



Lancing Parish Council
Invitation to Tender

Installation of a new play area at Monks Recreation Ground,
Crabtree Lane, Lancing

**Deadline for tender submissions:
16th March 2023**

Invitation to tender

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Introduction

Lancing has around 27,000 residents and covers 3.65 square miles, it is often referred to as the largest village in England. Lancing Parish Council are inviting tenders to install new play equipment at Monks Rec. The play equipment must be inclusive. Predominantly aimed at young people aged 3-13 years old. All tenders must comply with the relevant safety standards.

Conditions of Tender

This tender document is issued for and on behalf of: Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

All contractors tendering will ideally have at least 5 years previous experience in installing play areas and be able to provide examples and references for works completed.

All tenders must be signed by a company director or the named sole trader or partnership, dated and returned in a sealed envelope to the above address by either post, courier or delivered by hand no later than 4pm on 16th March, 2023. Any tenders delivered by hand must be in a sealed envelope, marked 'Monks Rec play area tender' and signed as received by one of the Parish Office staff. Tenders may also be submitted via email, addressed to tenders@lancingparishcouncil.gov.uk Email tenders must be marked 'Monks Rec play area tender' and will not be opened until after the closing date.

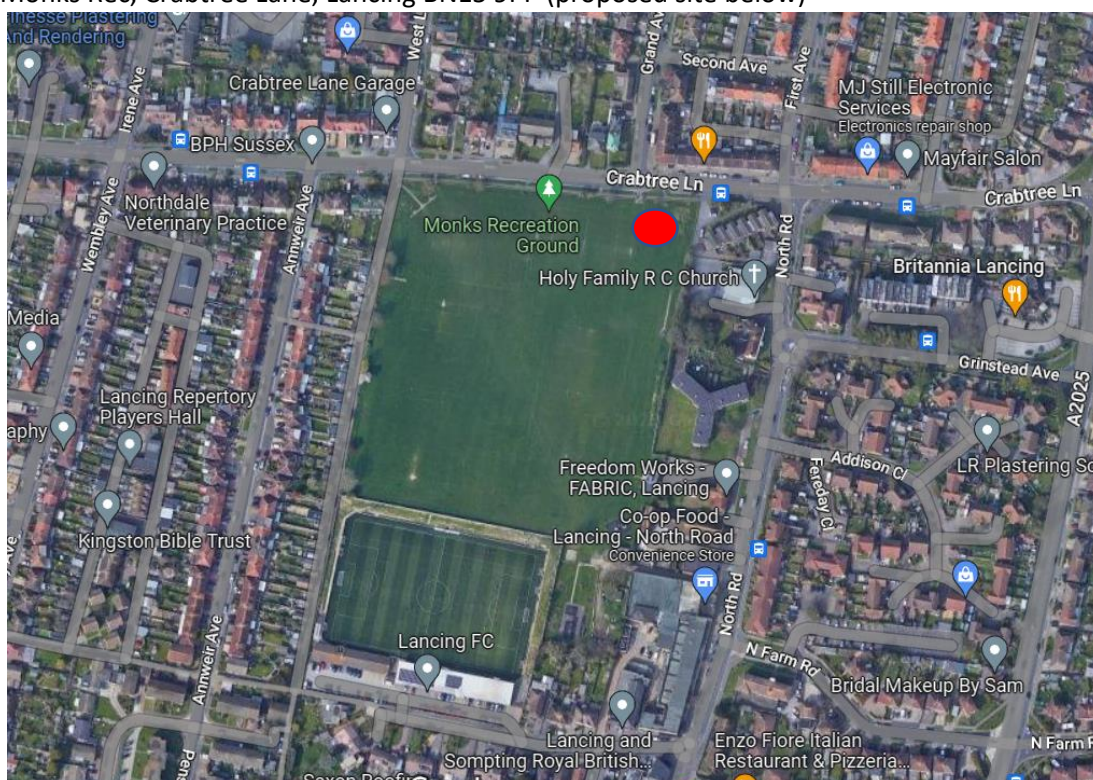
The Contractor is recommended to visit the site and shall be deemed to have made all necessary surveys required to meet completion deadlines.

Bidder's must provide copies of the last three years of audited accounts if shortlisted.

Specifications

1. Description of works

To supply and install a new play area (to include the supply and installation of play equipment and associated works) at Monks Rec, Crabtree Lane, Lancing BN15 9PP (proposed site below)



Photographs of proposed new site



Installation must comply with the requirements of the Disability Discrimination Act 1995.

Play equipment must be predominantly aimed at young people aged 3-13 and should be:

- Inclusive and accessible
- Diversity of play equipment
- Offer risk and challenge
- Innovative
- Sustainable (consideration must be given to sustainability of resources and equipment/materials as well as company sustainability)
- Vandal resistant

2. Site Preparation and clearance

The work will be within a public space and the safety of the public must be the highest priority. Site safety and security must be agreed and adhered to by the winning bidder, evidence of this will be requested if shortlisted.

All waste must be disposed of responsibly and in a timely manner.

3. Quality

Equipment must meet the requirements of EN1176 and be installed in compliance with this standard.

Surfacing must meet the dimensional requirements of EN1176 and the impact attenuation requirements of EN1177 and be tested in accordance with BS7188

4. Personnel

The contractor shall provide a list of approved operatives and their experience and shall confirm how the works will be carried out.

5. Costs to include:-

The bid must be fully inclusive of all costs associated with the project.

Timetable

Contract Notice published	20 th February 2023
Deadline for bids	16 th March 2023
Evaluation Panel	Between 17 th and 20 th March 2023
Short list agreed by Council	22 nd March 2023
Consultation	w/c 27 th March 2023 (for 2 weeks min)
Contract Award Notification	20 th April 2023
Project Completion	30 th September 2023

Site Meetings

There are opportunities to attend, by appointment, a site meeting with the Clerk, along with other interested contractors on the following dates:

Thursday 23rd February 2023 (11am - 3pm)

Friday 24th February 2023 (11am - 3pm)

Monday 27th February 2023 (11am - 3pm)

Thursday 2nd March 2023 (11am - 3pm)

The Clerk is only available on the above dates, however contractors are welcome to visit the site at their own convenience. This is not mandatory.

If you would like to book a site visit, please email celia.price@lancingparishcouncil.gov.uk

Scoring And Evaluation Criteria

Bidder responses will be scored by the evaluation panel against the following criteria -

Delivery Quality	Compliance with industry standards, evidenced by appropriate assurances.	10%
Equipment	Diversity and range of play equipment for young people aged 3-13, evidenced by designs. Equipment must be innovative, offer risk and challenge and must include a variety of equipment to encourage key play eg: swinging, sliding, climbing, balance, flexibility, roundabouts and rocking.	40%
Sustainability	Sustainability of equipment and the company, evidenced by information provided within the bid.	10%
Price/Value for money	Value for money offered considering quality and quantity of equipment offered.	20%
Inclusivity and Accessibility	At least one piece of equipment must be fully accessible.	10%
Durability	Evidenced by warranties offered.	10%

The scoring and evaluation process will be used to identify a short list of the most suitable contractors, after which consultations will take place and the appropriate contractor selected as per the timetable.

Conditions of Contract

- 1) The contract shall be between the contractor and Lancing Parish Council and no Sub-Contracting is permissible without prior agreement.
- 2) The Contractor must keep noise to a minimum, especially when working early in the mornings and no mechanical equipment is to be used before 7.00am.
- 3) During the contract period all equipment must be maintained according to the manufacturer's instructions and shall meet the current Health and Safety and Environmental Health requirements. Maintenance records of all equipment must be documented and available for inspection on request.
- 4) Any damage caused during the work will be put back to previous condition by the contractor at the contractors cost.
- 5) The contract will be monitored by the Council. Following inspection by the Council, any work deemed not to have been carried out, or not to have been carried out satisfactorily will be reported to the contractor who will be given the opportunity to rectify the work within 48 hours. If the work is not rectified within the given timescale, payment for that work will not be made.
- 6) The winning bidder must be able to provide the following:
 - 1) Evidence of Public Liability Insurance of no less than £10 Million;
 - 2) Professional Indemnity Insurance of no less than £10 Million;
 - 3) The Company's Health and Safety Policy statement and plan for the contract;
 - 4) A risk assessment of the schedule of works;
 - 5) Details of the equipment to be used; and
 - 6) Continuity Plan to cover personnel sickness/leave.
 - 7) Evidence of compliance with the relevant safety standards.

Failure to supply any of the above will invalidate the bid.

Under no circumstances is any equipment to be stored on site without the Parish Councils express permission.

Health And Safety

Prior to the commencement of the work, the successful contractor shall confirm the Health & Safety Plan that will be employed in the public spaces and must not commence work until this has been approved in writing by the Council. The following minimum Health and Safety conditions shall apply and are not intended to limit what further arrangements may be appropriate to the circumstances, which are for the Contractor to decide upon :

- 1) The contractor will ensure that all relevant legislation pertaining to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations 1989 and any other applicable legislation which comes on the Statute Book during the course of this work, is adhered to.
- 2) It is the Contractor's responsibility to ensure that all staff are provided with suitable safety clothing for the tasks that they are undertaking and that site users' safety is maintained as a priority at all times.
- 3) It is the Contractor's responsibility to ensure that when working on site proper signage is in place to warn both operatives and public of the work in progress in order to ensure that safety is maintained as a priority at all times.
- 4) Where there is any conflict, site users' safety should always have priority and the Contractor should refer any such matter to the Clerk/ Operations Manager as soon as possible after any event in writing. The Contractor must ensure that tools and equipment is not left lying around at any time.
- 5) The Contractor must ensure that at all times during the course of the contract that adequate insurance is held, both employers and Public Liability (as detailed above) and that the Certificate of Insurance must be shown to the Council prior to commencement of the contract. The Council is to be notified of the policy excess. Should the insurance lapse then the Contractor must show the Council the new Certificate. A copy of the current Certificate is to be supplied with the quotation.
- 6) Where any substances to be used are covered under COSHH Regulations, then a copy of the COSHH Assessment must be produced and provided to the Council.
- 7) A copy of the relevant risk assessments carried out by the Contractor should be supplied in relation to all works in order to ensure that safety is being both maintained and updated should the need arise.
- 8) The Council reserves the right to ask the Contractor not to allow an employee of the Contractor to re-appear, should that employee cause danger, demonstrate bad or abusive conduct, or other problems.

Communication/Instructions

The contractor shall during the term of the work only communicate with and accept instruction from the Clerk or Operations Manager. In the absence of the Clerk or Operations Manager, this responsibility will be delegated to the Deputy Clerk in conjunction with Chair or Vice-Chair of the Parish Council.

Bidders must provide a suitable Point of Contact (PoC) for clarification questions during the period of the tender process; and bidders must also provide a PoC for the preferred bidder announcement if different.

Clarifications and queries must be addressed to: celia.price@lancingparishcouncil.gov.uk

Bidder tender returns should be submitted in writing in a sealed marked envelope addressed to Celia Price PSLCC, Cert Ed (Comm Gov), Proper Officer, Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

Terms of Payment

Payment will be made in full once the work has been completed to the specification and signed off by the Clerk or Operations Manager once all snagging has been completed.