

INVITATION TO TENDER

For the design and installation of play equipment and safety surfacing at

Baileys Court Play Area and the removal of the old existing play area and surfacing.

Location

Baileys Court Play Area

Baileys Court Road

Bradley Stoke

South Glos

BS32 8BH

INDEX

Section 1- THE REQUIREMENT

Introduction

Overview

Background

Design Brief / Specification

Contract / Budget Value

Completion Dates

Section 2 – INSTRUCTIONS TO SUPPLIERS

Quotation requirements

Reinstatements

Preparation of quotation

Submission deadline

Tender validity

Technical information, maintenance, and spares

Guarantees and Warranties

Quotations on Tender submissions

Award of tender

Tender information

Freedom of information

Section 3 - QUESTIONNAIRE

Section 4 – COMMERCIAL SCHEDULE

Section 5 – TENDER EVALUATION CRITERIA -

Section 6 - MAP

**SECTION 1 – THE REQUIREMENT**

**Introduction**

Bradley Stoke Town Council (hereafter referred to as BSTC) wishes to tender for the provisions of new play equipment, safety surfacing and disposal of end life play equipment and surfacing at Baileys Court Play Area, Baileys Court Road, Bradley Stoke, BS32 8BH.

Bradley Stoke is a Town council of around ten thousand properties situated within South Gloucestershire.

The new play area should ideally cater for children at primary and secondary age (2-15years), the play area is situated outside a local school and is a very well loved and used area, it is now over 25 years old. We seek to cater for the needs of children and young people with disabilities and in these cases need to consider other children.

**Overview**

Bradley Stoke Town Council wishes to establish a contract for the provision and installation of new children’s play area and the removal of the existing equipment in the play area at Baileys Court Play area, Bradley Stoke.

This is a one-off contract for the supply and installation of goods and services.

**Background**

The appointed contractor will assume the role of Designer and Contractor under the Construction Design and Management Regulations 2015 (CDM 2015).

**Specification**

All equipment must conform to all relevant standards including BSEN 1176 and BSEN 1177, respectively.

Following pieces of equipment should be included in the design.

Multiplay tower for younger children 2-8 years (allow up to 25 users)

Multiplay tower for older children 6-15 years (allow up to 20 users)

Seesaw for as many children as appropriate

Swings including flat seats, shell seat, ‘you and me’ seat, and cradle seat.

Roundabout

Somersault bars

Small pieces of play equipment to add various kinds of play opportunities

Safety surfacing for the area

Play equipment should not be wooden

Removal and disposal of old play area equipment, all grounds to be made good.

**Contract Value**

Tenders for the work must not exceed £105,000.00 (Excluding VAT) All tenders will be carefully considered, and the successful tender will be the one that offers BSTC the best value for money but will not necessarily be the lowest bid.

**Completion Dates**

The deadline for receipt of the completed tender response is Frida14th of May 2021 at noon.

It is anticipated that contracts will commence from Thursday 22nd July 2021 with works ideally being completed as soon as possible thereafter and no later than Wednesday 25th August 2021.

Should the contract not be completed within the timescales agreed, BSTC reserves the right to retain 5% the contract value.

Hard copies, delivered to:

Please mark on the envelope **“Baileys Court Play Area Tender”.**

**Sharon Petela – Town Clerk**

**Bradley Stoke Town Council Office**

**Jubilee Centre**

**Savages Wood Road**

**Bradley Stoke**

**Bristol, BS32 8HL**

Provide certification details for equipment and surfacing including guarantees and details of timescales for provision of the play area.

**Section 2 – INSTRUCTIONS TO SUPPLIERS**

**Tender requirements**

The following documents should be provided to form part of the tender

* Design and method statements
* Risk Assessment outlining how health and safety risks will be managed
* Public Liability Insurance £5,000.00 minimum
* Company Health and Safety policy
* An itemised quotation for the full design, build, installation to include hardcopies (Min A3 size) a 2D footprint and 3D visualisation and also electronic copies, acceptable file formats are: html, gif, jpeg, tif, zip, pdf, doc, xls,ppt,docx, xslx, pptx. (Please do not include any macro enabled spreadsheets or embedded documents within your tender).
* BSTC will require the details of two instalments completed by the company in the last two years where references can be sought, and work reviewed.
* Tenderers will ideally be registered with the Association of Play Industries to tender for this contract. Copies of current certificates of accreditations for the above membership and details of any other accreditations appropriate to this tender should be submitted

**Reinstatements**

Any area of the open space outside the project area damaged by the Contractor during installation works shall be reinstated to its original condition at the Contractors cost.

**Preparation of Quote**

Suppliers must obtain for themselves all information necessary for the preparation of their Quote response and all costs, expenses, and liabilities incurred by the supplier in connection with preparation and submission of the Quote shall be borne by the supplier, whether or not their offer is successful.

Information supplied to the supplier by council staff or contained in council publications are supplied only for general guidance in preparation of the Quote. It shall remain the property of the council and shall be used only for the purpose of this procurement exercise.

**Submission deadline**

Suppliers are required to submit their Quote by Friday 23rd April 2021 noon and should allow sufficient time to complete questions and upload documentation where requested to do so.

Email submissions are not permitted postal submissions are required, a paper hardcopy of all documentation must be sent to Bradley Stoke Town Council, however the deadline for receiving submissions remains firm and quotes received after the closing date will not be considered. The council is under no obligation to consider partial or late submissions.

If the council issues an amendment to the original Quote and it regards that amendment as significant, an extension of the closing date may, at the discretion of the council, be given to all suppliers.

The council expressly reserves the right to require a supplier to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Quote. However, the council Is not obliged to make such requests.

All tenders will be carefully considered, and the successful tender will be the one that offers Bradley Stoke Town Council the best value for money, but will not, necessarily, be the lowest bid.

As this tender is being advertised during the current coronavirus pandemic, in the event Bradley Stoke Town Council does not receive, what it considers to be an appropriate choice of tenders, it reserves the right to re-tender.

**Tender Validity**

The tender submission should remain open for acceptance for a period of 120 days, A Quote valid for a shorter period may be rejected.

**Technical information, maintenance, and spares**

Maintenance instructions for each item of equipment and spares pack should be made available to Bradley Stoke Town Council with the tender.

**Guarantees and Warranties**

Full details of your own manufacturer guarantee and warranties on equipment, safety surface and installations works shall be provided with the tender documents.

Please direct any questions or queries to the Deputy Town Clerk / Activity Centres Manager – Odile (Del) Mcintosh odile.mcintosh@bradleystoke.gov.uk

**Questions on tender submissions**

If tenderers have any questions, they wish to ask the Town Council, they must submit them to odile.mcintosh@bradleystoke.gov.uk

Any questions received will be made anonymous and responses will be sent to all tenderers.

**Award of tender**

The Town Council will notify the acceptance of the tender to the successful tenderer as soon as reasonably practicable.

**Tender information**

**Confidentiality**

The details of these documents and all associated documents are to be treated as private and confidential for use only in connection with the tender process.

**Freedom of Information**

The Town Council is committed to meeting its legal requirement under the Freedom of Information Act 2000. Accordingly, all information submitted to the Town Council may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify and explain (in broad terms) what harm may result from disclosure if a request is received, and a time period applicable to that sensitivity. You should be aware that, even where you have indicated the information as commercially sensitive, we may be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked “Confidential” or equivalent by public authority should not be taken to mean that the public authority accepts any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders.

**Section 3 – Questionnaire**

|  |  |
| --- | --- |
| **Supplier Details**  | **Answers**  |
| Full name and address of theSupplier |  |
| Registered company/ charityNumber |  |
| Registered VAT number |  |
| Name of parent company |  |
| Please indicate yes/ no in the Relevant box to indicate yourTrading status |  |
| 1. a public limited company
 | Yes / No |
| 1. a limited company
 | Yes / No |
| 1. a limited liability company
 | Yes / No |
| 1. other partnership
 | Yes / No |
| 1. sole trader
 | Yes / No |
| 1. other (please specify)
 | Yes /No |
| Please indicate yes/ no in the Relevant box to indicate whether any of the following classifications apply to you  |  |
| i) Voluntary, Community and SocialEnterprise (VCSE) | Yes / No |
| ii) Small or medium Enterprise (SME) | Yes / No |
| iii) Sheltered workshop | Yes / No |
| iv) Public service mutual  | Yes / No |
| Bidding model  |
| Please indicate yes/ no in the relevant box to indicate whether you are:  |
| 1. Bidding as a prime Contractor and will deliver 100% of the key contract deliverables yourself
 | Yes / No  |
| 1. Bidding as a Prime Contractor and will use third parties to deliver some of your services
 | Yes / No  |

|  |
| --- |
| **Contact details**  |
| **Supplier contact details for enquiries**  |
| Name  |  |
| Postal address |  |
| Phone |  |
| Mobile  |  |
| Email |  |

|  |
| --- |
| **Technical and Professional Ability**  |
| Relevant experience and contract examples Please provide details of up to two contracts, in any combination from either the public or private sector, voluntary, charity, or social enterprise (VCSE) that are relevant to our requirement. VCSE’s may include samples of grant – funded work.Contract for supplies or even services should have been performed during the past three years The named contract provided should be able to provide written evidence to confirm the accuracy of the information provided below.  |

|  |  |  |
| --- | --- | --- |
|  | Contract 1 | Contract 2  |
| Name of customer Organisation |  |  |
| Point of contact in the Organisation |  |  |
| Position in the organisation |  |  |
| Email address |  |  |
| Description of contract |  |  |
| Contract start date  |  |  |
| Contract completion date |  |  |
| Estimated contract value |  |  |
| **Section – 4 Commercial Schedule**  |
| What is your method statement for completing the works outlined in this invitation to quote document and how will you ensure that all work is completed on time? Please provide information about how the installation of your proposed works comply with the appropriate BSEN standards, relevant company health and safety arrangements; insurance liability cover (please attach certificates separately) and procedures for reporting to the client; and any other information relevant to the works to be carried out.  |
| Please provide a 2D footprint and 3D visualisation for the equipment as detailed in the specification. Use the space below to describe the play merits of the equipment chosen.  |
| Your tender will be assessed by staff, councillors of BSTC in terms of ease and frequency of maintenance. Please use the space below to outline how your proposed play equipment meets these criteria in terms of access, durability, or materials etc.  |
| Please provide information about the technical assistance, any guarantees for product materials and after sales support that your company will provide in relation to this contract. |

**Section 5 Tender Evaluation Criteria**

Bradley Stoke Town Council are currently introducing and reviewing a new Tender evaluation criterion, which will be updated once agreed.

**Section 6 – Map of the Play area**

