



# Church Stretton

Town Council

## Invitation to Tender

### Supply and Installation of Play Equipment Brooksbury (Churchill Road) Play Area



## 1. Summary Instructions and Timetable

Item	Contract Details
Invitation to Tender	Church Stretton Town Council is carrying out this procurement process for the supply and installation contract of new play equipment on Brooksbury (Churchill Road) Play Area
Contract Duration	March 2023 – October 2023
Procuring Officer	Any queries must be addressed to the Town Clerk.
Site visits if required	Open site, however arrangements can be made to meet a representative of Church Stretton Town Council by appointment
Date/time for Tender return:	Noon 17 <sup>th</sup> February 2023
Notification of result of Tender evaluation	By 3 <sup>rd</sup> March 2023
Contract Commencement	As soon as possible

## 2. Introduction

Church Stretton Town Council is seeking to award a contract for the supply and installation of new play equipment to replace the existing wooden play equipment at Brooksbury Recreation Ground. This includes the supply and installation of any required or appropriate groundworks and safety surfacing. All works materials and parts should comply with the British and European Standards for playground equipment and surfacing *BS EN 1176*.

The Invitation to Tender is being procured under the Town Council's open tender process; in line with the Public Contracts Regulations 2015. This document provides applicants wishing to tender for the contract with the requirements, standards and conditions under which the procurement will be operated.

### 2.1 Phasing of Contract

This project will be phased

**Phase One:** Church Stretton Town Council has identified £55,000 which is available for immediate use. The aim of the Town Council is to use these funds to have some equipment in place by the end of May.

**Phase Two:** Grant applications and further funding will be sought through the year in order to complete the project once specified.

## 3. Project Outline

The existing wooden play equipment has been in situ for over 10 years. Some pieces have been de-commissioned due to safety concerns (zip-wire and swings). The

remaining equipment is in poor condition and will be removed prior to the commencement of the contract.

- All replacement equipment must conform to the ROSPA Code of Good Practice for Play Areas and to the British and European Standard for Playground Equipment: BS EN 1176
- For each piece of equipment, the appropriate surfacing should be installed.
- All surfacing must accord with BS 7188 and EN 1177.
- More generally, the design should accord with BS EN 1176 with regard to minimum spaces around equipment and zones.

The Town Council has consulted with residents; key findings are below (see Appendix One).

### **3.1 Types of Equipment**

The majority of respondents were in favour of having adventure/active play equipment rather than traditional equipment.

This new multi-play features should as a minimum include;

- Zip wire
- Basket swings
- Obstacle course / Trim Trail / Traversing Wall
- Climbing system
- Slide

There should be opportunities for inclusive play.

It was generally agreed that equipment should be steel and due to the location it would be preferable that the equipment should be in more natural colours rather than bright primary colours.

### **3.2 Age Range**

Residents would like a mixture of equipment for under sevens and for the 7 – 12 age group. It is important that equipment does not create an ‘accidental’ teen shelter. There will be a separate area created for teenagers.

### **3.3 Location**

Access to the area is via a five bar gate. Suitable approaches to play equipment will be incorporated for those with limited mobility and parents with buggies.

### **3.4 Budget**

The Town Council does not have a fixed budget for the project, but estimates that tenders will be in the region of £95,000 - £110,000 plus VAT.

## **4. Site Details**

Brooksbury Play Area (also known locally as Churchill Road Play area) is situated off Churchill Road. Access to the park is generally through a gate on Churchill Road, there is also a footpath from Russells Meadow. See Appendix Two.

There are two football pitches on the site which are used by the local junior football team as well as for informal play.

The site has some drainage issues and standing water following heavy rain. There are undulations and a swirl circle (with specimen tree) which should be incorporated into the design.

Existing equipment will be removed prior to the commencement of the contract.

Access for works vehicles is from Churchill Road. There are no onsite welfare facilities and any secure storage or fencing will be the responsibility of the successful contractor.

The approximate area available for the proposed new equipment is 5,600m<sup>2</sup>. Along the northern edge of the site. These basic dimensions are an approximation, however, and the available area will need to be measured correctly. The contractor will be responsible for this and ensuring all design proposals correctly fit the area available.

## **5. Site Meeting and Visits**

This is an open site, arrangements to visit the site with a representative from the Town Council may be made with the Town Clerk [townclerk@churchstretton-tc.gov.uk](mailto:townclerk@churchstretton-tc.gov.uk).

## **6. Submission of Tender**

Tenders should be submitted by post to the Town Council Office, 60 High Street, Church Stretton, SY6 6BY. Due to the current situation with postal strikes applications will be accepted by email to: [personalassistant@churchstretton-tc.gov.uk](mailto:personalassistant@churchstretton-tc.gov.uk)

*Please clearly mark your tender 'Brooksbury Recreation Ground Tender'.*

The submission must include:

- A proposal/design for the play area showing the pieces of equipment you propose to install, their proposed locations and any surfacing.
- Technical specifications for all proposed pieces of equipment.
- Details of any proposed safety surfacing (material, specific product/supplier, thickness, extent, edging and colour).
- Confirmation that the proposed design conforms to the ROSPA Code of Good Practice for Play Areas; that all proposed equipment conforms to BS EN 1176 and that all surfacing conforms to BS 1788 and EN1177.
- A price for the supply, installation and commissioning of all new equipment and surfacing.
- All costs are to be included in the price. Church Stretton Town Council does not expect to incur (and will not pay) costs which could have been reasonably foreseen by the contractor. Costs such as the disposal of materials, erection of fencing, storage, security or provision of welfare facilities should all be factored into the overall price. The contractor will also be expected to make good any ground dug up or rutted as a result of the works.
- Warranty details for the works and warranty details for each piece of equipment and surfacing.
- A proposed start date.

Before works commence the chosen contractor must provide:

- Risk assessment and method statement for the works to be undertaken
- Evidence that the hold public liability insurance of £5 million minimum and that this is valid for the duration of the works.

After the works are completed the chosen contractor will provide a ROSPA post installation report.

## 7. Selection process

Church Stretton Town Council does not bind itself to selecting the lowest quote. Instead it will conduct an assessment taking into account:

- Overall costs
- The quality of the equipment
- The durability of the proposed equipment and ease of maintenance
- The extent to which the proposed design accords with the consultation undertaken with residents.

Church Stretton Town Council reserves the right not to award the contract if none of the proposals are suitable.

Church Stretton Town Council may reject any tender that does not supply the information asked for in the specification.

## 8. Timetable for Tenders and Schedule

Procurement Stage	Deadline
Publication of ITT advertisement (Contract Notice) in Contract Finder and on the Town Council website	13 <sup>th</sup> January 2023
Deadline for receipt by the Town Council of completed tender submission	<b>Noon</b> 17 <sup>th</sup> February 2023
Confirmation and award of contract	Council meeting 28 <sup>th</sup> February 2023
Anticipated notification of chosen contractor	3 <sup>rd</sup> March 2023
Date of commencement of contract	As soon as possible
Date of completion of contract	Phase 1: No later than 26 <sup>th</sup> May 2023 Phase 2: October 2023

## 9. Enquiries

All initial enquiries should be made to the Town Clerk by telephone on 01694 722113 or by email at [townclerk@churchstretton-tc.gov.uk](mailto:townclerk@churchstretton-tc.gov.uk).