

# Report on Eversley Park play area tender award - January 2023

## Tender Process

Tenders were openly advertised on the Parish Council website and Government Contracts Finder website on 17<sup>th</sup> November 2022. 5 tenders were submitted before the closing date on 23<sup>rd</sup> December 2022.

Tenders were received from the following companies:

- Ava Recreation Ltd
- Monkey Business Design Ltd
- Redlynch Leisure Installations Ltd
- Sawscapes Play Ltd
- Wicksteed Leisure Ltd

## Adjustments

Following a clarification request, an extension was provided on 21<sup>st</sup> December for submission of additional information relating to the contractors' experience of similar works. The revised deadline for this additional information (only) was the 6<sup>th</sup> January (4pm).

This revision was added to the further clarifications questions/queries document, relayed to tenderers that had contacted the office to express an interest in tendering, and added to an autoreply for the tender submission email address.

The further clarifications document, including the additional request for information, is attached for reference (appendix A).

## Evaluation – Quality/cost split and total cost

The tender evaluation has been based on a 70:30 quality:cost basis. All tenders received were within our £100,000 approved budget.

## Consultation

Three consultation events were undertaken as part of the quality evaluation process (20%). In total we received 122 valid responses.

Eversley Park consultation (13:30 – 16:30 – 9th January 2023) – We received 71 responses from this consultation session.

Tubbs Hall consultation (16:00 – 19:00 – 12th January 2023) – We received 21 responses from this consultation session.

Worthies sports & Social club consultation (due to the weather) (10:00 – 13:00 – 14th January 2023) – We received 30 valid responses from this consultation session.

Points were allocated based on the most preferred tender receiving the most points, and the least preferred receiving the least points.

## Evaluation of tenders

The tenders were formally opened on 5th January 2023. The evaluation was carried out by four councillors (three from the Recreation & Amenities committee and one from the Finance, Administration & Remuneration Committee). All members of the scoring working party were provided with access to the documentation in order to score the tenders based on the criteria (outlined below) for each of the three quality questions.

The quality questions related to: the equipment provided - its play value, suitability and sustainability of equipment provided (25%); maintenance requirements – warranties and guarantees including availability of spare parts (15%); experience of similar works (10%).

The scoring criteria (below) was included in the published tender document from the date of advertisement.

Score	Criteria for Award
6	Tender provided is thorough and meets all requirements in comprehensive details, 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.

The group met on the 16th January 2023 to present their scores which were moderated by the Parish Clerk. The final evaluation is based on an average of scores provided by individual group members, and was agreed by all members of the scoring group. This was used to formulate the scoring sheet (appendix B). The scoring sheet results are provided in appendix B.

## Recommendation

Tender C from Ava Recreation Ltd is accepted, subject to a pre-agreement discussion with the tenderer to confirm final details including exact positioning in relation to the zip wire.



# Kings Worthy Parish Council

## Eversley Park play area tender –

### Further clarificatory questions/queries

Questions/queries and their corresponding answers will be added as in order of receipt.

**Question 1** – Have you got a material preference?

**Answer:** The Parish Council does not have a preference for any particular material but ask that tenderers take into account both maintenance and management considerations when recommending a material. Particularly, as the park is very well used due to both the adjacent primary school and its location within a recreation ground.

The Parish Council will also be giving consideration to the sustainability of the materials used, including but not limited to sourcing, manufacturing and transportation.

**Question 2** – Are you arranging site visits with the play companies?

**Answer:** As stated in the tender document, tenderers are advised to visit the location and this can be accompanied by representatives of the Parish Council at request.

**Query 1** – Standalone surfacing company asked if the Council wish to consider their surfacing as an option, or to be included in an amended specification.

**Answer:** The Parish Council are tendering for the renewal of equipment at our play area at Eversley Park. The surfacing specification will form part of this tender and the Parish Council do not wish to pre-select any particular type of surfacing for this tender. The surfacing solutions will be based on what has been recommended by tenderers.

**Question 3** – Do you have a preference for the surfacing colour?

**Answer:** The current surfacing is a mix of coloured and black surfacing (both rubber mulch, wet pour and grass mat). We do not have a requirement for any particular colour(s) and this design decision is up to the tenderer.

**Question 4,5 & 6** – Can the new surfacing be laid on top of the existing? Do we require edging for the surfacing? Can grass matting be used on some of the equipment?

**Answer:** The suitability of the surfacing type, edging and fitment is up to the tenderer to advise in-line with the requirements of the tender document including maintenance.

**Question 7** – What is the required mix of equipment for different age groups including toddler?

**Answer:** The play area is currently a mix of equipment for different age groups, and we are not specifying any additional equipment for any particular age group.

**Question 7** – What is the maximum height permitted for the park?

**Answer:** The Parish Council does not have any maximum height limit but ask that consideration is given to the impact on surrounding properties, particularly in relation to overlooking and visual impact. Tenderers must also ensure that the equipment, and related surfacing, meets all relevant safety legislation including BS EN 1176.

**Question 8** – Your tendering instructions and list of what the tender must include does not mention anything about case studies or references, yet your tender evaluation assesses tenderers on 'Experience of similar works, case studies provided'

Please can you advise your requirements for this?

**Answer:** Tenderers must submit up to 3 examples of play area works undertaken of a similar value and/or size, preferably with references. Tenderers can also provide case studies of similar work undertaken. Please note that the Parish Council reserves the right to contact you for additional clarification.

**IMPORTANT - Given the timing of this update in relation to the submission deadline, an extension has been granted until 6<sup>th</sup> January 2023 (4 pm) for the submission of this additional information only.**

**All other tender documentation must still be submitted by the 23<sup>rd</sup> December 2022 (5pm).**

### Category Score (excluding cost)- unweighted

Category	Category Weighting	Tender A	Tender B	Tender C	Tender D	Tender E
Public Consultation	20%	4	2	6	3	5
Equipment Provided	25%	3	3	6	4	5
Maintenance Requirements	15%	3	3	5	5	6
Experience	10%	2	4	6	3	4

<b>Actual Cost</b>	<b>£92,210.00</b>	<b>£99,918.25</b>	<b>£97,374.21</b>	<b>£99,245.00</b>	<b>£100,000.00</b>
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### Weighted Score (including cost)

*Category score methodology = Score (as above) divided (/) max score for category (6) x weighting.*

*Example for maintenance requirement - Category score 5 = 5 / 6 x 15*

*Cost scoring - Lowest (optimal bid) divided by bidder's price x weighting*

Category	Category Weighting	Tender A	Tender B	Tender C	Tender D	Tender E
Public Consultation	20%	13.3	6.7	20.0	10.0	16.7
Equipment Provided	25%	12.5	12.5	25.0	16.7	20.8
Maintenance Requirements	15%	7.5	7.5	12.5	12.5	15.0
Experience	10%	3.3	6.7	10.0	5.0	6.7
Cost	30%	30.0	27.7	28.4	27.9	27.7
<b>Total Score</b>		<b>66.7</b>	<b>61.0</b>	<b>95.9</b>	<b>72.0</b>	<b>86.8</b>