

Position .....