

Priory Park Play Area, Launceston, Cornwall

Summary Instructions and ITT Timetable

 <p>Funded by CORNWALL COUNCIL <i>one and all • onen hag oll</i></p> <p>Funded through Cornwall Council's Community Infrastructure Levy (CIL)</p>	 <p>Launceston Town Council are the accountable body for this project</p>
<p>Project Overview: Launceston Town Council (LTC) is seeking to invite tenders for the design and installation of play equipment at Priory Park, this is to be used by the demographic identified by a public consultation. With all equipment and surfacing conforming to BS EN1176 and BS EN1177.</p>	
<p><u>Issue Date: 07.03.25</u></p> <p><u>Closing Date: 02.05.25</u></p> <p><u>Notification of Result of Tender evaluation: by the 06.06.25</u></p> <p><u>Contract Duration: TBC with successful Tenderer</u></p> <p><u>Site Visits (if required):</u> 26.03.25 & 10.04.25 Times to be confirmed.</p>	<p><u>Project Value:</u> Maximum Budget: £139,000 plus VAT inclusive of all expenses. No further funding is available.</p> <p><u>Clarification Questions:</u> Questions of clarification – to be e-mailed to Martin Cornish (martin@launceston-tc.gov.uk) by 18.04.25</p>
<p>Council Authorised Representative for Tender Enquiries:</p> <p>Martin Cornish – martin@launceston-tc.gov.uk</p> <p>SUBMISSION OF TENDER Tenders should be received by post no later than Noon Friday 2nd May 2025,</p>	

In addition to one paper copy of the tender documentation, you should include an electronic version (Memory Stick), based in Microsoft Word, PDF or Excel, within your tender return envelope. Addressed as below.

Tenders should be marked as

Tender for Priory Park – Launceston- (Private and Confidential)

And addressed to-

Mr Christopher Drake – Town Clerk
Launceston Town Council
Launceston Town Hall
Western Road
Launceston
Cornwall
PL15 7AR

1. INTRODUCTION TO THE PROJECT

1.1 Launceston Town Council is inviting tenders for the services of a qualified and experienced play equipment provider with an excellent track record in designing, supplying and installing play equipment for children within local communities.

1.2 Launceston Town Council currently owns and maintains three play areas – St Mary’s, Grammars Park and Priory Park. This project relates to the refurbishment of the latter.

1.3 A grant has been secured from Cornwall Councils Community Infrastructure Levy (CIL) to supply and install new play equipment for the community at Priory Park to the North of the town.

Location – Priory Park Play Area, Launceston, Cornwall, PL15 8JD. Parish – St Thomas. Grid reference – SX 32822 84852

1.4 Due to the location of the Priory Park site, and the close proximity of residential houses, it is envisaged that the equipment to be installed will be for younger to early teen age ranges.

1.5 This work will be overseen by Launceston Town Council whom will be the accountable body for the project.

2. OVERVIEW – NEED FOR THIS PROJECT

- 2.1** Upon removal of redundant equipment in the Winter of 2022 the Council identified the need to reinstate the park to its former self. The Council took the decision to apply for CIL monies in the Spring of 2024 and are now extremely grateful to be in receipt of them
- 2.2** The Open Space Strategy for Larger Towns in Cornwall shows that for Launceston the total provision of open space is significantly lower than the average with natural open space 90% below average for inland towns. Park and garden provision is 11% below average and most significantly there is no outdoor provision identified for youth. Point 142 on page 54 of the document alludes to “a deficiency in provision of children’s equipped play in the North (St Stephens & Lanstephan”.
- 2.3** Barring a small play area on an estate roughly half a mile away, there are no other free leisure facilities to the North of the town.
- 2.4** Launceston Town Council undertook a consultation with residents in August 2024 as part of the application to (CIL). We received over 100 responses to our questionnaire and the results of this are attached within the consultation report.
- 2.5** Overall, the design of the Play Park is the responsibility and vision of the appointed play provider to suggest. However, the consultation survey results should be factored into the final plan, which we hope will include fully accessible play equipment, sensory elements, gym and calisthenics equipment, whilst maintaining a grassed area for football with goal posts and nets which are already installed.

3. OUTPUTS AND OUTCOMES OF THE PROJECT

OUTPUTS:

- 3.1** This project will deliver a new play area for use by children within Launceston. The project will encourage creative and imaginative play through equipment that is inclusive, durable and innovative so that children are excited to utilize the new play space.

OUTCOMES:

- 3.2** This project is intended to deliver the following outcomes:
- Fitter and healthier young people who can find leisure opportunities easily accessible
 - Opportunities for residents and carers to learn about and interact with the natural environment
 - Opportunities for young people to develop social and emotional skills through mixing with other children and opportunities for their carers to interact with other members of the local community

- Opportunities for young people with disabilities to have play equipment that they can enjoy and use without feeling excluded
- Re-introducing a vibrant area through a well maintained, and much needed community facility

4. PROJECT SCOPE AND SPECIFICATION

4.1 The scope of works needs to include the following:

- Removal of surfaces and preparation of the ground for the supply and installation of new equipment e.g. levelling off where necessary, provision of new safety surfacing that is permeable and drains (e.g wet pour surface or as recommended by the contractor).
- Design of a play area that fits within the footprint and meeting the needs of the consultation outcomes.
- Supply and installation of the play equipment, testing and certifying as required.

4.2 The specification should be as follows:

- All works, materials and parts should comply with the British and European Standards for playground equipment and surfacing – BS EN1176 and BS EN1177. Construction work should adhere strictly to the manufacturers or suppliers installation instructions and assembly notes
- Given the potential for heavy footfall and the requirement for longevity, equipment must be robust and vandal proof. Launceston Town Council are committed to using recyclable materials where possible.
- Play equipment should have a minimum lifespan of 15 years and not require any major maintenance for 10 years. There should be a 12 months defect correction period from the completion date.
- The contractor is responsible for accurately measuring the site area thus ensuring all proposals correctly fit the area and carry out any ground investigations as required.
Either under your own regulatory powers and/or, in consultation with Cornwall Council planning, assist the council to secure any necessary permissions and consents for the signing off/completion of the work.
- Launceston Town Council would assume, that appropriate slip resistant, non-abrasive and porous ground coverings will be provided under equipment to cushion or break falls more easily. Surfaces such as wet pour or bonded rubber need to adhere to industry play guidelines. Launceston Town Council would like to retain as much grassed area as is possible.
- Equipment should be capable of use all year round for all age ranges and abilities.
- Due to the location of the park, working hours should be Monday to Friday, 08.30 to 17.00.
- Temporary fencing will need to be provided by the contractor and securely fixed outside of work hours, The responsibility of the security within the fencing is that of the contractor.

- Contractors will be responsible for securing their equipment onsite and providing skips for safe disposal, discussions on the siting of these, parking arrangements and welfare facilities will be discussed with the appointed contractor. It will be important to respect the needs of local residents with regard to access requirements, noise levels, arrival and departure times during the preparation and installation phases. Launceston Town Council will work with the successful contractor to ensure that residents are kept informed of the schedule of works.
- Post installation, contractors are expected to make good any damage incurred as a result of their works. Where appropriate, seeding/returfing/planting with appropriate materials may have to be undertaken.
- Once works are completed, the contractor will be responsible for organizing an independent post-installation inspection in accordance with RoSPA standards to ensure works have been correctly undertaken. 5% of the budget will be retained pending the successful completion of the inspection.

5. PROJECT TIMETABLE

Ref	Task/Milestone	Date
1	Expression of Interest and Tender advertised via Contracts Finder and Launceston Town Council website	30.01.25
2	Final date for submissions of clarifications to martin@launceston-tc.gov.uk	18.04.25
3	Deadline to return the tender to Launceston Town Council in a sealed envelope	Noon on 02.05.25
4	Tender evaluations commence	Week commencing 19.05.25
5	Tender Awarded	06.06.25
6	On site meeting with successful contractor	To be arranged
7	Works Commence	TBC
8	Works Completed – by latest	TBC

6. SUPPLIER CONTACT INFORMATION

Name of person to whom any queries should be addressed		
Postal Address:		
Telephone/Mobile:		
Email:		
Website Address if relevant:		
Address if different from the registered office stated above		
Additional Key People (if relevant)		
Name	Email	Telephone

7. PRICING SCHEDULE

Prices should be submitted in Pounds Sterling and exclusive of VAT. It is assumed that all the requirements, under the specification schedule above, should be included in the costing proposal.

The costs should be broken down into components with any associated costs.

Please confirm you agree to the 6 month fixed price period YES/NO

The overarching deliverables of this project are identified as follows:

	OUTPUT	VALUE (£s)
1		
2		
3		
4		
5		
6		
7		

8. STATEMENT OF NON-COLLUSION AND NON-CANVASSING

To: Launceston Town Council – Priory Park Play Area

Date:.....

Note to Organisation: As a public body it is important that the Council receives fair, genuine and competitive offers from tenderers. Tenderers are therefore required to sign the following statement.

STATEMENT OF NON-CANVASSING

I/We certify the following.

I/we hereby certify that I/we or anyone acting on behalf of the company, has/have not canvassed any councillor and/or employee of Launceston Town Council in connection with this tender and will not do so in the future.

STATEMENT OF NON-COLLUSION

The public procurement process needs to be fair and transparent and the council must ensure this happens. **To that end:**

I/we hereby certify that this is a genuine, competitive offer, and that I/we have not fixed or adjusted the amount with any agreement or arrangement with another person/organisation, excluding sub-contractors.

I/we undertake not to:

1. enter into any agreement or agreement with any other person meaning they shall refrain from tendering to the Council
2. inform any person, other than the council of the details of the tender or the amount of my/our offer except where the disclosure was in confidence and was essential to obtain support such as an insurance premium required for the preparation of this tender
3. commit any offence in relation this project.

Signed:

Name:.....

Position:.....

SECTION 10 - DECLARATION

I declare that to the best of my knowledge, the answers submitted in this tender, as well as any supporting documents, are correct. I understand that the information will only be used to evaluate this tender. Should the council discover any discrepancies or that I have been dishonest, this will result in the quotation being rejected from the process or, if post-contract, will have the contract terminated with immediate effect.

The signatory should be someone of standing within the business who has the authority to act upon or represent the company.

Name:		Position:	
Telephone:		Email:	
Date:		Signature:	

Launceston Town Council thanks you for the time and effort you will have extended in the completion of this tender document and wishes you well in the process.

Martin Cornish

Estates and Properties' Manager

Launceston Town Council

30th January 2025