



Invitation to Tender for

Branston Parish Council Playground – Aviation Lane

Site location:

Aviation Lane
Henhurst
Henhurst Ridge
Branston, Burton on Trent
Staffordshire
DE13 9TH

Please note: The early deadline for the receipt of tenders is Friday 29th March 12:00 (noon) however the final deadline for receipt of tenders is Friday 5th April 12:00 (noon) neither date of submission will incur any penalties.

Following a review of tenders the shortlisted tenders will be invited to present their proposals to Branston Parish Council.

GENERAL REQUIREMENTS

Branston Parish Council is proposing to replace the playground equipment at its Aviation Lane playground site with the installation of new equipment including appropriate surfacing for younger children.

The play area is intended to be used by children with ages ranging from toddler to mid-teens.

Experienced play area installers are invited to tender for the contract.

It is anticipated that construction work will be carried out in June – July 2024 with the playground ready for use by August 1st 2024. An earlier construction programme can be agreed with the Parish Council if preferred by the contractor.

Please refer to the 'site information' section of this tender for the background information to the site. **A map of the location is attached below.**

The children's play area is located at the rear of a housing estate in a fenced off section before the farmers' fields.

All prices supplied are to be net, excluding VAT, although a VAT line must be detailed.

Companies must be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificate for accreditations for the above membership plus details of any other relevant accreditations.

A timescale for commencing this project will be agreed between Branston Parish Council and the chosen Contractor.

PROJECT INFORMATION

Name of project: Branston Parish Council – Aviation Lane Playground

Project budget: Up to £70,000

Location: Aviation Lane, Henhurst, Branston, Burton on Trent, DE13 9TH

IMPORTANT:

A site visit is essential to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty or please contact the Clerk to arrange an accompanied visit again without penalty.



1. TENDER PROCESS

1.1 Branston Parish Council wishes to appoint a Principal Contractor to carry out the supply and installation of new play equipment and safety surfacing for an age range of toddlers to mid-teens.

1.2 Tenderers are required to submit a fixed price lump sum tender on the Form

of Tender provided with this document.

- 1.3 Tenders should be returned in a sealed envelope bearing no company identification and marked:

TENDER FOR BRANSTON PARISH COUNCIL PLAY AREA to:

Clerk/Proper Officer
Branston Parish Council,
30 Forest Edge Way
Burton-Upon-Trent
Staffordshire
DE13 0PQ

By: Early Submission
12:00 (noon) hours on 29th March 2024

By: Final Submission
12:00 (noon) hours on 5th April 2024

The following should be submitted:

- Quotation Breakdown form
 - A copy of your certificate of public liability insurance
 - A copy of your company's Health and Safety Policy
 - A copy of your company's API (Association of Play Industries) certification
- 1.4 Designs should be presented on A4 and A2 as well as a digital image in a standard format (JPG, PNG or PDF).
- 1.5 Branston Parish Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.
- 1.6 Tenderers should liaise with the Parish Clerk (clerk@branstonparishcouncil.gov.uk) during the tender period regarding any queries or concerns on the content of this specification.

Any questions about the project are to be sent to the Clerk by 29th March 2024 - any responses after this date will not be responded to.

- 1.7 Sustainability

- Contractors must submit an Environmental Statement and outline how they and their suppliers are minimising environmental impact including:
 - Sourcing materials
 - Manufacture

- Packaging
 - Transport
 - Disposal and product end of life options
- Priority will be given to sustainable and easy/affordable equipment to maintain.
 - Contractors and any companies involved in the supply/procurement of the play equipment must comply with the Modern Slavery Act 2015, wherever it applies.
 - The Parish Council will look favourably to organisations that pay the Living Wage.

2. PROJECT AIMS

- 2.1 To provide an innovative, inclusive modern play area to suit children with ages ranging from toddlers to mid-teens.
- 2.2 To supply and install new play equipment and safety surfacing.
- 2.3 The play area must suit toddlers to mid-teens of all abilities and include inclusive equipment.

3. SITE INFORMATION

- 3.1 The Contractor should visit the site at their own expense to satisfy themselves as to the conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.
- 3.2 Compound - A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on facilities. The Parish Council reserve the right to determine the final location of the compound.

4. DESIGN BRIEF

- 4.1 The design brief has been determined by the Parish Council and after consultation with the local primary school children and local residents.
- 4.2 Supply and install new play equipment and safety surfacing suitable for children aged from toddler to mid-teen. The design of the play area must include equipment which complies with the full identified age range and inclusive requirements. You are required to show how your chosen play equipment accommodates this age range and requirements.

- 4.3 The playground equipment should be bright, vibrant and a metal structure.
- 4.4 The playground equipment should include the following criteria/activities:
- Swings and an inclusive swing
 - High and low balances - monkey bars
 - Track for children to go around the play area on scooters.
 - Obstacle course
 - Wet pore with games on it such as 'what time is it Mr Wolf'
 - A variety of different play equipment suitable for the age range and elements of being inclusive.
 - Reposition football goal posts to create shoot out space
 - Basketball hoop
 - Benches for adults
 - A shady area
 - Expand the playground by repositioning the current fence accordingly, to maximise the play area
- 4.5 The playground should have a “centrepiece” item, however this piece of equipment does not need to be situated in the physical centre of the playground.
- 4.6 The play area layout should be designed such that the equipment intended for younger children is grouped separately and together, and not within or amongst the equipment intended for older users. The location of this section for younger users will be preferably close to the entrance to the play area. This area for younger users should also include seating for parents/minders and it would be beneficial if this seating could provide some shade from the sun.
- 4.7 The successful tenderer will need to show the inclusive play value of their design. A fully inclusive playground promotes the social model of disability where barriers to play are designed out. It enables self-esteem and builds confidence as well as encouraging independence.
- 4.8 All works equipment and IAS shall be manufactured, tested, installed and conform to the relevant British and European Standards (i.e. BSEN1176 and BSEB1177).
- 4.9 Areas of the play equipment must also comply with the DDA (Disability Discrimination Act) i.e. all-inclusive play and accessibility.

Existing play equipment:

- 4.10 All the current equipment within the playground must be removed safely and remain in working order as the intention of the Parish Council is to donate the equipment to a local community provider.

4.11 There is a preference for the following item of equipment to be retained, but in a new location rationale should be given if they are not retained

- Goal Posts
- Safety Fence, painted and restored, section moved to expand playground.

All other existing is to be removed by the contractor and comply with Section 4.10, unless otherwise instructed.

Preparation and groundworks:

4.12 Excess materials, spoil and surfacing from excavations must be disposed of at a licenced recycling centre at the Contractor's cost.

4.12 The Contractor must provide skips when required and secure all skips behind heras security fencing when unattended to avoid fly tipping.

4.13 Please identify the price within the Tender for any necessary grass, seeding and other reinstatement works that may be required following completion of works.

4.14 Ownership, liability and responsibility for insurance of the play area and installation works will lie with the Contractor until a satisfactory RoSPA Post-Installation Report has been accepted by Branston Parish Council. This will be confirmed in writing on the day of the handover of the site by the Parish Clerk or nominated representative and the Contractor.

4.15 Storage of new play equipment, machinery and equipment, etc during the construction period will be the responsibility of the Contractor.

5. SITE MANAGEMENT DURING INSTALLATION

5.1 A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.

5.2 The play area must be contained within security fencing – heras temporary security fencing or similar, supplied by the Contractor, whilst work is in progress and heras temporary security fencing should remain in place until a satisfactory RoSPA Post-Installation Inspection and Report has been completed and submitted to the Parish Council.

5.3 Contractors to provide their own welfare during their time onsite of this project.

5.4 During installation the whole park area must be closed off to ensure Health & Safety. Public will be advised of this prior to the works commencing by the

Parish Council however upon start date of the project until final sign off it will be the responsibility of the appointed contractor to ensure this closure remains in place.

- 5.5 All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e. MoT, Tax, LOLER, PUWER, etc. The Contractor shall ensure that any construction noise does not cause nuisance to any neighbouring residential properties or roads, etc outside the site boundary.
- 5.6 Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance to residential properties.
- 5.7 The Contractor will need to supply the Parish Council with a copy of their site Risk Assessment, Method Statement and a copy of their public liability insurance at least 14 working days before the start of the project.
- 5.8 The Contractor shall advise the Parish Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.
- 5.9 It is not known if there are any underground services within the play area, the Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works. The Contractor is to allow for all costs associated with protecting from and working with the materials within this tender.
- 5.10 The Contractor shall take all precautions as are necessary to protect the health and safety of all persons employed by them and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons.
- 5.11 The Contractor shall allow the Parish Council representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this project.
- 5.12 The Contractor shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful completion of this Contract.
- 5.13 The Contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. Carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the

satisfaction of the Parish Council.

6. SURFACING

- 6.1 Supply new safety surfacing where appropriate that complies with the relevant British/European safety standards.
- 6.2 Preferred finish, for playground would be wet pore.
- 6.3 Details must be provided about preparation of the sub-base. It is expected that all new surfacing will be laid on a sub-base, not directly onto soil.

7. MAINTENANCE AND AFTERCARE

- 7.1 A full schedule of maintenance requirements is to be provided once the play area is completed. This should include a breakdown of items, specifications and maintenance requirements to assist with the future site management, inspections and maintenance.
- 7.2 Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works with the Tender.
- 7.3 The works will be subject to an independent Post-Installation Inspection (PII) before the project is signed off (as per the pricing and payment section). The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The play area must not be opened for public use until the PII has been signed off to the satisfaction of the Parish Council.

8. LIMITATION OF WORKING HOURS

- 8.1 Works are permitted to be carried out during normal working hours, 8am – 5pm Monday to Friday. Out of hours work may be permitted by the Parish Council, subject to the nature of works. Noisy works will generally not be permitted at weekends.
- 8.2 Site working hours to be agreed with the Parish Council.

9. PRICING AND PAYMENT

- 9.1 The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

9.2 Payment will be upon satisfactory completion of the works and following receipt by the Parish Council of a satisfactory RoSPA Post-Installation Report. This report should be commissioned, paid for and supplied to Branston Parish Council by the Contractor before the play area is released back to Branston Parish Council.

10. TIMETABLE FOR PROJECT

Date:	Action	Closing Date:
Thursday 7 th March 2024	Tender sent to interested companies. Public notification posted to Council website and notice board.	N/A
Thursday 7 th March 2024	Deadline for questions on the project received by the Council	Friday 29 th March 2024
Wednesday 27 th March 2024	Accompanied site visits must have been undertaken. Council will not accept any requests for accompanied site visits after this date.	Wednesday 27 th March 2024
Friday 29 th March 2024	Early submission deadline	Friday 29 th March 2024
Monday 1 st April 2024	Question response distributed to all parties	Monday 1 st April 2024
Friday 5 th April 2024	Final Submission Date closes at 12:00 (noon), no further tenders will be accepted following this date and time.	Friday 5 th April 2014
April	Tender submissions will be reviewed by Council and shortlisted	April (Date TBC)
Tuesday 23 rd April 2024	Shortlisted companies will be invited to present to Full Council.	Tuesday 23 rd April 2024
May 2024	Contract awarded to chosen contractor at a parish council Meeting.	May 2024
June / July 2024	Works to begin by chosen contractor	June / July 2024

11. EVALUATION CRITERIA

To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

Scoring system:

Part One:

Play Value 35%
Design Rationale 35%
Inclusivity 30%

Part Two:

Durability 65%
Program of works 15%
References 20%

A standard 0-5 point scoring system will be used and is detailed below:

- 0 Unacceptable: Non-compliant / deficient for the criteria used
- 1 Poor: Limited response which is lacking sufficient detail or is Inaccurate
- 2 Below expectations: Minimal achievement of requirements with weaknesses or omissions
- 3 Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)
- 4 Good: Comprehensive response, detailed and relevant with no Inconsistencies
- 5 Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5

possible marks is scored will be calculated as follows:

$2/5 \times 50 = 20\%$ for that section

Each section will then be added together for an overall mark out of 100%.

The evaluation of the tender processes will be carried out by the Full Council at a convened meeting.

12. PROCUREMENT PROCESS

The procurement process will be conducted and in compliance with The Public Procurement Regulations 2023 as amended. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately select the most economically advantageous tender.

The tender process will be by Closed Tender.

The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

All questions and requests for clarification should be by email and will, subject to there being a confidentiality issue which cannot be resolved, posted to a dedicated page on the Parish Council's website for all potential bidders to see.

13. EVALUATION AND AWARD CRITERIA

All Tenderers shall provide all the information requested in the tender pack.

In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

Unclear Tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly reference to specific evaluation criteria.

The Parish Council will collate its findings and make the final selection of the preferred Contractor.

The Parish Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

Quotation Breakdown - To be included with your Tender:

Preliminaries	£
Cost of Safety Surfacing	£
Cost of Play Equipment (Overall) (& breakdown item & cost)	£
Installation of Equipment	£
RoSPA Post-Installation Inspection	£
Reinstatement Works	£
Contingencies	£
Project Total:	£

13. CONSULTATION

Branston Parish Council would like to thank you for taking an interest in this project and should you submit a tender, we look forward to further discussions with you.