



A Doomsday Village

BRIZE NORTON PARISH COUNCIL

The Parish Clerk
18 Chichester Place
Brize Norton
Carterton
Oxon
OX18 3PD
01993 840890
07899 938938

clerk@brizenortonparishcouncil.co.uk

TENDER DOCUMENT - NEW PLAYGROUND FOR BRIZE NORTON PLAY AREA

(To be known as Brize Meadow Play Park)

August 2023

General Requirements

Brize Norton Parish Council (BNPC) has S106 funding to fully develop a new NEAP play area at Brize Meadow, Archer Place, Brize Norton, Oxfordshire, OX18 1NG. We are seeking an experienced company to design, project manage and build a new exciting, imaginative play area to include:

- 1) boundary fencing all round should be:
 - I. one side (approx. 58m of 3m high fencing in green to shield housing (vibration and reverberation reduction structure)
 - II. three sides (approx. 197m of 1.2m high galvanised 12mm gauge bow top fencing complete with post corner/end posts
 - III. one 1.2m wide 1.2m high self-closing gates and one 3m wide 1.2m high combination gate
- 2) a MUGA, marked out for 5-a-side football and basketball
- 3) a sensory area
- 4) dedicated area of play with equipment for toddlers
- 5) dedicated area of play with equipment for juniors
- 6) a zip wire
- 7) Five-year maintenance plan

Note: By the time work is due to start, the Developer will have cleared the site of all debris and it will be grassed over, as agreed between themselves and BNPC.

BNPC will be undertaking all the planting via a separate contractor.

We are looking to install equipment which is robust and durable.

The area is approximately 0.4 hectares and sits between a residential block of flats and the back of a retail area; opposite there is a site proposed for a new primary school. Consideration must be made to the residents that there is to be a buffer-zone from the activity zone to the boundary of the nearest residential property. BNPC has consulted with West Oxfordshire District Council and an agreement has been made that some of the 30m buffer-zone can be used for the sensory area and play equipment for the younger aged children.

The successful Contractor will need to have proven and demonstrated experience in similar projects in the Oxfordshire area and have a wide-ranging skill base to achieve the various elements of the contract, health & safety management and defect diagnosis and rectification. The supplier must be able to demonstrate an excellent Health and Safety record, accordingly suppliers that cannot demonstrate an excellent record, free from enforcement action, will not be considered.

1. Design Statement and Materials

- Please see attached a drawing of the existing site. ***Note: please ignore the planting and the pathways. The substation is to be outside of the playpark fencing***
- Please see attached consultation information

Equipment must conform to BS EN 1176 and other applicable British Standards. Where equipment is unable to meet a standard, an explanation of acceptability or third-party testing by a recognised body

or a risk assessment by RoSPA must be provided. Compliance may be judged by a BS Kitemark, TuV mark or by such testing as may be conducted on site without dismantling or destruction, by RoSPA.

- I. Engineered laminated timber for the main structures where possible with steel feet and capping where appropriate
- II. Wet pour
- III. Accessible equipment options to be clearly highlighted

2. Site Related Issues

The Contractor is assumed to have visited the site to assess the nature of the work, access, topography etc. and conducted relevant services checks. Confirmation of working hours, safe storage of materials, access and egress around the site, traffic management plans, location of waste skips will accompany a final Programme of Works and your Risk Assessment Methods Statements (RAMS). Your RAMS will need to be finalised and agreed with the BNPC **at least** 14 days before work begins.

During installation, the Contractor is to ensure that the public does not have access to the site by keeping any hoarding or Heras-type fencing locked when not in use. The Contractor must take all reasonable action to ensure that newly installed apparatus is not used until practical completion is confirmed.

Any machinery left on site overnight **must**, where possible, be immobilised. The Contractor will be held responsible for a) any damage caused **to** machinery/materials left on site by the supplier; b) any damage caused **by** machinery/materials left on site by the supplier; c) any vandalism caused to machinery/materials left on site by the supplier.

The Contractor will be held responsible for, and must make good, any damage caused to existing buildings, roads, paths, grassed areas, car parks, fences, drains, sewers, service mains, landscaping etc. and for completion of the project, any area that has been damaged during the installation must be made good and returned to new, or as a minimum, returned to the original condition at the Contractor's expense.

Access:

- I. Access will be via the southerly access to the Brize Meadow development (i.e., the one adjacent to the Local Centre
- II. The Contractor will need to store equipment and park within the boundary of the NEAP area
- III. The Contractor should allow for welfare facilities and site accommodation throughout the project
- IV. The Contractor will have a dedicated supervisor who will consult with BNPC and monitor the Health and Safety on site
- V. The Contractor should always have a qualified first aider on site

Post Installation Inspection

Following completion, the Contractor should arrange and pay for a RPII inspection to be undertaken and any noted defects or medium to high-risk reports will need to be addressed and resolved in accordance with the project timetable.

Waste

The Contractor must ensure that all waste materials produced during these works that cannot be reused on-site, are transported away using waste carriers with a current Waste Carriers License appropriate for the type of waste being transported. A copy of the Waste Carriers License for all carriers being used during these works must be provided to BNPC, if requested. Wherever possible, waste materials will be taken to appropriate waste recycling centres. Where waste cannot be recycled, it shall be taken to an approved tip. BNPC may require evidence of which tipping sites are being used, and where required, appropriate copies of Waste Site Licenses for the tipping site must be provided.

3. Format for Response

Works will include:

- the design and build of a playground according to the design brief,
- supply of appropriate drawings to show the proposed layout,
- supply and installation of all equipment, surfacing and fencing

Please provide:

- 1) A detailed project plan and design costs
- 2) Details of any current or previous enforcement action under Health & Safety Legislation in the last five years
- 3) Most recent Audited Accounts
- 4) Details of two recent similar projects undertaken by the company as near to Brize Norton as possible, with addresses and options for references
- 5) Confirmation that should you be successful, when the company expects to start and complete the project.
- 6) Insurance details confirming that the Contract requirements are met
- 7) Written confirmation of Standard compliance where relevant and evidence of Public Liability Insurance of no less than £5 Million, Employers Liability Insurance of no less than £5 million and Professional Indemnity insurance of no less than £5 million to the council within the proposal

4. Budget

All pricing should be exclusive of VAT. Prices will be fixed and firm for the duration of the contract once awarded.

The budget for the project is £440,000.00

The Contractor will provide a turnkey (end to end) service. It is expected that all labour, materials, fuel, water, carriage, plant, tools, and machinery of all descriptions to execute the works will also be provided.

The successful Contractor will enter a contract by way of a Purchase Order or Engagement Letter from Brize Norton Parish Council

Scoring of Project Proposals

50% Concept, Play Value and Design	Overall design reflects concept. Variety of play activities for all ages and abilities.
40% Longevity, Quality Materials and Durability	Maintenance, expected longevity of equipment and surfacing
5% Warranties	What is covered in the warranty, length of warranty for each type of material.
5% Support/Helpfulness	Anticipated helpfulness of contractor in being easy to work with.

Non-Consideration of a Proposal Response

BNPC reserves the right to refuse any or all submissions without suppliers being able to claim any compensation. All costs associated with your tender submission are your company's responsibility and will not form part of the quote for reimbursement by BNPC.

BNPC may refuse a contractor's response if there has been any attempt to vary or alter the details within the document, or the supplier is not able to provide all the information required 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 with the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the proposal.

5. Timetable

BNPC is aware of the challenges in the national supply chain caused by ongoing factors outside immediate control. We are keen to proceed with this project at the earliest opportunity along the following timeline:

1 September 2023	Quotations to be received by Noon
15 September 2023	Communication of the supplier contract decision, two-week stand-still period commences.
11 November 2023	BNPC to sign supplier agreement
January 2024	Target on site date
Spring 2024	Completion

Administration

Any initial questions relating to the project should be directed in writing/email to:

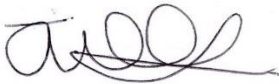
Cllr Wendy Way
Chair of Brize Norton Parish Council
w.way@brizenortonparishcouncil.co.uk

Tender Submissions should be sent hard copy via Recorded Delivery and marked 'COMMERCIALLY SENSITIVE' to:

Mrs J Webb
Clerk to the Parish Council
18 Chichester Place
Brize Norton
Oxfordshire
OX18 3PD

Tenders received will be kept un-opened and secure until the deadline has passed. Official unsealing of tenders will take place in accordance with BNPC Standing Orders and Financial Regulations.

Yours sincerely

A handwritten signature in dark ink, appearing to read 'Jo Webb', with a stylized flourish at the end.

Mrs Jo Webb
On behalf of Brize Norton Parish Council