



WROUGHTON PARISH COUNCIL

**Play Area Tender,
Weirfield Play Area
with fixed costing option and design for
Badgers Brook Play Area,
both located in Wroughton, Swindon,
Wiltshire**

Opening Date: 25 August 2023

End Date: 21 September 2023

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1 Invitation to Tender

Wroughton Parish Council wish to commission a replacement play area to be fitted within the existing fenced area with play equipment with focus on ages 0-11 with an emphasis on Early Years and Key Stage 1 and to include complete removal of existing safety surfacing and complete replacement of wetpour safety surfacing at Weirfield Recreation Ground, Wroughton, SN4 0SA (Site A) to a maximum value of £70,000 EXCL VAT.

As an **additional option** in this tender we also require a fixed price, costed design for the Badgers Brook Play Area Wroughton (Site B) SN4 9DJ to the maximum value of £25,000 EXCL VAT to include a double toddler swing unit, central multi play equipment for Early Years/Key Stage one and overlay/chase cut wetpour surfacing under both. The specification for all equipment should be in line with the details given for the main site at Weirfield.

The successful contractor will be delivering play area refurbishments at Weirfield and, if we choose to go ahead with it, Badgers Brook. *PLEASE NOTE - any remaining budget from Badgers Brook MUST NOT be used by contractors as additional spend at the Weirfield as monies for these comprise separate budgets which have restrictions regarding their use.

We require that all companies bidding for this contract are members of the Association of Play Industries

We will be scoring contractors with regard to their design to a maximum of £70,000 at the Weirfield site only.

Site A - Weirfield Play Area SN4 0SA

What 3 words location ///native.barks.alone

A SITE VISIT IS REQUIRED to fully scope the area and condition of existing site. Approximates size of site is 240 square metres.

No key is required for access to the site

The Weirfield is owned by Wroughton Parish Council. A main double gate to the Weirfield which is accessible via the car park owned by Wroughton Club would constitute the main access point for any works. Wroughton Parish Council can liaise directly with the Club access in advance of work starting.

No parking by contractors will be permitted at any time in the Wroughton Club's privately owned car park.

The current play area site has a bow topped yellow fence surrounding with 2 x EasyGates in red. The current rubber surfacing has numerous areas of damage and dips and this has been patched where possible. There are parts where the soft surfacing has sunk and cracked. The depth of the rubber surfacing varies across the site.

The play area currently includes a swing unit with 2 x flat swings and 2 x toddler/cradle swings, a central multiplay unit with slide, carousel, 2 x springers and a seesaw.

Some other play equipment, outside the directly fenced area has been installed for the use of older children. This equipment is not included in the scope of these works.

Housing is located within 10 metres of site on one side.

A key to nearby toilet facilities in the WPC owned pavilion can be made available to contractors on this site.

Site B – Badgers Brook Play Area, Wroughton SN4 9DG

What 3 Words Location

///toys.begun.tube

A SITE VISIT IS REQUIRED to fully scope the area and condition of existing site.

The current site contains a double wooden toddler swing unit and central play unit which has some rot damage to the wooden supports. It also contains a see saw unit

We require replacement of the double toddler swing unit and central multi play unit and overlay with chase cutting of the soft surfacing under these items.

We do not wish to replace the See Saw Unit

No welfare facilities are available nearby. Roadside parking is limited. Houses are in the immediate vicinity of the site.

General comments

The Parish Council is not obliged to accept the lowest offer. For full details on the council procedure please refer to section 2 of the document (Tender Process).

Please ensure the completed form is sent to the below address by 5pm on 21 September 2023 .
Ensure the envelope clearly states “Tender for Weirfield and Badgers Brook Play Areas” so all tenders can be opened after the closing date.

Emma Freemantle
Wroughton Parish Council
Ellendune Community Centre
Barrett Way
Wroughton
Swindon
SN4 9LW

If you have any questions please contact projects@wroughton.gov.uk.

2 Tender Process

Wroughton Parish Council Financial Controls and Procurement. WPC Standing Orders (Page 17 – 19)

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective Contractors contacting councillors or staff to encourage or support their tender outside the

- prescribed process. The Clerk must ensure that Articles 109 to 114 of the Public Contracts Regulations 2015 are complied with;
- iii. the invitation to tender shall be advertised on the Government Contract Finders website and in any other manner that is appropriate unless Paragraph 110 (5)(b) of the Public Contracts Regulations are invoked, in which case the reason for not advertising will be contained in the body of the resolution of the Council;
 - iv. tenders are to be submitted in writing addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015/102 and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

3 Contract Conditions

Extent of Work - The work will be comprised of designing and installing a play area within the specified fenced area land owned by Wroughton Parish Council at Weirfield Play Area Wroughton including removal of all old surfacing and replacement with new wetpour (Site A) and potentially also to include replacement of the swing unit, central play unit and surfacing at Badgers Brook, Wroughton (Site B). Wroughton Parish Council is seeking tenders for the whole project from design to completion.

Machinery and Equipment – The Weirfield site is wholly owned by Wroughton Parish Council. The Contractor must provide their own welfare facilities for Badgers Brook but have key access to the welfare facilities in the pavilion at the Weirfield. If the Badgers Brook project goes ahead, the offsite storage of equipment will be subject to agreement from Swindon Borough Council who own the land directly adjacent.

Insurance - The Contractor is required to have a minimum of £5,000,000 public liability insurance. A current Certificate of Insurance to this effect and a copy of the policy must be produced to the Officer prior to commencement of the contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. Any damage caused to any property during the performance of this contract must be reported to the Officer immediately and any costs involved to rectify the damage will be the responsibility of the Contractor.

Payment Terms – Payment will be made within 30 days, on receipt of the completion certificate, subject to the satisfaction of Wroughton Parish Council.

Health & Safety – The Contractor must be compliant with all relevant Health & Safety and ensure the employees are sufficiently trained and competent. Risk Assessments and CoSHH assessments will need to be submitted before the commencement of the contract. As the Weirfield site is large the safety of members of the public using nearby footpaths and recreation space during the play area refurbishment will need to be carefully managed by the contractor.

General - In addition to the quote you are required to provide the following

- A scale layout plan of the new and if applicable existing elements for the play area
- An artist/CAD colour interpretation of the scheme
- A colour image of each element including any technical specifications
- Guarantees for each item of new equipment including the safety surfacing
- An outline schedule of works detailing the anticipated delivery and installation period

Notes

- The prices to be included in the Tender are to be the full inclusive value of the work described and must be **EX VAT**.
- A price shall be inserted against each item on the Tender for each element of the play area work.
- No alteration to the text of the Tender is to be made by the Contractor tendering. Any amendment could invalidate the form.
- Invoices presented for payment must include a schedule of the works completed including the date of the work.
- Contractors are asked to contact the Officer if any clarification is required.

4 Specification of Work

Weirfield Play Area

1. The complete works for this play area must not exceed £70,000 EX VAT
2. Companies bidding for this tender must be a member of the Association of Play Industries
3. All bow topped yellow fencing is to remain in situ for the duration of the works.
4. Completely remove all existing wet pour surfacing and complete replacement of all wet pour surface in plain black with no fleck or graphics.
5. Replace the main entrance Easygate and ensure the supporting post is securely fixed to the existing fencing.
6. Contractors should price to fully remove and dispose of all existing play equipment. (Please note that after the award of the contract the council may request for steel items to be retained and recycled by them. This would be discussed with the selected contractor).
7. The design should be for an inclusive play area with imaginative and sensory aspects for children aged 0-11 concentrating on Early Years and Key Stage 1.

8. The design should include these items with other selections being left to the designer;
 - a multi play unit with sliding, climbing, balancing and features to encourage social and imaginative play.
 - a dish/bowl/wok inclusive roundabout for more than one person or similar carousel equipment
 - A swing unit which includes 2 x flat swings and 2 toddler swing. (Please note we do not want a basket swing as one is located nearby).
 - A seesaw type piece of equipment
9. Seating and bins do not form part of this tender specification
10. All structural steel must be hot dip galvanised. We require a 25 year plus warranty on all structural steel. (Where used, painted surfaces should not be considered as one of the protective features of the equipment.)
11. No audio equipment to be included (eg. drums, piano/rainmakers) due to the proximity or residential properties
12. Play equipment is to be as durable and long-lasting as possible with minimal maintenance required and NOT made from wood.
13. Whilst designing the play space the designer shall consider the noise and visual effects the equipment may impose on the surrounding residential properties whilst providing a safe, attractive play environment.
14. Contractors should ensure that any toddler play equipment is specifically designed and ergonomic for that age and provide specific product evidence to support this.
15. All other non metal excavated and waste material shall be removed and disposed of by the Contractor.
16. The Contractor shall work within appropriate day light hours between 8am - 5pm, Monday to Saturday. Please note that there may be football teams hiring the adjacent Weirfield on Saturdays.
17. The Contractor will supply a schedule of works with allocated timings to enable Wroughton Parish Council to monitor the phased delivery of the project.
18. The site must be made secure during the works at the contractors' expense.
19. All proposed play equipment shall conform to EN1176. New playground equipment and sundry items are to be installed to the manufacturer's instructions and to EN1176/77 (BS7188 equivalent) including free space around equipment and zoning as appropriate.

20. All works shall be completed to the satisfaction of a representative of Wroughton Parish Council and a post installation inspection will be carried out by a recognised independent playground equipment inspector appointed and paid for by the Council, the contractor does not need to make any allowances within their tender for this inspection, and defects found on this report will be rectified by the Contractor at no additional cost

Badgers Brook – (Potential site B)

The value of the potential project for this site is a maximum of £25,000 EXCL VAT. We are looking for a fixed price, costed design for this site and will advise the successful contractor on whether we wish to proceed with this project in addition to the Weirfield project. Please note that any savings on equipment/installation or sundries at the Badgers Brook project must not be used at the Weirfield. The use of the allocated money for Badgers Brook is only permitted at that site due to spending restrictions placed upon Wroughton Parish Council.

1. The fixed price costed design for Badgers Brook should include a swing unit with two toddler cradle seats and a central multi play unit with sliding, climbing, balancing and features to encourage social and imaginative play
2. The site should focus on equipment appropriate for Early Years and key stage 1 children.
3. We require plain black wetpour soft surfacing only which is overlaid and chase cut under the new swing unit and multi play central equipment. No graphics, no fleck please.
4. We are keen to retain the existing see-saw but some repair work to the edges of the soft surfacing may be necessary. As an additional/separate item, please include costs to clean/refurbish the see saw and address any surfacing issues relating to it.
5. Contractors should price to fully remove and dispose of all existing play equipment (*Please note that after the award of the contract the council may request for steel items to be retained and recycled by them. This would be discussed with the selected contractor).
6. All structural steel must be hot dip galvanised.
7. We require a 25 year plus warranty on all structural steel. (Where used, painted surfaces should not be considered as one of the protective features of the equipment.)
8. Play equipment is to be as durable and long-lasting as possible with minimal maintenance required and NOT made from wood.
9. Whilst designing the play space the designer shall consider the noise and visual effects the equipment may impose on the surrounding residential properties whilst providing a safe, attractive play environment.
10. Contractors should ensure that any toddler play equipment is specifically designed and ergonomic for that age and provide specific product evidence to support this.
11. All other non metal excavated and waste material shall be removed and disposed of by the Contractor.

12. The Contractor shall work within appropriate day light hours between 8am - 5pm, Monday to Saturday. Please note that due to the proximity of nearby houses contractors should give due consideration to minimising impact of the works on nearby residents and parking vehicles courteously.
13. The Contractor will supply a schedule of works with allocated timings to enable Wroughton Parish Council to monitor the phased delivery of the project.
14. The site must be made secure during the works at the contractors' expense.
15. Following the completion of all installation works the Wroughton Parish Council play area site shall be reinstated as necessary with any damage to adjacent areas either owned by Wroughton Parish Council or any third party made good.
16. All works shall be completed to the satisfaction of a representative of Wroughton Parish Council and a post installation inspection will be carried out by a recognised independent playground equipment inspector appointed and paid for by the Council, the contractor does not need to make any allowances within their tender for this inspection, and defects found on this report will be rectified by the Contractor at no additional cost.
17. All proposed play equipment shall conform to EN1176. New playground equipment and sundry items are to be installed to the manufacturer's instructions and to EN1176/77 including free space around equipment and zoning as appropriate.

5 **Total Quote**

Item	Description	Price per item £ (EX VAT)	Price for installation £ (EX VAT)	TOTAL

Total				

The Contractor can identify restrictions or considerations in the box below.

Site notes	
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Name:		
Company Name:		
Company Address:		
Contact Name:		
Contact Number:		
Contact E-mail		
Website:		
Public Liability Insurance limit:	£	
Reference 1	Contact/Organisation	
Reference Contact	Phone	E-mail
Reference 1	Contact/Organisation	
Reference Contact	Phone	E-mail
Other Relevant Information (staff size, machinery availability, specific contract manager, local authority experience)		

Declaration

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We agree to submitting insurance liability, applicable risk assessments and CoSHH, if required.

I/We understand that Wroughton Parish Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

I/We agree to not discuss the Tender cost with council officers or councillors.

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained and, if successful are willing to be bound to the contract as expressed.

Signed Date.....

Print Name

Position