

INVITATION TO TENDER  
PROVISION AND INSTALLATION OF PLAY EQUIPMENT AT  
RECREATION GROUND  
VALLEY PARK  
BRAMLEY CRESCENT  
BOTTESFORD  
DN16 3SN

To be supplied to Bottesford Town Council

Project	Valley Park Infant project
Timeframe for works	Jan-March 2022
Release Date	20 September 2021
Respond to	Town Clerk
Response deadline	5pm 25 October 2021

## Introduction

This invitation to tender (ITT) has been prepared by Bottesford Town Council for the removal of the existing play equipment with ground re-instated to a safe condition and the provision of new pieces of play equipment and seating.

Information about the Town Council can be found at [www.bottesford.org](http://www.bottesford.org)

This invitation to Tender is subject to the following instructions.

## Tender Instructions

### 1. Questions

Queries relating to this tender must be raised in writing no later than noon on 20 October 2021 and should be addressed to the Clerk by email to [clerk@bottesford.org](mailto:clerk@bottesford.org)

### 2. Site Visit

The Contractor is assumed to have visited the site to access the nature of the work, access, topography etc and carried out relevant service checks. Should site visits be required with the Town Council then this should take place well in advance of the tender close date.

### 3. Insurance

The Contractor must have the following minimum insurance cover in place:

£10m Public liability insurance  
£5m Employers liability insurance  
£1m Professional Indemnity insurance

### 4. Deadline for receipt of tenders

All tenders must be received either in a sealed envelope or via an attachment to an email to the Clerk to the Council by 5pm 25 October 2021.

### 5. Business references

In addition to your tender, please include two business references obtained in the last 2 years. Please include the contact names and telephone numbers of referees.

### 6. The Decision

The expected value of this tender is £100,000 (discussions will be held on whether the project will be carried out in two phases). The Council is not bound to accept the lowest priced, or any tender. **A funding application is ongoing with North Lincolnshire Council for this project.**

## **7. Canvassing**

Contractors tendering for this contract must not canvas Members of the Council or staff. Any effort to do so will immediately disqualify and tender submitted.

## **8. Notification of Outcome**

The Clerk will notify all parties of the outcome of this tender process by email before 12 noon 2 November 2021.

## **9. Freedom of Information**

Please note that all information submitted to the Council may be disclosed and/or published by the Town Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 any other law, or, because of judicial order, order by any court or tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential, please identify it and explain (in broad terms) what harm might result from disclosure and or publication.

## **10. Tender Timescales**

<b>Action</b>	<b>Date</b>
Issue of Invitation to Tender	20 September 2021
Deadline to return Tender document	5pm 25 October 2021
Evaluation of Tenders by Bottesford TC	1 November 2021 at Full Council meeting
Notification of award decision	2 November 2021

## **Specification of Works**

- Propose design with age zones
- Survey existing equipment and retain modern play equipment that can be incorporated into new design and agree with Council equipment deemed redundant and remove from site. (see list of equipment appendix 1 and map of area, appendix 2)
- Ground/grass to be re-instated.
- New play equipment and seating to be supplied and installed with appropriate safety flooring.
- All spoil/waste to be removed from site within 48 hours.
- Appropriate security measures are taken.
- Access to the area will be made available. Designated no parking areas must be adhered to.

The new equipment to be quoted for should be suitable for children 6 months to 11 years of age. Type of equipment is open to the Contractor and must include seating and at least one piece of equipment must be accessible to disabled users.

## 11. Supporting Documentation

Please note that to be considered, tenders must include all criteria listed below:

- Evidence of Public liability insurance
- Evidence of Employers liability insurance
- Health and Safety policy
- Waste Transfer Certificate along with confirmation that all waste will be taken off site.
- Trade references from other clients.

### Service Specification

It is expected that all tendering companies will be able to meet these requirements.

### Closing date for Tender responses

Tenders must be laid out clearly in parts as detailed above.

All Tenders must be received prior to 5pm on Monday 25 October 2021, either electronically to [clerk@bottesford.org](mailto:clerk@bottesford.org) or by post to

The Town Clerk  
Bottesford Town Council  
Civic Hall  
Valley Park  
Bramley Crescent  
Bottesford  
North Lincolnshire  
DN16 3SN

## TENDER RESPONSE FORM

Bottesford Town Council

For

Provision and installation of Children's Play Equipment at  
The Recreation Ground in Valley Park

### Details of Tender

Organisation name
Legal Status (sole trader, limited company etc)
Company Registration number
Registered Address
Primary Business
VAT reg number
Organisation name
Date of business formation
Are there any court actions and or industrial tribunal hearings outstanding against your Organisation?  YES/NO <i>If yes, please give details on a separate sheet.</i>

To Bottesford Town Council

I/We are having read the conditions of the contract and specification delivered to me/us and having examined the site, do hereby offer to execute, and complete the whole of the works described for the sum of £ .....

I/We hereby undertake to commence and complete the works within the time specified if my/our tender is accepted.

I/We understand that I/We are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted, and that Bottesford Town Council reserves the right to call for fresh tenders should they consider this desirable.

Unless and until formal agreement is prepared and executed this tender together with your written acceptance thereof shall constitute a binding contract between us.

Signed ..... Date .....

Name ..... Position .....

For and on behalf of .....

Address .....

Email address .....

Telephone number .....

Details of referees for whom I/We have provided comparable services within the last three years and who are prepared to be contacted by the Council are:

Name:	Name:
Address:	Address:
Tel:	Tel:
Email:	Email:
Value of contract:	Value of contract:

## **Appendix 1**

**List below shows the equipment to be removed from site: (photos enclosed)**

- a. Baby swings
- b. Dish
- c. Slide unit
- d. Rocker
- e. Slide
- f. Roundabout
- g. Swings
- h. Trail
- i. Double rocker

## **Appendix 2**

**Aerial View of Valley Park (see attached)**