

WITHERIDGE PARISH COUNCIL



Chairman: Jacky Harvey

TENDER FOR:

The design, supply and installation of playground equipment for the refurbishment of the children's play space at:-

Witheridge Adventure Playground
Willow Heights
Witheridge
Tiverton
Devon
EX16 8FD

TENDER DEADLINE:

12:00 1 September 2022

TENDER ADDRESS:

Witheridge Parish Council
c/o 3 Drakes Meadow
Cheriton Fitzpaine
Crediton
EX17 4HU

Your response to this invitation to tender must be received up to the closing time on the date and in the place shown above.

Your tender shall be submitted in a sealed envelope or package, marked with the tenderers name for the attention of the Parish Clerk and the invitation to tender title:

**Design, Supply and Installation of Playground
Equipment at Witheridge Adventure Playground**

Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.

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1. General Requirements

- 1.1. Witheridge Parish Council (Council) is seeking a qualified and reputable play company to design, supply and install equipment for the refurbishment of the children's play area at Willow Heights, Witheridge, Devon on the provisions as set out in this document.
- 1.2. The location of the site is Witheridge Adventure Playground, Willow Heights, Witheridge, Devon.
- 1.3. The aim is to decide on a preferred supplier and to place an order in September 2022.
- 1.4. This project requires the supply and installation of new children's play equipment including play area surfacing. The existing items of outdoor gym equipment, including the surfacing, are to be retained. The principal focus of the new play equipment is inclusivity and providing play items for the Toddlers to 14-year-old age group.

2. Tenders

- 2.1. This document must be treated as private and confidential. You must not disclose the fact that you are submitting a tender nor release details of the tender document other than on an 'In Confidence' basis to those who have a legitimate need to know or to whom they need to consult for the purposes of preparing the tender.
- 2.2. The Contractor is required to submit a fixed tendered price for the works detailed within this document and in accordance with the Schedule of Works, Specifications and Brief.
- 2.3. The tendered price and accompanying design for the works must be returned and submitted in a sealed envelope or package, marked with the tenderers name for the attention of the Parish Clerk and the invitation to tender title:

Design, Supply and Installation of Playground Equipment at Witheridge Adventure Playground

The Parish Clerk
Wetheridge Parish Council
c/o 3 Drakes Meadow
Cheriton Fitzpaine
Crediton
EX17 4HU

By no later than 12:00, 1 September 2022.

- 2.4. Prices shall be irrevocable and valid for a minimum period of 120 days after the closing time, whether or not another tendered price has been accepted.



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- 2.5. The Council has in its sole discretion, the unfettered right to:
- Accept any tender;
 - Reject any tender;
 - Reject all tenders;
 - Accept a tender which is not the lowest price;
 - Accept a tender that deviates from the requirements, specifications or the conditions specified in this document;
 - Reject a tender even if it is the only tender received by The Council;
 - Accept all or any part of a tender; and
 - Split the requirements between one or more bidders.
- 2.6. If a tender is accepted and any required permissions are refused, the Council reserves the right to cancel the contract.
- 2.7. The Council will acknowledge receipt of all accepted tenders within 14 days of the closing date.
- 2.8. The Council does not bind itself to accept the lowest price or any tender, and it reserves the right to accept or decline any tender without explanation. The company shall not have any claim for expenses incurred in the preparation of this tender.

3. Terms of Engagement

- 3.1. The acceptance of a tendered price by the Council shall form the basis of a binding contract which shall be governed by English Law.
- 3.2. This document, together with the drawing/s, specifications, and any correspondence made to clarify the Contractor's tendered price and play area layout design shall form the contract documentation. The successful Contractor will enter into a contract by way of a JCT minor works contract issued by Wetheridge Parish Council.
- 3.3. The 'Council's Representative' shall mean The Parish Clerk or other appropriate person appointed from time to time by the Council and notified in writing to the Contractor. All tender documents relating to this tender shall be sent to the Parish Clerk using the details set out in paragraph 2.3.
- 3.4. All queries or correspondence relating to this document and the scheme of works should be directed to:

Wetheridge Parish Council

Email: parishclerk@wetheridgepc.org

Tel: 01363 460046 (24/7 voicemail)



4. Description of the Works and Notes for Pricing

4.1. The Works

- 4.1.1. The works comprise of the installation of new children's play equipment at land known as Witheridge Adventure Playground.
- 4.1.2. This project requires the supply and installation of new children's play equipment including play area surfacing, seating and litter bins only. The remaining former Skatepark and BMX track areas will be the subject of future projects, however tenderers should provide for the proposed playpark area to be separated from the redundant areas. The existing partly fenced play area enclosure can be extended to accommodate the play items if necessary. The existing items of outdoor gym equipment, are to be retained. All other equipment benches and tables are to be removed and disposed of.
- 4.1.3. The principle focus of the new play equipment is inclusivity and providing play items for the toddler to 14-year-old age group.

4.2. Budget

- 4.2.1. The maximum budget for the complete scheme is £128,000 ex VAT, but tenders may be submitted under this sum.

4.3. Site Description and Access

- 4.3.1. Witheridge Adventure Playground is an area of public open space located on the South Eastern fringes of Witheridge, which has residential property overlooking the site.
- 4.3.2. The site is used for informal recreation and public enjoyment. The field including the play area site is generally flat. There is an existing partly fenced former children's play area on the site, which also has outdoor gym equipment, a former skatepark area and a redundant BMX bike track.
- 4.3.3. Interested Contractors are advised to visit the site in order to familiarise themselves with the site, the existing layout and the surrounding environment.
- 4.3.4. The Council's representative is available to meet interested Contractors during the tender period given enough notice, as set out in paragraph 5.1.
- 4.3.5. Access shall be off Willow Heights entrance, or the Fore Street entrance.
- 4.3.6. The Contract Area shall be agreed with the Contractor at the prestart meeting. All areas for storage and welfare will be determined at the prestart meeting. There is enough space to extend the play area enclosure and provide a secure storage area during the scheme of works.



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4.4. Drawings

The following drawings are included within the Appendices to this document:

- A. Site plan
- B. Photos of site and existing play area.

4.5. Working Hours

Working hours shall be limited to 08.30-18.30 Monday to Friday. Weekend working hours shall be subject to approval by the Council.

4.6. Labour, Plant, Materials

- 4.6.1. The Contractor will provide all labour, materials, fuel, water, carriage, plant, tools and machinery in order to execute the works.
- 4.6.2. It is the responsibility of the tenderer to guarantee that all its sub-Contractors will comply with all the requirements and terms and conditions set out herein.

4.7. Disposal of Waste and Litter

- 4.7.1. The Contractor must ensure that all waste materials and litter produced whilst these works are ongoing are transported from site using waste carriers with a current Waste Carriers License.
- 4.7.2. The provision of skips is permitted yet these must be located within a secure fenced compound.
- 4.7.3. There must be no burning of litter or vegetation on the playing field.

4.8. Health, Safety and Welfare

- 4.8.1. The successful Contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974 and all associated Acts, Regulations and Approved Codes of Practice.
- 4.8.2. The successful Contractor must submit to the Council copies of all insurances and site-specific risk assessments and method statements ahead of any works commencing on site.
- 4.8.3. The Council is unable to offer any welfare facilities at this site. The Contractor will need to allow for the provision of any facilities required for the works. There is ample space to accommodate a welfare and secure storage area where all materials, plant and facilities can be contained.
- 4.8.4. The Contractor's site must be fenced off throughout the duration of the works with 2m high Herras fencing for the protection of the public. Where applicable appropriate signage shall be erected to inform the public of the works or hazards.



4.9. Existing Services Across the Site

- 4.9.1. It shall be the responsibility of the Contractor to make enquiries with utility companies in respect of the development site. Contractors should note the presence of utilities that may be in the vicinity of the working area.
- 4.9.2. The Council does not have access to any utility layouts.
- 4.9.3. Contractors should ensure that they acquire their own FULL drawing of these utilities for the site if applicable.
- 4.9.4. Contractors should arrange for a trained and competent individual in the use of site surveys for underground apparatus using a Cable Avoidance Tool (CAT), to complete a utilities survey of the site. A copy of the survey should be provided to and retained by the Council.

4.10. Timetable and Monitoring

- 4.10.1. The successful Contractor will agree a construction timetable with the Council following the award of contract, and as such the timetable set out in the Programme of Works section should be used as a guide only and allow a contingency for inclement weather.
- 4.10.2. The Council will require weekly, and on occasions ad hoc, reports providing accurate details of progression against the scheme of works and provide information in instances where the Contractor fails to meet any of the agreed Service Levels.
- 4.10.3. The Contractor may be required to attend review meetings with the Council's supervising officer, at his discretion to discuss performance.

4.11. Environment and Reinstatement

- 4.11.1. The Council is committed to environmental improvement through environmental protection and sustainable development into its decision-making processes in respect of both the execution of its core functions and responsibilities, and the management of day-to-day operations. Contractors should:
 - Throughout the life of the agreement, provide information on new or improved environmentally preferable goods when they become commercially available and, promote their use under the agreement.
 - Reduce the amount of packaging and recycle packaging as appropriate.
 - Remove all packaging and dispose of all waste of in an environmentally friendly manner.
- 4.11.2. The Contractor must make reasonable effort to protect the surfaces when transporting plant and equipment to and from the play area site. All existing grassed areas (including areas used by the Contractor for access, vehicle movements and storage) shall be reinstated to the satisfaction of the Council upon completion of the works. Reinstatement shall be taken to include the placing of grade 1 topsoil and grass seed as required.



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5. Programming of the Works

- 5.1. Site viewing meetings can be arranged with interested Contractors and a representative of the Council between the 4 – 8 July 2022.
- 5.2. Questions or clarifications shall be submitted to the Council by 15 July 2022.
- 5.3. Tendered prices with accompanying designs shall be received by the Council no later than 12 noon 1 Sept 2022.
- 5.4. LATE SUBMISSIONS WILL NOT BE ACCEPTED.
- 5.5. The Council will inform the successful contractor by 15 Sept 2022.
- 5.6. A prestart meeting shall be scheduled between the Council and the Contractor. At this meeting a pre works photo survey will be undertaken prior to commencement of works.
- 5.7. The Works are scheduled to be started as soon as possible after contract award.
- 5.8. The Works are to be completed by a date to be determined by mutual agreement.

6. Payment for the Works

Payment shall be by measure and value and paid on presentation of invoices.

7. Insurances Required

- 7.1. The Contractor shall provide insurance for the Works.
- 7.2. The Contractor shall provide Public and Councils liability insurance (persons and property) up to the value of £10,000,000 for any single incident and for an unlimited number of incidents.
- 7.3. The Contractor shall provide evidence of the insurances with the tender documents and again before undertaking any works on site.

8. Safeguarding

- 8.1. The Contractor shall ensure that all individuals are subject to a valid disclosure check for regulated activity undertaken through the Disclosure and Barring Service (DBS); and
 - monitor the level and validity of the checks under this clause for each member of their staff and sub-Contractors;
 - not employ or use the Service of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity or who may otherwise present a risk to Service Users.



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- 8.2. The Responsible Officer will require confirmation that DBS checks have been carried out and are up to date.
- 8.3. The Contractor warrants that at all times for the purposes of this Contract it has no reason to believe that any person who is or will be employed or engaged by the Contractor in the provision of the Service is barred from the activity in accordance with the provisions of the Safeguarding Vulnerable Groups Act 2006 and any regulations made thereunder, as amended from time to time.
- 8.4. The Contractor shall for the purposes of this Contract have in place its own Safeguarding Policy.

9. Standards of Materials, Workmanship and Accreditation

- 9.1. All materials and workmanship shall conform to relevant British and European standards.
- 9.2. All proprietary play equipment and surfacing shall comply fully with BSEN1176, BSEN1177 and any other relevant play industry safety standards.
- 9.3. An independent Post Installation Inspection report will be commissioned and paid for by the Council and this will form the basis of any initial defects list which the Contractor shall take action to correct prior to the removal of the Heras Fencing.
- 9.4. The Contractor will be able to respond to the findings of the Post Installation Inspection Report, and any objections to the findings shall be submitted to the Council within 48 hours of the report being received.
- 9.5. We require all Tenderers to be members of the API (Association of Play Industries).

10. Evaluation and Scoring

- 10.1. Tenders will be evaluated to determine the most economically advantageous bid using the following criteria and weighting.

Criteria	Weighting
Price	20%
Quality	80%

10.2. Price (20%)

Contractors are asked to submit a pricing schedule for each element of the work as set out in the Schedule of Works section and a total tendered price. Price will carry 20% of the scoring on the following basis:

$(\text{Lowest bid price} / \text{bidders' price}) \times 20 = \text{bidders price score}$



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10.3. Quality (80%)

- 10.3.1. Quality will be evaluated from the information submitted by the Contractor and against the criteria set out in this section.
- 10.3.2. Contractors are encouraged to submit information that allows the Council to clearly understand what is being proposed. Contractors are encouraged to present their proposals in a clear itemised manner with supporting visual plans. Contractors are required to present information outlining how they will approach the delivery of the project specifically for the Wetheridge Adventure Playground site and show how they plan to accommodate the Council's timescales.
- 10.3.3. Each quality criteria will be awarded a score of 0-5 in accordance with the scoring scale set out below:

Score	Criteria
1	The response raises concerns about understanding of the project which will have a detrimental effect on the project outcome and contract performance.
2	The response suggests significant shortcomings of understanding or approach which is likely to impact on the project outcome and contract performance.
3	The response suggests shortcomings of understanding or approach which is likely to impact on the project outcome and contract performance.
4	The response raises no concerns about understanding or approach to the project outcome and contract performance.
5	Response is above expectations in terms of understanding or approach to the project outcome or contract performance. Response is significantly above expectations in terms of understanding or approach to the project outcome or contract performance.



10.3.4. The weighted scored quality criteria are as follows:

Quality Criteria	Weighting (80%)
<p>Play Equipment, Play Value</p> <p>The Council will evaluate the play value of each proposed item of play equipment including use of materials including the sustainability of materials, dimensions, age range, surfacing, play disciplines, challenge and excitement.</p>	30%
<p>Inclusivity</p> <p>Inclusivity is a key focus for this project. The Council will evaluate each item of play equipment on the basis of its inclusivity and appeal and use for a wide range of abilities and disabilities.</p>	20%
<p>Presentation</p> <p>The presentation score will be assessed against the visual plans and the play area layout plans submitted. Consideration will be given to how the new equipment is laid out, the connectivity within the play space and how the proposals respect the surrounding environment.</p>	20%
<p>Warranties and Guarantees</p> <p>The Council will evaluate the warranties and guarantees on each individual item of play equipment, play area surfacing and materials used or component parts.</p>	10%

10.3.5. Weighting criteria will be scored as per the following example:

- Presentation 15%
- Criteria score awarded = 3 out of a possible 5
- Score calculated $3/5 \times 15 = 9$ points awarded.

10.3.6. The quality criteria scores will be added to the price scores to determine a final score for each Contractor. The Council may invite prospective Contractors to present their proposals to the Council.

11. Specification and Brief

11.1. Play Equipment and Value

The Council is seeking a play area, which incorporates challenge and excitement for the target age group, and as such the proposed list of play equipment items set out below is a broad indication of the Councils and communities' vision. The list of play equipment items is intentionally generic by description, allowing Contractors to use their innovation and experience from within their own organisations and product ranges. The tenderer should also allow for



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appropriate seating and litter receptacles from the councils approved supplier (Glasdon- see 11.5 below).

The Council is content with a wide range of materials to be used, but has a preference for a minimum use of timber. The Council would seek to see the use of sustainable or environmentally friendly products, which are durable in nature.

Surfacing may be a combination of rubber wet pour or eco rubber bonded mulch. The provision of grass mat surfacing is not acceptable on what may be high wear areas. In all instances the surfacing must meet safety standards.

Colours shall be appropriate for the setting but also incorporate designs that will make the site attractive to users.

Contractors are encouraged to consider a range of play values and disciplines and make clear within the submission, the play value for each individual item of equipment. The playscape should incorporate the widest array of possible activities to stimulate both the physical and social growth of users. The list of play equipment items to be considered include:

ITEM

Basket swing

Rope Bridge

Rope swing

Trampoline

Roundabout

Rocking see saw/springer

Dynamic moving equipment glide, ride, rotate

Play Area information Sign (A0 size)

Additional fencing where required (same colour as existing)

Tarmac paths with concrete pin kerbs for improved connectivity
Play Area Safety Surfacing

11.2. Inclusivity

Inclusivity is key focus of this project. Contractors are encouraged to give consideration to items of play equipment that are inclusive for all. Consideration of colours, materials, range of equipment, ease and assistance for access are key features the Council is seeking to include. Connectivity within the play space is an essential feature, enabling people with impaired mobility or those in wheelchairs and with pushchairs to manoeuvre within the play space. The provision for connecting tarmac paths shall be included within the design. It is envisaged that the existing entrance from Fore Street will remain, but contractors are to consider how the site will interact with the new housing.



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11.3. Presentation

The Council requires the Contractors proposals to be set out on a scaled drawing showing the layout of each item of equipment, entrances and connecting paths. The layout plans should itemise each item of equipment on an accompanying 'key'. The Contractor may submit 3D visual drawings showing the play area layout on the site. The Contractor is permitted to extend the current fenced enclosure and is encouraged to visit the site to appreciate the space available.

The Contractor should show the layout of the new equipment and fencing in relation to the outdoor gym equipment which is remaining. The Contractor may extend the play space beyond the existing boundaries and should show within its price the cost for the removal, supply and installation of redundant equipment and fencing. Any new fencing should be galvanised bow topped type to match the style and colour of the existing.

11.4. Warranties and Guarantees

The Council is seeking a play area, which is durable, vandal resistant where possible and provides quality and reliability going forward. The Contractor shall provide evidence of the warranties and guarantees for each item of equipment, the surfacing and the individual materials used within the play space. The Council requests that the Contractor submits **TWO** references from projects installed for a local authority within the last **THREE** years.

11.5. Other Information

Wetheridge Parish Council approved Glasdon Products are as follows:

Benches:

<https://uk.glasdon.com/seating/recycled-materials-seating/phoenix-tm-recycled-material-seat>

Litter bins:

<https://uk.glasdon.com/litter-bins/plastic-litter-bins/topsy-2000-tm-litter-bin>

Dog waste Bins:

<https://uk.glasdon.com/litter-bins/dog-waste-bins/retriever-60-tm-dog-waste-bin>

11.6. Retention

The Council will retain 5% of the contract value until a satisfactory post installation report from a suitably qualified independent assessor has been received.

12. Submission of Tender

The Contractor shall submit the following documents:

- I. Tender form with prices clearly shown and itemised
- II. Proposed play area layout plan, drawn to scale, itemised with a key
- III. 3D visual layout plan (optional)

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- IV. Guarantees and Warranties
- V. Statement outlining how they will deliver the project
- VI. Project timeline shown via a Gantt/bar chart to meet the Councils timescales.
- VII. Two references from projects installed for a local authority within the last 3 years.

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13. Wetheridge Adventure Playground, Schedule of Works, Tender Form

We hereby provide our fixed price tender ex VAT to complete the works to extend the play area at Wetheridge Adventure Playground.

	Description	Unit	Quantity	Rate	Total
1	Insurance of the Works	Item	1		
2	Site Prelims including compound, welfare, and fencing	Item	1		
3	Groundwork's – site preparation, paths etc	Item	1		
4	Supply and installation of Equipment	Item	1		
5	Fencing including removal, reuse and provision of new	Item	1		
6	Removal of all spoil and debris & redundant equipment	Item	1		
Note - Post Installation Inspection Report to be commissioned and paid for by the Council.(see 11.6)				Total	

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Failure to complete **SECTION 13** fully will delay any consideration of your tender.

Sign below once you are satisfied that you have completed the form correctly and you are able to provide the documents required.

I declare that the information given in this tender is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) to sign the tender on their behalf

I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, for the purposes of assessing my eligibility or for the purposes of the prevention or detection of crime.

I understand that I may be liable for prosecution if I have knowingly provided information which I know to be false or do not believe to be true.

I declare that I have not committed any serious infringement or fraud.

You required to declare any current involvement or interest with the Council if it is considered by you to be in real or apparent conflict with the duties to be performed for this scheme of work. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process. Please declare your interest within your covering letter or email to the Council.

Completed by:

Company:

Date:



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Appendix A Site Plan





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Appendix B Site Photographs

Entrance from Fore Street



View South from Fore Street entrance



View East from Fore Street Entrance



View South



Outdoor Gym Equipment



Another view from Fore Street Entrance



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View South West



Redundant BMX Track



Redundant Skate Park



View West



Redundant Skate Park



Redundant BMX Track looking East

