



Arncott Parish Council

Main Tender Document

Provision to design and re-develop an existing playground facility.

To be submitted no later than **16:00 hours 15th February 2021.**

Late submissions will be disregarded.

General Enquiries

Sports and Play Consulting Limited

Michael Carter

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RESPONSIBLE PARTIES

The Employer

Arncott Parish Council
Village Hall, Arncott
Bicester OX25 1PL

Contracts Administrator

Michael Carter (Sports and Play Consulting Limited)
Paul Wilson (Arncott Parish Council)

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1. General Requirements

1.1 Overview and Objective of Project

Arcnott Parish Council (The Employer) is seeking a suitably qualified company to design and re-develop an existing playground facility located next to the Village Hall, Arcnott OX25 1PL.

1.2 Budget and Costings

- The council has set aside a budget of approx. **£30,000.00 (Ex VAT)**.
- 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 is 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 BSEN 1177 and BSEN 1176. 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 confirm 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:

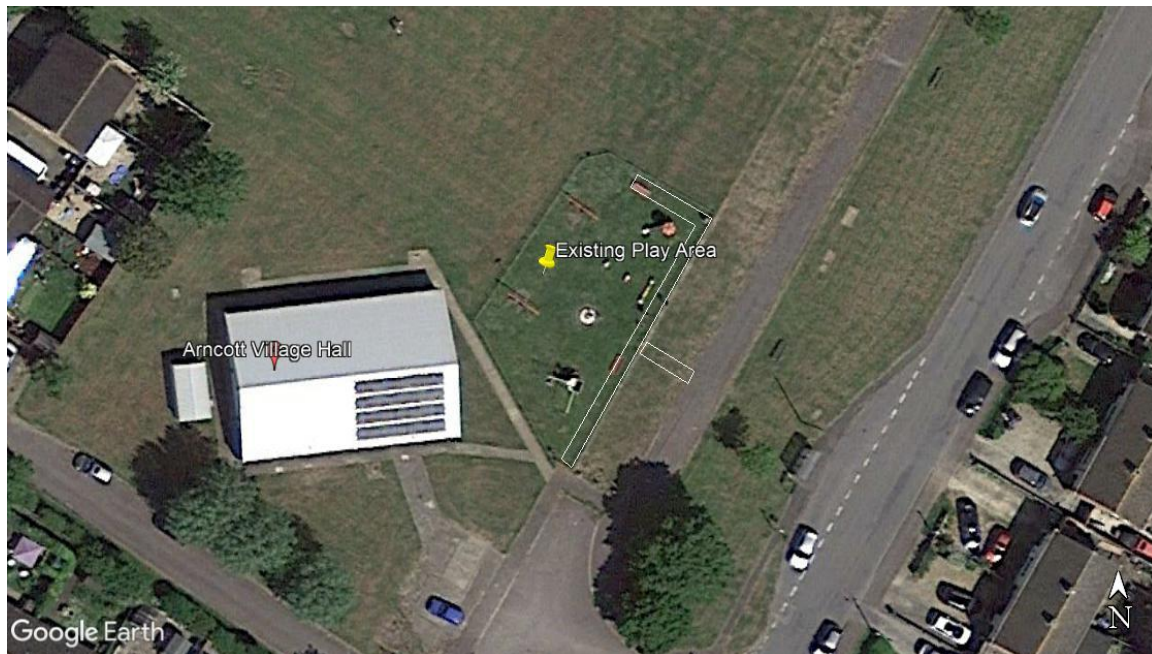
- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise, and the order of contact

3. Scope of Works

3.1 Vision and Requirements

The current playground is not fit for purpose and lacks both a range of challenging and exciting play equipment, as well as being accessible within the site. The goal is to use the limited space, by potentially relocating some of the existing equipment and installing new items that will encourage the local community to continue to use the playground which is the main facility in the immediate vicinity.

Having recently completed a new outdoor fitness area next to the playground, this project aims to bring the playground up to a standard that offers good play value for a range of ages and introducing a new all year-round path to allow access from the two pedestrian gates to the seating available.



3.2 Specifications

Item	Required Specification
Equipment	Primarily Steel offering a range of play values not currently available that are exciting and ideal for personal and social development
Focus Age Group	0-12 Years
Primary Surfacing	Grass Matting or Black Wetpour where necessary
Refurbishment	Large Multi Play Unit: Replace Wooden Panels with new HPDL/HPDE
Pathways	Yes: along fencing perimeter and entrance as shown on google map
<i>Width</i>	1.2 metres
<i>Edging</i>	PCC
<i>Base</i>	100mm MOT stone
<i>Material</i>	Wetpour (with coloured marking on entrance path "Play" similar to fitness path)
Seating	None
<i>Backrest</i>	
<i>Material</i>	
<i>Hardstanding</i>	
Bin	Yes x 1
<i>Litres</i>	120 Litres
<i>Material</i>	Steel
<i>Colour</i>	Black
Sign	Yes x 1
<i>Size</i>	A2
<i>Post</i>	Steel fixed into ground
<i>Material</i>	Steel

Fencing <i>Height</i> <i>Type</i> <i>Colour</i>	None – however if the proposed design means extending the existing fencing slightly towards the main field to fit in new equipment within the budget, this will be considered.
Gates <i>Pedestrian</i> <i>Maintenance</i> <i>Colour</i>	None
Re-Instatement	New Turf and Topsoil on any significant damage or where removals have taken place, repair to any damage of existing materials/equipment to at least the original condition
Relocation	Springers and See Saw closer to toddler area and to create additional space, Benches, and any other items to increase space for new equipment
Disposal	Roundabout, 2 x Red Bins and any Spoil
RPII or ROSPA Inspection	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):	Mid-January 2021
Site meeting for interested contractors (30-minute slots):	10:30 onwards Wednesday 20 th January 2021
Notification your intention to provide a response and any questions about the tender:	Friday 29 th January 2021
Tender Submissions Due:	<u>Friday 15th February 2021</u> <u>16:00 Hours</u>
Decision on Preferred Supplier:	March 2021
Work to Commence:	May 2021

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 Required	Weighted Percentage
5.1.1 Specifications	<p>Complete Appendix 3 in response to each of the required specifications outlined in Section 3.2. Answer with either a 'Yes', 'No' or 'Partial' and notes to accompany response which detail the specifications you are proposing.</p> <p>Scoring (Points): Non-Compliant – 0 Partial Compliance – 1 Compliant – 2 Exceed Compliance - 3</p>	50%
5.1.2 Questions	<ol style="list-style-type: none"> 1. Confirm how your company manages supply chains in relation to meeting time frames, quality control, health and safety and assess their performance and output. Please be specific in terms of processes, performance indicators and the personnel involved. Scoring: 20% 2. Outline the design rationale and approach to ensuring that the refurbished playground will cater for a wider range of ages and abilities and achieving additional play values that are not present in the current facility. Also detail however you have designed the equipment within the limited space. Scoring: 20% 	40%

5.1.3 Design Presentation and Quotation	Suppliers are to provide: 1. 1 x 3D visual with a maximum of two views 2. 1 x CAD or scaled Google Map of the design 3. An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation.	10%
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5.2 Scoring Matrix

Responses to 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 (maximum one person from each supplier). However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty.

Should there continue to be government restrictions or guidance in relation to COVID-19 and a site visit is not possible, it will be postponed until further notice or suppliers can visit the site if this is appropriate to do so. If a site visit was not possible due to the government restrictions, then an extension may be given until such time as suppliers have been able to visit the site.

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, 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.

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 by each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the 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. Completed Copy of Appendix 3 (Response to 5.1.1)	Excel Document Labelled – <i>SupplierNameAppendix3</i>
4. Response to each question in 5.1.2	PDF or Word Labelled – <i>SupplierNameQuestions</i>
5. Quotation	PDF Labelled - <i>SupplierNameQuotation</i>
6. Design Drawings	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i>
7. 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
- No background or photo shopping images

- 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: Arncott Parish Council
6 Greystones Court
Kidlington OX5 1AR
Attention: Paul Wilson

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 – Arncott Parish Council Playground Project’