

Upper Rissington Parish Council

Invitation to Tender

Provision to design and install new play equipment

1. General Requirements

Upper Rissington Parish Council is seeking a suitably qualified company to install new equipment at an existing play facility. The project will be split into two phases for delivery: *Phase 1* will be £25,000.00 for delivery around mid-July 2018 (prior to school holidays). *Phase 2* will be £25,000.00 for delivery around April – June 2019.

A single supplier will be chosen to deliver both phases however please note that dependent on certain factors such as funding, the council is not obliged to fulfil Phase 2, albeit there is a strong desire and need to do so.

The location of the site is near Farman Crescent, Upper Rissington, Gloucestershire GL54 2NP.



2. Prices

All pricing should be exclusive of VAT and valid for 12 Months from the due date of the response to allow for Phase 2.

Prices will be fixed and firm for the duration of the contract.

3. Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and response is the responsibility of the suppliers that have been invited to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document, or is not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act or the supplier directly canvasses any member of the council concerning the tender other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender.

4. CONTRACT CONDITIONS

The successful contractor will enter into a contract by way of a Purchase Order with Upper Rissington Parish Council.

The work is for the design, supply and installation of play equipment, surfacing, fencing and associated works which must all comply to European Safety Standards including BS EN 1176 and BS EN 1177.

The successful contractor must provide evidence of Public Liability Insurance of no less than £5 Million and Employers Liability Insurance to the council within the tender response.

Confirmation of work hours, storage of materials, access, location of skips and a final Programme of Works and RAMS will need to be finalised and

provided to the council before work begins, most likely at the “Pre-Start” meeting.

During installation, the contractors needs to keep public and maintenance access points clear of equipment, and provide suitable HERAS fencing and safety notices around the construction site.

On completion of the project, any area that has been damaged during the installation such as the turf, fencing and existing play equipment must be returned to the original condition at the contractor’s expense. reinstatement of any damaged turf can be seed including the access to the site.

5. OVERVIEW OF PROJECT

Upper Rissington Parish Council has set aside a budget of £50,000 to redevelop the play area.



Phase 1: New Multi-Climbing Units – 1 x Toddler Age and 1 x Junior Age and a 3rd item such as Basket Swing or rotating item. All on new turf and grass matting.

Area for new Junior Unit



Area for new Toddler Unit and additional play item



Phase 2: New Flat and Toddler swings and other play equipment to suit the area and different age groups & abilities such as a Zip Wire (outside the fenced area, bow top fencing (two pedestrian gates and a maintenance gate), and seating (Picnic Tables and Benches on hard standing). The new fencing can be extended outside the current location to allow for the additional equipment. All on new turf and grass matting.

Materials

Due to previous issues with wood, the council is looking for longevity and minimal maintenance, so predominantly steel equipment. Colours should be muted such as greens and browns to compliment with the surrounding natural environment.

Removals

The only items that may require removal are the two Springers however the council may remove these before work starts (to be confirmed). All bark and edging in the current space for new equipment will be removed by the council before construction begins on both phases including the fencing.

Fencing

Phase 1: No new fencing or gates will be required.

Phase 2: New Powder Coated Fencing and pedestrian gates will be required. 1.0 metre bow top fencing in green with 2 x yellow pedestrian gates and 1 x maintenance gate. Existing fencing will be removed by the council before construction begins.

Surfacing

The council has a preference for grass matting to reduce costs and focus on the actual play equipment. As a result, provision needs to be included to supply and install new turf under the play equipment only where the bark pits were located.

Post Installation Inspection

Please allow for a ROSPA inspection following the completion of each Phase of the project, and any noted defects or medium to high risk reports need to be attended to and resolved before the open date noted on the table below.

6. TIME TABLE FOR PROJECT

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

Suppliers will need to provide within the tender response confirmation (or Programme of Works) that these dates for starting and finishing the project can be met.

Action:	Date Due By:
Tender Site Meeting – date and time to be confirmed	Week commencing 23 April
Tender Response Due	17 May 2018
Contract Award Date	23 May 2018
Project Start Date – Phase 1	9 July 2018
Project Completion Date – Phase 1	25 July 2018
Post Installation Report completed and snagging issues rectified	3 August 2018
Phase 2 Installation	Completed by 30 June 2019

7. SCORING OF TENDERS

Item	Detail	Score
Play Equipment	Number of play activities, range and age appropriateness, aesthetics and colouring of equipment (both phases)	60%
Quality of Materials	Maintenance, anti-vandal, expected longevity of equipment and surfacing	20%
Warranties	What is covered in the warranty, length of warranty for each type of material used	10%
Presentation	Overall presentation of submission and visuals showing both Phase 1 and Phase 2 requirements	10%

SCORING SYSTEM

5	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
4	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
3	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses or omissions, which can be corrected/overcome with minimum effort.
2	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses or omissions, which are possible, but difficult to correct/overcome and make acceptable.
1	Poor to deficient	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading
0	Unacceptable	Totally deficient and non-compliant for that criterion.

8. Reference Sites

Please provide **two** suitable references that are ideally of similar value and requirements as this project, which councillors could visit if required (as close as possible to Upper Rissington). Please use the format below for each reference:

Name of Council/Client	
Contact Name	
Contact Telephone	
Contact Email	
Location of Installation	
Value of Project	
Description of Project	
Date of Installation	

9. Format for Response

Please provide 1 x A1 hard Copy of any visuals / designs and 1 x A4 hard copy of any supporting material such as the quotation to the Clerk, Upper Rissington Parish Council, at the address shown below.

The items should be clearly marked in the top left corner “Tender response – to be opened only by tender panel”. Alternatively, an address label is included at Appendix A.

Additionally, please send an email containing electronic copies of the design and supporting materials to the primary contact below on or before the due date. To maintain the sealed tender process, electronic documents should not be submitted directly to the Parish Council.

10. Contacts for Tender

Upper Rissington Parish Council is using an independent consultant for all aspects of the Pre-Sales process who will be the primary contact for this tender.

Any questions relating to the tender and organising the time for a site visit should be directed to:

Michael Carter

Sports and Play Consulting Limited

07421 463099

michael@sportsandplayconsulting.co.uk

Pauline Rigby, the Clerk for Upper Rissington Parish Council will be a secondary contact for any general enquiries.

Pauline Rigby

Clerk to the Council

Upper Rissington Parish Council,

Village Hall, Wellington Road, Upper Rissington,

Gloucestershire, GL54 2QW.

clerk@upperrissington-pc.gov.uk

Appendix A: Tender return

You may use the label below.

TENDER RESPONSE – To be opened only by tender panel

To be returned no later than 5pm on Thursday 17th May 2018 to:

Pauline Rigby, Clerk
Upper Rissington Parish Council
Upper Rissington Village Hall
Wellington Road
Upper Rissington
Cheltenham, GL54 2QW

Do not open with normal post