

**Invitation to Tender:**

**Brewood and Coven Parish Council  
Bishops Wood Playing Field.**

**1 Introduction**

- 1.1 Brewood and Coven Parish Council (hereafter BCPC), wish to commission a contractor to undertake a project to replace existing play equipment that is end of life and replace with new and more up to date play equipment within the main park. Removal of old equipment is required but disposal to be arranged by the Council.
- 1.2 The client will be Brewood and Coven Parish Council.
- 1.3 The budget will be £30,000 + VAT. No bids over this amount will be considered.

**2 Background**

- 2.1 Brewood and Coven owns three playgrounds, one of which is Bishops Wood playing field. This playground, owned by BCPC, covers a medium size plot between some residences. It has been identified that a number of pieces of the equipment are outdated and unsafe for use. It is necessary for BCPC to make more equipment accessible, age appropriate and stimulating for the users in a safer environment.

**3 Work Specification, Requirements and Outcomes**

- 3.1 The contractor / works will be required to:
  - To create a more exciting, bright and dynamic area of our play area, that offers accessible and interesting play opportunities.
  - To remove existing timber castle multi play unit, wooden bench and basket swing frame
  - All equipment proposed must be Steel structure, hot dip galvanised as a minimum.
  - No wooden or timber equipment will be accepted.
  - All Steel structures to have a minimum 30 years warranty by the manufacturer
  - We aim to include 7 new pieces of equipment including a multi play unit with multiple activities and slide, an accessible spinning item, a roto-moulded basket swing, somersault bars, and 3 or more balance items to fill the space.

- The multi-play area would need to consist of 2 or more access/climbing options, 2 towers, a slide, a musical play panel, fireman's pole and a tube joining the two towers together. (alternative suggestions will be considered)
- Spinning items considered must either be a spinner bowl set on a 7-degree angle to ensure it spins for less able users without much strength, with the option of a top brace handles to hold onto also.
- Groundwork, installation and safety surfacing would need to be undertaken consisting of Heras and welfare, Installation of all pieces of equipment safely and securely.
- Supply and Lay new bark top up of 300mm depth to ensure safety compliance around the newly installed Play Equipment.

3.3 The works must be completed by 20<sup>th</sup> July 2024.

#### **4 Instructions to Quoting Suppliers**

- 4.1 To be considered for the work, the supplier will be required to submit a detailed quote submission with costs, which demonstrates that they can meet the requirements and that they have the necessary skills and experience to undertake the Contract in an effective and cost-efficient manner.
- 4.2 The supplier should provide the following information in their quote submission:

##### Qualification Items

- i. The quote should detail the name, address, company registration number (if applicable) and contact details for the company submitting the quote. If the quote is being submitted by a consortium, the names, addresses company registration numbers (if applicable) and contact details for all the parties should be included. All subcontractors should be detailed. The roles of all parties must be made clear. The lead contact should be identified.
- ii. Evidence to show the supplier has sufficient insurances to deliver the contract.
- iii. Two references from current/recent clients.
- iv. A declaration that the supplier has not given, directly or indirectly, a benefit of any kind to anyone employed by, or otherwise connected with BCPC for the purpose of receiving favourable treatment.
- v. The quote must be signed by the person submitting the quote; or in the case of a Company, by a person duly authorised by the Company to sign on its behalf. Electronic signatures are accepted.

### Pricing Schedule

- vi. A detailed quote price with an itemised breakdown of costs to enable value for money to be assessed. Submissions must give an indication of the proposed number of days. Furthermore, a clear total overall price for undertaking the work must be stated and inclusive of VAT where applicable. All costs should be presented in British Pounds Sterling.

### Technical Assessment Items

- vii. The quote should provide a written methodology for completing the project, identifying milestones and detailing timescales for the completion of the various elements.
- viii. We encourage the inclusion of supporting infographics, such as Gantt or flow charts, to illustrate the completion of the various deliverables and tasks to set timelines.
- ix. The quote should include examples/case studies of previous relevant work.
- x. The quote should include the name(s) and CV(s) of all personnel who will be involved in the project (does not count towards above case studies word limit). Any sub-contracting arrangements must be clearly identified.
- xi. Play values and play opportunities plus age group and number of users should be clearly detailed and explained for every product proposed.
- xii. Our Council has declared a climate emergency and is making strong progress on reducing its own emissions alongside ensuring development is carefully considered and sustainable. For new and replacement outdoor playgrounds, the council requires circular solutions which means reducing virgin materials in the manufacture of the playground equipment and replacing with raw materials that are made from sustainable sources.
- xiii. The playground equipment should be low maintenance and able to be recycled at end of life.
- xiv. Raw Materials in the manufacturing of the playground equipment in the design should be from sustainable sources such as post-consumer recycled waste.
- xv. Suppliers to be able to include information about carbon emissions and sustainable material content of each piece of playground equipment in the design.
- xvi. Sustainable material content and carbon emissions information must be verified and validated by an independent 3<sup>rd</sup> party such as Bureau Veritas.

- xvii. As a minimum: We wish to see proposals where all HDPE panels or equivalent panel materials are made from at least 95% recycled materials and are 100% recyclable after use.

xviii. **Product Standards**

The following standards must be respected:

EN1176:2017  
AS4685

Certified by TÜV  
Certified by TÜV

- 4.3 It is the responsibility of the supplier to obtain for themselves, at their own expense, all information necessary for the preparation of their quote.
- 4.4 All quote submissions must be submitted directly to the Clerk Mary Sambrook the clerk via Email. clerk@brewoodandcoven-pc.gov.uk
- 4.5 Submissions will be assessed on:

**Price Schedule**

**Price (5 marks)**

**5%**

**No bids submitted over the budget will be accepted.**

**Technical Assessment**

**Approach, Experience and Knowledge**

**95%**

Environmental approach (25 marks)

Evidence that the consultant can provide a fully sustainable solution with recycled materials and recyclable after use materials, all verified by a third party.

Warranty and Guarantees (25 marks)

Evidence of industry leading guarantees and warranties for every product proposed within the consultant's design.

Response to the brief & Play Value (25 marks)

Evidence that the consultant fully understands the brief and a clear explanation of how the contract will be delivered within the proposed timescales.

Experience of the Consultants (20 marks)

Relevant skills of the consultant and experience of working on similar projects.

- 4.6 If computation errors are discovered in a quote submission it may not be assessed, prospective suppliers will be given 2 working days to advise of computation corrections.
- 4.7 The final selection of a supplier will be in accordance with Brewood and Coven Parish Council's procurement procedures and BCPC's decision is final. BCPC will not be committed to accepting any of the quotes received, or the lowest of any of the quotes received. In addition, BCPC is not obliged to enter into discussion with unsuccessful suppliers.
- 4.8 The supplier should have a single point of contact within the organisation that is responsible for their quote and contact details should be included in the quote response.

- 4.9 DEADLINE FOR RESPONSES is

**5.00p.m., Sunday 12<sup>th</sup> May 2024**

Any quotes received after this deadline will be automatically rejected.

- 4.10 Quotes should be open for acceptance for up to ninety days after the quote deadline date.

DATE	ACTION
11/04/2024	Invitation to quote issued
12/05/2024	Deadline for submissions
Week beginning 13/05/2024	Appraisal of quote submissions
Week beginning 20/05/2024	Offer of contract
Project start on site 6/06/2024	Project works due to be started on this date at the latest.
31/08/2024	End of contract

*Timings may be subject to change*

## **5 Terms and Conditions**

- 5.1 The client will be Brewood and Coven Parish Council
- 5.2 The successful supplier will be obliged to enter into a written agreement with Brewood and Coven Parish Council for the delivery of the Contract. BCPC has the right to terminate the Contract if not satisfied with progress made by the consultant at any point during the duration of the project.
- 5.3 Before commencing the contract, the successful supplier will be required to complete a Risk Assessment.

- 5.4 The successful supplier undertakes and agrees to execute and complete the works in accordance with the Quote Documents, Terms and Conditions of contract and good industry practice.
- 5.5 The successful supplier confirms that the works will be undertaken in accordance with the dates included in the quote documents, unless otherwise agreed by the parties.
- 5.6 The consultant will be required to liaise closely with the Brewood and Coven Parish Council (Clerk) overseeing the project, provide updates when requested and assist with the evidencing of project activity and outputs.
- 5.7 Adequate insurances must be held by the successful supplier at all times. At least the following are required:
- Employers' liability coverage with a limit of indemnity of not less than £10,000,000 any one occurrence. (If the contractor / consultant is one person and they do not employ anyone else, then Employers' liability coverage is not required).
  - Public liability coverage with an indemnity limit of not less than £2,000,000 any one event.
  - Professional indemnity coverage minimum £250,000 any one occurrence.
- 5.8 The supplier shall notify Brewood and Coven Parish Council if they become bankrupt, insolvent or undergo a change in control after submission of its proposal but before the awarding of the contract, which shall constitute sufficient grounds for BCPC to not award the contract to that supplier.
- 5.9 The information provided in all quote submissions must be correct and accurate. Any false information may result in the rejection of a submission. In the event of false declarations or information being discovered after the award of any contract, any contracts awarded may be rescinded.
- 5.11 This project has been made possible by funding from Brewood and Coven Parish Council.
- 5.12 BCPC treats data privacy very seriously and complies with all aspects of the UK's data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the UK's own legislation.

## **6 Payment**

- 6.1 The appointed consultant may have their fee paid in instalments on the completion of agreed stages of the Project to the satisfaction of BCPC

The supplier may submit a proposed Programme of Work and Payment Schedule in their proposal. The final payment schedule will be agreed at the inception meeting between BCPC and the successful supplier.

- 6.2 BCPC cannot provide any up-front payments to Contractors / Consultants / Suppliers. All payments must be based on the completion deliverables and project stages. The suppliers must be able to evidence the work undertaken and completed on submitting invoices to BCPC. Payment cannot be released without such evidence.
- 6.3 After competing all of the services to the satisfaction of BCPC the consultant will need to ensure all invoices are sent to BCPC for payment before the 1<sup>st</sup> September 2024.
- 6.4 BCPC's payment terms are 30 days.

## **7 Further Information**

- 7.1 To request further information, please contact Mary Sambrook (Clerk to BCPC)

Tel/Fax: 01902 850809

Email: [clerk@brewoodandcoven-pc.gov.uk](mailto:clerk@brewoodandcoven-pc.gov.uk)