

NUTHURST PARISH COUNCIL
INVITATION TO TENDER
OF A CHILDREN'S PLAYGROUND

1. Introduction

Nuthurst Parish Council wishes to refurbish an existing children's playground located on Mannings Heath Village Green (RH13 6JU).

The playground, which is approximately 20m x 50m, (1000sq m) is located at the south western edge of the village green. It currently includes a large steel climbing dome, a large 4 unit swing set with barriers, a steel slide, a small log train and a small, raised roundabout seat. There is also a bench and each piece of play equipment has a separate area of wet pour surfacing beneath it, some of which has worn away or lifted at the edges. The remainder of the playground surface is of turf.

The refurbishment project involves removal and disposal of all of the existing play equipment and installation of new play equipment which is more attractive to children (up to 12 years), designed to develop active and imaginative play, and will encourage families to use the local facility rather than travel to other play spaces further afield. The fenced area will also include a small community garden which is intended to promote an interest in growing plants and flowers, and enhance the sensory experience of users of the area. Tenders for the project are not required or expected to include the garden. Total costs including all equipment, works, services and administration not to exceed £52,000. (excluding VAT).

2. Specification for tenders

Tenders are requested from registered and approved playground companies for the following:

- Uplifting, removal and disposal of all existing play equipment
- Supply and installation of
 - a multi-activity unit to provide opportunities for climbing, sliding, balancing, crawling, swinging, rotating and sensory exploration, complete with all fixtures and fittings
 - a timber, double swing unit with all necessary shackles, flat seats and chains
 - a timber swing set to include an infant/toddler swing and a basket swing, with all necessary chains, ropes, fittings and fixings
 - a play train or boat or similar with all necessary fittings and fixtures
- supply and installation of new or additional surfacing beneath the new equipment (wet pour or bonded rubber mulch)

All equipment and fittings must meet European safety standards

Tenders must specify information about and proof of:

- Insurance for the equipment and installation
- Contractor's public liability insurance (£10,000,000)
- Arrangements for site preparation
- Arrangements for the removal and disposal of foundation spoil, pallets and packaging
- Site storage
- Welfare facilities
- Vehicle access
- Site Security and arrangements for the minimization of inconvenience to neighbouring properties and users of the village green, (e.g. noise, dust etc)
- Bespoke artwork/signage for site, e.g entrance/no entry signs
- Full costs with a breakdown of individual components. The total costs including all equipment, works, services and administration should not exceed £52,000.
- Commencement and completion dates
- Days and dates when work will take place (it is expected that work will not take place on week-ends, evenings and bank holidays)

Tenders must also include:

- A plan of the site showing the size and location of all new equipment and surfacing, (tendering companies will need to have undertaken a site visit prior to preparation of a tender)
- A visual image of the proposed refurbished playground

3. Opening date for submission of tenders

Tenders may be submitted from 23 May 2022

4. Closing date for submission of tenders

The closing time and date for acceptance of tenders is 9am on Monday 20 June 2022

5. Submission of tenders

Tenders should be sent in a sealed envelope addressed to

The Clerk to Nuthurst Parish Council at

107 Morris Drive

Billingshurst

West Sussex RH14 9ST

The envelope should bear the words

'Playground Tender' in the top left hand corner. The tender should be delivered by post or by hand.

6. Process of procurement

1. Invitation to tender posted on
2. Opening date for submission of tenders
3. Closing date for submission of tenders

4. Review of tenders followed by a decision about an award of the contract. This will be undertaken by a working party of Nuthurst Parish Councillors consisting of The Chair of the Parish Council, The Vice-Chair of the Parish Council, The Chair of the Parish Council Finance Committee, The Chair of the Parish Council Open Spaces and General Maintenance Committee, The Clerk to the Parish Council
5. Recommendation to the full Nuthurst Parish Council that the tender selected by the working party is accepted.
6. Decision to accept the recommendation of the working party by the full Nuthurst Parish Council
7. Notification of the outcome of the review of tenders to the successful contractors
8. Issue of the contract for the work
9. Notification of the outcome of the review of tenders to unsuccessful contractors

7. Questions and Queries

Any questions and/or queries about this project and the procurement process should be sent to:

The Clerk to Nuthurst Parish Council at clerk@nuthurst-pc.co.uk