



Tender for the procurement of a Playground upgrade at Coppice Close Play Area for Hatfield Town Council

Introduction:

Hatfield Town Council is seeking tender submissions and quotations from suitably qualified and insured contractors / manufacturers to supply and install new play equipment at Coppice Close Play Area.

It is a busy playground and open space with many residents using the area weekly or more frequently. Our existing playground, although well used, is now becoming tired and dated and we seek designs that will modernise and improve our recreational offer to our residents.

Furthermore, the playground gets use by multiple ages and abilities. Therefore any proposals must incorporate inclusive equipment and features as part of this project.

Experienced play area installers are invited to tender for the contract. It is anticipated that construction will be carried out during the Spring/Summer of 2025 with completion envisaged by 7 July 2025 (although the exact timescale will be agreed between the Council and the preferred contractor following award of the contract).

All prices are to be net – excluding VAT.

Project Information:

Name of Project: Coppice Close Play Area, Coppice Close Hatfield, Herts. AL10 9EF Upgrade for Hatfield Town Council

Project Budget: Up to £65,000 + VAT

Location: Coppice Close AL10 9EF

Point of Contact: Alastair Ogilvie - 07891 830 839 or Jane Anderson - 07586 488 597.

A site visit is advised to assess the site to ensure detailed measurements are attained, access points are known and the overall location. These visits should be by appointment and can be arranged with Jane Anderson. No responsibility will be accepted by the Council for any inaccuracies in measurements.

Upgrade Coppice Close Play Area

The Contractor should submit copies of all designs and drawings with design information specific to this project via email by 12 noon, 4th April 2025. Please email jane.anderson@hatfield-herts.gov.uk. A copy of all technical information relating to the materials proposed as well as maintenance instructions and guarantees should also be provided.

The Contractor should also submit the following documents to be considered:

- Fully costed quotation
- Design and full layout (to scale) Ideally CAD drawings
- A programme of works with timescales
- A copy of your certificate of public liability insurance
- A copy of your company's Health and Safety Policy
- A copy of your company's Association of Play Industries certification (contractors must be API registered to be considered)
- At least one copy of a certificate for a recognised Health and Safety Scheme (i.e. CHAS, Constructionline etc)
- A copy of your BSEN1176 Certification for all equipment and a copy of your EN15312 Certification for your Multi Use Games Area
- A copy of your BSEN1177 Certification for all surfacing
- A copy of your product Guarantees

Following award:

- A full set of RAMS for the project
- A full estimated Project Plan (including timelines for procurement)

The Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.

Submissions should be sent to:

Jane Anderson – Civic Manager

Hatfield Town Council

Birchwood Leisure Centre, Longmead. Hatfield AL10 0AN

[Jane.anderson@hatfield-herts.gov.uk](mailto:jane.anderson@hatfield-herts.gov.uk)

DEADLINE: 12 noon, 4th April 2025

Queries and Timescales:

Contractors are encouraged to ensure they have all the information they deem necessary to compile and submit a clear, concise, comprehensive, and detailed bid. All requests for clarification or further information should be emailed to jane.anderson@hatfield-herts.gov.uk.

Stage Date(s)/Times

Issue of Invitation to Tender : 5th March – 4th April 2025

Deadline for Questions: 12 noon 21st March 2025

Tender Submission Deadline: 12 noon 4th April 2025

Evaluation of Tenders : 7th to 10th April 2025

Interviews by invite: 11th April 2025 (via zoom or in person 9am-3pm)

Anticipated Award Date: 14th April 2025

Award & regret letters 15th April 2025

Contract start: TBC after preferred contractor selected

Completion Date : 4th July 2025

Tender Timetable – the Council reserves the right to amend at its discretion.

Evaluation and Award Criteria:

Tenderers shall provide all the information requested in the tender pack.

It is essential that responses are made to all the requirements listed within this document.

Unclear tenders may be discounted in evaluation. The Town Council reserves the right to seek clarification on any queries that are unclear.

The Council's decision is final and will reflect the offer that best meets the specifications set.

Site Information:

Access:

Vehicular access to be agreed with the preferred contractor before work commences.

Any damage incurred should be made good by the contractor at their own expense.

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Amenities:

The site has no toilet facilities, no access to water or no access to electricity. The contractor will be responsible for providing welfare facilities for employees whilst on site and arranging all requirements for water and electricity to carry out the works.

Disposal of waste:

The Contractor must hold relevant licences and strictly follow relevant Government regulation and guidelines for the disposal of waste from these works. They should ensure the costings for this are allowed for in their quotation.

Removing Rubbish etc. and Cleaning Works on Completion:

The Contractor should allow for removing all rubbish from site.

Working boundaries:

The park will be totally closed off during the works. Works shall be executed carefully to cause minimum nuisance and inconvenience to the public. The contractor will be responsible for ensuring the area of work is fully fenced for both security and safety for the duration of the works, and the cost of this should be included in the tender price.

Health and Safety:

The Contractor shall comply with all current regulations regarding health and safety of their own work practices whilst on site.

Site Security:

The Contractor shall provide all temporary security fencing as necessary to ensure the works remain protected from unauthorised entry. Anything left or delivered on site will be the responsibility of the contractor. Any temporary storage building required should be provided within the compound area. The site is to be always maintained in a secure and tidy state until completion at which time, all temporary fencing, building materials and equipment are to be removed and all works made good. The site is also to be left in a safe and tidy state at the end of each working day.

Design Brief:

Essential:

To supply and install a multi-play with new Toddler & Junior Multi-play. Replacing existing.

To supply and install a multi – bay swings including a flat, cradle and a DDA seat. Replacing existing

To replace all associated safety surfaces on new items installed.

To introduce a basket swing.

To replace safety surfaces to existing play equipment- Carousel & spinning pole

To Introduce some interactive play panels in keeping with Hatfield Town Council Play Area Strategy to pledge a commitment to ensure all out play areas include equality, diversity & inclusion and equipment accessible for all abilities.

To include all preparatory groundworks

RPII (Register of Play Inspectors international) Post Installation, Inspection, and approval.

*amended 12.03.2025

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Additional desirables:

To replace the two existing benches

To replace existing gate with new easy-gate

Additions

- Remove all existing playground equipment and safety surfacing as stated above.
- Allowance for all site provisions to complete project
- Contractor is responsible for making good site from access gate as well as in the park.

Site Overview Plans:

