



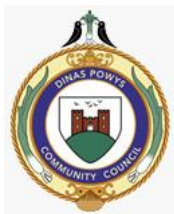
# **Dinas Powys Community Council**

## **Main Tender Document**

### ***Provision to design and install a new Playground Facility***

To be submitted no later than 19<sup>th</sup> November 2021.

Late submissions will be disregarded.



## RESPONSIBLE PARTIES

### **The Employer**

Dinas Powys Community Council

### **Contracts Administrators**

Michael Carter (Sports and Play Consulting Limited)

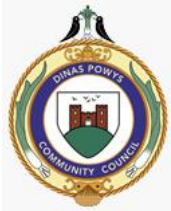
Bogda Smreczak (Dinas Powys Community Council)

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## 1. General Requirements

### 1.1 Overview

Dinas Powys Community Council (The Employer) is seeking a suitably qualified company to design and install new Playground Equipment and Safety Surfacing.

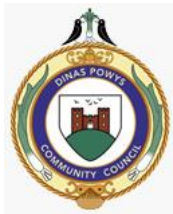
The site address is: **Caerleon Road, Dinas Powys CF64 4QA.**

***Please note:*** the site is not the location to the south of Caerleon Road with the fenced area.



### 1.2 Budget and Costings

➤ The council has set aside a maximum budget of **£70,000.00 (Ex VAT)**. Submissions should utilise the full allocated budget, however, not exceed it. (Budget is fully funded).



- Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations or revisions, will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

### 1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.



## 2. Contract Conditions

### 2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, playground equipment and associated works which should comply to the appropriate British or European Standards, mainly BS EN 1177 and BS EN 1176.

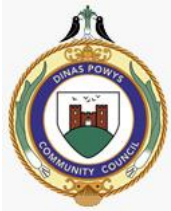
If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM regulations and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

### 2.2 Purchase Order and Contract Agreement

The successful contractor will enter into an agreement by way of a Purchase Order with Dinas Powys Community Council. In addition, a binding contract (Appendix 3) with agreed terms and conditions will be provided for both the Employer and the Contractor to jointly authorise. The agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.



## 2.3 Insurance

The **successful** contractor must be able to provide evidence of:

- Public Liability Insurance of no less than: **£10 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**

## 2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer (and named Consultant) and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:

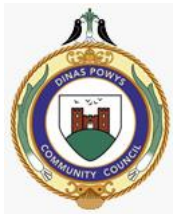
- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction

## 3. Scope of Works

### 3.1 Objectives for new Playground

The site being proposed for a new playground is to service a combination of families who reside in the recent new development across the road, and the existing housing.





The area is well located in terms of accessibility and the ground is turfed, level throughout and appears to be well drained. (Flood Risk is low).

The Local Authority will be procuring a new pavement that borders the road, along with a new playground fence around the perimeter of the playground, however the timing and details of this are still pending. (a drawing of the proposal is attached).

Utility Drawings are available on request however, drawings are only a guide. Most of services run along the roadside curb, however the cabling between the Street Lights does seem to encroach onto the proposed play area, as it cuts across the turf on the shortest route.

**Please Note:** Suppliers must allow for this and scanning the area before construction will be mandatory.

The vision is to create a playground that caters for children between 0-12 years, using steel and grass matting, and inclusivity is considered. Suggested equipment is included in the specifications in addition to the pathway and seated area to improve accessibility.

Ensuring the equipment and surfacing is less likely to be damaged by any anti-social behaviour is important, while creating an inviting and challenging area for all ages and abilities.







### 3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications and the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based the responses to 5.1.1 and 5.1.2.

Item	Suggested Requirement
<b>Suggested Equipment</b>	Junior Swings. Toddler Swings. Basket Swing. Multi Play Unit for Juniors. Multi Play Unit for Toddlers. 2 x Springers Roundabout. Monkey Bars 4.0 Metre Rope Pyramid Net Please allow for some inclusivity that allows for children of all ages and abilities such as an Inground Trampoline or Play Panels.
<b>Focus Age Range</b>	0-12 Years
<b>Maximum Height</b>	4.0 Metres
<b>Refurbishment</b>	None
<b>Preferred Material</b>	Steel
<b>Safety Surfacing</b>	Grass Matting, Fire Retardant. Cable Tied.
<b>Base Works</b>	None
<b>Edging</b>	None
<b>Removals and Disposal</b>	Only Spoil and Packaging.
<b>Pathways</b>	Allow for a small pathway using a SuDS based product starting on the East side (right side of google map) connecting to a seated area. Path should be 1.2 metre wide, allow 15 metres. 100mm stone base with PCC edging. <i>The Local Authority is installing a pathway around the perimeter and new fencing and gates – please refer to the attachment provided. Although the drawing shows the</i>



	<i>pathway going into the proposed play area, it is only a concept that requires final agreement.</i>
<b>Seating</b>	3 x Benches with Backrests. Recycled Plastic or Steel, all on hardstanding.
<b>Bins</b>	None
<b>Play Sign</b>	1 x New Play Sign. A2 Fixed onto steel post on hardstanding. Artwork to be advised. English and Welsh language in the same format.
<b>Fencing</b>	None. <i>As advised, the Local Authority will be installing new fencing around the perimeter with a maintenance gate and a pedestrian gate. (Date TBC)</i>
<b>RPII Inspection</b>	Yes.
<b>Re-Instatement</b>	Any damaged turf to be re-instated with seed and topsoil.
<b>Welfare Required</b>	Yes.

#### 4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	Friday 1st October 2021
Site meeting for interested contractors (30-minute slots– max two people from each supplier only):	13 <sup>th</sup> October 2021 13:00 – 16:00 hours
Notification of your intention to provide a response and deadline for questions about the tender:	18 <sup>th</sup> October 2021
<b>Tender Submissions Due:</b>	<b><u>19<sup>th</sup> November 2021 at 16:00 hours.</u></b>
Decision on Preferred Supplier:	December 2021



Expected Start Date: Suppliers should advise their expected lead times and start dates based on an order being placed in December.	<b>March 2022</b>
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## 5. Scoring Criteria

### 5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
<b>5.1.1 Project Design:</b>	Detail the rationale and specifications of the design and technical aspects of the submission based on meeting the desired brief. This may include: <ul style="list-style-type: none"> <li>➤ Play Value and Functionality of equipment being proposed for different ages and abilities</li> <li>➤ Specifications for the surfacing, groundworks, and play equipment</li> <li>➤ Design rationale in terms of layout and practicality of equipment and ancillary items such as seating</li> </ul>	<b>60%</b>
<b>5.1.2 Materials and Maintenance:</b>	Provide a report on the materials used, and information on the quality and expected longevity. Specifically scoring will be based on: <ul style="list-style-type: none"> <li>➤ Warranties and what these include or exclude (Appendix 2)</li> <li>➤ Maintenance required on all equipment and surfacing</li> <li>➤ Any other aspects relevant for consideration, such as protection</li> </ul>	<b>30%</b>



	again vandalism or minimising ongoing costs	
<b>5.1.3 Presentation and Quotation:</b>	Suppliers are to provide: <ul style="list-style-type: none"> <li>➤ 1 x 3D visual (refer guidelines on design)</li> <li>➤ 1 x CAD or scaled Google Map of the design</li> <li>➤ An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation</li> </ul>	<b>10%</b>

## 5.2 Scoring Matrix

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses,



		or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

## 6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the Most Economically Advantageous Tender.

### 6.1 Type of Procedure

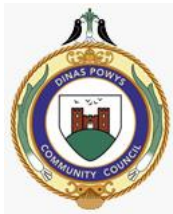
The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.

### 6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

### 6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be



circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

#### 6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4. Only one submission will be accepted.

If notification of your intent to provide a submission is not sent, or you are unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

#### 6.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions for further review and analysis. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Checks
- Public Consultations or Engagement

Short Listing may only be used if in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions.



## 6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will be primarily to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant.

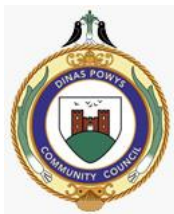
## 6.7 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief and desired outcome to any major degree.

## 6.8 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome. An agreement (Appendix 3) will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.





## 6.9 Supplier Responses

The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the justification and scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

## 7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should be with *Sports and Play Consulting Limited*.

Contact: Michael Carter  
Mobile: 07421 463099  
Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Response	Format
1. Completed Copy of Appendix 1	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. Completed Copy of Appendix 2	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. Response to 5.1.1, 5.1.2: Detailing design rationale, specifications, materials and maintenance for all the items included into the design	PDF or Word Labelled – <i>SupplierNameQuestions</i>



4. Response to 5.1.3: 1 x CAD and 1 x 3D as a PDF to be provided in A2 size or as close to this as possible. Itemised Quotation with a photo reference where possible for each item showing unit cost and installation cost.	PDF or JPG Labelled – <i>SupplierName</i> CAD <i>SupplierName</i> 3D  PDF Labelled - <i>SupplierName</i> Quotation
5. Electronic Copy Hard Copy	An email or electronic transfer should be sent to the consultant, Sports and Play Consulting. <u>Additionally</u> , hard copies to the Employer as detailed in Section 8.3. both by the due date and time.

## 8.2 Design and Tender Instructions

### ***3D Design Regulations (Points deducted for failing to follow these):***

- No children or adults shown in the visuals
- Equipment must be to scale of their actual size
- Include reference items with a number and product name
- Do NOT duplicate equipment in the visual i.e., different views of one unit (details can be shown in main proposal or quotation)
- No Videos are to be provided

### ***Do NOT include the following information for the initial tender response:***

- TUV Certificates
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies



### 8.3 Delivery of Hard Copies

#### **Hard copies to be delivered to:**

Dinas Powys Community Council  
Parish Hall, 2 Britway Road,  
Dinas Powys, CF64 4AF.  
Attention: Bogda Smreczak

**Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding, and are to be sent in a plain envelope and/or tube marked only with:**

**'Tender – Dinas Powys Community Council Playground Project'**

and sent to arrive no later than: **16:00pm hours, 19th November 2021.**