

Alvechurch Parish Council

Invitation to Tender

Alvechurch Parish Council (The Council) is inviting tenders from a suitably qualified company to design a small playground and supply and install playground equipment and safety surfaces at Hopwood Community Centre, situated at:

9 Redditch Rd, Hopwood, Alvechurch, Birmingham B48 7TL

1. Introduction and Preliminaries

The Council is inviting tenderers to propose up to 2 design options: one that includes and utilises existing equipment (*Swings and slide, if still regulation compliant*), and one for a completely new play scheme.

An itemised tender is required for identifying all costs together with illustrative layouts that will be presented to the Council who will decide on a final preferred option, to then be finally ratified by Alvechurch Parish Councillors.

Tenders have a funding ceiling of £30,000 (Excluding VAT). Prices will be fixed for one year and firm for the duration of the contract.



Figure 1 Behind existing play equipment

Tenders will be received, by The Clerk to Alvechurch Parish Council, 1A George Road, Alvechurch, Birmingham; B48 7PB: Tel: 0121 447 8016: e-mail: clerk@alvechurch.gov.uk

Until: 2pm on 12th April 2019

2. Project Introduction and requirements

The play equipment project at Hopwood is a joint venture involving local Mums and their children and The Council. Following successful fund raising involving the National Lottery, local councils, and businesses and clubs in Alvechurch during 2018, the project is now ready to move to arranging the on-site work at Hopwood. The Council agreed to meet any shortfall to provide a final £30,000 playground scheme.

Findings from a short survey arranged by the Mums include:

- The need for refurbishment of the existing play area and supply and installation of new playground equipment and safety surfaces at Hopwood Community Recreation Field.
- Greatest users of equipment are early years (3-5 yrs. old) and key stages 1&2 (5 -11 yrs. olds) children. Key Stage 3 to 4 (12-15yrs. old) children are occasional users also.
- Adults have high usage both in the supervision of children and for socialising.
- The wish for the provision and installation of a new toddler/junior play unit and some challenging play equipment for slightly older children, together with safety ground surfacing. Most popular ideas were monkey-bars, rotators, climbing frames, e.g. New Multi-Climbing Units (1 x Toddler Age/Junior Age and a 3rd more challenging item such as Basket Swing or rotating items on new turf and grass matting to reduce costs.
- The scheme to result in a playground to suit the area for different age groups & abilities.
- Considerations having to be given for football pitch areas and runoffs which are used weekly. (The area we have identified at Hopwood for new children's' play equipment should be enough to provide a safe distance between it and the football pitches as currently configured. *See satellite photo below*)



Figure2 Hopwood Community field showing location of football goal line.....and the Proposed Play area

An itemised quotation is required to identify all costs together with an illustrated layout for design purposes which will be assessed on a quality and warranty and play value basis, as well as on price.

A final local consultation is to be carried out by the Council and its working party to ensure the quotation and layout meets with local user expectations.

3. OVERVIEW OF PROJECT



3. Figure 2 Play area from top of bund

Materials

Due to previous issues with wood, the council is looking for longevity and minimal maintenance, so predominantly steel equipment. Colours should complement the surrounding natural environment.

Removals

Any items that may require removal should be agreed at the survey stage.

Surfacing (to be agreed)

The council has a preference for grass matting to reduce costs and focus on the actual play equipment. As a result, provision needs to be included to supply and install new turf and grass matting under any equipment or where necessary other materials that provide a safe play surface.

There is a pedestrian access to the field in the bottom left hand corner of the bund between the car park and the playing field. This may be widened to facilitate access to the field during the works but the bund must be reinstated and grass-seeded at the end of works. Please also improve this access from the car park to the new play equipment by creating a small path at this point.

Post Installation Inspection

Please allow for an independent accredited or ROSPA inspection following the completion of the project, and any noted defects that are highlighted either medium to high risk, will need to be attended to and resolved before the open date, which is noted in the table below on page 4.

4. General Requirements

The project will be for delivery and installation that's aiming for completion during summer of 2019.

A single supplier will be chosen to deliver the project.

5. CONTRACT CONDITIONS

The successful contractor will enter into a contract by way of a Purchase Order with Alvechurch Parish Council.

The work is for the design, supply and installation of play equipment, surfacing, and associated works which must all comply with European Safety Standards including BS EN 1176 and BS EN 1177.

The successful contractor must provide evidence of Public Liability Insurance of no less than £5 Million and Employers Liability Insurance to the council within the tender response.

Confirmation of work hours, storage of materials, access, location of skips and a final Programme of Works and Risk Assessment Method Statements (RAMS) will need to be finalised and provided to the council before work begins, most likely at the "Pre-Start" meeting.

During installation, the contractors needs to keep public and maintenance access points clear of equipment and provide suitable HERAS fencing and safety notices around the construction site to isolate work from field users.

The site is secured by a padlocked farm-gate. The contractor will be responsible for ensuring the security of the site, including keeping the gate padlocked during the day and at the end of the day.

On completion of the project, any area that has been damaged during the installation such as turf, fencing, existing equipment or site access must be returned to the original condition at the contractor's expense.

6. 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.

Suppliers will need to provide within the tender response confirmation (or Programme of Works) that these dates for starting and finishing the project can be met.

All dates to be set out prior to tender presentation

Action:	Date Due By
<i>Tender Response Due</i>	12 th April 2019 at 2pm
<i>Contract Award Date</i>	14 th May 2019
<i>2019 Project Start Date</i>	w/c 3 rd June 2019
<i>Project Completion Date</i>	w/e 5 th July 2019
<i>Post Installation Report completed and snagging issues rectified</i>	No later than w/e 19 th July 2019

7. SCORING OF TENDERS

Item	Detail	Score
Play equipment	Number of play activities range and age appropriateness, aesthetics and colouring of equipment (eg. this can be a single larger unit but provides more play activity and higher level of visual and tactile stimulation as well as play value as opposed to lots of pieces of smaller equipment that may provide less interest)	50%
Quality of Materials	Ease of maintenance, anti-vandal, expected longevity and sustainable provision of both equipment and safety surfacing and landscaping. Considers tactile stimulation with sustainable materials.	20%
Warranties	What is covered in the warranty, length of warranty for each type of material used. Added value would be an extended warranty.	10%
Presentation	Overall presentation of submission and visuals. Accuracy of graphics to reality of scheme. Quality considered as well as quantity. Bringing something new to the design	10%
Added value	Evidence that provides additional elements and value to the scheme.	10%

8. SCORING SYSTEM

5	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.
4	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.
3	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.
2	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.
1	Poor to deficient	Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate or misleading
0	Unacceptable	Totally deficient and non-compliant for that criterion

9. Reference Sites

Please provide two suitable references that are ideally of similar value and requirements as this project, which councillors could visit if required (as close as possible to Alvechurch Parish). Before and after pictures and details of the project would also be appreciated. Please use the format below for each reference:

Name of Council/Client	
Contact Name	
Contact Telephone	
Contact Email	
Location of Installation	
Value of Project	
Description of Project	
Date of Installation	

10. FORMAT FOR RESPONSE

Please provide 1 x A1 hard Copy of any visuals / designs and 1 x A4 hard copy of any supporting material such as the quotation to the Clerk, Alvechurch Parish Council, at the address shown below.

The items should be provided in a sealed envelope clearly marked “Tender response – for the attention of the Clerk”. The item will be opened by the Clerk in the presence of at least one Parish Councillor after the deadline has passed.

Additionally, to maintain the sealed tender process electronic documents should not be submitted directly to the Parish Council.

11. Contacts for Tender

The Clerk for Alvechurch Parish Council who will be the principal contact for any general enquiries.

12. 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 response is the responsibility of the suppliers that have been invited 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 is 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 or the supplier directly canvasses any member of the council concerning the tender 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, will deem any tender invalid.

Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

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Tenders to be returned no later than 2pm on 12th April 2019 addressed and returned to:

TENDER RESPONSE – TO BE OPENED ONLY BY THE CLERK

**The Clerk to Alvechurch Parish Council,
1A George Road, Alvechurch,
Birmingham; B48 7PB**

Please direct enquiries to:

Tel: 0121 447 8016

E-mail: clerk@alvechurch.gov.uk