

TENDER DOCUMENTS

STONE PARISH COUNCIL

STONE RECREATIONAL GROUND ENHANCEMENT
WORKS, DA9 9DS

NEW PLAY GROUND TENDER

25TH FEBRUARY 2021

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Liberty **QS**

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SECTION 1.0 – INSTRUCTION TO TENDERERS

SECTION 1.0 INSTRUCTION TO TENDERERS

1.0 Preamble

The information scheduled in Section 2.0 & 3.0 describe the works. The supply and installation of the new playground forms part of a wider recreational ground improvement scheme. Specifically, the works shall include the removal and disposal of existing play equipment and the supply and installation of new play equipment, matting, fencing, benching and all associated ground works and facilitating works to create a new play area at the Stone Parish Council recreational ground.

The proposed play equipment shall cater for the following age groups.

- Preschool & Toddlers age groups 3-4 years old
- Primary school age group 5-10 years old
- Teenage years

The tenderers proposal should include as a minimum the following however it is encouraged that the tenderer include for any other equipment found to be popular and that will enhance the use of the space:-

- Remove and dispose of existing play equipment.
- Toddlers play area separated by a suitable fence.
- Large adventure climbing frame with tube slide (feature to play area).
- Suitably sized climbing frame with slide to preschool / toddlers play area.
- Swings (both age groups)
- 1nr key teenage age-appropriate play equipment (Nest swing for example) NB this should be located outside of the main playground.
- Accessible play equipment.
- Bench seating (no picnic tables required)
- Galvanised mild steel fencing, in black to the perimeter of the play area & dividing toddler area.
- Galvanised mild steel self-closing gates, as required, in yellow.
- Safety surfacing and required substrata.
- 3nr Recycling Refuse bins
- Disposal and removal of all surplus materials

The **maximum total budget is £145,000 + vat**. This shall include for all things necessary to carry out the works.

Tenderers shall make suitable provision for such labour, materials, equipment, supervision, attendances and/or services, as described in or reasonably implied by said Tender Documents.

2.0 Tenderers Risk

The successful Tenderer will be required to enter into Contract with the Employer, subject to such modifications as may be expressly agreed between the parties.

No advance payments in connection with this Tender or contracts arising there from will be made by the Employer. The Employer will not be responsible for any costs or expenses incurred by the Tenderer in connection with the preparation or delivery of the Tender or any other costs either directly or indirectly arising there from.

All monetary values stated in the Tender must be fixed and shall remain so from a commencement on site up to end of Defects Liability Period without fluctuation.

Tenderers are to tender entirely at their own risk and the Employer reserves the right to accept or reject any or all of the offers or tenders without giving reasons for such rejection.

The Tenderers shall prepare and submit their tender submission entirely at their own cost.

Submissions should be compliant; The Employer reserves the right to not accept any qualified or non-compliant tender return.

3.0 Submission Requirements

The Tender Submission shall comprise as a minimum the follow:-

1. Completed Works Schedule.
2. Completed Form of Tender.
3. Details & photos of the proposed play equipment, other equipment, matting & fencing.
4. Anticipated programme.
5. Demonstration of previous experience of a similar nature.
6. Proposed warranty.
7. 2nr references.
8. Demonstration that the products are sourced and installed sustainably.
9. Confirmation that the tenderer satisfies the Living Wage criteria.
10. Confirmation of the following levels of insurance:-
 - a. Public Liability insurance = £5,000,000
 - b. Product Liability insurance = £5,000,000
 - c. Employers Liability insurance = £10,000,000
 - d. Professional indemnity insurance = £1,000,000
11. Identification of commencement on site from award of the contract.
12. Schedule of divergences from the tender document requirements or confirmation that there are none.

The following subsequent information will be required upon request:-

1. Method Statements & Risk Assessments.

The items contained within the pricing document shall be priced inclusive of all things necessary to carry out the Works. No claim in respect to omissions or inadequacies of the description(s) will be entertained. Any quantities identified within the Works Schedule are for assistance; the Contractor agrees to take on all responsibilities relating to the adequacy of the quantity. No claim in respect to omissions or inadequacies of any of the quantities will be entertained.

The Works Schedule shall be completed in its entirety without bunching or grouping items. The Tenderer is required to insert any additional items that they feel are necessary in order to complete the works.

The Contract Sum and all sums making the Contract Sum shall be exclusive of VAT.

The Contract Sum shall be a Fixed Price Lump Sum.

Any errors within the Priced Document shall follow the JCT Code of Practice Note 6 Alternative 2.

The tenderer is invited to visit site to fully acquaint themselves with the site works and conditions. No claim shall be entertained for failure to ascertain such conditions. Refer to section 6.3 for notification requirements.

4.0 Tender Queries

Any queries in relation to the Tender Documents shall be directed to Stuart Harrison of Liberty QS Limited stuart.harrison@libertyqs.com in the form contained herewith the tender information.

5.0 Tender submission analysis criteria

- | | |
|---|-----|
| 1. Satisfying the minimum equipment criteria. | 35% |
| 2. The inclusion of equipment / facilities in addition to the minimum required. | 10% |
| 3. Ability to meet budget restrictions. | 35% |
| 4. Satisfaction of all of the submission requirements | 10% |
| 5. Demonstration of previous & relevant experience | 10% |

6.0 Project Specific Considerations

6.1 Anticipated pre-construction programme

Tender issue	25 th February 2021
Tender Return	by 12pm on 31 nd March 2021
Proposed award	14 th April 2021
Commencement	Contractor to advise from award
Completion	Contractor to advise

6.2 Site Boundaries

Within the property curtilage only. Note there is a shared access road from London Road or Haynes Road (which ever is contractor preference) that can be used for access to the site location, however access should to be maintained at all times.

6.3 Access to the site for Tendering

To be viewed at Tenderer convenience upon notification via email to clerk@stoneparishcouncil.com

6.4 Access for the Works

Access to the site is from Hayes Road.

The Contractor shall obtain all necessary permissions and carry out all necessary temporary works to safely and satisfactorily form any necessary temporary access, protect services and make good at his own expense any damage caused to adjacent properties, existing roads and/or footpaths and/or services arising out of or in the course of or by reason of the execution of the works to the satisfaction of the Contract Administrator. Furthermore, the Contractor shall indemnify the Employer against any claims made by the Local Authority in respect of damage to the highway and/or footpaths and/or services and the depositing of mud or debris on the public highway and/or footpaths by any vehicles visiting the site under the control of the Contractor.

6.5 Existing Buildings on or adjacent to the site

The Contractor is to carry out the works causing the minimum of inconvenience or disturbance to the neighbours, public, and visitors and shall take all reasonable precautions to prevent damage to properties, footpaths and highways, any damage caused by the contractor will be made good at his own expense.

6.6 Working Area

The Contractor's operations will be confined to the area of works within the site only. The Contractor is to erect heras fencing or any other protection to any works areas that may interface with the public, visitors or other neighbouring property owners including their pets to enable safe completion of the works. Such costs shall be deemed to be included within the Contract Sum.

6.7 Working area and adjacent properties

The Contractor will be allocated the whole of the designated area of the site for his operations.

The Contractor shall use his best endeavours to minimise all risk, vibration, dust etc. so as to not inconvenience the occupiers of adjacent buildings throughout the works.

6.8 Use of the site

The Contractor shall not use the site for any purpose other than the carrying out of the works.

The burning of waste material on site is strictly not permitted.

The Contractor is to comply with the regulations and directions of the Police and Local Authority regarding the parking and unloading of vehicles at the site.

The work is to be carried out in such a way as to minimise inconvenience or nuisance to the occupiers of adjoining properties.

6.9 Limitations of working hours

It is anticipated that the hours of work on site shall be restricted to:

Monday to Friday	- only between 8.00am and 18.00 hours.
Saturday	- only between 9.00am and 14.00 hours
Sundays or Bank Holidays	- no working permitted except by prior consent

Or as those hours permitted by the local authority, which shall take precedence over the former.

6.10 Approvals

Any proposals made by the contractor shall be submitted to the Employers Representative. The Contractors proposals shall receive either one of the following approval statuses: -

A = Approved with no comments.

B = Approved with comments that must be incorporated into the works.

C = Not approved, comments provided with comments that must be addressed and proposal re-submitted.

Such approvals shall not be unreasonably withheld.

6.11 Protection

The Contractor shall allow for and maintain reasonable protection of the works as required to prevent deterioration or damage of any kind.

The Contractor shall allow for removing all site protection from site upon practical completion.

6.12 Cleaning

The Contractor shall undertake a final clean of all items of work included in the contract at practical completion.

6.13 CDM Regulations

The Contractor shall comply with current CDM Regulations.

6.14 Generally

The Contractor must accept every risk and responsibility in carrying out the works and will be held responsible for any damage, accident, annoyance, nuisance or disturbance to the existing and/or adjoining buildings and their occupants resulting from the works.

The Contractor will be responsible for properly and effectively repairing any damage caused to the retained structure all to the satisfaction of the Contract Administrator or other approved Client representative.

6.15 Standards

Unless otherwise described, all materials shall be in accordance with the latest relevant British and European Standards, where such exist, and workmanship shall not be inferior to the Standards laid down in the latest relevant British Codes of Practice.

6.16 Setting out of Works

The Contractor shall allow in his tender for accurately setting out the works in accordance with current British Standards.

The Contractor is responsible for ensuring that all elements of the works are constructed to the accuracy necessary to ensure that the interface of each element is entirely compatible with other elements as to the position, line, level and juxtaposition specified.

6.17 Crime Prevention

The Contractor is to take all reasonable precautions protect the works area to prevent unauthorised access onto the site and install measures prevent crime on the site.

6.18 Damage and/or Trespass to Adjoining Property

The Contractor is to take all necessary precautions during the period of his Contract to prevent damage or trespass onto the site.

6.19 Temporary Accommodation

The Contractor shall allow for any other accommodation and welfare facilities as may be required to facilitate the works completion.

6.20 Sanitary Accommodation

The Contractor is to allow for providing proper sanitary and latrine accommodation for the use of workmen.

6.21 Temporary Name Boards

Permitted by agreement with the Employer.

6.22 Advertising Rights

The rights for advertising remain solely with the Employer.

6.23 Operational & Maintenance Manual

The Contractor shall provide to the Employer Representative within 28 days of completion of the works the Operational and Maintenance Manuals.

SECTION 2.0 – WORKS SCHEDULE

CONTENTS

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1.0 - GENERAL INFORMATION

1.1 - DESCRIPTION OF WORKS

The works comprise

the works shall include the removal and disposal of existing play equipment and the supply and installation of new play equipment, matting, fencing, benching and all associated ground works and facilitating works to create a new play area at the Stone Parish Council recreational ground.

1.2 - BASIS OF COSTS

Graham Simpkin Planning

- 3078.002	Proposed block plan	Rev -
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1.3 - NOTES

The items contained within the Schedule of Works shall be priced inclusive of all things necessary to carry out the Works. No claim in respect to omissions or inadequacies of the description(s) will be entertained. Any quantities identified within the Schedule of Works are for assistance; the Contractor agrees to take on all responsibilities relating to the adequacy of the quantity. No claim in respect to omissions or inadequacies of any of the quantities will be entertained.

The Schedule of Works shall be completed in its entirety without bunching or grouping items. The Tenderer is required to insert any additional items that they feel are necessary in order to complete the works.

[illegible]

SECTION 3.0 – DESIGN INFORMATION

This drawing is protected by copyright and must not be copied or reproduced without the written consent of Graham Simpkin Planning. All dimensions and sizes to be checked on site. North points are indicative. ©



- Key**
- Grass
 - Habitat enhancement area (with wildflower planting)
 - Approximate route of buried pipeline (with clearance zone either side)
 - Play Surface
 - Hard Standing
 - New Trees

Existing Buildings

- A - Old Hall
- B - Stone Pavilion
- C - St. Mary's Pre-School Nursery

Buildings to Be Demolished

- D - Changing Rooms/ Public Toilets
- E - Grounds Team Workshop
- F - Grounds Keeper's House

New Buildings

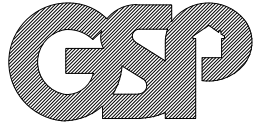
- G - Cafe & Community facility (with externally accessible toilets)
- H - Changing rooms (for 4 Teams + 4 officials) Kitchen, Multi use space and Storage (300m²)
- I - Workshop (220m²) with additional first floor/mezzanine space for male and female staff welfare facilities

Other Facilities

- J - Playground
- K - Secure Storage
- L - Outdoor Gym
- M - MUGA
- N - Community Plaza (below canopy)
- O - Youth Shelter
- P - Picnic Area
- Q - Existing temporary refreshment hub

CS - Cycle Storage

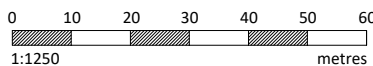
LB - Lighting Bollard
CCTV - 360 degree CCTV Point



2 The Parade, Ash Road, Hartley Longfield, Kent DA3 8BG

Tel: 01474 703705
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Email: webmail@grahamsimpkinplanning.co.uk

Project Title Stone Recreation Ground, DA9 9DS		Job No 3078
Drawing Title Proposed Block Plan	Drawing No 002	Revision -
Date 30.10.2020	Drawn by DA	Checked by PN
Scale 1:1250 @ A3	Note	



Parking
The site is proposed to accommodate a total of 43 formal public parking bays including 6 accessible/ disabled bays.

- P1 - Existing car park with 22 parking spaces including 2 accessible bays
- P2 - 21 New Parking spaces including 4 accessible Bays
- P3 - Secure Parking
- PB - Passing bay

SECTION 4.0 – FORM OF TENDER

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To: Mrs Jennie Thomas
c/o Liberty QS Limited
Stable Block
Bradbourne House
New Road
East Malling
Kent, ME19 6DZ

Sir / Madam,

I/We having read the tender documents issued to me/us and having examined the drawings, and other information referred to therein do hereby offer as follows:-

To execute and complete the whole of temporary and permanent works as described in the Tender Documents for the fixed price sum of

£.....

In Words (.....)
(which is exclusive of Value Added Tax).

On receipt of an engagement instruction from the Employer or Employers Representative I/We undertake to commence work, [.....] and to complete by the [.....].

In the event of your acceptance, I/we undertake to execute with you a Form of Contract embodying all the conditions and terms contained in this offer.

I/We agree that should obvious errors in arithmetic be discovered before acceptance of this offer in the priced Works Schedule submitted by me/us these errors will be dealt with in accordance with Alternative 2 contained in JCT Practice Note 6.

I/We understand that neither the lowest nor any tender will necessarily be accepted, and that the Employer will not be responsible for paying any Tender costs incurred.

This tender remains open for consideration for twelve (12) weeks from the date fixed for the submission or lodgement of tenders.

I/We enclose with this Form of Tender the following supporting information:-

1. Completed Works Schedule.
2. Completed Form of Tender.
3. Details & photos of the proposed play equipment, other equipment, matting & fencing.
4. Anticipated programme.
5. Demonstration of previous experience of a similar nature.
6. Proposed warranty.
7. 2nr references.
8. Demonstration that the products are sourced and installed sustainably.
9. Confirmation that the tenderer satisfies the Living Wage criteria.
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 - a. Public Liability insurance = £5,000,000
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 - c. Employers Liability insurance = £10,000,000
 - d. Professional indemnity insurance = £1,000,000
11. Identification of commencement on site from award of the contract.
12. Schedule of divergences from the tender document requirements or confirmation that there are none.

Signature of Contractor

Name/Capacity

Name of Contractor

Address

Signature of Witness

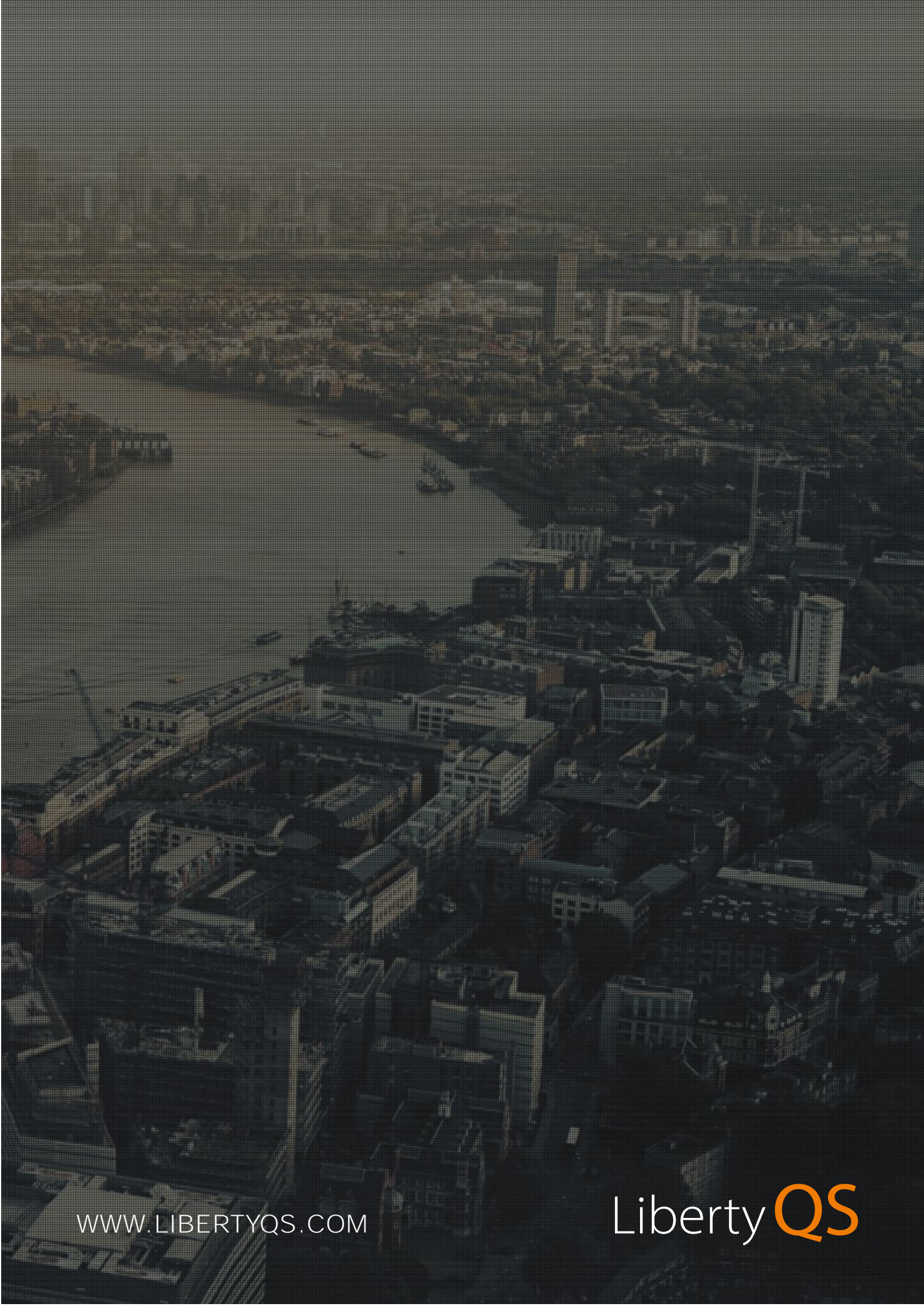
Name/ Capacity

Address

Date

Note

Tenders are to be submitted via email to stuart.harrison@libertyqs.com by 12pm on 31st March 2021



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