

21/03/2023

Dear Sir/Madam

**Invitation to Tender Ref: 262**

**Scope of Service: Play Equipment – Park Street Recreation Ground, St Albans**

St Stephen Parish Council (SSPC) is pleased to invite you to tender to undertake Phase 2 of Park Street Recreation Ground play area refurbishment. remove existing and provide and install play equipment and wet pour play surface for the phase 2 development of Park Street Recreation Ground Play Area

The tender documents comprise this ITT letter, rules of tendering and the ITT documents.

This ITT sets out the information which is required in order to assess the suitability of applicants in terms of their ability to carry out the contract, previous experience, pricing, service levels and delivery timeline to meet the requirements of St Stephen Parish Council for this assessment.

The successful applicant will be required to deliver services in accordance with all attached documents and the contract to be placed with the successful applicant. Elements of the contract can be subcontracted out but this must be made clear in the applicant's tender and details of the proposed company undertaking the work shared with SSPC.

Any questions concerning this document or the tendering process or requests for site visits should be sent via email no later than **7<sup>th</sup> April 2023**. Deadline for submission is **Friday 28<sup>th</sup> April 2023** If it is necessary to amend the ITT documents prior to the submission of tender proposals, or to extend the tender period, all applicants will be notified by email.

St Stephen Parish Council may either waive or insist on strict compliance with any requirement set out within this ITT. St Stephen Parish Council reserves the right not to contract or contract only in part with any applicant.

The information supplied within this ITT and accompanying documents reflects St Stephen Parish Council's current view of the services required. Whilst the information in this ITT has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified. This ITT is issued on the basis that:

- St Stephen Parish Council does not accept any liability, responsibility or duty of care to any tenderer for the adequacy, accuracy or completeness of this ITT or for anything said or done in relation to the procurement to which this ITT relates;
- St Stephen Parish Council does not make any (express or implied) representation or warranty either about the information contained in this ITT or on which it is based, or about any written or oral information that may be made available to any applicant;
- Nothing contained in this ITT constitutes an inducement or incentive in any way to persuade an interested person to pursue its interest, submit a tender proposal or enter into any contract.
- Neither this ITT nor any information supplied by St Stephen Parish Council should be relied on as a promise or representation as to its future requirements.
- This ITT is neither an offer capable of acceptance nor is it intended to create a binding contract nor is it capable of creating such a contract by any subsequent actions.

Applicants should complete the Tenderer Declaration Form, **Appendix A**, and return with the completed proposal, as per the instructions set out in this ITT.

Yours faithfully

*Sue Hake*

Sue Hake

Parish Clerk

**Tender Contact:**

Sue Hake  
St Stephen Parish Council  
Station Road,  
Bricket Wood,  
St. Albans AL2 3PJ

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

01923 681443 option 1

## **Scope of Procurement: Specification for Phase 2 Park Street Recreation Ground Play Area Refurbishment**

### **Summary**

Phase 1 of the new playground equipment installation has been completed. St Stephen Parish Council has received a grant to fund Phase 2.

This brief is for the removal of existing play equipment, and installation of phase two play equipment as part of the refurbishment of Park Street Recreation Ground.

Specifications are:

Removal of existing play area equipment and play surface.

Installation of new play area equipment, mound and play surface (wet pour).

- Two sets of Kompan swings. One with a me too swing seat.
- Bubble Tunnel with recycled plastic timber sleepers and recycled plastic timber to tunnel entrance.

Please see appendix C and D for renderings and plan.

### **Background**

Park Street Recreation Ground, Park Street Lane, St. Albans, AL2 2NE is a leisure amenity site managed and maintained by St Stephen Parish Council for the benefit of the residents of the parish. It includes a play area, cricket square, cricket pavilion, car park and parkland.

### **Contract requirements**

The brief for the contract is for work to be completed according to the design specification and plan. Work to start at the beginning of September 2023 and to be completed within 8 weeks of the start date.

### **Outline of Requirements**

1. Site Preliminaries  
Heras fencing, storage, offloading and freight
2. Equipment  
Kompan steel swing with 1 cradle seats and 1 me too seat.  
Green deco plates  
Kompan steel swing with basket swing and two flat seats
3. Bubble tunnel with slide, recycled plastic sleeper steps and recycled plastic sides
4. Removals  
Dig out and remove existing swing, bus  
Loose fill removal  
Dig out and remove, timber edge to loose fill surface  
Dig out and remove rubber surface under swings  
Dig out and remove precast concrete edge and haunch.
5. Groundworks  
Excavate 150mm including disposal for swing surfaces  
Supply and lay type 1 Mot stone 150mm as base for Wet Pour under for swing surface  
Trench edge for Wet Pour including backfill.
6. Surfacing  
Supply and install Wet Pour 40mm-28sqm  
Supply and install Wet Pour 50mm-55 sqm  
Supply and install thermographic markings

7. Landscaping
  - Mound
  - Rotovate topsoil to prepare for turf
  - Supply and lay turf
  
8. Inspection post Installation
  - Arrange to have new installed play area to be inspected and assessed by qualified independent play area inspector (from Register of Play Inspectors International).

**Award Criteria:**

The Contract will be awarded on the basis of the following weighted award criteria:

	<b>Award Criteria</b>	<b>Weighting</b>
<b>AC1</b>	<b>Conformance to Specification</b>  Submissions which do not, in the opinion of St Stephen Parish Council, adequately meet the Performance Specification will not be marked for the Technical Merit and Price Criteria outlined below and will not be taken forward to any subsequent stages of the Tender evaluation.	<b>PASS/FAIL</b>
<b>AC2</b>	<b>Price</b>	<b>50%</b>
<b>AC3</b>	<b>Technical Merit (Quality)</b>	<b>50%</b>
	<b>TOTAL</b>	<b>100%</b>

The **Technical Merit** criteria are made up of the following sub-criteria:

<b>AC3.1</b>	<b>Adequate qualified personnel for the range of requirements</b>	<b>50%</b>
<b>AC3.2</b>	<b>Previous experience in similar areas of work</b>	<b>30%</b>
<b>AC3.3</b>	<b>Quality of presentation of options through graphic design</b>	<b>10%</b>
<b>AC3.4</b>	<b>Ability to execute given tasks with minimal supervision</b>	<b>10%</b>

Tenderers may then be invited for interview. This stage will be used to moderate your scores (+/- 5) at ITT stage by clarifying information provided in your company's bid.

<b>AC4</b>	<b>Interview</b>	<b>Not Scored</b>
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**Tenderers invited to the Interview stage will be expected to provide any suitably qualified/skilled staff required during this process free of charge.**

St Stephen Parish Council reserves the right to invite other Tenderers, by rank order, to participate in the Interview stage if required.

### **Terms for Submission of Tenders**

Applicants can sub-contract elements of the specification, provided details of subcontracting company are provided. If you can only supply part of the specification please quote for that/those element/s and make clear in the pricing schedule that certain elements are not being included.

The closing date and time for the receipt of submissions and all requested documentation relating to this stage is **17:00 hours (5pm) on Friday 28<sup>th</sup> April 2023**. Late submissions will not be accepted.

Submissions will only be accepted if they are returned:

Via email to: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk).

Subject Heading: CONFIDENTIAL TENDER DOCUMENTS REF 262

Or via post to:

The Parish Centre, Station Road, Bricket Wood, St Albans AL2 3PJ

Marked CONFIDENTIAL TENDER DOCUMENTS REF 262, for the attention of: Sue Hake, Parish Clerk.

### **Confidentiality and Disclaimer**

This ITT is not an offer capable of acceptance but represents a definition of specific legal service requirements and an invitation to submit a response addressing such requirements.

Neither the issue of the ITT to you, your preparation and submission of a tender, or the subsequent receipt and evaluation of your tender by St Stephen Parish Council commits St Stephen Parish Council to award a contract to you or any other bidder, even if all requirements stated in the ITT are met. St Stephen Parish Council is not responsible directly or indirectly for any costs incurred by your firm in responding to this ITT and participating in St Stephen Parish Council's procurement process.

All firms shall keep strictly confidential any and all information contained in this ITT, and other information or documents made available to it by or on behalf of St Stephen Parish Council in connection with this ITT. The applicants shall not disclose, nor allow any such information to be disclosed. Submission of a formal response to this ITT will confirm your agreement to observe these confidentiality requirements.

Contact by the firms with St Stephen Parish Council during the bidding process should only be with the individual named in the covering letter above sent from St Stephen Parish Council dated **21 March 2023** as the St Stephen Parish Council tender contacts. Respondents shall not offer or give any consideration of any kind to any employee or representative of St Stephen Parish Council as an inducement or reward for doing, or refraining from doing, any act in relation to the obtaining or execution of this or any other contract with St Stephen Parish Council.

Please provide a response to this ITT by completing the appendices listed below and providing any additional or supporting information, which you consider appropriate. In completing the ITT, please adhere to the structure contained in this document and include "Not applicable" where appropriate.

### **Response/Return of Invitation to Tender**

Tenderers are advised that it is **compulsory** to complete and return of the following document. Failure to do so will mean that your tender is not considered.

## **Completion of Tenderer Declaration (Appendix A)**

### **Questions**

If you have any specific questions concerning this document or the process for submission of your proposal, then please email: [clerk@ststephen-pc.gov.uk](mailto:clerk@ststephen-pc.gov.uk) no later than the **14<sup>th</sup> April 2023**. Only questions submitted to this email will be answered.

All responses received and any communication from tenderers will be treated in strict confidence.

### **Material Misrepresentation**

St Stephen Parish Council shall reply on the information provided by the bidder in relation to its offer. In providing the services as specified in the Invitation to Tender documents the successful bidder/tenderer shall comply with the contents of its offer as failure in this respect may constitute a material breach of contract.

### **Collusive Bidding**

Collusive bidding is unacceptable by St Stephen Parish Council. Any tenderer that is caught by St Stephen Parish Council to be circumventing rules or the law during this tender process will automatically be disqualified from the tender process.

This applies to any bidder who:

- a). Fixes or adjusts the amount of his bid by or in accordance with any agreement or arrangement with any other person, or
- b). Communicates to any person other than St Stephen Parish Council the amount or approximate amount of his proposal (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the tender for instance), or
- c). Enters into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted, or
- d). Offers or agrees to pay or give, or does pay or gives any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done, or causing or having caused to be done in relation to any Offer or proposed Offer for the Works/Services or any act or omission will be disqualified (without prejudice to any other civil remedies available to St Stephen Parish Council and without prejudice to any criminal liability which such conduct by a bidder may attract).

### **Bribery**

Bribery means any offence under the Bribery Act 2010 or related Laws creating offences in relation to offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe

The Contractor agrees with the Client that this Contract will operate on the basis of zero tolerance being shown towards any Fraud and/or Bribery. The Contractor shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud and Bribery by Staff and the Contractor (including its shareholders, members, directors) in connection with the receipt of monies from the Client and with the operation of this Contract.

### **Relationship with Members of the Council**

If a candidate for any tender is to his knowledge related to any Member of the Council or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for consideration.

Canvassing of Members of the Council or any committee, directly or indirectly, for any tender under the Council shall disqualify the candidate.

A Member of the Council or of any committee, shall not solicit for any person any appointment under the Council or recommend any person for such appointment but any such Member may give written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

### Appendices

- A - Tenderer Declaration Form
- B – Conditions of contract
- C - Site maps showing Park Street Recreation Ground

### APPENDIX A Tenderer Declaration Form

Declaration by Tenderer

ITT Title: ST STEPHEN PARISH COUNCIL REF: 262

1. I, \_\_\_\_\_, certify that I am the person duly authorised to sign tenders for and on behalf of

\_\_\_\_\_, the tenderer, and having read the documents, offer to supply the goods, services or works:

- as set out in the letter of invitation to tender, the specification and accompanying tender documents, samples and/or drawings.
- under the terms and conditions indicated
- at the NET price (or prices) specified below:

£

\_\_\_\_\_ + VAT

2. It is agreed that any or other terms and conditions of contract or any caveats, assumptions, reservations or exclusions that may be printed on correspondence emanating from the tender, or any Contract resulting from this tender, shall not be applicable to this tender or agreement.
  
3. I certify that this is a bona fide tender and that I have not fixed or adjusted the amount of the tender by, or under, or in accordance with any agreement with any other person. I have not done, and undertake that I will not do at any time before the hour and date specified for the return of the tender, any of the following acts:
  - Communicate to a person other than St Stephen Parish Council, the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender
  - Enter into an agreement or arrangement with any other person that he/she will refrain from tendering or to the amount of any tender to be submitted
  - Offer, or pay, or give, or agree to pay any sum of money or valuable consideration, directly or indirectly to any person for doing, or having done, or causing to be done in relation to any tender or proposed tender, for the said work, any act or thing of the sort described above.
  
4. I further certify that the principles described in paragraph 3 have been, or will be, brought to the attention of all subcontractors, suppliers and associated companies providing services or materials connected with the tender and any contract entered into with the subcontractors, suppliers or associated companies will be made on the basis of the compliance with the above principles by all parties.
  
5. I understand that St Stephen Parish Council reserves the right, unless the tenderer stipulates to the contrary in the tender, to accept such portion thereof as St Stephen Parish Council may decide. St Stephen Parish Council is not bound to accept the lowest or any tender.
  
6. I have obeyed the rules regarding confidentiality of tenders and will continue to do so as long as they apply.
  
7. I can confirm that I accept that any breach of any of the conditions could lead to any tender being rejected or to the rescission of the Contract by St Stephen Parish Council.

Authorised Signatory	
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Date	
Name in BLOCK LETTERS	
Job Title	
Telephone Number	
E-mail address	

Please ensure that the form is completed and signed before being returned with any other supporting documentation requested, by the due date and time.

**Appendix B – Conditions of contract**

This will be a Short Form Contract for the supply of good and/or services based on the Government model.

**Appendix C - Site map showing Park Street Recreation Ground**

See accompanying pdf document

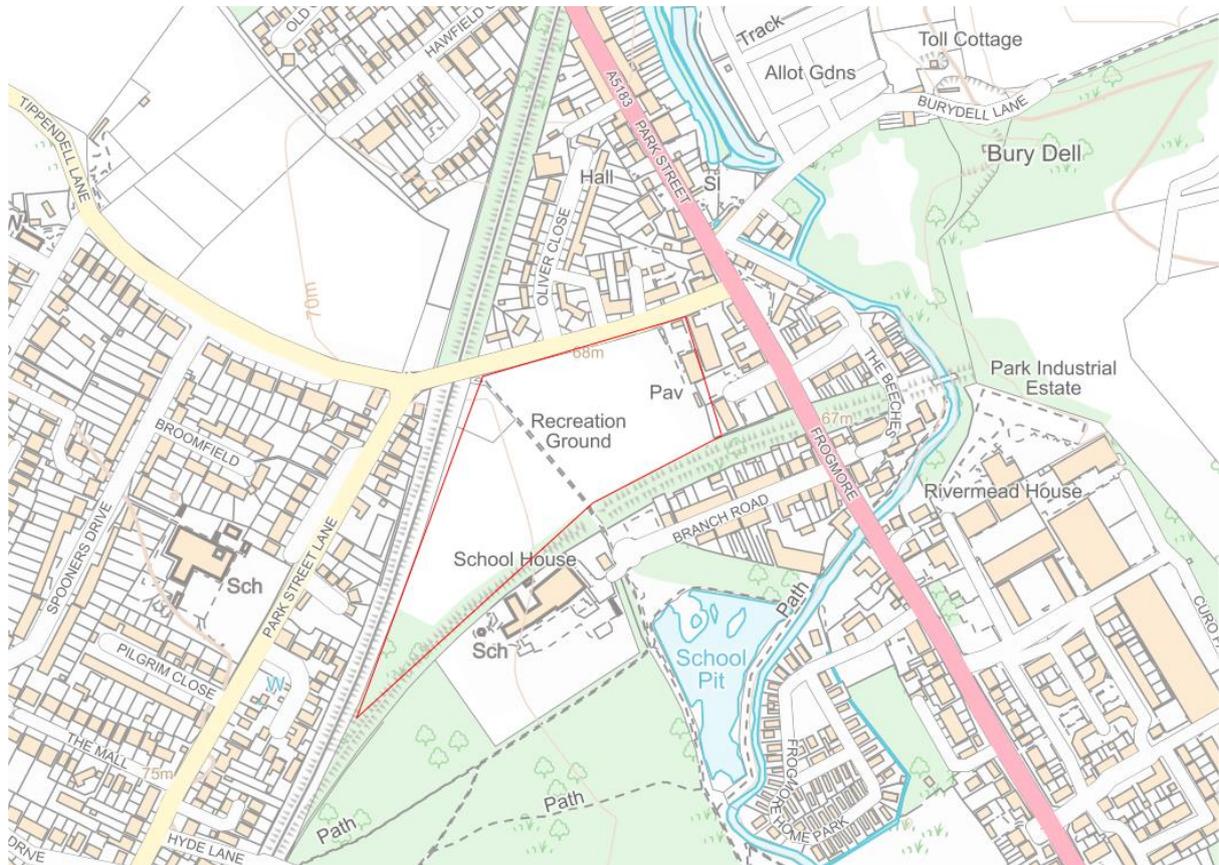
**Appendix D- Play Area rendering**

See accompanying pdf document

**Appendix E-Play Area plan**

See accompanying pdf document

**Appendix C- Site map showing Park Street Recreation Ground**



### Appendix D- Play Area rendering



**Appendix E-Play Area plan**

See accompanying pdf document

