



## **Introduction**

Sleaford Town Council is seeking tender submissions / quotations from suitably qualified and insured contractors / manufacturers to install new play equipment at one of our recreational grounds.

Sleaford Town Council is responsible for various open spaces and play areas within the town, including the George Street Recreation Ground play area, which currently holds a small, fenced toddler play area, which includes items such as a slide, swing and a springer. In the open space the play items include a pair of flat bay swings, a seesaw, overhead rotator and a junior multi play unit. There is also a multiuse games area which includes basketball and football.

It is a busy playground and open space with many residents using the area daily. Our existing playground, although well used, is now becoming tired and dated and we seek designs that will modernize and improve our recreational offer to our residents.

## **Specification**

The Council wish to expand the existing play area with equipment suitable for a mix of all ages, equipment to be included are:

- Basket swing(s)
- Carousel
- Four ordinary benches
- Roundabout suitable for wheelchair use
- Seesaw
- Slide
- Spring rocker

Outside of play area, the Council wish to have items such as:

- Two adult play equipment items (non-moving), which need to be placed at a distance from the play area.
- Junior goalposts
- Three picnic benches to placed south of the footpath.

Additionally: -

- The play equipment must not be made from wood.
- All equipment must be robust and comply with the latest European Safety Standards EN1176 with relevant certification provided.
- Be surfaced in an appropriate product which commensurate with the existing surfacing of the play area and equipment provided, with having at least a 5-year guarantee.
- Your tender to include the costs for removal and disposal of existing equipment and surfacing.
- Your tender to include the costs to secure the site with Heras fencing.
- On completion of the project the supplier must arrange for an independent safety inspection of the site by a suitably qualified person, the report of which must be handed to the Town Council prior to the handover of the site.
- The supplier is to provide maintenance instructions for all works undertaken.
- The supplier is required to provide a one-year snagging guarantee on completion for all works undertaken.



### **Quotation Requirements**

We are looking for experienced play area installers to tender for the contract to a competitive price of a maximum of **£100,000** excluding VAT for supply, delivery and installation of all works.

It is anticipated that installation will be carried out during the Autumn of 2023. The exact timescale will be agreed between the Council and the preferred contractor following award of the contract.

The Council require to receive the following documentations:

- Method Statement
- Risk assessments
- Public liability insurance
- Company health and safety policy
- Fixed-price quotation for the full design, build, installation, planning application process (if required) and independent safety inspection. Please confirm to the Council whether your proposed project will require planning permission.

Your method statement must:

- Include full details of the proposed play area, equipment and surfacing to be installed.
- Provide full details of relevant experience and qualifications.
- Provide details of comparable projects
- Include contact details for two reference sites.

Your quotation must:

- Detail a fixed cost for each element of the work including separate fixed costs for each item of equipment.
- Include all preparatory work, supply, delivery and installation of all works, planning costs (if appropriate) and independent safety inspection report.
- Your method statement and quotation must take into account all the latest relevant legislation and regulations into consideration.
- All suppliers must be API registered.
- A timescale for installation of equipment and completion.

Hard copies of the tender documents must be submitted in a marked envelope to Chris Pilkington, Town Clerk & Responsible Financial Officer at the following address:

Sleaford Town Council, The Town Hall, Quayside House, Navigation Yard  
Sleaford, Lincs, NG34 7TW

In addition to submitting a hard copy of the tender, electronic versions can also be submitted by e-mail with the prefix 'TENDER' in the subject heading of the e-mail and the tender documents attached to it. The e-mail address to which tenders should be sent is [enquiries@sleaford.gov.uk](mailto:enquiries@sleaford.gov.uk)

**Failure to provide any of the information requested will result in the tender being rejected.**

### **Access to the site**

Arranged site visits can be made between the working hours of 09:00 – 15:00 Monday to Friday, these can be organised by phoning the Town Hall on 01529 303456. A location map is included at

### **Appendix 1.**

Once appointed, the preferred contractor will need to negotiate access for works in advance with Sleaford Town Council.

**Timings**

Tenders must be received by Sleaford Town Council no later than 1pm on Monday 11th September 2023

Once Tenders have been received, they will be reviewed to ensure they meet the specification. A shortlist of suppliers will then be drawn up and those suppliers invited to present those proposals to a meeting of the Town Council.

End.



## Appendix 1

