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**Request for Quotation**

INSTALLATION SOLUTION FOR OUTDOOR CALISTHENICS GYM EQUIPMENT WITH GRASS MAT SURFACING AT SHELLEY ROAD OPEN SPACE, WELLINGBOROUGH, NORTHANTS - REF: MG140723

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “the Council”) invites quotations for an **installation only** solution for Calisthenics Outdoor Gym Equipment with grass mat surfacing to be situated on an open space on Shelley Road, Wellingborough, Northamptonshire.
  2. The Calisthenics Equipment (the equipment) has been donated to the Council by a charitable organisation who converts recovered and surrendered knives and bladed weapons into gym equipment. Grass mat surfacing (the surfacing) has been purchased by the Council will be part of the installation.
  3. The Council’s detailed requirements are set out in Section 2: Specification, in this document.
  4. Please take care in reading this document, in particular the Specification. In the event of any questions or queries relating to this Request for Quotation (RFQ), please contact the Officer detailed in Table **B**.
  5. The Council reserves the right to:
* carry out due diligence checks on the potential supplier the Council intends to award the contract to;
* amend the Conditions of Contract included at Appendix **3**;
* abandon the procurement process at any stage without any liability to the Council.
  1. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
  2. All documents and materials, which support the RFQ response, must be written in English only.
  3. Quotations are to remain open for acceptance for a period of 20 days from the Deadline for Submission of Bids.

1. **Rights of the Council in Relation to the RFQ**
   1. The Council reserves the right to:
2. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council;
3. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
4. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis;
5. Choose not to award any contract as a result of this procurement process; and/or
6. Reject any RFQ Responses that are over budget without further evaluation.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is always maintained and that all Potential Suppliers are treated equally.
  2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table **A**, below.
  3. The RFQ process is intended to follow the timetable set out in Table **A**, below.

**Table A**

| Activity | | Time and Date  (as applicable) |
| --- | --- | --- |
|  | RFQ documents issued | Friday, 14 July 2023 |
|  | Deadline for Submission of Bids | 12:00noon on Monday, 31 July 2023 |
|  | Evaluation of Bids Received \* | Tuesday, 1 August 2023 |
|  | Contract Award\* | Monday, 7 August 2023 |
|  | Contract Start\* | Monday, 14 August 2023 |
|  | Contract End | Friday, 29 September 2023 |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for **guidance only** and are **subject to change** at short notice.
  2. Any RFQ received after the Deadline for Submission of Bids identified in Table **A**, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via e-mail to the Officer detailed in Table **B** below.

**Table B**

|  |  |
| --- | --- |
| Name | Mike Greenway |
| Job Title | Strategic Lead for Community Safety |
| E-Mail address | [Mike.greenway@northnorthants.gov.uk](mailto:Mike.greenway@northnorthants.gov.uk) |

## Quotation Responses

* 1. Should you wish to take part in this RFQ process, please complete this RFQ and return via e-mail to the Officer detailed in Table **C**, below, no later than the Deadline for Submission of Bids date in Table **A**.

**Table C**

|  |  |
| --- | --- |
| Name | Mike Greenway |
| Job Title | Strategic Lead for Community Safety |
| E-Mail address | [Mike.greenway@northnorthants.gov.uk](mailto:Mike.greenway@northnorthants.gov.uk) |

## Evaluation of Quotations

6.1 As this project is installation only with a specified layout and design, bids will be evaluated on a **price only** basis.

# Section 2: Specification OF REQUIREMENTS

## General conditions

* 1. This Request for Quotation (RFQ) is for the installation of Calisthenics Outdoor Gym Equipment with grass mat surfacing at Shelley Road Open Space, Wellingborough, Northamptonshire. The maximum budget available is through a Home Office Safer Streets grant to the Council of **£35,000 excluding VAT**.
  2. This is an **installation only** contract as described in section 1 in this document.
  3. There are specific materials the contractor is required to provide to complete the installation works. These are set out below and must meet the specification stated.
  4. The contract completion is specifically set as **29 September 2023**. This is so the Council can claim the grant money as specified above.
  5. Warranties are required from the contractor in terms of the work to install the equipment and for the materials the contractor provides. These are set out below.
  6. No ongoing maintenance of the equipment and surfacing, other than any remedial works required pursuant to 1.5 above, is required under this contract.
  7. A post installation inspection is required as set out below.

## Site details

* 1. Shelley Road Open Space (the site) is a large open green space with existing sports pitch facilities, multi-use games unit, pathways and landscape furniture and planting. It is a widely used and valued green space within the Queensway community.
  2. The site leads on to other areas of the Queensway estate, so it provides a key link for residents etc. to access neighbouring commercial sites for work, local shops and amenities and other parts of the community.

1. **Location of the installation of equipment and surfacing**
   1. The location where the installation of the equipment and surfacing is required is set out the site plan at Appendix 1. This has been agreed with all stakeholders and relevant site managers.
   2. The exact positioning and orientation of the installation will be agreed between the Council and the contractor, on site, on commencement of the contract. From there, the contractor will set out the positioning of each item as set out on the technical drawings at Appendix 2.

## Council supplied goods

* 1. The Calisthenics Outdoor Gym equipment is partly manufactured from recovered knives that have been melted down and recycled into the modular components for the gym. New steel is used for other components, which we regard as ‘non knife steel’. The entire components are set out in the table below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Component | Qty | Dimensions (mm) – each item | Combined weight (kgs) | Fabrication material |
| Post | 12 | 2135 | 1680 | Knife steel |
| Post | 4 | 2235 | 600 | Knife steel |
| Post | 4 | 2695 | 120 | Non knife steel |
| Post | 2 | 2510 | 50 | Non knife steel |
| Post | 1 | 2210 | 24 | Non knife steel |
| Large H frame | 1 | 1250 | 160 | Knife steel |
| Medium H frame | 1 | 850 | 140 | Knife steel |
| Small H frame | 2 | 350 | 200 | Knife steel |
| Dip | 4 | 1410 |  | Non knife steel |
| Dip | 4 | 460 |  | Non knife steel |
| Flag handle | 1 | - | 20 | Non knife steel |
| Ladder | 1 | - | 50 | Non knife steel |
| Hanging frame | 4 | - | 200 | Non knife steel |
| Cross bar | 3 | 1600 | 30 | Non knife steel |
| Cross bar | 2 | 1730 | 20 | Non knife steel |
| Cross bar | 6 | 2400 | 60 | Non knife steel |

* 1. The grass mat surfacing material comprises the following:-

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Material | Unit | Qty | Packaged detail |
| Grass mat tiles | Rubber | m2 | 418 | Loaded onto 7x wooden pallets comprising the following weights:  1 x 350kg  1 x 280kg  5 x 475kg each |

* 1. The above council supplied goods are currently stored at the Office of the Northamptonshire Police, Fire and Crime Commissioner (OPFCC), Darby House, Park Farm Industrial Estate, Wellingborough NN8 6GS. The contractor will be required to collect the council supplied goods from this location and transport to the site to complete the installation. The Council will support the organisation of the date(s) and time(s) for this with the OPFCC.
  2. The contractor will organise all necessary and appropriate transportation solutions and this will be built into his RFQ price. The Council will not meet additional costs incurred by the contractor as a result of him not assessing the access and transportation requirements fully.

1. **Contractor supplied goods (backfill concrete)**
   1. The contractor will supply backfill concrete for all ground installations to BS 8110 (table 6).
2. **Health and Safety at Work**
   1. The contractor will be responsible for ensuring he fully complies with all aspects of the Health and Safety at Work etc. Act 1974.
   2. The contractor will have all necessary risks assessments in place that cover all aspects of the installation works and make the same available for inspection on request of the Council. The contractor’s Health and Safety Manager/Officer will maintain and monitor the contractor’s risk assessments in accordance with the contractor’s health and safety manual.
   3. Any and all sub-contractors of the contractor will be covered by the contractor’s health and safety manual and will have been vetted and appointed under a scheme operated by the contractor, which includes full induction, training and auditing of the sub-contractor’s competences for the activities required under this contract.
   4. The contractor will have a nominated individual to ensure that at the end of each day combustible materials are safe and secure and no fire hazards are evident. The contractor will have in place appropriate arrangements as required by the Regulatory Reform (Fire Safety) Order 2005.
   5. The contractor will demonstrate he has assessed the works for first aid requirements and is compliant with the Health and Safety (First-Aid) Regulations 1981.
   6. All accidents or incidents occurring relating to this contract are to be recorded in the contractor’s accident book. The Council may request information on all accidents, incidents and investigations and actions taken.
   7. Accident and Emergency facilities are available at Northampton General Hospital (NN1 5BD) and Kettering General Hospital (NN16 8UZ).
3. **Site set up and security**
   1. If appropriate, the contractor will arrange with the Council prior to works commencing, permission for the positioning any storage units, welfare facilities, lockable containers, skips or other units for undertaking the contract. The contractor will be responsible for any costs for making good, repair or replacement to land and properties damaged by such facilities provided by him.
   2. The contactor will provide all temporary barriers, secure fencing systems and all ancillary items necessary to protect the public from the works in progress and open excavations created to install the equipment. The contractor will maintain the same during the works and clear away on completion.
   3. The contractor will maintain a suitable system for recording visitors to the site, including representatives of the Council. Such a system will cover (but not limited to) time of arrival and time of leaving.
4. **Protection of underground utilities and services**
   1. The Council has not assessed or carried out surveys to determine underground utilities and services on any part of the site and specifically in the location of the installation. The contractor may wish to obtain such surveys prior to commencement of the contract. The costs associated of which will be deemed to be included within his RFQ.
   2. The contractor will be responsible for immediately referring to the distribution network operators, utility providers and relevant others in the event of him or his sub-contractors making contact with any underground infrastructure. The contractor will be responsible for meeting all costs associated with shutting down, repairing and restoring any networks damaged as a result of his operations to undertake and deliver this contract.
5. **Excavations**
   1. The contractor will carry out excavations in accordance with the technical drawings at Appendix 2 Excavated soil and material will be deposited on site as agreed with the Council prior to excavation commencing.
6. **Installation of all Calisthenics equipment**
   1. The contractor will adhere to all aspects of the technical drawings at Appendix 2. Any issues encountered by the contractor during installation works in terms of configuration, layout and connectivity between the various components etc. these must be raised with the Council immediately. The Council and the contractor will agree the approach to be taken by the contractor to overcome the issues raised.
   2. Installations into excavated ground will require inspection by the Council prior to backfilling with concrete.
   3. All backfilling will take place in accordance with the technical drawings at Appendix 2.
7. **Installation of grass mat surfacing**
   1. The contractor will lay the grass mat surfacing tiles immediately onto the existing ground surface, so they connect with each other. The grass mats will cover the entire area in a continuous form around the installed Calisthenics equipment and extend beyond the perimeter of the installed equipment to provide a whole surfaced area 19 metres by 22 metres.
   2. The mats will be secured into the ground with the appropriate fixing materials supplied with the mats themselves.
8. **Reinstatements, final completions and warranties**
   1. The contractor will make good all areas associated with the installations works, including but not limited to surrounding grass areas, footpaths, perimeter fencing and landscape features to the satisfaction of the Council.
   2. The contractor will provide a warranty for all installation operations and backfill concrete for a period not exceeding 36 months from the date of completion.
9. **Post installation inspection**
   1. The contractor will arrange for a post installation inspection to be carried out by an independent inspector registered with and accredited by the RPII (Register of Play Inspectors International). This will be undertaken no greater than 10 days following completion of the installation and will include all aspects of the Calisthenics equipment and grass mat surfacing installations.
   2. The contractor will ensure the independent inspection report is provided to the Council on completion. The contractor will complete any remedial work required by the inspection report within 2 weeks of the report being issued.

## Appendices (separate documents)

| **No.** | **Document Name** | **Qty** | **File name** |
| --- | --- | --- | --- |
|  | Site location plan | 1 | RFQ Calisthenics Installation Appendix 1 Site Plan |
|  | Technical drawings | 1 | RFQ Calisthenics Installation Appendix 2 Technical |
|  | Terms and conditions of contract | 3 | Zip file – Legal |

# Section 3: Potential supplier Information

1. Please complete Section 3 below.

| **General Information** | | |
| --- | --- | --- |
| 1.1. (a) | Full name of the Potential Supplier completing Information | Click to enter text. |
| 1.1. (b) (i) | Registered office address | Click to enter text. |
| 1.1 (b) (ii) | Registered website address | Click to enter text. |
| 1.1. (c) (i) | Trading Status | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | Click to enter date. |
| 1.1. (e) | Company registration number | Click to enter text. |
| 1.1. (f) | Charity registration number | Click to enter text. |
| 1.1 (g) | Head Officer DUNS number | Click to enter text. |
| 1.1 (h) | Registered VAT number | Click to enter text. |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | Click to enter text. |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |
| 1.1 (k) | If applicable, details of immediate parent company | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | Click to enter text. |

| **Contact Details and Declaration** | | |
| --- | --- | --- |
| *Potential Supplier contact details for enquiries about this RFQ Response* | | |
| 2.1. (a) | Contact name | Click to enter text. |
| 2.1. (b) | Name of organisation | Click to enter text. |
| 2.1. (c) | Role in organisation | Click to enter text. |
| 2.1. (d) | Phone number | Click to enter text. |
| 2.1. (e) | E-mail address | Click to enter text. |
| 2.1. (f) | Postal address  *including postcode* | Click to enter text. |
| 2.1. (g) | Signature  *electronic is acceptable* | Click to enter text. |
| 2.1. (h) | Date | Click to enter date. |

# Section 4: Pricing INSTRUCTIONS

## Pricing and Costs

* 1. A Potential Supplier’s RFQ Response will be rejected if it exceeds the capped budget for this procurement exercise, which is **£35,000 (thirty-five thousand pounds)**
  2. Please complete the Pricing Schedule at section 5 below.

* 1. All prices quoted must exclude VAT.
  2. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
  3. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.
  4. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RFQ responses will be scored in accordance with the following calculation:
     1. An example is provided in Table **E**, below. This example is based on a 100% price weighting, where the lowest complaint price is £100,000.

**Table E**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £100,000.00 | =100%  (lowest compliant price) | 100 | 1 |
| Potential Supplier 2 | £125,000.00 | =100-((125,000-100,000)/125,000)\*100 | 75 | 2 |
| Potential Supplier 3 | £150,000.00 | =100-((150,000-100,000)/150,000)\*100 | 50 | 3 |

# 

# Section 5: Pricing SCHEDULE

| **Item** | **Item** | **Qty** | **Item price (excl VAT)** |
| --- | --- | --- | --- |
|  | Agree specific location on site, surveys, configuration and layout | 1 |  |
|  | Site set up and security measures | 1 |  |
|  | Transport Council supplied equipment from Darby House Wellingborough to site | 1 |  |
|  | Excavate ground for all installations required | 1 |  |
|  | Dispose of excavated material on site | 1 |  |
|  | Install all components of the Calisthenics equipment in accordance with technical drawings, supplying concrete for backfill as specified and backfilling excavations. | 1 |  |
|  | Install grass mats to provide surface area 19m x 22m continuous coverage | 1 |  |
|  | Reinstate all areas | 1 |  |
|  | Clear away all site set up on completion | 1 |  |
|  | Post installation inspection on completion | 1 |  |
|  | Total item price (excl VAT) |  | |
|  | Contingency (5% of total item price excl VAT) |  | |
|  | **TOTAL £ (excl VAT)** |  | |
|  | VAT £ |  | |

# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
   1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
   2. to the best of my knowledge, the information provided is complete and accurate;
   3. the price in Section 4 is our best offer;
   4. no collusion with other organisations has taken place in order to fix the price;
   5. that there is no conflict of interest in relation to the Council’s requirement;
   6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix **1**;
   7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix **1** and an instruction to proceed has been given by the Council in writing; and
   8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
  2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
  3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
  4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
  5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
   * 1. Award criteria scores;
     2. Name of the successful provider(s).
2. The following documents shall form part of the contract between the Council and the successful provider(s):
   * 1. Specification;
     2. Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
     3. A pricing schedule (as completed by the Potential Supplier);
     4. Responses to requirements; and
     5. A list of commercially sensitive information.