

# **Wareham Town Council**

## **Main Tender Document**

### ***Provision to improve existing Play Facilities at: Drax Avenue Playground***

To be submitted no later than 25<sup>th</sup> March 2022.

Late submissions will be disregarded.

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## RESPONSIBLE PARTIES

### **The Employer**

Wareham Town Council

### **Contracts Administrators**

Michael Carter (Sports and Play Consulting Limited)

Vanessa Ricketts (Wareham Town Council)

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## 1. General Requirements

### 1.1 Overview

Wareham Town Council (The Employer) is seeking a suitably qualified company to design and install new Playground Equipment and Safety Surfacing at Drax Avenue. This includes the removals and replacement of the existing equipment and provision of a new design that caters for younger children primarily between 0-8 years of age. This is a Local Area Playground, that is generally used by the immediate neighbourhood.

The site address is: **Drax Avenue, Wareham, BH20 4DJ.**



This project is 1 of 4 playground facilities that are being upgraded across Wareham which will be treated as individual projects. The Council may however decide to amend the allocation of funds between the 4 sites once the submissions have been received and reviewed to fulfil the necessary requirements for all locations.

## 1.2 Budget and Costings

- The council has set aside a maximum budget of **£40,000.00 (Ex VAT)**. Submissions should utilise the full allocated budget, however, not exceed it. Suppliers should note that the budget is subject to a pending 'Public Works Loan' that has been submitted for approval.
- Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations or revisions, will fall within the permissible range. (Reg 72 Public Procurement Regulations 2015)
- 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.
- The rectification period will be 12 Months from installation with a 2.5% retention amount held over until the end of this duration and only paid if there are no outstanding or remedial works required.

## 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 the tenderer 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, surfacing, equipment and associated works which should comply with the appropriate British or European Standards, mainly BS EN 1177 and BS EN 1176.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard, unsafe 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, and, if they are an organisation, the organisational capability, necessary 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 and Contract Agreement

The successful contractor will enter into an agreement by way of a Purchase Order with Wareham Town Council. In addition, a *Building Contract* (Appendix 4) with agreed terms and conditions will be provided for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received, and communications during the tender process which form the total understanding and

obligations of what has been agreed the Contractor will supply the Employer.

## 2.3 Insurance

The **successful** contractor must be able to provide evidence 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**
- Contractors (All Works) 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 (and 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 during construction

### 3. Scope of Works

#### 3.1 Objectives for Drax Avenue Playground

The current playground is mainly used by younger families who live in nearby housing. The area available is relatively small, and the equipment is outdated with limited opportunities that fully utilise the space.

The vision is to re-design the area, not only to replace the existing items, yet create an area that is inviting and offers as much play value for a range of ages that would likely be between 0-8 years. With the budget and space available, the objective is to maximise the experience that would encourage families to re-visit the playground.

Additionally, the surfacing will be replaced using Bonded Mulch, and the existing wetpour may be used as a base. A **pathway** could be added within the design to further enhance the accessibility, particularly to where the current bench is located. The current **fencing** and concrete posts are to be removed and replaced with a new steel bow top fence and self-closing gate.

**Note:** Suppliers may cost for two options – a new fence in addition to the option of re-using existing fencing located at Tantinoby Lane (area around the BMX track on the main field). This fencing had been planned to be removed and if possible, use the relevant number of panels at Drax Lane and dispose of the remaining panels, ensuring that this can be completed without damaging the integrity or any component of the fencing.



**NOTE:** THERE ARE TWO MANHOLES ON SITE AND A DRAIN RUN THAT CUTS THROUGH THE PLAYGROUND. PLEASE REFER TO THE ATTACHED WESSEX WATER SERVICE DRAWING (APPENDICE) AND ENSURE THAT ANY DESIGNS ALLOW FOR THIS. SCANNING AND CONSTRUCTION WILL NEED TO ADHERE TO RELEVANT CDM/GUIDANCE TO ENSURE NO DAMAGE IS MADE TO THE DRAIN OR ASSOCIATED MATERIALS AND ALLOWING FUTURE ACCESS TO THE MANHOLES.



*Current fencing and posts shown above to be replaced, in addition to the current gate.*

### 3.2 Specifications

Please note that the details provided below are only a guide to assist suppliers with the desired design outcome. Technical specifications and

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the design will ultimately be up to the supplier's advice and where possible, scoring will reflect this based on the responses to 5.1.1 and 5.1.2.

Item	Requirement
<b>Suggested Equipment</b>	Toddler and Junior Swings (include a Parent/Toddler seat) Multi Play for Toddlers/Young Juniors – possibly themed with play panels Balance Trail Small Spinning Dish Any other items the space and design will allow, based on the main brief and that will stimulate interest and imagination.
<b>Focus Age Range</b>	0-8 Years
<b>Maximum Height</b>	2.5 Metres
<b>Refurbishment</b>	None
<b>Primary Material</b>	Steel (Rope and HDPE/HDPL as secondary)
<b>Safety Surfacing</b>	Bonded Mulch (Supplier to advise product type/brand, colour chart and if known the company installing the surface). The surfacing does not need be an entire pad across the whole area to maximise the budget for play equipment, and areas of turf can remain where no surfacing is required. Different colour mixes can be used or wetpour under high wear areas and improve the overall aesthetics and design. (Preferably ones that do not fade)
<b>Base Works</b>	New 100mm Stone Base where required. Existing wetpour can be used as long as it does not affect any warranties or long-term integrity and stability to the surface.
<b>Edging</b>	None for surfacing.
<b>Removals and Disposal</b>	All Play Equipment, Fencing and Concrete Posts. <b>(Bench and Bin to remain)</b>
<b>Pathways</b>	Either a different colour Bonded Mulch or if budget allows a SuDS based product both with 100mm Stone baseworks from the gate to the



	bench either through the centre or the perimeter of the playground.
<b>Seating</b>	None
<b>Bins</b>	None
<b>Play Sign</b>	1 x New Play Sign. A2 Fixed onto steel post with tamper proof fixings onto a hardstanding base. Artwork to be advised.
<b>Fencing</b>	Yes – 1.2 metre Bow Top Fencing (Green) along the perimeter with a new Self Closing Gate (Yellow). Alternatively use the appropriate number of panels from the field located near Tantinoby Lane Playground (shown below on google map). <div data-bbox="716 786 1497 1218" data-label="Image"> </div>
<b>RPII Inspection</b>	Yes.
<b>Re-Instatement</b>	Any damaged turf to be re-instated with seed and topsoil.
<b>Welfare Required</b>	Yes.

#### 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.

<b>Action:</b>	<b>Date:</b>
Tender Release Date:	Friday 4 <sup>th</sup> February 2022
Site meeting for interested contractors (30-minute slots– 1 person from each supplier only):	22 <sup>nd</sup> -23 <sup>rd</sup> February 2022

Notification of your intention to provide a response and deadline for questions about the tender:	1st March 2022
<b>Tender Submissions Due:</b>	<b><u>25<sup>th</sup> March 2022 at 16:00 hours.</u></b>
Decision on Preferred Supplier:	April 2022

## 5. Scoring Criteria

### 5.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

<b>Criteria</b>	<b>Information</b>	<b>Percentage</b>
<b>5.1.1 Project Design:</b> (Max 2 pages for each point)	Specifically scoring will be based on: 1. Primary <i>Play Values</i> and <i>Inclusivity</i> for a range of ages and abilities provided by each item of equipment. 2. Response to Specifications <b>(Appendix 3)</b> . 3. <i>Design Rationale</i> in terms of layout and practicality of equipment, surfacing and ancillary items such as seating.	<b>60%</b>
<b>5.1.2 Materials and Parts:</b> (Max 1 Page for each point)	Specifically scoring will be based on: 1. Warranties and what these include or exclude <b>(Appendix 2)</b> . 2. Standard lead times on parts including any 3 <sup>rd</sup> party items and expected lifespan and costs. 3. Materials: sub-base (depth and type), edging (type), surfacing & equipment (main materials being used).	<b>30%</b>
<b>5.1.3 Presentation and Quotation:</b>	Suppliers are to provide:	<b>10%</b>



	<ol style="list-style-type: none"> <li>1. 1 x 3D visual in A2 size or similar (refer guidelines on design in Section 8.2).</li> <li>2. 1 x CAD or scaled Google Map of the design in A2 size or similar.</li> <li>3. An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation.</li> </ol>	
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## 5.2 Scoring Matrix

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.
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## 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 select the Most Economically Advantageous Tender.

### 6.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender*. Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document.

### 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. However, this is not mandatory, and suppliers are welcome to visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

### 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. Only one submission will be accepted.

If notification of your intent to provide a submission is not sent, or you 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 Short Listing of preferred submissions

The Employer has the right to short list the submissions only in the unlikely event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference Contact Checks
- Reference Site Visits

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

#### 6.6 Consultation or Public Engagement

The Employer reserves the right to conduct a public consultation. The purpose of any consultation will primarily 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.

#### 6.7 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, these 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 and may result in an increase or decrease in the original budget without effecting the original brief and may include items from one of the other submissions.

#### 6.8 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. Scoring may be compiled by specific member/s of the Employer such as a Sub-Committee or Group, or by a 3<sup>rd</sup> Party such as the Project Manager (Consultant). The process to agree and award the contract will be the responsibility of the Employer and communicated by either of the Contract Administrators named in this document.

#### 6.9 Supplier Responses

The submissions received from 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 via

email. 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 be with *Sports and Play Consulting Limited*.

Contact: Michael Carter  
Mobile: 07421 463099  
Email: [Michael@sportsandplayconsulting.co.uk](mailto:Michael@sportsandplayconsulting.co.uk)

## 8. Supplier Submission Checklist and Instructions

### 8.1 The Supplier Checklist

Response	Format
1. <u>Completed Copy of Appendix 1</u>	PDF or Word Labelled - <i>SupplierNameAppendix1</i>
2. <u>Completed Copy of Appendix 2</u>	PDF or Word Labelled – <i>SupplierNameAppendix2</i>
3. <u>Completed Copy of Appendix 3</u>	Excel Document Labelled – <i>SupplierNameAppendix3</i>
4. <u>Response to 5.1.1 &amp; 5.1.2:</u>	PDF or Word Labelled – <i>SupplierName5.1.1</i> <i>SupplierName5.1.2</i>
5. <u>Response to 5.1.3:</u>	PDF or JPG Labelled – <i>SupplierNameCAD</i> <i>SupplierName3D</i> <i>SupplierNameQuotation</i>

## 8.2 Design and Tender Instructions

### ***3D Design Regulations (Points deducted for failing to follow these):***

- No children or adults shown in the visuals
- Equipment must be to scale of their actual size
- Include reference items with a number and product name
- 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 are 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

## 8.3 Submission Instructions

Both electronic and hard copies required by the due date and time.

### **Email to:**

An email or electronic transfer of all the above responses should be sent to the named consultant, Michael Carter, at:

[michael@sportsandplayconsulting.co.uk](mailto:michael@sportsandplayconsulting.co.uk)

### **Hard copies to:**

Wareham Town Council

Town Hall, East Street

Wareham, Dorset, BH20 4NS.

Attention: Vanessa Ricketts

**'Tender – Wareham Town Council Playground Project'**

**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 and sent to arrive no later than:**

**16:00pm hours, 25<sup>th</sup> March 2022.**