



Horndean Parish Council

Main Tender Document

Provision to re-develop: Jubilee Field Junior Play Area

To be submitted no later than 25th March 2024.

Late submissions will be disregarded.

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RESPONSIBLE PARTIES

The Employer

Horndean Parish Council

Procurement Contact

Sports and Play Consulting Limited

Company Number: 10987517

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APPENDICES

Appendix 1:	Form of Tender
Appendix 2:	Warranty and Reference Information
Appendix 3:	Building Agreement



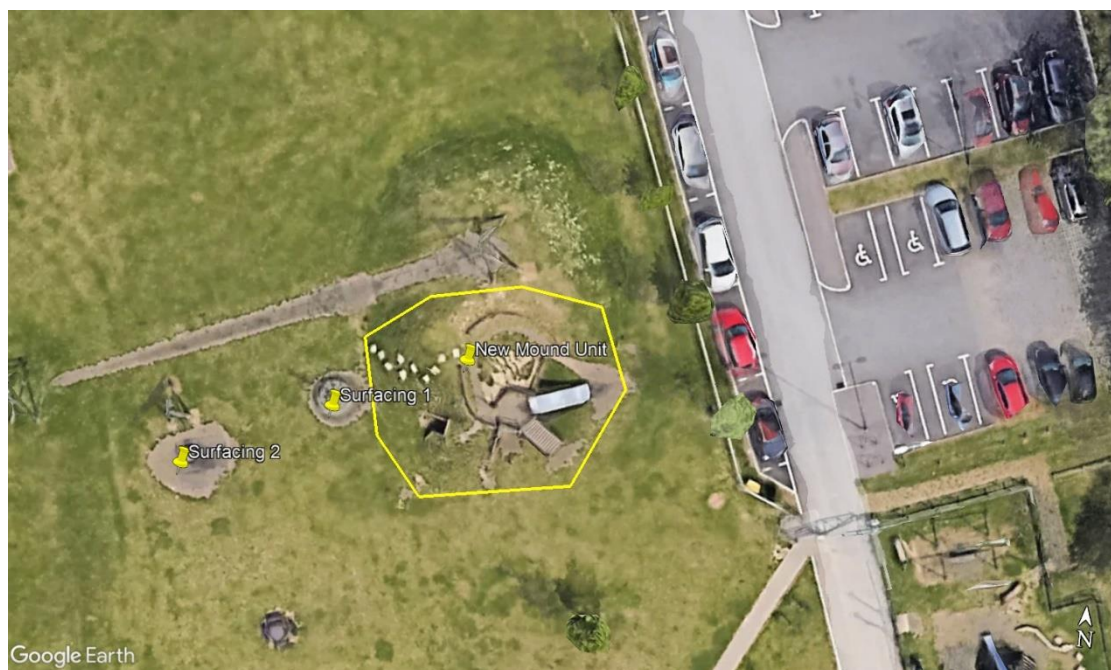
1. General Requirements & Conditions

1.1 Overview

Horndean Parish Council is seeking a suitably qualified and experienced contractor to submit a design and quotation to install new Playground Equipment, Surfacing and Associated Works at Jubilee Field.

Although this document sets out specifications, this is a design competition that will encourage creative input and ideas, along with the other scoring matrix to ultimately formulate a decision on a preferred supplier.

Below is a google map showing the current mound and associated equipment, which is the primary focus for improvement, along with some additional surfacing requirements under existing equipment and a new trail.



Site Address: off Crouch Lane, Horndean, PO8 9SU



1.2 Quotations

- The council has a maximum budget of **£45,000.00 (Ex VAT)** for this project. Submissions should utilise the full allocated budget, however, not exceed it.
- Following the receipt of tenders and a preferred contractor being awarded the project, any changes made to the final budget as variations or revisions, will fall within the permissible range (Regulation 72), and may increase or decrease the final agreed sum.
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing is to be valid for 90 days from the due date of the response. If the quotation by the preferred supplier fluctuates considerably after this period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.
- Retention of 5% will be held for a period of 12 Months.
- Payment (30-day invoice) on satisfactory completion of Works.

1.3 Non-Consideration of a Tender Response

The Employer 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 submission are the responsibility of the suppliers that have decided to participate.

The Employer may disallow a submission if the tenderer is not able to provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that are pertinent to the requirements. Additionally, disqualification may be a result of adverse checks pertaining to the financial position of the



supplier, quality of similar work or other related information that creates significant risk for the Employer.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than 'appropriate' contact made to the individual named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

Note: If the quotations are above the Employers available budget or prices of the preferred Contractor increase after the tender submission and prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.

2. Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, equipment and associated works which should comply with the appropriate British or European Standards, mainly BS EN 1177 and BS EN 1176 however for all components and aspects of the work and materials.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost to the contractor.

The contractor must adhere to the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.



2.2 Purchase Order and Contract Agreement

The successful contractor will enter into a Building Contract (Appendix 3) with agreed terms and conditions, for both the *Employer* and the *Contractor* to jointly authorise, and the agreement will not be final until both parties have signed this contract. Suppliers should review this document prior to the tender submission to ensure an understanding of the terms and conditions are agreed upon, otherwise should be stated in the return. Responses to Section 5 will be a commitment to deliver on the content, along with the final design and quotation.

2.3 Insurance

The **successful** contractor should be able to provide evidence of:

- | | |
|---|-----------------------|
| ➤ Public Liability Insurance of no less than: | £10 Million |
| ➤ Product Liability Insurance of no less than: | £5 Million |
| ➤ Employers Liability Insurance of no less than: | £5 Million |
| ➤ Professional Indemnity Insurance of no less than: | £1 Million |
| ➤ All Works Insurance of no less than: | Contract Value |

2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide a **Construction Phase Plan** which will include the following:

- A Programme of Works with an expected commencement and completion date
- A Risk Assessment and Method Statement



- Access and Traffic Management Plan
- An Organisational Chart outlining escalation contacts (including sub-contractors) that are available to remedy any issues that arise during construction

3. Scope of Works

3.1 Objectives for the Play Area.

The junior playground at Jubilee Field was installed relatively recently, however has significant rot and potential risk for users, highlighted by the ROSPA Inspection Report (available on request).

The Council has allocated a budget to prioritise the improvements, focusing on the mound, which is currently not useable and secured off by Heras Fencing.

The main objective is to remove all the equipment from the mound (which itself will be retained in its current form) and install a new unit that utilises the space with both similar and enhanced play experiences. Additionally, the key focus of the Councils is to also reduce maintenance in relation to the longevity of the equipment, surfacing and associated works. The existing slide may be re-used on a new unit if deemed suitable, and there are also requirements to surface under two existing items: Pendulum Swing and Rotating Rope Unit.

Access to the top of the mound needs to be improved in terms of new steps and surfacing, however leaving most of the site turfed to focus the budget on actual equipment. There is an existing Zip Wire adjacent to the area, which needs to be considered for any new equipment.

Should the budget allow, a new balance/agility trail can be added on the lower ground area around the mound to complement and encourage the combined use of both areas.




Photos Above: Existing Mound from two opposing angles. Height: approx 2.0 meters.

It is likely the mound will need to be re-formed for the new equipment, and turfed where there is significant damage.





3.2 Specifications.

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on sections 5.1.1 and 5.1.2.

Item	Proposed Specification
Focus Age Group	7-12 Years
Play Equipment	<p>New Mound Unit. Existing Eibe Slide can be reused if possible (2.0 metre height aluminium wide slide shown below).</p>  <p>No tunnels are to be included, however other play experiences such as a banister rail/firemen's pole, monkey bars, bridge or rope play etc that connect to the main unit and suitable for older children. Roof/Partial Cover over the unit should be included with similar materials as the unit, however, ensuring robustness in terms of vandalism or misuse. Other equipment around the mound such as balance/agility items (Robinia) located on the <i>South</i> side of the mound. Maximum height should be 4.0 metres (2.0 metres from top of mound).</p>
Primary Materials	<p>Structural Posts and Platforms: <u>Robinia Hardwood</u> or; <u>Engineered Softwood</u> with Lamination, Steel Feet with Capped Posts. Ancillary components such as slides or bars: Aluminium or Mild Steel. Ropes: Polyethylene with steel core. Steps: Stone/Concrete/Steel or similar (no wood). Panels: Robinia or Engineered Softwood however limit these to ensure good visibility.</p>



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	Fixings: tamper-proof/anti-vandal (Torx Screws). Bolts covered with caps.
Safety Surfacing	<p>Black Wetpour for new surfacing on level areas, trench cut into ground.</p> <p>Timberplay Pendulum Swing and Rotating Rope Unit: new black wetpour trench cut into the ground.</p> 
Subbase	All surfacing should have a minimum of 100mm Type 1 Stone as the subbase.
Removals and Disposal	Entire mound unit and tunnel, all wooden edging, and talking tubes. All Spoil and any grass matting that is not required.
Equipment to Remain	All equipment outside of the mound area.
Pathway	<p>Pathway with steps via two access points to unit on mound using suitable surfaces and materials such as Conipave, Agri Flex (or similar) with stone steps (or similar). Pathways should originate at suitable location from below the mound such as next to the slide and opposite side (photos below) and be at least 1.0 metre wide with 100mm Type 1 Stone for base.</p> 
RPII Inspection	Yes – must be Play Inspection Company or ROSPA.
Re-Instatement	<p>Any damage to existing materials, including that caused by vehicle access, must be replaced, or repaired to its original condition. Trees, fencing and pathways must be adequately protected during the works. Any rubble, stones, or other hard materials from the groundworks must be cleared before handover.</p> <p>TURF DAMAGE: Appropriate climate seed then grade/roll any vehicle & machinery damage and where required</p>



	using topsoil to level. Major damage to include new turf (premium quality) and topsoil.
Welfare Required	Yes – Portable Toilet and Drinking Water required.
Heras Fencing	Yes – well signed and double clipped fencing to be used around the entire site for the duration of the Works. Existing Heras Fencing is on site, so this may be used with agreement by the Council.

4. Timetable for Project

Action:	Date:
Tender Release Date:	9 th February 2024
Site meeting for interested contractors. (30-minute slots from 9.30am – 11.30):	6 th March 2024
<u>Tender Submissions Due:</u>	<u>25th March 2024</u>
Decision on Preferred Supplier:	April 2024
Works to Begin (Estimated pending supplier lead times):	July/August 2024

5. Scoring Criteria

5.1 Scoring Table

Criteria	Information	Weighting
5.1.1 Project Design:	Specifically scoring will be based on: 1. How the design of the main unit offers a range of play experiences, primarily for children aged 7-12 years. How the existing mound is utilised and design of any surfacing and access to the equipment.	



	Other play options that complement the design and space such as the suggested trail.	60%
	2. Supplier to provide a supporting document evidencing and summarising the above should be submitted and any omissions to the brief (allow up to 2 pages and referencing specifications in Section 3.2).	5%
5.1.2 Technical and Specifications:	Specifically scoring will be based on: 1. Details of materials used for play equipment, sub-base, and surfacing.	15%
	2. Details of proposed method of works to minimise and damage from the Works and/or re-instatement of the affected area and warranty periods.	5%
	3. Supplier to provide a supporting document evidencing and summarising the above should be submitted and any omissions to the brief (allow up to 2 pages relating to both points and referencing specifications outlined in Section 3.2).	5%
5.1.3 Presentation and Quotation:	Suppliers are to provide: 1. 1 x 3D visual in A2 size for the hard copy or similar (refer guidelines on design in Section 8.2). 2. 1 x CAD or scaled Google Map of the design in A2 size for the hard copy or similar. 3. An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation. (Advise the manufacturer of each product if they are not made from your organisation).	10%



5.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion.

9-10	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.
7-8	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.
5-6	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.
3-4	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.
0-2	Poor	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the Most Advantageous Tender.



If the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, or approach specific suppliers. Additionally, if the brief has or is close to being met, the Employer may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.

6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document and is considered a Works Contract.

6.2 Site Meeting with Interested Parties

There will be a site meeting on a specific date to give all suppliers the opportunity to meet with the procurement contact in 30-minute individual slots. However, this is not mandatory, and suppliers must visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response. Please ensure you can gain access into the Heras Fencing for a detailed survey.

6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the named procurement contact, not by phone or in person other than the site meeting.



Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

6.4 Notice of Intent to Bid

Suppliers should notify the procurement contact a confirmation of your intent to provide a submission by the due date. Only one submission and one design will be accepted unless otherwise stated.

If notification of your intent to provide a submission is not sent, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Checks
- Warranty Information
- Additional Consultation within the Council or external parties

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.



6.6 Consultation or Public Engagement

The Employer reserves the right to a public consultation once a preferred design is selected. The purpose of any consultation will primarily be to update the community, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant.

6.7 Revisions and Negotiation

If required, the Employer will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed 'substantial' changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief and desired outcome of any significance.

6.8 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. Scoring may be compiled by specific members of the Employer such as a Sub-Committee and/or by a 3rd party such as the Procurement Contact or a consensus of all stakeholders.

6.9 Supplier Notification

All parties who have submitted a formal tender response will be notified of the outcome. The submissions received from each of the suppliers will



not be disclosed to other parties and should not be requested by other parties. Only the **scoring** of the submissions based on the criteria will be provided via email, however if suppliers want additional detail, this will need to be requested of the Employer. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.

7. Contact for Project

The Employer has appointed an external consultant for the tender process. All contact should be with *Sports and Play Consulting Limited*.

Contact: Michael Carter
Mobile: 07421 463099
Email: Michael@sportsandplayconsulting.co.uk

8. Supplier Submission Checklist and Instructions

8.1 The Supplier Checklist

Response	Format
1. <u>Completed Copy of Appendix 1</u>	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. <u>Completed Copy of Appendix 2</u>	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. <u>Response to 5.1.1 and 5.1.2:</u>	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i>
4. <u>Response to 5.1.3:</u>	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i> <i>SupplierNameQuotation</i>



8.2 Design and Tender Instructions

3D Design Regulations (Points deducted from 5.1.3 for failing to follow these):

- No children or adults shown in the visuals.
- Equipment must be to scale of their actual size.
- Include reference items with a number and product name.
- Do NOT duplicate equipment in the visual i.e., different views of one unit (details can be shown in main proposal or quotation).
- Photos of the proposed equipment can be included around the border of the 3D visual.
- No Videos or links to videos are to be provided.

Do NOT include the following information for the initial tender response:

- TUV Certificates
- Construction Phase Plan
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

8.3 Submission Instructions

Both electronic and hard copies are required by the due date and time with exceptions only given to hard copies arriving late for reasons outside of the suppliers control such as 3rd party delivery companies being at fault.

Email/Electronic Copy to be sent to:

An email or electronic transfer of all the above responses should be sent to Michael Carter, at: michael@sportsandplayconsulting.co.uk

Downloadable documents (such as WeTransfer) are acceptable with an extended expiry date of no less than 30 Days.

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Hard Copy to be sent to:

Horndean Parish Council
Jubilee Hall, Crouch Lane
Horndean, PO8 9SU.
Attention: Carla Baverstock-Jones
Tender – Jubilee Field Playground Project

Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding and are to be sent in a plain envelope and/or tube (labelled only as above).