

# HORLEY TOWN COUNCIL



## INVITATION TO TENDER

Court Lodge Play Area,  
Thornton Close, Horley, Surrey,  
RH6 8RJ

**Closing Date: Monday 5 February 2018**

Horley Town Council  
Council Offices  
92 Albert Road  
Horley RH6 7HZ

Tel: 01293 784765, 07979 084983

**Contact Head of Leisure: Carol Fenton**

Email: [carol.fenton@horleysurrey-tc.gov.uk](mailto:carol.fenton@horleysurrey-tc.gov.uk)

Web: [www.horleysurrey-tc.gov.uk](http://www.horleysurrey-tc.gov.uk)

## SPECIFICATION

### Supply of and Installation of Equipment, Safety Surfacing and ancillary items to Court Lodge Children's Play Area off Thornton Close, Horley, Surrey, RH6 8RJ

#### 1. Background

Horley is a town of approximately 24,000 residents at the southern-most point of Surrey, close to Gatwick Airport. Horley Town Council is responsible for five open spaces in Horley, including three playgrounds.

#### 2. Overall Scope

The Town Council is seeking to replace an existing play area at the location described. The aim is to provide new play equipment that enhances the site, makes best use of the location and provides facilities that meet the needs of local children.

#### 3. Playground Site Area

The current site is approximately 1056 m<sup>2</sup>. The perimeter of the site is approximately 130 linear meters

#### 4. Redesign requirements:

- i. Play equipment and surfacing must comply with BSEN 1176 and 1177 as well as other relevant industry standards and best practice guidelines.
- ii. An overall theme to the equipment is desirable but not compulsory
- iii. The existing multi play area (Wicksteed) to be retained and repainted
- iv. Good access for maintenance.
- v. Design the play area to minimise the maintenance required.
- vi. The redesigned play area should have some elements which allow inclusive play.
- vii. The play equipment shall be laid out to allow adult supervision of younger children
- viii. The play area shall provide a well-rounded play solution for children up to 12 years of age so that it's both visually exciting and physically challenging for children.
- ix. New areas of safety surface will need to be created, and existing surfacing will need to be removed and replaced as necessary.
- x. No wooden equipment should be included in the design.
- xi. The equipment provided must deliver the following play elements:
  - Climbing
  - Interactive play
  - Rocking
  - Rotating
  - Sliding
  - Swinging

## **5. Demolitions**

All unwanted play equipment, seats and bins, shall be removed from the site and taken to an appropriate disposal site.

## **6. Benches and Bins.**

The design must include the provision of adequate seats and bins.

## **7. Fencing**

The existing fencing must be retained intact

## **8. Gates**

The two existing gates must be retained intact

## **9. Paths**

The design shall ensure there is good access to all play items, with some linked areas of appropriate safer surface.

## **10. Equipment Guidelines**

Equipment proposed must assist the Council in discharging its responsibilities under DDA and must conform to the current standards, BSEN 1176, and be independently certified as compliant with this standard.

**The contractor must supply details of compliance with the standard for each proposed item of equipment.**

**The equipment chosen shall demonstrate inclusion of all children, whatever their ability.**

The contractor must allow within the price for a post installation inspection by an RPII certified annual inspector, with the report issued to the Council as part of the practical completion process.

## **11. Safer Surfacing**

This must meet the requirements of BSEN 1177 and be certified to BSEN 1177 and BS 7188.

**The surface should be either,**

**a. Resin bonded shredded rubber mulch.**

**or**

**b. Wet Pour Rubber**

The aim is to achieve a natural effect and the surface shall reflect this.

## **12. Location**

The recreation ground is located as shown in appendix 'A'.

The play area is shown highlighted yellow on the attached plan at appendix 'A'.

## **13. Reinstatement**

The installation works shall provide a finished site, suitable for use on completion. The site shall be left clean and tidy at the end of the contract and must be handed over in pristine condition.

Damage to surrounding areas shall be minimized and any damage within or outside the completed site shall be reinstated to the satisfaction of the Council. Areas of disturbed ground left after the removal of the old equipment shall be included within the reinstatements. Such reinstatements in grass areas shall be reinstated with turf. The installation of any form of temporary across the grassed area shall be at the discretion of the Contractor. **At no time shall contractors' vehicles drive across the adjacent football pitches.**

## **14. Safety and Security**

During construction the site must be securely fenced with Heras fencing. The contractor shall make all necessary arrangements to secure the site at the end of each working day and to safeguard the equipment left on site overnight. (Safeguarded equipment can be left in the car park adjacent to the grassed area, if required.) All vehicles shall be parked so as to not cause a hazard or nuisance to local residents, other vehicles or pedestrians. The site must comply with Health & Safety Regulations under the current CDM regulations.

## **15. Budget**

The budget for works is not expected to be higher than **£65,000** (excluding VAT).

## **16. Tenders**

Tenderers should submit quotes and graphics to the Head of Leisure, Horley Town Council, Council Offices, 92 Albert | Road, Horley RH6 7HZ. The tender responses will remain the property of the Town Council. Tenders and supporting documents should be in English, prices quoted in sterling (GBP) and the submission totalled.

Questions about the Invitation to Tender may be raised via email to [carol.fenton@horleysurrey-tc.gov.uk](mailto:carol.fenton@horleysurrey-tc.gov.uk) or by telephone 07979 084983.

The questions and responses to those questions will be circulated to all tenderers by email.

This invitation to tender does not constitute an offer and the Town Council does not undertake to accept the lowest of any tender. The Council will not reimburse any tendering costs.

### **17. Site visit**

The Head of Leisure will be available for site meetings using the above contact details.

Please note that the closing date for tender submissions is **Monday 5 February 2018.**

### **18. References**

In addition to your tender, please include two businesses references obtained in the last two years. Please include the contact names and telephone numbers of referees.

5 December 2017