



Eversley Park play area tender – Tender Pack

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Requirement and Scope of Works

Kings Worthy Parish Council is inviting companies to submit responses to its Invitation to Tender for a replacement play area at Eversley Park Recreation Ground. This will include the removal of all existing equipment, other than that itemised below.

Location:

Address: Eversley Park Recreation Ground, Loader Close, Kings Worthy, Winchester, Hampshire, SO23 7NJ

Access map is attached.

Potential storage locations – The bottom of the car park (hard standing) or inside the contractor's site fencing at the play area itself (to be agreed before work commences).

UPRN: 10090844709

What3Words (for play area entrance): ///conqueror.tuxedos.postage

The approximate site area (within the green fencing) is 1800 square metres. It is the responsibility of the tenderer to ensure the proposed equipment fits within the site boundary.

Tenderers are advised to visit the location in order to familiarise themselves with the existing layout, land levels, environment and equipment for removal. Contractors will be responsible for making good any damage caused to the recreation ground during installation. Access and storage must be agreed by both parties before work commences on-site.

If you wish to meet on-site with representatives of the Parish Council, then please contact the Parish Office to arrange a date and time. This offer will be extended to all tenderers, but reasonable notice must be given.

Tender Information

- The Council does not bind itself to accept the lowest price or any tender. The company shall not have any claim for expenses incurred in the preparation of this tender.
- Suppliers tender at their own cost and their fixed price tender shall remain open for acceptance for a period of 90 days after the due date for submission.
- As per regulation 113 of the Public Contracts Regulations 2015, the Parish Council will pay all valid undisputed invoices within 30-days. The Contractor must ensure that the same condition is applied to any contract they enter into as part of these works.
- The maximum budget for the complete scheme is £100,000.00 (exclusive of VAT) and this funding is secured. Tenders in excess of this budget will not be considered.
- Tenderers are permitted to submit more than one design as detailed in this document.

- Tenderers must ensure that Health & Safety legislation is adhered to at all times to minimise the risk to both the public, and staff undertaking the work.

A full copy of your method statement, risk assessments and relevant company certification and competences will be required upon request before work commences.

- The tenderer shall supply and erect suitable temporary fencing to ensure that the site is secured in-line with relevant health & safety legislation.
- The design should be compliant with all safety legislation and any relevant British and European Standards.
- The Contractor is responsible for locating and avoiding underground utilities prior to excavation, to ensure no damage during these works. Any damage shall be made good at the contractor's expense. This includes along the access route and storage areas.
- The Contractor shall ensure welfare facilities are provided for their employees.
- Maintenance and management considerations (including vandalism) should be of key importance within the design, particularly with regards to materials used.
- Longevity of the proposed equipment and surfacing should also be of key importance within the design. This play area is situated next to large primary school and thus well used. Proposed equipment including the materials proposed should reflect this.
- As a Parish Council we adopt an environmentally friendly approach. Therefore, priority will be given to Contractors who demonstrate that they and their suppliers are minimizing their environmental impact. This includes the sourcing of materials, manufacturing processes, packaging, transport and disposal.
- The works should be carried out with minimal disturbance to local residents and users of the open space.
- This site is not designed for use outside of daylight hours; there are no current plans for extra lighting.
- There are benches and trees located within the fenced site area. The trees should be retained and protected for the duration of the works. However, if the proposal requires the movement or removal of either, the tenderer must indicate this in their submitted tender. Any movement works will be undertaken by the Parish Council and are outside the scope of this contract.
- The Contractor should allow within the budget for an independent inspection to be carried out upon completion and to carry out any identified remedial works as required prior to handover at no extra cost. A copy of the inspection shall be made available to the Client. The Contractor must respond with a plan for any remedial works within seven calendar days of receipt of the Independent Inspection Report.

Tendering instructions

The tender must include a priced schedule covering

- Site set up, protective fencing, secured site storage compound, access arrangements and investigation works for underground utilities prior to commencement of works. This includes any underground utilities in the storage area and along the proposed access route.
- The removal of all existing equipment other than the items identified for retention (see appendix A). This appendix also includes any works to the existing equipment within the scope of this tender.
- The removal of all waste materials including but not limited to soil, spoil, foundations, equipment and surface materials.
- A proposal for replacement equipment for use by children 12 and under that maximises play value, encourages dynamic and diverse play, provides an element of challenge and journeying similar to the existing Trim Trail (see appendix B) but not necessarily the same. This must be achieved whilst remaining within the allocated budget and site area.
- Any recommended/required safety surfacing. To comply with current design and safety standards, this includes areas around proposed new equipment and around retained equipment identified for resurfacing in appendix A.
- On completion of the project, the reinstatement of all damaged grass surfacing, fencing and pathways (including that caused by the removal of existing equipment), must be rectified at the expense of the contractor
- The removal of all arisings and or materials from the site which shall be disposed of at a certified waste disposal site.
- Allow for the inspection and certification by a RoSPA accredited inspector upon completion. The project will not be deemed complete until all snagging issues are resolved.
- Any other costs associated with the works carried out within the scope of this tender including any RoSPA certification costs.
- To carry out an inspection 12-months from handover by an independent play inspector. All issues highlighted relating to the equipment/surfacing and/or it's installation must be rectified at cost to the supplier. This excludes damage caused by natural events, vandalism or wear & tear. This 12-month defect liability period shall be calculated from the date of the post installation inspection.
- A 5% retention will be held for a period of 12-months until the end of the defect liability period and paid only once any highlighted defects have been resolved.

The tender must also include:

Along with the priced schedule above, you must also provide the following information with your tender:

- Colour visual presentation (including 3D renderings) of the proposed design at a minimum of A3 size with supporting information about the equipment. Full details and specifications of the design shall be included. You may provide hard copies if you wish but an electronic copy must be provided in a pdf format.

This presentation documentation will be used to hold a two public consultation events (as part of the scoring process) and thus will be made available to the public.

- An outline programme of works including anticipated delivery and installation periods.
- A fully completed form of tender (see appendix C).
- A fully completed non collusion declaration (see appendix D).
- An up to date copy of the tenderer's proof of insurance for their public, product and employers' liability insurances (must be a minimum of £10,000,000).
- Full copies of the contractors and sub-contractors competencies. The contractor is responsible for all sub-contracted work and must ensure that all sub-contractors comply with the requirements laid out in this document, including all health & safety and insurance requirements.
- Information on the warranties/guarantees on all equipment, surfacing and workmanship proposed.
- Information on the procedures and availability of spare/replacement parts including timescales.

All required tender information is to be submitted by **5pm** on **Friday, 23 December 2022**

Any tender received after the deadline above will not be considered.

Tenders not submitted in accordance with the instructions above may not be accepted. The decision on whether a tender is acceptable will be final and made without consultation with the tenderer. The tenderer will be notified if they are not to be considered.

Tenders and supporting documentation requested are to be sent via email to **tenders@kingsworthy-pc.org.uk**

If you also wish to submit paper copies of the tender documentation, then please send this to the postal address on the Form of Tender.

Tender submissions (electronic & paper) will remain sealed and will be opened until week commencing 2nd January 2023.

Tender Evaluation

Tenders will be scored using the matrix below.

Tender assessment criteria matrix (V1)

Criteria	Weighting
Public consultation	20%
<i>The consultation score will be based on the most preferred tender receiving the most points, and the least preferred receiving the least points.</i>	
Equipment provided and play value, suitability and sustainability (this includes general design, materials, surfacing specification)	25%
Maintenance requirements, warranties & Guarantees (including spare parts availability and lead times)	15%
Experience of similar works, case studies provided	10%
Cost	30%
<i>Cost will be scored with the lowest tender receiving the most points and highest the least points.</i>	

Scoring Criteria

Score	Criteria for Award
6	Tender provided is thorough and meets all requirements in comprehensive detail, with no reservations about acceptability.
5	Tender submitted provides a good response which meets most of the requirements in good detail but provides confidence that the project requirements would be met.
4	Tender submitted provides a satisfactory response which meets most of the requirements in sufficient detail, providing confidence that most of the project requirements would be met.
3	Tender submitted provides an acceptable response which meets some of the requirements with partial detail. There are some concerns as to whether or not the project requirements would be met.
2	Tender submitted provides a minimal response which meets some of the requirements with very little detail. The tender provided does not provide confidence that the project requirements would be met.

1	Tender submitted fails to address the requirement, has submitted a nil response or that any other element of the response given raises major concerns as to whether or not the project requirements will be met.
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- A tender may not be accepted if it significantly fails to satisfy any of the above criteria, even if it scores well against other criteria.
- The Parish Council reserves to right to ask any tenderer for clarification statements to remove any ambiguity regarding a submitted tender. These clarification requests may be made at any time during the evaluation process but will not be considered once the scoring has been completed.

Timetable

Invitation to tender opens	17 th November 2022
Deadline for the submission of tenders	23 rd December 2022 (5 pm)
Evaluation	From week commencing 2 nd January 2023
Public consultation events	Week commencing 9 th January 2023
Final Evaluation	Week after the final consultation event
Decision on selected tenderer (if any)	31 st January 2023
Start date for works on site	1 st April 2023

Eversley Park Play Area Location Plan

Red line denotes approximate fence line. All equipment and surfacing must be installed within the fence line.

Kings Worthy

Author:

Date: 05/09/2022



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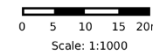
Access Map

All vehicles and equipment must not cross any of the Parish's football pitches.

Kings Worthy

Author:

Date: 28/10/2022



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APPENDIX A - EXISTING EQUIPMENT FOR RETENTION



Works - Tender to include the removal and re-laying of the rubber surfacing around this piece of equipment. This can be either rubber wet pour or rubber mulch surfacing.

APPENDIX B – TRIM TRAIL



APPENDIX C – FORM OF TENDER

To: Kings Worthy Parish Council
Parish Office
Lionel Tubbs Hall & Kings Worthy Community Centre
Kings Worthy
Winchester, Hants
SO23 7PJ

EVERSLEY PARK PLAY AREA RENEWAL

Having examined the specification and schedule of works for the renewal of equipment at Eversley Park Recreation Ground, Kings Worthy, SO23 7NJ we submit a design and build tender for the sum of:

£..... + VAT

(Written amount)

Based on the below itemisation of scope of works and quotation breakdown

- Preliminaries
- Cost for Surfacing
- Cost for Play Equipment
- Installation of Equipment
- RoSPA Post installation Inspection
- Reinstatement of works
- Waste and Disposal
- Contingencies

We undertake to carry out and complete the works in accordance with the specification and information provided to us.

We understand that you are not bound to accept the lowest or any Tender you may receive.

We also understand and grant permission for the presentation documentation submitted to be displayed as part of a public consultation process.

Yours faithfully,

Signature:

for and on behalf of:

Date:

APPENDIX D – NON-COLLUSION DELCARATION

We certify that this is a bona fide tender, and that we have not fixed or altered the amount of the tender by or in accordance with any agreement or arrangement with any other person. We also certify that that we will not at any time before the time and date specified for the return of this tender, carry out any of the following acts:

- a)** Communicate to a person the amount or approximate amount of the proposed tender, except where the disclosure of the approximate amount of the tender was necessary to obtain insurance quotations required for the preparation of the tender. This disclosure was kept in confidence between ourselves and the third party providing the insurance quotation.
- b)** Enter into any arrangement and/or agreement with any other person as to the amount of any tender to be submitted or that they shall refrain from tendering.
- c)** Offer to pay/give or agree to pay/give any sum of money or valuable commodity directly or indirectly to any person for doing/having done or causing/having caused to be done in relation to any other tender or proposed tender for the said specified work any act described above.

In this certificate, the word 'person' includes any persons and/ or association, incorporate or unincorporate; and 'any arrangement or agreement' include any such transaction formal or informal, and whether legally binding or not.

SIGNED

ON BEHALF OF

DATE