

Invitation to Tender

Provision to design and install new play equipment

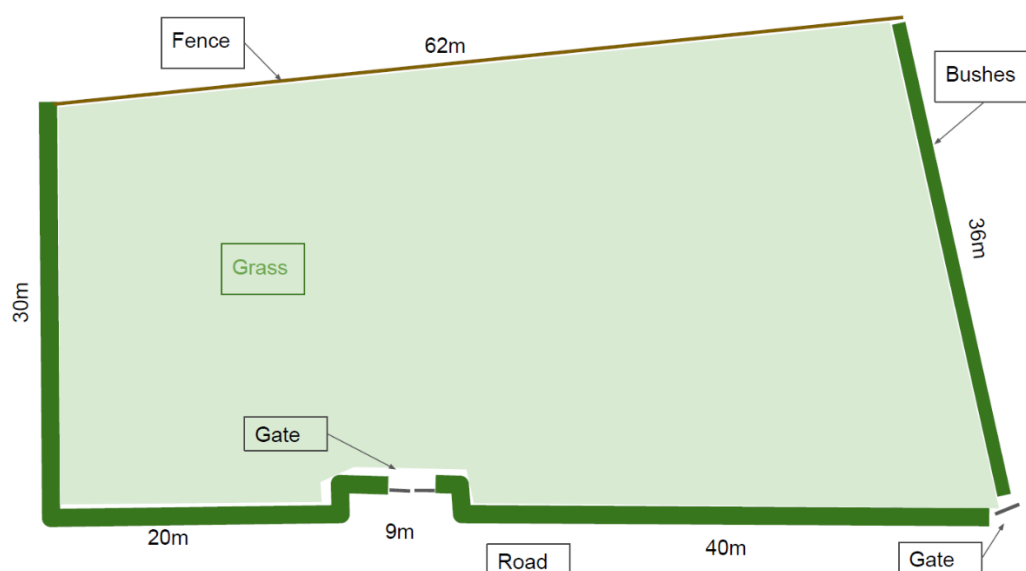
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1. General Requirements

Chipping Warden and Edgcote Parish Council (CWEPC) have recently secured funding to develop the existing village playing field. We are seeking to install a full range of multi-use play equipment and outdoor gym equipment, providing a safe and accessible activity area for the community, from preschool children through to adults and older adults. The project will deliver a range of social possibilities for the community to enjoy with benches and a picnic area. The existing play area is located at Chipping Warden Playground 52°08'07.9"N1°15'58.0"W, Culworth Road, Chipping Warden OX17 1TL.

Figure 1



CWEPC is seeking a suitably experienced and qualified company to design, project manage and build a new community playground. The supplier will need to have proven and demonstrated experience in similar projects and the wide ranging skill base to achieve the various elements of the contract which include client and user group liaison, design, construction and installation of a community playground, health & safety management and defect diagnosis and rectification.

The supplier must be able to demonstrate an excellent Health and Safety record, accordingly suppliers that cannot demonstrate an excellent record, free from enforcement action, will not be considered. The supplier must also demonstrate that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature

of the contract.

CWEPC has applied for grant funding of for this project and if delivery and installation is to take place in the Autumn/early Winter (see timeline below). Please note £89,000 inclusive of Vat available for the build of the playground.

The playground is to have accessibility at the heart of its design and should offer opportunities for all age groups. The design should include Adult Fitness Zone, Zip Wire, Swings, Sports area, Roundabout, Climbing Frame and Slide, Picnic Benches and 1 x gazebo with seating and additional seating area.

2. Prices

All pricing should be exclusive of VAT and valid for 12 Months from the due date of the response.

Prices will be fixed and firm for the duration of the contract.

3. Contract Conditions

The successful supplier will enter into a contract by way of a Purchase Order with Chipping Warden and Edgcote Parish Council.

The works will include

- the design and build of a playground according to the design brief,
- supply of appropriate drawings to show proposed layout
- supply and installation of all equipment, surfacing and furniture
- hard and soft landscaping works as indicated in the design brief

Works must comply with all applicable Safety Standards but especially European Safety Standards including BS EN 1176 and BS EN 1177.

The successful supplier must provide evidence of Public Liability Insurance of no less than £5 Million, Employers Liability Insurance of no less than £5 Million and Professional Indemnity insurance of no less than £5 million to the council within the tender response.

The supplier is assumed to have visited the site to assess the nature of the work, access, topography etc and carried out relevant services checks.

Confirmation of work hours, storage of materials, access, location of skips and a final Programme of Works and Risk Assessment Methods Statements (RAMS) will need to be finalised and agreed with the Parish Council before work begins.

During installation, the supplier should provide a secure work compound for the build, this compound should ensure that the public can not gain access to the work site, we suggest the supplier erect suitable HERAS fencing and safety notices around the construction site. The supplier must take all reasonable action to ensure that newly installed apparatus is not used until practical completion is confirmed. Any machinery left on site overnight must, where possible, be immobilised. The supplier will be held responsible for a) any damage caused to machinery/materials left on site by the supplier; b) any damage caused by machinery/materials left on site by the supplier; c) any vandalism caused to machinery/materials left on site by the supplier.

The supplier will be held responsible for and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, fences, drains, sewers, service mains, landscaping etc and for completion of the project, any area that has been damaged during the installation must be made good and returned to new or as a minimum returned to the original condition at the supplier's expense.

4. Project Specification

The supplier will provide turnkey (end to end) service. It is expected all labour, materials, fuel, water, carriage, plant, tools and machinery of all descriptions in order to execute the works.

Materials

CWEPC is looking for longevity and minimal maintenance. Colours should be muted to complement the surrounding natural environment. All materials will be of the best of their respective kinds and shall conform to appropriate British and if appropriate European Standards.

Surfacing

CWEPC has a preference for grass matting to reduce costs and focus on the actual play equipment.

Waste

The supplier must ensure that all waste materials produced during these works that cannot be reused onsite, are transported from site using waste carriers with a current Waste Carriers License appropriate for the type of waste being transported. A copy of the Waste Carriers License for all carriers being used during the course of these works must be provided to the Contract Administrator if requested. Wherever possible, waste materials will be taken to appropriate waste recycling centres. Where waste cannot be recycled, it shall be taken to an approved tip. The Contract Administrator may require evidence of which tipping sites are being used, and where required by the Contract Administrator, appropriate copies of Waste Site Licenses for the tipping site must be provided.

Post Installation Inspection

Following completion, a ROSPA inspection will need to be undertaken and any noted defects or medium to high risk reports will need to be attended to and resolved in accordance with the project timetable. After completion of the construction and before handover CWEPC may also arrange an independent inspection by ROSPA or equivalent authority and require resolution of defects and risks before handover and final payment.

5. Project timetable

Suppliers will need to provide within the tender response confirmation (or Programme of Works) that these dates for starting and finishing the project can be met.

Action:	Date DueBy:
Tender Response Due	27/09/19
Contract Award Date	04/10/19
Project Start Date	18/11/19
Project Completion Date	10/01/20
PostInstallationReportcompletedand snagging issues rectified	16/02/20

Suppliers should note that after the submission of their tender they may be required to attend an interview in Chipping Warden to explain their designs and proposals including the method of

construction, the construction programme and proposed management of the project.

6. Collusive Tendering

Any tenderer who:-

- fixes or adjusts the amount of his Tender by or under in accordance with any agreement or arrangement with any persons; or
- communicates to any person other than CWEPC the amount or approximate amount of the proposed Tender except where the disclosure is made in confidence in order to obtain quotations for insurance necessary for the preparation of the Tender; or
- enters into any agreement with any person that he shall refrain from tendering or as to the amount of any Tender to be submitted; or
- offers or agrees to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or causing to be done any act or omission in relation to the supply of goods and services specified or proposed in this Tender: or
- directly canvasses any member of the council concerning the tender (other than “appropriate” communication with the named contacts within this document for the purposes of clarifying the requirements, or raising any questions pertaining to the tender); or
- commits an offence or inappropriate action, including an offence under the Prevention of Corruption Act;

shall (without prejudice to any other civil remedies and/or criminal liability) be disqualified.

7. Evaluation

The evaluation will be in accordance with the following criteria, a fail under the Health and Safety criteria will automatically result in exclusion from the tender list.

An aggregate of 3 or more fails will automatically result in exclusion from the tender list.

Item	Score
Proven experience in the supply and installation of play equipment.	Pass /Fail
Proven experience in supply and installation of safety surfacing.	Pass /Fail
Financial capability.	Pass /Fail

Resources and availability to meet timetable.	Pass /Fail
Evidence of an excellent Health and Safety Record (no enforcement action under current legislation).	Pass /Fail
Evidence that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature of the contract.	Pass /Fail
Evidence of Public Liability Insurance of no less than £5 Million; Employers Liability Insurance of no less than £5 Million; Professional Indemnity insurance £5 Million to the council.	Pass /Fail

8. Scoring of Tenders

Scoring will be assessed in accordance with the following criteria.

<i>Item</i>	<i>Detail</i>	<i>Score</i>
Play Equipment	At least 15 activity stations to suit the needs of those from 0-99 years, the theme of the park should lean toward climbing frames and adventure trails, activities to be inclusive to all. To include a zip wire, swings, climbing structures with slide one for infants and one for juniors, adult fitness area, sports area i.e. Combination basketball hoop & goal. Equipment to consider the local environment and rural setting in its design.	65%
Quality of Materials	Maintenance, anti-vandal, expected longevity of equipment and surfacing.	20%
Warranties	What is covered in the warranty, length of warranty for each type of material used. We require at least 5 years warranty.	10%
Presentation	Overall presentation of submission and visuals.	5%

CPEPC is not bound to accept any tender and does not commit to accepting the lowest priced tender. The amount of the successful Tender and the name of the Contractor may be published on the Contracts Finder portal. If in special circumstances a Tenderer does not wish detail of his successful Tender to be released, he should notify his objections and reasons at the time of tendering.

9. Format for Response

Please provide to the The Clerk, Chipping Warden and Edgcote Parish Council, at the address shown below:

A project plan.

1 x A1 hard copy of any visuals / designs.

1 x A4 hard copy of any supporting material such as the quotation.

A detailed breakdown of the tendered amount showing, as a minimum

- The cost of each piece of equipment
- The cost of the safety matting etc for each piece of equipment
- The cost of installing each piece of equipment
- All other costs with an explanation

Details of any proposed sub-contractors, if any.

Information sheet that includes:

- Company name, address, and registration number.
- Company bankers name, sort code, account name and account number.
- Contact name, position, email address and phone number.
- Last set of audited accounts.
- Details of any enforcement action under Health & Safety Legislation.
- Brief details of two recent (within last 36 months) similar projects undertaken by the company (Maximum 1000 words).
- Confirmation that the company should they be successful, will be able to meet the timetable set out.
- Insurance details confirming that the Contract requirements are met.

Additionally, you should include a USB memory stick containing electronic copies of the above.

The items should be clearly marked in the top left corner "Tender response – to be opened only by tender panel". Alternatively, an address label is included at Appendix A.

To maintain the sealed tender process, electronic documents should not be submitted directly to the Parish Council.

10. Non-Consideration of a Tender Response

CWEPC 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 response is the responsibility of the suppliers that participate in this tender process .

CWEPC may refuse a tender response if there has been any attempt to vary or alter the details within the document, or the supplier 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 or the supplier directly canvasses any member of the council concerning the tender other than "appropriate" contact with the individuals named within this document for the purposes

of clarifying the requirements or raising any questions pertaining to the tender.

11. Contract Administrator

Any questions relating to the tender should be directed in writing/email to:

The Clerk: clerk@chippingwarden.org

6 Appletree Road

Chipping Warden

Banbury

Oxon

OX17 1LQ

By 27/09/2019

Appendix A: Tender return

You may use the label below.

TENDER RESPONSE – To be opened only by tender panel

To be returned no later than 27/09/2019

The Clerk
Chipping Warden and Edgcote Parish Council
6 Appletree Road
Chipping Warden
Banbury
OX17 1LQ

Do not open with normal post