

Invitation to Tender (ITT)

For the Supply and Installation of New Play Equipment in Oxford Road Recreation Ground, Littlemore, Oxford, OX4 4PF.

1. Introduction

The Parish of Littlemore is a vibrant community located just south of Oxford, England.

Oxford Road Recreation Ground is a popular and well used space within Littlemore and serves children from one of the most deprived wards in terms of child poverty in Oxford City.

Littlemore Parish Council has recently secured a 200-year lease renewal on the land and with its future secured for generations to come, we can now consider making long-overdue and long-term investments in facilities and infrastructure improvements for this popular recreation space.

Littlemore Parish Council invites suitably qualified suppliers to tender for the **supply and installation** of new play equipment to complement existing facilities at **Oxford Road Recreation Ground**. The park currently features a range of play equipment with several years of serviceable life remaining. The objective of this tender is to enhance the play environment by adding new equipment that integrates seamlessly with the existing infrastructure. Maintenance requirements outlined in this ITT apply only to the new equipment supplied through this tender.

2. Project Objectives

The objectives of this project are:

1. To provide new, safe, and inclusive play equipment that complements the existing installations and caters to diverse age groups and abilities.
2. To ensure the installation is completed to the highest standards of safety and compatibility with existing equipment.
3. To maintain the newly supplied equipment to ensure continued safety, functionality, and aesthetic appeal.

3. Scope of Work

The existing play equipment designed for children from 3-12 years old includes a log walk, a two-bay swing structure, a rotating cone net climber, a train and ticket office, a Junior Muti Play unit, basket swing and timber clatter bridge, (see **Appendix B** for aerial view). Since this view was captured, the fenced area has been extended to enclose the log climber, Titan rotary swing and zip-wire on the left of the picture. A grass embankment covering an air raid shelter on the right of the picture provides a slope for a double width stainless steel slide. There are various picnic benches and litter bins.

A MUGA is located on the west side of the park, along with a teenage shelter and small tarmacked area with a basketball post. A public footpath on the south side connects entrances on Oxford Road and Kempston Crescent.

This tender is for a project designed to complement any existing serviceable equipment with new play equipment as suggested in **Appendix A**, together with appropriate surfaces. The new design should extend the play appeal and suit nearly walkers/toddlers and children up to the age of 12 years.

Bidders should offer proposals to match, extend or replace the safety surfaces under items of existing equipment that will remain.

The play area should be zoned to allow younger children to play away from, albeit nearby, older children.

Specific play equipment should also cater for children with both special educational needs (eg sensory play for those with autistic spectrum disorders) and those with physical disabilities.

New equipment should be hard wearing/replaceable with respect to vandalism and consider that the park is surrounded on three sides by residential housing. Any proposed items of new equipment should have a comprehensive maintenance plan.

A list of specific improvement suggestions, including feedback from our local consultation is included in **Appendix A**.

The successful tenderer will be responsible for:

1. Design and Supply:

- Proposing play equipment that complements the current installations and enhances the overall play environment.
- Ensuring the equipment is compliant with European Standards and be accordance with Play England Design for Play.
- Providing environmentally sustainable options where possible.

2. Installation:

- Preparing the site, including groundwork and surfacing.
- Installing the new equipment securely and safely without disrupting existing structures.
- Conducting safety tests post-installation.

3. Planning and/or Execution of Maintenance:

The successful tenderer must:

- Provide a maintenance schedule (exclusively for the new equipment supplied through this tender).
- Set out how a rapid response service for repairs to any newly installed equipment can be implemented, including evidencing availability of relevant spare parts, equipment and suitably skilled and qualified local contractors.

The successful tenderer may optionally tender to provide routine maintenance of the new equipment themselves, in which case they must:

- Maintain a log of all services performed on the new equipment over the agreed period.

4. Existing Play Equipment

The park currently includes play equipment that remains serviceable and fully functional. Tenderers are expected to:

- Survey the site to understand the existing layout and functionality.

- Propose new equipment that harmonises with the current items in terms of design, play appeal, aesthetics, and usability.

5. Eligibility Criteria

Interested bidders must demonstrate:

- A proven track record in delivering similar projects, with references supplied.
- Compliance with applicable health, safety, and environmental regulations.
- Financial stability and capacity to undertake the project.
- Access to skilled personnel and resources.

6. Submission Requirements

Bidders must submit the following documentation:

1. **Company Profile:** Including experience, qualifications, and key personnel.
2. **Proposed Design:** A detailed design proposal, including visuals, technical specifications, and materials. The proposal must show how the new equipment complements the existing items.
3. **Pricing:** A comprehensive breakdown of costs for supply, installation, and maintenance of the new equipment over the agreed term.
4. **References:** Contact details for at least three clients for whom similar projects were completed.
5. **Timeline:** A proposed project timeline from commencement to completion.
6. **Insurance:** Proof of relevant insurance coverage, including public liability and workers' compensation.

7. Evaluation Criteria

Submissions will be evaluated based on the following weighted criteria:

- Quality and Suitability of Design (30%)
- Cost-Effectiveness (25%)
- Experience and Track Record (20%)
- Sustainability Considerations (15%)
- Maintenance Plan for New Equipment (10%)

8. Presentations

We reserve the right to invite shortlisted bidders to make a formal presentation to the Council prior to making our decision.

9. Project Timeline

- **Tender Release Date:** [16/04/25]
- **Deadline for Questions:** [14/05/25]
- **Submission Deadline:** [28/05/25]
- **Evaluation Period:** [29/05/25 – 13/06/25]
- **Contract Award Announcement:** [16/06/25]
- **Project Commencement:** [1/7/25]
- **Term** [2025 – 2030]

10. Submission Process

Tenders must be submitted electronically to parksandenvironment@littlemoreparishcouncil.gov.uk or in hard copy to Littlemore Parish Council, c/o 4 Mandelbrote Drive, Littlemore, Oxford, OX4 4XG by **[28/05/25]**. Late submissions will not be considered.

For questions or clarifications, contact the Parish Clerk at clerk@littlemoreparishcouncil.gov.uk or by phone on 07377 682216, alternatively contact chair@littlemoreparishcouncil.gov.uk

11. Terms and Conditions

1. Littlemore Parish Council reserves the right to accept or reject any tender without assigning reasons.
2. All submitted proposals become the property of Littlemore Parish Council.
3. Costs incurred in the preparation of the tender are the responsibility of the bidder.

12. Confidentiality

All information provided in response to this ITT will be treated as confidential and used solely for the purpose of evaluating submissions.

We look forward to receiving your proposal.

Signed,



Peter George, Chair
Littlemore Parish Council