



Shiplake Parish Council

Main Tender Document

Provision to design and install new Playground and Fitness Equipment.

To be submitted no later than **16:00 hours 22nd December 2022.**

Late submissions will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

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RESPONSIBLE PARTIES

The Employer

Shiplake Parish Council
C/O 66 Makins Road
Henley on Thames, RG9 1PR

Contracts Administrator

Michael Carter (Sports and Play Consulting Limited)
Roger Hudson (Shiplake Parish Council)

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1. General Requirements

1.1 Overview and Objective of Project

Shiplake Parish Council (The Employer) is seeking a suitably qualified company to design and re-develop a playground at **Shiplake Memorial Hall** located at Memorial Drive, Shiplake Cross, RG9 4DN. The requirement will be for new play equipment in addition to some outdoor fitness equipment and associated surfacing.

1.2 Budget and Costings

- The council has set aside a budget of **£75,000.00 (Ex VAT)**. Suppliers are advised not to exceed the budget.
- Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations or revisions, will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT and in GBP (£).
- Pricing to be valid for 90 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

1.3 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer not able



to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

2. Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, safety surfacing, play equipment, and associated works which should comply to any relevant regulations primarily BS EN 1177, BS EN 1176 and BS EN 16630. Additionally, the contractor is responsible for complying with any other British or European Standards that are relevant to this project.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the cost of the Contractor.

The contractor must follow the 2015 CDM Regulations and will have the skills, knowledge, and experience to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

2.2 Purchase Order

The successful contractor will enter into an agreement by way of a Purchase Order with the Council or signed Order Form provided by the Supplier.

2.3 Insurance

The **successful** contractor must be able to provide evidence prior to work commencing of:

- Public Liability Insurance of no less than: **£10 Million**
- Product Liability Insurance of no less than: **£5 Million**
- Employers Liability Insurance of no less than: **£5 Million**
- Professional Indemnity Insurance of no less than: **£1 Million**

2.4 Contractor Documentation

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer (or named Consultant) and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and The Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise, and the order of contact

3. Scope of Works

3.1 Vision and Requirements

The current playground at Shiplake is not fit for purpose and suffering from maintenance issues in relation to the equipment, fencing and surfacing. Additionally, there is a clear lack of play value and range for both Junior and Toddler ages. The objective is to remove all the existing play items, fencing and surfacing, extend the footprint and design a facility that offers a good number of play items for a wider age group. To compliment the site and allow for maintenance, the use of engineered wood or similar across the site, with Bonded Mulch (on a stone base) is preferred. The fencing will be steel bow top along with 2 new self-closing gates.

Additionally, there is a small budget for 3-4 pieces of outdoor fitness to be located further along the field onto grass matting. The exact type and nature of these items will ultimately be up to the supplier however must ensure there is evidence to support the selection in terms of both how it will benefit a range of users, and any maintenance considerations.





- *Playground footprint which can be extended on either side to a maximum of 5 metres due to the football pitch, and all materials and surfacing to be removed.*



- Area above where Fitness area to be located, allowing enough distance to ensure no risk to playground from Inspection. Springer to be relocated as necessary.

3.2 Specifications

Item	Playground	Outdoor Fitness
Approximate Budget	£70,000.00	£5,000.00
Equipment	Wood: Engineered Wood with Steel Feet. Suggested inclusions: <ul style="list-style-type: none"> • Basket Swing • Junior Swings • Toddler Swings • Junior Multi Unit • Toddler Multi Unit • Toddler Trail • Rotating / Spinning item for juniors • Any other items that cater for different ages with consideration of space and budget 	Steel: Static and Moving, Supplier to Advise specific equipment based on most beneficial and likely to be re-used – detailed in 5.1.1.
Focus Age Group	0-13 Years	14+
Primary Surfacing	Bonded Mulch (include colour chart) over existing stone base – regulate and add MOT stone, which should be 100mm, as required.	Grass Matting
Edging	None	None
Pathways	None	None
Seating	2 x Benches inside fence.	None
<i>Backrest</i>	Yes	
<i>Material</i>	Steel or Recycled Plastic	
<i>Hardstanding</i>	Yes	
Bin	None	None
Sign	Yes: Steel to be affixed to new fencing. Approx A2 in size.	Yes: Steel to be affixed to steel post into ground. Approx A2 in size.

(Council may purchase these independently)		
Fencing	Yes	None
<i>Height</i>	1.0 Metre	
<i>Type</i>	Bow Top	
<i>Colour</i>	Green	
Gates	2 x Self Closing: Yellow	
Re-Instatement	Soil and Seed, any damage to existing material.	Soil and Seed, any damage to existing material.
Relocation	Springer.	None
Disposal	All existing equipment (except springer) surfacing and fencing. All Spoil.	All Spoil.
RPII or ROSPA Inspection	Yes: any Low, Moderate and High Risk must be attended to before handing over to council	Yes: any Low, Moderate and High Risk must be attended to before handing over to council

4. Timetable for Project

Below is the table set out for the project which suppliers will need to confirm they can achieve to ensure the primary deadline is met.

Action:	Date:
Tender Release Date (no later than):	15th November 2021
Site meeting for interested contractors (30-minute slots from 10:30am):	29 th November 2021
Notification of your intention to provide a response and deadline for any questions about the tender:	10th December 2021
Tender Submissions Due:	<u>Wednesday 22nd December 2021 16:00 Hours</u>
Decision on Preferred Supplier:	February 2022
Work to Commence:	May 2022

Note: Suppliers are to provide details of expected lead in times to start work from the time a Purchase Order is received and expected duration of the build

5. Scoring Criteria

5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

Criteria	Information	Percentage
5.1.1 Project Design:	<p>Detail the rationale and specifications of the design and technical aspects of the submission based on meeting the desired brief. This may include:</p> <ul style="list-style-type: none"> ➤ Play Value, Functionality and Benefits of both play and fitness equipment being proposed for different ages and abilities ➤ Specifications for the surfacing, groundworks, and equipment ➤ Rationale in terms of layout and approach and design 	60%
5.1.2 Materials and Maintenance:	<p>Provide a report on the materials used, and information on the quality and expected longevity.</p> <p>Specifically scoring will be based on:</p> <ul style="list-style-type: none"> ➤ Warranties and what these include or exclude (Appendix 2) ➤ Maintenance required on all equipment and surfacing ➤ Any other aspects relevant for consideration, such as protection against vandalism or minimising ongoing costs 	30%
5.1.3 Presentation and Quotation:	<p>Suppliers are to provide:</p> <ul style="list-style-type: none"> ➤ 1 x 3D visual (refer guidelines on design) ➤ 1 x CAD or scaled Google Map of the design ➤ An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation 	10%

5.2 Scoring Matrix

Responses to 5.1.1, 5.1.2 and 5.1.3

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable.
0-2	Poor to deficient	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

6. Procurement Process

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to ultimately select the Most Economically Advantageous Tender.



6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*.

6.2 Site Meeting with Interested Parties

There will be a site meeting to give all suppliers the opportunity to meet with the consultant in 30-minute individual slots to clarify any questions. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

6.3 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the consultant, not by phone or in person other than the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 7**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

6.4 Notice of Intent to Bid

Suppliers should notify the named consultant a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided in Section 4.

Failure to notify your intention to bid, or are unable to attend the site meeting, circulation of any questions or updates to the Tender Process

may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

6.5 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily be to update the community on the preferred design, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties such as the consultant, however it will not be used to score any of the original designs submitted.

6.6 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed “substantial” changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without effecting the original brief and desired outcome to any major degree.

6.7 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome and scoring results of the preferred contractor and that supplier only.



6.8 Supplier Responses

The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the justification and scoring of the submissions will be provided on request. The preferred contractor will be advised either via email or on Contracts Finder when the Award Notice is issued.

7. Named Contact and Consultant for Project

The Employer has appointed a consultant for the tender process. All contact should only be with *Sports and Play Consulting Limited*.

Sports and Play Consulting Limited

Contact: Michael Carter

Mobile: 07421 463099

Email: Michael@sportsandplayconsulting.co.uk

8. Supplier Submission Checklist and Instructions

8.1 The Supplier Checklist

Response	Format (Fill in supplier name with your company)
1. Completed Copy of Appendix 1	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. Completed Copy of Appendix 2	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. Response to 5.1.1 and 5.1.2	PDF or Word Labelled – <i>SupplierNameQuestions</i>

4. Quotation	PDF Labelled - <i>SupplierName</i> Quotation
5. Design Drawings	PDF or JPG Labelled – <i>SupplierName</i> CAD <i>SupplierName</i> 3D
6. Electronic and Hard Copies	An email or electronic transfer of all the above responses should be sent to the named consultant, Sports and Play Consulting, by the due date and time. Additionally, hard copies are to be sent to the Council as per details in Section 8.3

8.2 Design and Tender Instructions

3D Design Regulations (Points deducted for failing to follow these):

- No children or adults shown in the visuals
- Equipment must be to scale of actual size
- Include reference items with a number and product name
- No “Play Values” shown on design
- Do NOT duplicate equipment in the visual i.e. different views of one unit (details can be shown in main proposal or quotation)
- No Videos to be provided

Do NOT include the following information for the initial tender response:

- TUV Certificates
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies
- Information not requested in the initial tender requirements unless it is considered a key part of the overall response



8.3 Delivery of Hard Copies

Delivery of Hard Copies to be delivered to:

C/O: Shiplake Parish Council
66 Makins Road
Henley on Thames, RG9 1PR
Attention: Roger Hudson

Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding, and are to be sent in a plain envelope and/or tube marked only with:

'Tender – Shiplake Parish Council Playground and Fitness Project'