



Invitation to tender for replacement goals and a new play provision

Deadline for receipt of tender **12.00 hours on Friday 13th September 2024**

1.0 SITE LOCATIONS for replacement goals

- 1.1 Hobson Way Open Space, Hobson Way, Holbury, Hampshire. [50.828392, -1.383757](#)
(2 goals)



- 1.2 The Warren Open Space, The Warren, Holbury, Hampshire. [50.836650, -1.393111](#)
(1 goal)



- 1.3 School Fields Open Space, School Road, Fawley, Hampshire. [50.825944, -1.356823](#)
(2 goals)



2.0 SITE LOCATION for new play provision

Renda Road Open Space, Renda Road, Holbury, Hampshire. [50.830491, -1.385220](#)



3.0 LANDOWNER AND CLIENT

Fawley Parish Council. Gang Warily Recreation Centre, Newlands Road, Fawley, Hampshire. SO45 1GA

4.0 GENERAL REQUIREMENTS

4.1 Goals

Fawley Parish Council is proposing to replace the existing single pipe goals with modern, safer, solid backed permanent goals constructed of steel and suitable for use by children and/or adults. An example of the preferred style is Kompan's FRE 3050 (the tender is not restricted to this and the example given is indicative of style only). The goals to be supplied and fitted with old goals removed and disposed of.

4.2 Renda Road Play provision

The site currently has a small amount of play equipment on site that is serviceable. The recent annual inspection report is available with this invitation to tender. The Council is seeking improvements to the play provision and would like to provide facilities for up to age 15 in order for the site to be appropriate for detached youth work..

4.3 Experienced play area installers are invited to tender for the contract.

4.4 It is anticipated that construction work will be carried out end of end of Autumn/Winter 2024/2025. The project must be complete by 31 March 2025

4.5 Please refer to the 'site information' section of this tender for the background information to the sites.

4.6 All prices should be itemised individually and be net, excluding VAT

4.7 Companies must be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificate for accreditations for the above membership plus details of any other relevant accreditations.

4.8 A timescale for commencing this project will be agreed between Fawley Parish Council and the chosen Contractor.

5.0 PROJECT INFORMATION

Name of Project: Football goal replacements and new play provision Renda Road

Project budget: £62,000

Location: 3 open space areas (goals) and play area Renda Road (improved play provision)

Responsible Officer: Stephanie Bennett, Clerk to the Council (stephanie.bennett@fawley-pc.gov.uk)

IMPORTANT: Site visits are recommended to assess access, gain detailed measurements, location of nearby facilities and access points to and around the site. All areas are open site and suppliers are welcome to visit the site at their own convenience without penalty.

6.0 TENDER PROCESS

6.1 Fawley Parish Council wishes to employ a Principal Contractor to carry out the supply and installation of replacement goals and improved play provision at 4 sites.

6.2 Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided with this document.

6.3 Tenders should be returned in a sealed envelope - bearing no company identification and marked TENDER FOR GOALS AND PLAY EQUIPMENT to:

**The Parish Clerk, Gang Warily Recreation Centre, Newlands Road, Fawley,
Hampshire, SO45 1GA**

By 12.00 hours on Friday 13th September 2024

Alternatively, tenders can be emailed to **danni.alexander@fawley-pc.gov.uk** ensuring no company identification and must be marked TENDER FOR GOALS AND PLAY EQUIPMENT

- 6.4 Failure to adhere to any of the above may result in your tender being disqualified from the process.

The following documents should be submitted with the Tender:

- Quotation Breakdown form
- A copy of your certificate of public liability insurance
- A copy of your company's Health and Safety Policy
- A copy of your company's API (Association of Play Industries) certification

- 6.5 The Council would also welcome references from recent projects undertaken

- 6.6 Designs should be presented on A4 and A3 as well as a digital image in a standard format (JPG, PNG, etc).

- 6.7 Fawley Parish Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.

- 6.8 Tenderers should liaise with the Assistant Clerk (Grounds and Maintenance) (Jason.mansbridge@fawley-pc.gov.uk) during the tender period regarding any queries or concerns on the content of this specification. Any questions about the project are to be sent to the Assistant Clerk by 14TH August 2024; any responses after this will not be responded to. All questions asked will be shared to all interested parties via the council's website

- 6.9 Sustainability

Priority will be given to Contractors who can demonstrate low impact on the environment and must submit an Environmental Statement and outline how they and their suppliers are minimising environmental impact including:

- Sourcing materials
- Manufacture
- Packaging
- Transport
- Disposal and product end of life options

- 6.10 Priority will be given to sustainable and easy/affordable equipment to maintain.

- 6.11 Contractors and any companies involved in the supply/procurement of the play equipment must comply with the Modern Slavery Act 2015, wherever it applies.

7. PROJECT AIMS

- 7.1 To replace existing goals at 3 sites with modern, safe provision and to provide new play provision using innovative, inclusive, modern play equipment, to suit children with ages ranging from 8 -15 years.
- 7.2 Play equipment should emphasise nature-based creativity, be fun, holistic play and must allow for varying levels of interaction.

8. SITE INFORMATION

The Contractor should visit the sites at their own expense to satisfy themselves as to the conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.

9. DESIGN BRIEF OF NEW PLAY PROVISION

- 9.1 The design brief has been determined by the Parish Council following consultation with young people
- 9.2 Supply and install new play equipment and any required safety surfacing suitable for children aged between 8 and 15 years. The design must include equipment which complies with the full identified age range. You are required to show how your chosen play equipment accommodates this age range.
- 9.3 The play area equipment should fit within the Renda Road fenced site without encroaching on existing equipment.
- 9.4 The successful tenderer will need to show the inclusive play value of their design. A fully inclusive play area promotes the social model of disability where barriers to play are designed out. It enables self-esteem and builds confidence as well as encouraging independence.
- 9.5 All works equipment and IAS shall be manufactured, tested, installed, and conform to the relevant British and European Standards (i.e., BSEN1176 and BSEB1177).
- 9.6 The play equipment, and any additional entrances and exits must also comply with the Equalities Act 2010 and provide fully inclusive play and accessibility.

10. EXISTING EQUIPMENT AND PREPARATION AND GROUNDWORKS

- 10.1 The Contractor will be responsible for removing and the disposal of the existing goals unit unless otherwise instructed.
- 10.2 Excess materials, spoil and surfacing from excavations must be disposed of at a licenced recycling centre at the Contractor's cost. Metal can be disposed of in the Council workshop yard scrap pile

- 10.3 The Contractor must provide skips when required and secure all skips behind Heras security fencing when unattended to avoid fly tipping.
- 10.4 Please identify the price within the Tender for any necessary grass, tarmac and other reinstatement works that may be required following completion of works.
- 10.5 Ownership, liability, and responsibility for insurance of the equipment and installation works will lie with the Contractor until satisfactory RoSPA Post-Installation Reports have been completed and accepted by Fawley Parish Council. This will be confirmed in writing on the day of the handover of the site by the Parish Clerk or nominated representative and the Contractor.
- 10.6 Storage of new play equipment, machinery, and equipment, etc during the construction period will be the responsibility of the Contractor.

11. SITE MANAGEMENT DURING INSTALLATION

- 11.1 A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.
- 11.2 The areas must be kept secure during construction and until a satisfactory RoSPA Post Installation Inspection and Report has been completed and submitted to the Parish Council.
- 11.3 The Contractor will note that there are welfare toilet and shower facilities available at Gang Warily Recreation Centre on Newlands Road
- 11.4 Some access to the remainder of the play area and the open spaces is preferable.
- 11.5 All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e., M o T. Tax etc. The Contractor shall ensure that any construction noise does not cause unnecessary nuisance to the adjacent residents.
- 11.6 Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance
- 11.7 The Contractor will need to supply the Parish Council with a copy of their site Risk Assessments, Method Statements, and a copy of their public liability insurance at least 14 working days before the start of the project.
- 11.8 The Contractor shall advise the Parish Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.

- 11.9 It is not known if there are any underground services within the play area and open spaces, the Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works. The Contractor is to allow for all costs associated with protecting from and working with the materials within this tender.
- 11.10 The Contractor shall take all precautions as are necessary to protect the health and safety of all persons employed by him and shall comply with all the requirements of any Acts, Regulations, orders, or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons.
- 11.11 The Contractor shall allow the Parish Council representatives such access as may be required in relation to this project.
- 11.12 The Contractor shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful completion of this Contract.
- 11.13 The Contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and land/property resulting from installation works or deliveries. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Parish Council.

12. SURFACING

- 12.1 Supply new safety surfacing where appropriate that complies with the relevant British/European safety standards.
- 12.2 Details must be provided about preparation of any sub-base for new safety surfacing. It is expected that all new surfacing will be laid on a sub-base, not directly onto soil.

13. MAINTENANCE AND AFTERCARE

- 13.1 A full schedule of maintenance requirements is to be provided once the new goals and improved play provision is completed. This should include a breakdown of items, specifications, and maintenance requirements to assist with the future site management, inspections, and maintenance.
- 13.2 Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works with the Tender.
- 13.3 The works will be subject to an independent Post-Installation Inspection (PII) before the project is signed off (as per the pricing and payment section). The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the

existing project cost. The play provision will not be opened for public use until the PII has been signed off to the satisfaction of the Parish Council.

14. LIMITATION OF WORKING HOURS

- 14.1 Works are permitted to be carried out during normal working hours, 8.30am – 5pm Monday to Friday. Out of hours work may be permitted by the Parish Council, upon written request and will be subject to the nature of works. Noisy works will generally not be permitted in the evenings.
- 14.2 Site working hours to be agreed with the Parish Council.

15. PRICING AND PAYMENT

- 15.1 The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.
- 15.2 Payment will be upon satisfactory completion of the works and following receipt by the Parish Council of a satisfactory RoSPA Post-Installation Report. This report should be commissioned, paid for, and supplied to Fawley Parish Council by the Contractor before the play provision and goals are released back to Fawley Parish Council.

16. TIMETABLE FOR PROJECT

Tender Submission Closing Date 12.00 hours on Friday 13th September 2024

Publish tender using Contract Finder and by email notification to previously utilised companies

Publish tender on Parish Council Website 18th July 2024

Deadline for questions on the project to the Parish Council 1200 on 10th September 2024

Question responses distributed to all parties throughout process

Full Evaluation of tenders to select shortlist of preferred designs as per evaluation criteria commencing 16th September 2024

Meeting to select preferred supplier 16th October 2024

Contractor to be notified following Estates and Facilities decision.

17. EVALUATION CRITERIA

To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

17.1 Scoring system for Improved Play Provision Renda Rd Play Area

Environmental Impact 15%

Play Value 35%

Design Rationale 25%

Inclusivity 15%

Durability 10%

17.2 Scoring system for replacement goals

Environmental Impact 15%

Design Rationale 45%

Durability 40%

17.3 A standard 0–5-point scoring system will be used and is detailed below:

- 0 Unacceptable: Non-compliant / deficient for the criteria used
- 1 Poor: Limited response which is lacking sufficient detail or is inaccurate
- 2 Below expectations: Minimal achievement of requirements with weaknesses or omissions
- 3 Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)
- 4 Good: Comprehensive response, detailed and relevant with no inconsistencies
- 5 Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

17.4 The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element. For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$$2/5 \times 50 = 20\% \text{ for that section}$$

Each section will then be added together for an overall mark out of 100%.

17.5 The evaluation of the tenders submitted will be undertaken by members of the Estates and Facilities Committee, the Clerk, and the Assistant Clerk (Grounds and Maintenance)

18. PROCUREMENT PROCESS

- 18.1 The procurement process will be conducted and in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent, and proportionate based on the type of project and to ultimately selection the most economically advantageous tender that delivers the aims of the project.
- 18.2 The tender process will be by Open Tender.
- 18.3 The sites are open sites and suppliers are welcome to visit the sites at their own convenience without penalty.
- 18.4 All questions and requests for clarification should be by email and will, subject to there being a confidentiality issue, which cannot be resolved, be posted to a dedicated page on the Parish Council's website for all potential bidders to see.

19. EVALUATION AND AWARD CRITERIA

- 19.1 All Tenderers shall provide all the information requested in the tender pack in order that it be included in the process.
- 19.2 In the interest of transparency except for the covering letter, all presented information within the tender including designs should, so far as practicable, be anonymised with no identifying logos or hyperlinks.
- 19.3 Unclear Tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.
- 19.4 To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly reference to specific evaluation criteria.
- 19.5 The Parish Council will collate its findings and make the final selection of the preferred Contractor.
- 19.6 The Parish Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

Quotation Breakdown - To be included with your Tender

Preliminaries £

Cost of any required/advised Safety Surfacing £

Cost of improved play provision and replacement goals £

RoSPA Post-Installation Inspection £

Reinstatement Works £

Contingencies £

Project Total: £

Stephanie Bennett
Clerk to the Council
Stephanie.bennett@fawley-pc.gov.uk
02380 890761

All queries re this tender to be submitted to Jason.mansbridge@fawley-pc.gov.uk