**Invitation to Tender**

***Morval Parish Council Play Area***

**Ref: CLUP**

# 1. About Morval Parish Council

Morval Parish is a small parish situated in the valley of Seaton Cornwall, a very attractive parish with a close community and with a lot of local history.

We are a group of dedicated councillors that are here to provide a service second to none to our community and tourists alike. We have ten Councillors providing a variation of services to the public.

Morval Parish has a population of 780 according to the 2021 census which includes 127 children under 17 with an increasing numbers of families.

# 2. Background and Context

There is currently no playground so this is an opportunity to develop a new play park to provide for the needs of the local community.

We would like to develop the play area to include equipment for all ages and abilities with as a carbon neutral alternative with the aim to foster a sense of belonging and ownership allowing people the chance to get to know neighbours they may have never talked to before.

The purchase of this system is part of a grant funded application process and therefore procurement will be subject to grant approval of the project. We will assess tenders received on a Most Economically Advantageous Tender.

**3. Tender requirements**

The successful tenderer will be expected to undertake the following activities:

**3.1 Groundworks and necessary safety surfacing**

We have a contractor to provide necessary 25cm depth of uncontaminated soil and grass surfacing which we would like to cover the majority of the 40m x 20m 800m2 area, with the exception of zones below and surrounding play equipment that require appropriate safety surfacing.

These groundworks for soil and grass can be done prior or post your install, depending on your preferred requirements. If prior is preferred, this is subject to you providing a detailed plan of equipment positioning and soil and grass zone requirements prior to install, to ensure that install is as simple as possible with the existing hardcore ground surface.

The successful bidder will be responsible for the install of all safety surfacing and required pathways other than surrounding grass.

**3.2 Materials and Specifications (the supply must meet or exceed the following detailed specifications)**

3.2.1 All play equipment must conform to British and European safety standard EN 1176 and is designed in accordance with the safety advice and guidelines of RoSPA.

3.2.2 Galvanised and painted Steel, recycled plastic, or HDPE panels are preferred materials due to the volume of precipitation in our region.

3.2.3 Timber

1. If selected, Timber must beapproved by the WPA benchmark Scheme for 30 years desired service life
2. Use redwood or suitable alternative
3. Timber must be pressure treated with TANALITH wood preservative at approximately double the strength of standard use Class 4 (Ground contact) treatment requirements.

3.2.4 Paint work colours to be agreed with Morval Parish Council.

3.2.5 Steel Components

Steel components such as grab rails, grab handles, fireman's poles and climbing bars are to be made from high quality stainless steel, galvanised mild steel or powder coated mild steel.

3.2.6 Nets, Trapeze Ropes and Rope Bridges

1. Climbing nets, V-Net and spider web rope bridges are to be made using steel core combination rope.
2. Nets and rope bridges are to be criss-crossed using plastic egg connectors and secured using T Connectors at 'T'' intersections

3.2.7 Tube Crawls or tube slides

1. Made from 700mm diameter fibreglass sections
2. Colours to be agreed in advance with Morval Parish Council

* 1. **Installation of Children’s Equipment**

3.3.1 Play area for 0-5 years:

1. Double cradle seat swings on stainless chains
2. Small seesaw
3. Play structure toddler unit with slide. Glenduckie Lite by Playdale or similar
4. Play unit with tractor or farm theme

3.3.2 Play area for 6+ years:

* 1. Large Climbing tower with 2 tube slides such as the Matterhorn Plus tower unit by Playdale or similar.
  2. Bouldering blocks or wall
  3. Adventure Trail units x 2
  4. 25 metre Cableway/Aerial runway with appropriate launch and landing zones
  5. Nest swing and double flat seat swing unit with stainless chains
  6. Accessible DDA roundabout or equivalent
  7. Multigoal and 3 metre high green steel fence for rebound.

3.3.3Gazebo with inbuilt seating approximately 3.5 metre diameter for shade, rain cover, and socialising.

3.3.4 Recycled plastic picnic bench

3.3.5 Recycled plastic bench x 2

3.3.6 Any other play elements that will add play value to our community and remain within budget limitations, such as a Rotating net cone climber. (Specifically no springers)

**3.4 Delivery and installation of equipment**

The supplier should cost for all labour, plant/skip hire and necessary disposal. Install and maintain Heras fencing for the duration of the project and the erection of billboards as provided by Morval Parish Council in accordance with 3.5.

**3.5 Shared Prosperity Fund Branding and Publicity Guidance** [***https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-\_-Branding-and-Publicity-V7.pdf***](https://ciosgoodgrowth.com/wp-content/uploads/2023/06/UK-SPF-_-Branding-and-Publicity-V7.pdf)

The supplier’s attention is drawn to:

*Plaques and Billboards All projects must install a permanent plaque of significant size (at least 250x200mm as a minimum) at a location readily visible to the public, bearing the appropriate logos, project name and the text:*

*. ‘This project is [funded/part-funded] by the UK Government through the UK Shared Prosperity Fund.’*

*For infrastructure projects, we also encourage the use of temporary billboards while construction works are ongoing. Billboards should be of significant size at a location readily visible to the public and contain the same information as plaques (logos, project name and funding text). All plaques and billboards must be produced and funded by the beneficiary. The cost of producing them should be considered when developing and planning the project. Applicants should note that co-branding is only permitted with Cornwall Council or funders.*

Morval Parish Council will provide the Plaque and Billboard but the supplier will be responsible for affixing or erecting the Plaque and Billboard.

**3.6 Safety Ciritcal Impact Surface with associated groundworks**

3.6.1To excavate areas as required. Dispose of waste materials. Frame areas with appropriate walkways and lay a compacted MOT type 1 stone base.

3.6.2 Install appropriate impact surfacing under and around equipment subject to safety requirements. This could be Rubber Wet Pour, Grass matting, or Corkeen, or similar. Leave site in a tidy condition.

**3.7 Fencing**

To supply and install fence at the children’s play area perimeter edge that is currently open to a farm access track;

1. 17m X 1.2m high Bow Top Anti-Trap Fence Panels
2. Galvanised and Polyester Powder coated in green with black posts.
3. Anti-Tamper fixings
4. 1 no Double leaf vehicle access gate fitted with lockable slide latch and drop bolt at 3 metres wide.
5. 1 no single leaf pedestrian gate fitted with self-closing mechanism and magna latch locking at 1.2 metre wide
6. Delivery and installation to include skip hire to remove spoil as may be necessary
7. Fencing to have a 25-year service life guarantee
8. Supplier responsible for checking and confirming all site measurements prior to install.

**3.8 Guarantees**

* 1. 25 years - Against failure due to material or production defects on structural steel components and stainless-steel components (e.g. slides).
  2. 20 years - Against failure due to material or production defects on HDPE panels.
  3. 15 years - Against failure due to severe rot on structural timber posts and against failure due to production defects on structural steel for highly dynamic play components.
  4. 10 years - Against failure due to material or manufacturing defects on non-structural engineered softwood, and on all galvanized and other non-painted steel and metal parts; against failure due to severe rot on Robinia.
  5. 5 years - Against failure due to material or production defects on springs, painted metal parts (constituting significant corrosion), plastic and net constructions.
  6. 2 years - Against failure due to material or production defects for movable parts, including rubber parts (e.g. swing seats, rubber tiles), plywood and for all other products in general.

**4. Budget**

The total maximum budget available for this commission is £170,000.00 (exclusive VAT) but inclusive of all expenses including a post installation inspection report and removing site fencing, storage, and leaving the completed site tidy and open for use (or groundworks stage subject to 3.1 decision).

**Tenders that exceed the total budget will not be considered.**

The budget will be reviewed as part of the tender evaluation detailed in Section 10 and will reflect the degree to which there is a saving on the maximum budget

# 5. Tender and commission timetable

The timescale of the programme is from the date of signing the contract until the acceptance of the works by Morval Parish Council. The timetable for submission of the Tender, completion of the programme are set out below:

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Date ITT available on Contracts Finder | 30 May 2024 |
| Last date for raising clarification | 1700:13 June 2024 |
| Last date for clarification response | 14 June 2024 |
| Deadline to return ITT | **1700 25 June 2024** |
| Evaluation of ITT | 26-27 June 2024 |
| Preferred supplier notified | 1 July 2024 |
| Award of Contract | This is subject to successfully obtaining grant funding and will normally be no later than 30 days from contract evaluation. |

# 6. Tender submission requirements

Please include the following information in your Tender submission.

6.1 Covering letter (two sides of A4 maximum) to include:

1. A single point of contact for all contact between the tenderer and Morval Parish Council during the tender selection process, and for further correspondence.
2. Confirmation that the tenderer has the resources available to meet the requirements outlined in this brief and its timelines
3. Confirmation that the tenderer holds current valid insurance policies as set out below and, if successful, supporting documentation will be provided as evidence:
4. Employers Liability Insurance with a limit of indemnity of not less than Ten million (£10,000,000)
5. Public Liability Insurance with a limit of indemnity of not less than Five million (£5,000,000).
6. Conflict of interest statement
7. Confirmation that the supplier has read and understood the Shared Prosperity Branding and Publicity Guidance (see 3.6 above)
8. Confirmation the supplier can meet or exceed the guarantees detailed at 3.8

6.2 Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed.

6.3 Project Method Statement. This should include:

a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).

b. Programme of work that demonstrates how you will meet the requirements set out in Section 3.

c. Details of your design and equipment proposals

6.4 Budget

**7. Sub-contracting**

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with Morval Parish Council .

**8. Conflicts of Interest**

Tenderers must provide a clear statement with regard to potential conflicts of interests. Therefore, **please confirm within your tender submission** whether, to the best of your knowledge, there is any conflict of interest between your organisation and Morval Parish Council or its programme team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit Morval Parish Council to ensure that, in the event of a conflict of interest being notified or noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

# 9. Tender clarifications

Any clarification queries arising from this Invitation to Tender which may have a bearing on the offer should be raised by email to:

[clerk@](mailto:clerk@)[morvalparishcouncil.org.uk](mailto:clerk@morvalparishcouncil.org.uk)

in accordance with the Tender and Commission Timetable in section 5.

Responses to clarifications will be anonymised and uploaded by Morval Parish Council to Contracts Finder and will be viewable to all tenderers.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, contract or other tender documents or as to any other matter or thing to be done under the proposed contract shall bind Morval Parish Council unless such representation is in writing and duly signed by a Director/Partner of the tenderer. All such correspondence shall be returned with the Tender Documents and shall form part of the contract.

# 10. Tender evaluation methodology

Each Tender will be checked for completeness and compliance with all requirements of the ITT. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria.

**Tender returns will be assessed on the basis of the following tender award criteria**

|  |  |
| --- | --- |
| Ref 6.1 Covering Letter |  |
| Acceptable covering letter including confirmation of the requirements detailed at 6.1 | Pass/ Fail |
| Ref 6.2 Previous examples | 20 |
| Details of 2 similar projects of value and size. Each Example should be no more than 2 sides of A4. Links to websites will not be viewed. |  |
| Ref 6.3 Project Method Statement | 40 |
| Project Method Statement. This should include:  a. The management organisation of the company to include who will be responsible for Health and Safety onsite and who will be the Project Manager. Provide the CVs of both of these members of staff (the CV should be a maximum of 1 page of A4).  b. Programme of work that demonstrates how you will meet the requirements set out in Section 3.  c. Details of any design proposals |  |
| Ref 6.4 Budget | 40 |
| A **fixed fee** for this work (excl VAT) including travel and other expenses  The lowest bid will be awarded the full 40marks. Other bids will be awarded a mark that is proportionate to the level of their bid in comparison to the lowest bid i.e. Marks awarded = 40 x lowest bid / bid |  |

**11. Assessment of the Tender**

The reviewer will award the marks depending upon their assessment of the applicant’s tender submission using the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| **Scoring Matrix for Award Criteria** | | |
| Score | Judgement | Interpretation |
| 100% | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 80% | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 60% | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 40% | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 20% | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0% | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

During the tender assessment period, Morval Parish Council reserves the right to seek clarification in writing via email from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the award criteria weightings in the table above.

Morval Parish Council is not bound to accept the lowest price or any tender. Morval Parish Council will not reimburse any expense incurred in preparing tender responses. Any contract award will be conditional on the Contract being approved in accordance with Morval Parish Council’s internal procedures and Morval Parish Council being able to proceed.

**12. Tender Award**

Any contract awarded as a result of this tender process will be in accordance with Morval Parish Council’s Financial Regulations.

# 13. Tender returns

Tenders are to be returned by email.

Tenders are to be returned in accordance with Section 5

Latest date to be returned: As per Section 5

Latest time to be returned: 17:00

Emailed tenders should be sent electronically to:

[clerk@morvalparishcouncil.org.uk](mailto:clerk@morvalparishcouncil.org.uk)

with the following message clearly noted in the Subject box;

‘Morval Parish Council Play Area: CLUP’

**Tenderers are advised to request an acknowledgment of receipt of their email.**

# 14. Disclaimer

The issue of this documentation does not commit Morval Parish Council to award any contract pursuant to the tender process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Morval Parish Council or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Morval Parish Council and any other party (save for a formal award of contract made in writing by Morval Parish Council or on behalf of Morval Parish Council).

Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to the tenderers by Morval Parish Council, or any information contained in Morval Parish Council ’s publications is supplied only for general guidance in the preparation of the tender response. Tenderers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Morval Parish Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.

Morval Parish Council reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render Morval Parish Council liable for any costs or expenses incurred by tenderers during the procurement process.

# 15. Photos of proposed play area land



