



Arborfield & Newland Parish Council

Invitation to Tender

Arborfield Park Playground Refurbishment

Tender Reference Number:

A&NPC/APP/05/2019

Deadline for receipt of tender proposals:

12 noon on Monday 10th June 2019

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1. Background

- 1.1 Arborfield & Newland Parish Council (A&NPC) has just approved a 5-Year Parks Plan.
- 1.2 One part of this plan is to update some of the existing play equipment and to install some new equipment to create a modern and inclusive play space for varied age groups to enhance the already popular play equipment.

2. Scope of the Work

- 2.1 The scope of the work includes replacement of cradle swings and junior swings, removal of two springers to be replaced with a climbing frame with slide suitable for 1-3 year olds, installation of a DDA roundabout and installation of two twisters on an existing base.

3. Summary of Requirement

- 3.1 This work will seek to update popular play equipment, add inclusive equipment and replace recently removed unpopular equipment.

4. Design Criteria

- 4.1 The play equipment must be of a durable nature and be low on ongoing maintenance costs.
- 4.2 The design and construction must confirm to the European Standards for Playground Equipment EN1176 and EN1177.

5. Procurement and Project Timetable

- 5.1 Below is the proposed project timetable. This is a guide and whilst the Council will endeavour to keep to the timetable, it reserves the right to alter timescales at any stage.

Event	Date/Time
Tender Notice Posted	Monday 13 th May 2019
Site meeting	To be arranged
Tender response deadline	12 noon on Monday 10 th June 2019
Anticipated contract award	Parish Council meeting on Tuesday 18 th June 2019
Commencement of work	September 2019
Completion of work	Thursday 31 st October 2019

6. Location and Access

- 6.1 The site is located in Arborfield Park situated off Swallowfield Road, Arborfield. The closest post code is RG2 9JR. The playground is fenced with some of the play equipment for older children sited outside of the fenced area. Arborfield Park is accessed from Swallowfield Road. The park gates are open from 8am – 6pm between October and March and 8am – 8pm between April and September. Height restriction gates (2.1 metres) remain closed at all time and can only be opened by a key holder.

7. Contract Value

- 7.1 The value for this contract is £34,000. Bids in excess of this will be excluded for being unaffordable.
- 7.2 Tenders should be submitted in pounds sterling and be exclusive of Value Added Tax (VAT)

8. Payment Structure and billing requirements

- 8.1 Payment will be made against invoice to be presented by the contractor on successful completion of the work in accordance with the specification and agreed milestone date.
- 8.2 Payment terms will be thirty days from receipt of an undisputed invoice.
- 8.3 Payment will be for a maximum of the amount of the contract.

9. Tenderer's responsibility

- 9.1 It is the responsibility of the Tenderer to satisfy themselves as to the nature, extent, circumstances and situation of the works and that will be held to have, by their own independent site visits and inspections, fully informed and satisfied themselves as to the deliverability of the works in accordance with the contract.
- 9.2 Tenderers should be aware that the Council envisages that the Contractor to mobilise to provide the services required under the contract within three months from the date of award of contract. The contractor shall be prepared to commence the service when advised.
- 9.3 The tenderer must satisfy themselves that the execution of the Contract is within their capabilities and powers and demonstrate this to the Council through submission of suitable references.

10. Selective Tendering

- 10.1 The Council may wish to conduct interviews, make enquiries of your existing customers, sample services, carry out site visits and/or requires further information of you at any stage during the selection process.
- 10.2 The Council reserves the right to clarify any element of the submitted Tender.
- 10.3 The Council may reject non-compliant Tender responses.

11. Instructions to Tenderers

- 11.1 All Tender documents must be completed in their entirety. The Tenderer who is awarded the Contract will be required to sign further documentation.
- 11.2 By submitting a Tender, you will be taken to have agreed that your tender will remain open for acceptance for a minimum of 90 days from the closing date.
- 11.3 Tenders must not:
 - Be conditional
 - Be accompanied by statements which could be construed as rendering them equivocal and/or placed on a different footing to those of other tenders.
- 11.4 If the Council suspects that there is a technical or arithmetical error in the submission, the Council reserves the right to seek such clarification as it considers necessary from that Tenderer only.
- 11.5 All documentation supplied by the Council shall remain its property and confidential to it. Tenderers may not without the Council's written consent at any time use for your own purposes or disclose to any other person (except as may be required by law) the tender or any information or material which the Council may make available to Tenderers all of which shall remain confidential to the Council.
- 11.6 The Council's decision on whether or not a tender is acceptable will be final and the tenderer concerned will not be consulted. If a tender is excluded from further consideration the Tenderer concerned will be so notified.
- 11.7 The Council does not bind itself to accept the lowest or any tender and shall not be liable for any loss or expense incurred by any Tenderer in the production of the tender or as a result of its decision not to award the Contract to any tenderer.
- 11.8 The Council reserves the right to accept the whole or any specified part of the tender unless the Tenderer expressly stipulates otherwise.

12. Evaluation criteria

12.1 The Tender shall be awarded on the basis of providing the most suitable equipment, value offered. To following factors will be used to assess this:

- Suitability of design and equipment
- Quality and environmental impact of construction and materials
- Length and scope of warranty
- The overall cost including maintenance and repair
- References from former customers
- Feedback from the Council

12.2 Please provide answers to the following questions in as much detail as possible:

Criteria	
Question 1	<p>Outline your previous relevant experience of providing play equipment including the following information in respect of each example relied on:</p> <p>Organisation Name:</p> <p>Value of Contract:</p> <p>Reference contact details:</p> <p>Please provide references who we may contact to verify the information provided.</p>
Question 2	<p>Outline your approach to delivery and detail how you will meet all our requirements. As part of your response you must specifically address the following:</p> <ul style="list-style-type: none">• You will submit a design proposal via email. The design should show the new equipment alongside the existing remaining equipment.• Clarification as to whether you propose to use any third parties to deliver any aspects of the services and detailed information on their experience and role. You should also explain how you will work with these organisations to ensure the services are delivered in accordance with the contract which you will ultimately be responsible for.
Question 3	<p>Project management and delivery</p> <p>Explain your methodology for contract implementation and why this approach is feasible and effective based on your previous relevant experience.</p> <p>Your response must include:</p> <ul style="list-style-type: none">• A detailed project plan demonstrating your ability to meet our timescales• Machinery, access, potential hazards to the site• Protecting the environment• Health & Safety• Security
Question 4	<p>Demonstrate the quality and technical skills of the team members including managerial staff who you propose to undertake this</p>

	contract if successful and explain how those members will have the skills and availability to provide the service to a high standard. Your response should outline your reporting structure.
Question 5	The Council strives to improve the environment and quality of life in Arborfield and its surroundings. You should attempt to demonstrate that you can and will seek to make a positive contribution to the Councils energy and environmental aspirations.
Question 6	In the event of a major problem, who will be responsible for managing the problem to a successful conclusion?
Question 7	The tender must list the cost of the following: <ul style="list-style-type: none"> • each item of equipment individually • installation materials • labour • removal of old equipment and all debris • post installation inspection • any other costs.
Question 8	Provide warranty details for all equipment and labour
Question 9	The tenderer must provide, as a minimum, a copy of their current Public Liability Insurance and ISO9001 (if they have one)

13. Return of Tender

- 13.1 You must complete and submit your tender response/proposal via post to The Parish Clerk, Arborfield & Newland Parish Council, The Parish Office, Arborfield Village Hall, Eversley Road, Arborfield, Berkshire, RG2 9PQ in a sealed envelope clearly marked **TENDER PROPOSAL**. Any tender received after the closing date and time for any reason will be discounted.
- 13.2 A&NPC is not responsible if all or part of a tender is not received.

14. Rights of Arborfield & Newland Parish Council

- 14.1 A&NPC reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this we will notify you in writing as soon as reasonably practical.
- 14.2 A&NPC is not responsible, and will not pay for any expense or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.