



STONEHOUSE TOWN COUNCIL

INVITATION TO TENDER

Design and build new and refurbished play facilities at Oldends Lane Recreation Ground, Stonehouse, Gloucestershire

1. Purpose

Stonehouse Town Council invites tenders and designs for the provision and installation of new play facilities at:

Oldends Lane Recreation Ground, Stonehouse, Gloucestershire, GL10 2DG

Map (larger version at Appendix 1) to show areas to be developed:



2. Overview of project

Oldends Play area is located to the South East of Oldends Lane Recreation ground which is owned by Stonehouse Town Council. The aim of the project is to improve play area facilities for children and their carers. The play equipment specified is based on the results of a public consultation exercise. This project is Phase 1 of a series of improvements planned for the area.



The scheme should offer:

- Both physically challenging play and opportunities for imaginative play.
- Equipment accessible for use by children of all abilities.
- A design which allows children of different ages to play together safely
- Include clear viewing and seating areas for carers
- A landscape design for the play area which includes areas enclosed by fencing and adjacent unfenced areas and gives scope for future improvements.

The play area needs updating with new equipment, some landscaped play features, new safety flooring and additional picnic tables and benches. Some items will need to be removed for disposal.

Play equipment inside the fenced area (Area A) is for use by accompanied children up to 8 years. Play equipment outside the fenced area (Area B) is for use by children up to 16 years.

The play area is next to other facilities: a Multi Use Games Area, a skate park and Stonehouse Youth Centre. It is also close to housing on Oldends Lane and Midland Road. There is a current proposal for a footpath to be designated close to the site (for proposed route, see map under Section 1).

The recreation ground has a range of users including walkers, dog walkers, Stonehouse Youth Football Club and a weekly Park Run group.

3. Requirements

a) Materials

The materials used should balance appearance with durability and resistance to damage. The use of natural colours is preferred. All equipment, whether new or refurbished, should have a durable attractive finish in keeping with the design for the whole project.

b) Removals

Following to be removed and disposed of:

Item
Seesaw
Toddler multiplay
Play train
Rockers x 2

c) Refurbishment of play equipment

Following items are to be refurbished by repainting and all necessary repairs being completed. The items could also be relocated according to a design for the whole site. Refurbishment work to be carried out to a detailed specification agreed before the work begins in order to make the equipment safe with a durable, attractive finish in keeping with the design for the whole project.

- Existing multiplay item for junior children
- Existing 2 bay 4 seat junior swings (refurbish frames and provide new seats)
- Existing 1 bay 2 seat toddler swings (refurbish frames and provide new seats)

d) Design and provision of new play equipment and landscaped areas

Contractor to design a coherent scheme to include the following items:

Following play items preferred in **Area A** within fencing:

- Roundabout
- Smaller mound and tunnel landscaped feature

Following play items preferred in **Area B** outside fencing:

- Zip wire
- Basket swing
- Mound with tunnels, slides, fort/castle structure
- A tyre structure

e) Surfacing

- Bonded mulch/Ecomulch safety surfacing preferred within Area A within fencing.
- Floor markings e.g. stepping stones in Area A within fencing.
- Mesh matting, where required, over grass preferred in Area B outside fencing.

f) Fencing

- Fencing to play area to be squared off at North East and South East corners using same style of fencing as existing.
- An additional pedestrian gate to be provided.

g) Seating

Provision of:

- Picnic tables made from recycled plastic x 4
- Benches x 2

h) Budget

The budget for the works should not exceed £50,000.

Overall price should include an independent ROSPA post-installation inspection and contingency sum in the amount of £600.

i) Tenders

Tenderers should submit hard copies of itemised prices and graphics to:

Gill Jennings
Town Clerk
Stonehouse Town Council
Town Hall
High Street
Stonehouse
GL10 2NG

Deadline for submission of tenders is 12pm Friday 19th October.

Tenders and supporting documents should be In English, prices quoted in sterling (GBP) and the submission totalled.

Graphics should include a plan to a measurable scale, plus a 3D sketch view or illustration, showing images or photographs of the proposed equipment and should not exceed a single A1 size sheet (or several smaller sheets totalling A1 in size).

j) Questions

In the event of any doubt or obscurity as to the meaning of the tender documents, the Contractor shall set out in writing such doubt to the Council Officer before the date of return of the documents. The Officer shall inform the contractor and where appropriate all other persons quoting, of his interpretation. Persons quoting should not accept verbal instructions/explanations as these will not be binding on either the Council or the contractor.

k) Site visit

Contractors are advised to visit the site to ascertain all relevant conditions and means of access and to thoroughly acquaint themselves with the extent and nature of the proposed works and will be deemed to have done so before submitting a tender.

An open day will be set aside for potential contractors to visit the site on Tuesday 25th September. Contact Rachel Russell, Committee Clerk, to arrange a visit:
committeeclerk@stonehousetowncouncil.com, 01453 822070

l) References

Please supply two suitable references preferably in relation to projects of a similar value and requirements as the subject of this tender.

m) Tender evaluation

Stonehouse Town Council will be evaluating the submitted proposals based on design, equipment quality and play value, so is not bound to accept the lowest or any tender and the employer will not pay any expenses in connection therewith. Tenderers should treat the details of this contract as private and confidential.

n) Canvassing

Contractors tendering for this contract must not canvass members of the Council or its officers. Any effort to do so may result in disqualification.

o) Timing

The council would estimate that installation will take place in March/April 2019.

Order date: December 2018

Completion date: 31st March 2019

All snagging /ROSPA issues resolved, fencing and storage removed, play area open: 30th April 2019

p) Contract and service level conditions

- The successful contractor will enter into a contract by way of a Purchase Order with Stonehouse Town Council.

- The contractor to advise at tender stage of any intention to use sub-contractors and which job items subcontractors would be used for.
- Contractors to provide contact details for any sub-contractors used before the sub-contractors start work.
- The contract will include the following service level conditions:

Requirement	Details	Penalty
Completion of project on time	Other than delays due to aspects not within the control of the contractor, completion of 2 weeks beyond stated completion date.	2% of value of Project (£1000.00) Longer than 2 weeks: 3% of value of Project (£1500.00)
Handover	Contractor to undertake any remedial works as a result of the comments received during the inspection prior to formal handover.	Contract payment withheld until remedial work completed.
Retention fee	Any defects or quality issues within 12 months of installation	5% of the value of the project to be withheld until 12 months following completion of the project

q) Safety

The Contractor shall take precautions as are necessary to protect the health and safety of all persons employed by the Contractor, the Council and the general public. The Contractor shall comply with the Health & Safety at Work Act and all other Acts or Regulations pertaining to the health and safety of the Contractor's staff who must have been appropriately trained. The Contractor shall provide, if asked, adequate proof that all of the Contractor's staff are well trained and conversant with Health & Safety legislation and are competent in their operating methods.

All relevant safety equipment (PPE) shall be provided at all times by the Contractor and worn by the Contractor's staff when carrying out works.

The Contractor is required to notify the Council Officer immediately of any accidents, near misses or environmental Incidents such as oil or diesel spillages. The Contractor is expected to carry spillage kits.

r) CDM Regulations

The project will be covered by the Construction (Design and Management) Regulations 2015 and as such the successful contractor will be required to submit a Construction Phase Health and Safety Plan, Risk Assessments and Method Statements.

s) Standards

Equipment, design and Installation to be fully compliant with:

- The Management of Health and Safety at Work Regulations 1999
- BS EN1176 Playground Equipment
- BS EN1176 Impact Absorbing Playground Surfacing Safety Requirements and Test Methods
- RoSPA recommendations and guidelines
- Equipment to comply with the Equalities Act 2010

t) Site

Before commencement of any works, a utility search and CAT scan shall be carried out to identify any existing utility pipes. All detected services will be marked up and treated as live. Any damage to services will be charged to the contractor. The contractor shall be responsible for ensuring the security of the site, all equipment and materials during the undertaking of the works.

The Contractor must make his own arrangements for a works compound and appropriate secure storage area to be located off the public highway, within the open space area, in a location to be agreed with the Council Officer. The remainder of the open space will be in use during the time of the works. No vehicular movements will be acceptable more than 5m from the edge of the works and a clearly defined temporary site area, securely fenced, must be provided. This area and all areas affected or damaged as a result of the works are to be fully reinstated in accordance with the proposed design or to existing conditions on completion of the works.

The Contractor will be expected to maintain a clean and tidy site at all times. All materials that can be lifted easily and tools not currently in use must be stored in the works compound. All temporary Heras fencing panels must be double clipped and must be maintained in a satisfactory condition and working order.

All workers must realise they are working at a busy location within a well-used public open space. Therefore, all workers must be adequately trained and know the risks involved in works of this nature. The Contractor must take all necessary measures to ensure the safety of members of the public in relation to all operations and the movement of vehicles, plant and materials, etc., within the overall site entrance. Dog walking occurs in the park and operatives should pay particular attention to personal hygiene when working in areas potentially contaminated with dog faeces.

A competent banksman must oversee all digging operations and vehicle movements. Compliance with BS5228 must be maintained and compressors, percussion tools and vehicles must be fitted with effective silencers. Movement of Contractor's vehicles, plant and delivery vehicles within the site and in and out of the working area must be closely supervised at all times and shall comply fully with the traffic regulation orders currently in force for the roads in question.

The Contractor shall provide all vehicles, tools and machinery as are necessary for the proper performance of the services including fuel. The Contractor shall, at his expense, put and keep all vehicles, tools and machinery in good and serviceable repair. No petrol or diesel is to be left on site.

The Council officer must be notified of any unforeseen eventualities encountered during the construction works.

u) Environmental pollution

Appropriate action must be taken to prevent pollution by cement, oil, bitumen and all other products used in construction, particularly in respect of the adjacent watercourse. Damages caused to existing structures, equipment or third-party property, and any cost of their repair, will be charged to the Contractor.

All site areas, roads, footpaths, accesses, rights of way and public highways which are being used by construction traffic shall at all times be kept clean and clear of all dirt, mud and materials arising from such use. The Contractor shall provide, maintain and use suitable equipment for this purpose.

In carrying out the works, the Contractor shall ensure that all drains are kept clear of any spoil, mud, slurry or other material likely to impede or pollute the flow of water therein.

If ground conditions are soft and vehicular movements are likely to seriously rut or compact the grass, suitable temporary ground protection boards should be laid over the grass prior to vehicles accessing the site, to ensure minimal damage to the area and allowance for this should be made within the submitted price. All damaged grass areas to be reinstated through cultivation and re-seeding at the contractor's cost once works are complete.

v) Access and storage

There are several pedestrian access points into the park, which should remain open during the works. The main vehicular access can be gained, subject to ground conditions, via Oldends Lane. Any additional temporary vehicular access points proposed will need to be agreed in advance with the city council.

Vehicular access to the site is off a residential street, Oldends Lane, and care will need to be taken when arranging access for larger vehicles. A defined area for access, parking and storage will be required, in order to minimise the disturbance to the existing grass area. Temporary surface protection (e.g. ground guards) should be provided where vehicles will be constantly accessing the grassed area of the sites and a cost for this should be included in the tender. Reinstatement of damaged grass areas should also be allowed for in the tender.

No works are to be carried out, no materials stored, and no machinery driven within the canopy or root system of the existing mature trees on site and on adjacent land, unless a method statement and temporary protection is agreed with the City Council tree officer prior to the work commencing.

w) Working Hours

The site is located close to residential properties. The contractor may work between the hours of 8am and 6pm on Monday to Friday and from 9am to 1pm on Saturdays and Bank Holidays. The Contractor may not work on Sundays unless in agreement with the Council.

x) Insurance

The Contractor must show evidence of the following insurances prior to commencement of works:

- Employer's Liability Insurance £5 Million
- Public Liability Insurance £5 Million
- Professional Indemnity Insurance £5 Million
- Product Liability Insurance £5 Million

y) Spares and Technical Information

The Contractor will supply full details of equipment to be installed and a data sheet providing full information to include design, size, heights, minimum space, safety surface area and works material used in the manufacture.

A spares list for all non-generic parts with all costs and indication of ease of availability shall be included detailing time between order and delivery, A comprehensive spares pack shall be provided, maintenance instructions for each Item of equipment shall be supplied.

z) Post Installation Inspection

On completion of the works the Contractor is to arrange for an independent inspection of the play area. This is to be undertaken by a RoSPA certified inspector.

The Contractor is to undertake any remedial works as a result of the comments received during the inspection prior to formal handover to the council.

Freedom of Information

Please note that all information submitted to the Council may need to be disclosed and/or published by the Council. The Council may disclose information in compliance with the Freedom of Information Act 2002.

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. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked 'confidential' or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

APPENDIX 1: Map to show areas to be developed for new and refurbished play facilities at Oldends Lane Recreation Ground, Stonehouse, Gloucestershire, GL10 2DG

