Rackheath Community Council

Invitation to tender (ITT) brief

Provision and installation of new play equipment & outdoor gym.



**INVITATION TO TENDER (ITT) BRIEF**

**Summary Instructions and ITT Timetable**

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| **Item** | **Contract Details** |
| Invitation to Tender (ITT) | Rackheath Community Council is carrying out this procurement process for the supply and installation contract of new play equipment and Outdoor Gym at Stracey Playing Field. |
| Contract Duration | June 2024 – November 2024 |
| Procuring Officer | Any queries must be addressed to the Clerk |
| Site visits if required | Site visits may be arranged directly with the Projects & Events Officer by appointment only |
| Date/time for Tender return: | 30th April 2024 - by 12.00 noon |
| Notification of result of Tender evaluation | 22nd May 2024 |
| Contract Commencement | ASAP post-contract award |

## Introduction

Rackheath Community Council is seeking to award a contract for the supply and installation of new play equipment & outdoor gym; on land it manages at Stracey Playing Field. This includes the supply and installation of any required or appropriate groundworks and safety surfacing. All works materials and parts should comply with both the British and European Standards for playground equipment, outdoor gym equipment and surfacing.

The Invitation to Tender is being procured under the Parish Council’s open tender process; This document provides applicants wishing to tender for the contract with the requirements, standards and conditions under which the procurement will be operated.

## Lot 1 - New Play Equipment; Background & Objectives

Rackheath Community Council has developed plans to install additional exciting and modern play equipment and an outdoor gym on Stracey Playing Field. These plans site base works preparation and a wet pour surface. The structure must be innovative and physically challenging; suited to a broad age range of children, from pre-teen to young adults.

One of the main aims is to improve the play experience for children by delivering a high-quality, low-maintenance play area. The challenge is to provide all-inclusive apparatus that caters to all age ranges with stimulating pieces that children are excited to use.

Given the anticipated heavy use of the play area, equipment must be robust and vandal-proof.

The design must include seating for both rest and also ‘picnic style’ to encourage families to stay longer, these should be on a level, secure base.

The design should consider enclosing the play area with fencing that compliments the overall design and area.

## Lot 2 - Outdoor Gym; Background & Objectives

The installation of outdoor fitness equipment that meets the needs of Rackheath residents both current and future, including adults, children, people with disabilities and special educational needs.

**General Tender Information**

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## Supervising Officer

The main supervising officer will be the Clerk.

## Budget

As a guide, the estimated cost to the Community Council for this contract will be approximately:

Lot 1 - £150,000.00, exclusive of VAT.

Lot 2 - £50,000.00, exclusive of VAT.

Any bidder wishing to bid on both lots, may combine this budget into a total of £200,000 for both lots, but must include a breakdown of costs per lot in their submission.

## Payment

Payment will be made to the contractor on satisfactory completion of works and following receipt and verification of an invoice by the council. Payment will be made by BACs.

## Duration of Contract Term

The contract is planned to commence as soon as possible post contract award, with the aim of completion before the end of the School Summer Holiday period.

# Site Details

## Site Information

Stracey Sports Park comprises a three acre field with two full-size football pitches, a bowls green, a tarmac multi-use games area, all served by the Pavilion which incorporates changing rooms, WCs, office space, kitchen and a flexible community room. Stracey Sports Park is managed directly by Rackheath Community Council.

Access for works vehicles is from the main car park; There are no onsite welfare facilities as these are often hired out to external customers and any secure storage or fencing will be the responsibility of the successful contractor.

## Site Plans

The layout of the site is shown below:

A map of a city

Description automatically generated

The approximate area available for the proposed new equipment is adjacent to and behind the MUGA next to the Pavilion Building. The council would welcome any use of space around the marked football pitches for a ‘trim-trail’ or similar but this is not a formal criterion for a bid to be successful.

**Site Meeting and Visits**

Site visits can be arranged with the Projects & Events Officer by appointment.

However, this is not mandatory, and the applicant is strongly advised to make necessary site-visits at their own convenience prior to completing an offer to ensure knowledge of the location. This includes assessing relevant conditions or features and gaining familiarity with access arrangements and detailed measurements. Such due diligence is reasonably expected in submitting a tender of this scale.

# Evaluation of Tender Offers

## Evaluation of Tenders

All tender bids will be treated equally and assessed with transparency throughout the evaluation process. The information disclosed by applicants will be used purely for the purposes of evaluation. If a bid succeeds in passing the first stage of the evaluation, it will be evaluated in accordance with the evaluation methodology.

All submissions will be reviewed for completeness and compliance with the ITT and stated requirements. This is to ensure they have been completed correctly and all necessary information has been provided. Incomplete and non-compliant tenders will be rejected.

**Evaluation Criterion**

As indicated in the Background & Objectives for both the play equipment & outdoor gym, the main aim of the contract will be to deliver the highest quality supply and installation of new equipment. Applicants should demonstrate their understanding of the objectives and requirements (as set out in the ITT) and their response must display compliance with the requirements.

The ITT provides the opportunity for Rackheath Community Council to select the best applicant based on specific tender criteria. This enables the Community Council to identify the bid that best meets its needs, while offering an economically favourable tender.

The evaluation criterion is assessed according to the Community Council’s weightings and calculated to give an overall comparative score out of 100. The highest scoring tender bid will be selected.

## Value to user and design

We are seeking innovative and creative solutions that not only meet the functional requirements but also elevate the overall user experience. We encourage applicants to demonstrate how their bids will ensure the delivery of significant value to the end-users through thoughtful and user-centric design. We are particularly interested in proposals that showcase innovation, creativity, and a commitment to enhancing the recreational spaces within our community. Please outline your approach to design, emphasising how your solution goes beyond the conventional, providing a unique and engaging experience for users. We look forward to receiving bids that not only meet our specifications but also exceed expectations in delivering unparalleled enjoyment and utility to those who will interact with the equipment.

Evidence of product or material guarantees will also be required.

### Price

This is an essential element that comprises the itemised and aggregate price of the tender offer. The opportunity to detail a schedule of competitive rates/prices for the works is to complete a design and formal quote.

### Experience

Recent relevant experience will be viewed favourably, particularly in applicable technical areas associated with the nature of this provision of apparatus and installation onsite. This might include the standard of equipment and installation expertise.

The ITT places significant emphasis on performance-based specifications, where skilled operatives are employed by the applicant, because they will understand both the site-requirements and technical requirements of play equipment & outdoor gym and its installation.

Where possible, a list of relevant projects undertaken should be provided, with a description and relevance to the tendered project, project cost and duration of the scheme. Of particular importance is the applicant’s performance in completing past contracts to the quality standards required – including the ability to undertake contracts on time, within budget and to the satisfaction of clients. This information should include the name of two contracts or projects, their completion dates and reference contact details.

The applicant should also provide evidence of the company policies and work procedures it has in place (particularly regarding employment conditions and environmental standards) to meet mandatory requirements.

First and foremost, the Community Council seeks a high-quality performance throughout the service of the contract and verification that this necessary standard will be delivered. The applicant is required to demonstrate excellent levels of care, flexibility and responsiveness. This quality also needs to be reflected in dealings or communication with the Community Council and public on site. There is a requirement for the successful bidder to secure and maintain the site being worked on at all times for the duration of the works.

### Presentation

In addition to the technical aspects of your proposal, we place a strong emphasis on the aesthetic appeal of the final design. We kindly request applicants to outline their strategy for ensuring that the presentation of the new play equipment and outdoor gym equipment is aesthetically pleasing. This includes considerations for visual harmony, color schemes, and overall integration into the surrounding environment. We encourage creativity in the presentation of designs, with an eye towards creating spaces that not only function effectively but also contribute positively to the visual aesthetics of our community. Please detail how your proposed designs take into account both form and function, resulting in a visually stunning and harmonious addition to our recreational spaces. We believe that an aesthetically pleasing design enhances the overall user experience and contributes to the long-lasting enjoyment of these public amenities.

### Inclusivity

We invite bidders to demonstrate their commitment to creating an inclusive environment through thoughtful equipment selection and layout design. We request applicants to outline how their proposed play equipment and outdoor gym designs prioritise accessibility and cater to individuals of all ages, abilities, and backgrounds. This includes considerations for wheelchair accessibility, sensory elements, and diverse user experiences. Please describe your approach to ensuring that the layout of the equipment promotes inclusivity, allowing everyone to participate and enjoy the recreational spaces without barriers.

**Environmental and Social Policies**

The Community Council is environmentally aware and is interested in reducing carbon emissions and mitigating its impact on the environment wherever possible. Applicants that can demonstrate environmentally friendly policies with regard to the manufacture, recycling and disposal of equipment will be looked on favourably.

The tender offer should outline the applicant’s own ethical and environmental policies or ethos to help support this.

This will include the applicant’s commitment or efforts to adapt to climate change and achieve carbon reduction. Suggestions for reducing the carbon footprint of the play area & outdoor gym apparatus and installation will be equally advantageous, for instance including; the potential to reduce energy and fuel use in the provision of the contract, what measures could be taken to reduce, reuse and recycle waste and the sourcing of ethically-responsible materials.

The applicant should also consider the main environmental impacts associated with delivering the contract and how these can be reduced or managed.

### Locality

Geographic proximity to Rackheath is an important factor to the extent that locality minimises environmental impact and, promotes local business. Close proximity to Rackheath will limit vehicular travel and significantly help reduce the carbon footprint of the contracted works.

## Evaluation Criteria and Weightings

Submitted Tender offers will be assessed using the following criteria and weightings: **-**

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| --- | --- | --- |
| **Evaluation Criteria and Weightings** | | |
| **Category** | **Criteria** | **Weighting** |
| **Quality** | Value to user and design | 40% |
| **Cost** | Presentation | 25% |
| **Quality** | Experience | 10% |
| **Quality** | Price | 10% |
| **Quality** | Inclusivity | 5% |
| **Quality** | Environmental & Social Policies | 5% |
| **Quality** | Locality | 5% |

# Invitation to Tender Process

Rackheath Community Council is issuing this ITT and inviting bids from Applicants in response to the published contract notice.

The procedure is being procured under the Council’s open tender process, in line with the Public Contracts Regulations 2015. This procurement will follow a clear and transparent process, to ensure that all applicants are treated equally.

## Indicative Timetable for Tenders and Schedule

Set out below is the indicative timetable for tendering with the key dates for this proposed procurement as follows: -

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| --- | --- |
| **Indicative Timetable for Tenders** | |
| **Procurement Stage** | **Deadline** |
| Publication of ITT advertisement (Contract Notice) in Contract Finder | 20th March 2024 |
| Deadline for ITT queries | 27th March 2024 |
| Site visits & meetings if required | 9th-11th April 2024 |
| Deadline for clarification responses to be issued | 15th April 2024 |
| Deadline for receipt by the Community Council of completed ITT documents | 30th April 2024 – 12 Noon |
| Ratification of Evaluation Assessment and Award of Contract | 20th May 2024 |
| Notification of Contract award (Contract Award Notice) to applicants | 22nd May 2024 |
| Anticipated issue of contract to successful tender | 24th May 2024 |
| Date of commencement of contract | ASAP post-contract award |
| Date of completion of contract | ASAP post-contract award |

## Instructions for Tendering

Applicants should read these ITT instructions, the Specification and Terms & Conditions carefully before completing the Tender documentation. Failure to comply with completion and submission requirements may result in the rejection of the Tender.

## Enquiries

All initial enquiries should be made to the Project & Events Officer by email at [clerk@rackheathparishcouncil.org.uk](mailto:clerk@rackheathparishcouncil.org.uk) or by telephone on 01603 920990

**Clarification Requests**

Prospective contractors should ensure they are completely familiar with the nature and extent of the obligations required if the tender is awarded.

All clarification requests should be submitted by applicants to the Community Clerk by the clarification deadline no later than one week before the closing date (as set out in the Indicative Timetable for Tenders table). These requests should clearly reference the appropriate paragraph in the ITT documentation and be aggregated rather than sent individually. The council is under no obligation to respond to clarification requests received after the clarification deadline.

Please note that clarification of points and responses to any questions raised during the tendering period may be circulated to all tenderers.

# Instructions for Completion

**Costs & Pricing**

The applicant must provide a breakdown of itemised costs to be included with the tender offer. This should be an itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation.

All costs submitted are to be presented in Pounds Sterling and consistently excluding VAT or expenses/other costs where applicable. Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be firm and fixed for the duration of the contract (for any identifiable items that make up the itemised costs).

The breakdown of costs is vital to help the Community Council evaluate and compare specific itemised costs between each tender. It will also become part of any successful contract to assess costs.

Applicants may modify their tender response prior to the tender submission deadline (as per the indicative timetable for tenders) by giving written notice to the Community Council. Any modification should be clear and submitted as a complete new tender response in accordance with these ITT conditions.

Applicants are advised that the Council is not bound to accept the lowest tender submitted nor to reimburse any expense incurred during the process.

The Council reserves the right to request modifications to the design post-award without the requirement to re-tender. These modifications could include replacing pieces of equipment with others, or any modifications or options that do not alter the overall nature of the contract or framework agreement.

## Pricing for Additional Services

Where unscheduled and variable work occurs (not identified in the specification), the applicant is required to provide additional pricing rates per hour or per item in the Cost Submission Form. This will not be included in the tendered price. No guarantee can be given to the particular level of additional and unscheduled work which will be awarded; rather it should simplify and speed up the process by avoiding the need for seeking further competitive quotes.

## Variations and Additions

The Community Council might request additional work not identified in the specification. This will be carried out through a simple *Contract Amendment*. Once the applicant has agreed the scope and terms of the additional work, a confirmation will be added to the contract to reflect the extra cost & time. Alternatively, if the contractor needs to carry out unforeseen additional work, the Community Council can agree to this through a *Variation to Contract.* The Council will confirm acceptance by raising a *Variation Order* document containing the original contract price, variation price and new price.

## Pre-Qualification Questionnaire (PQQ)

The PQQ is used to ascertain the suitability of a contractor in relation to the requirements of the Community Council and the ITT. It requires commercial and legal information regarding the applicant’s company and some specific questions about the contract being tendered. The form includes standard questions on company details, insurance cover, financial information, relevant experience, particulars about technical or professional ability and information about capability or capacity.

This is also the opportunity for the applicant to demonstrate that they comply with any mandatory or discretionary (such as included in the ITT evaluation criteria) requirements for the contract. Key elements include provision of social value, added value and value for money to the Community Council. It is also where the applicant can outline their specific qualities and any other relevant information to support their tender.

**Drawings and Literature**

The contractor should submit a CGi design and site plan (digital or artist impressions of how the finished project will appear), and design information specific to this project.

Any technical literature relating to the materials and equipment to be used should be supplied with the tender forms; along with relevant maintenance instructions, guarantees and work defect maintenance period. Likewise, any evidence of product or equipment guarantees should be attached.

## Method Statement

A positive demonstration of the proposed methodology and approach to the installation will be advantageous. The Contractor shall provide a Method Statement with their tender; describing their proposed general and detailed arrangements and methods for carrying out the Works. This should include;

* How all stages of the Works will be executed
* Procedures to ensure the specified parameters are obtained.
* The appropriate climatic conditions in which the safer surfacing can be laid.
* The appropriate health and safety requirements e.g. Risk & COSHH Assessments.
* Indicate areas of work that will be sub-contracted and detail the company(s) that will be employed (and be rejected if decided the quality has deteriorated).

## Submission of Tenders and supporting documentation

All complete tenders must be submitted by email or in writing (by 12.00 noon on the 30th April 2024) to the Community Council office and clearly marked ‘*Stracey Playing Field Play-area Tender’*.

If sent by mail (or in person), these tenders should be submitted in a sealed envelope to the Community Council and addressed to the Clerk, Rackheath Community Council, The Pavilion, Green Lane West, Rackheath, NR13 6LT.

No additional information should be submitted or will be considered after the submission deadline.

Tenders should contain all the items listed (for completed return): -

* Pre-Qualification Questionnaire Form
* Itemised price breakdown per lot, with costs for each item, surfacing, and installation & prelims.
* Drawings of the proposed site & equipment to include description of how the proposed design will deliver value to the users and how the site will have excellent aesthetic presentation.
* Evidence of the company policies and work procedures it has in place (particularly regarding employment conditions and environmental standards
* Method Statement

## Further Information

The Community Council may at any time request further information from applicants to verify or clarify any aspects of their tender response or other information they may have provided.

Should the applicant not provide supplementary information or clarifications by the notified deadline, the tender offer may be rejected in full and disqualified from this procurement process.

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## Acceptance of Offers

Submitted documents shall constitute an irrevocable offer to provide the supply and installation of play equipment. The Council will not necessarily accept the lowest priced tender bid; the decision to award the contract will be based on the specified evaluation criteria and weightings.

Please note the Community Council will not share tender submissions received with other suppliers/contractors.

## Award of Contract

The Community Council will use the scoring criteria set out within this document to make a decision on the successful tender. Any acceptance by the Council shall be communicated in writing to the applicant. Upon such acceptance by the applicant, the contract shall become binding on all parties.

The Council shall conclude a formal contract with the successful applicant, which shall embody the Applicant’s offer. No tender can be considered successful until a formal contract has been signed by an authorised Council officer and co-signed by the applicant’s authorised office