



HATFIELD PEVEREL PARISH COUNCIL

Nounsley Playground Refurbishment Project

Design, Supply and Installation of New Playground Equipment and Safety Surfacing at Nounsley Playing Field, Ulting Road, Nounsley

INVITATION TO BID

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SECTION 1 – INSTRUCTIONS TO BID

1.1 GENERAL INFORMATION & INSTRUCTIONS

Hatfield Peverel Parish Council is seeking quotes from suitably qualified contractors to provide and install play equipment located at Nounsley Playing Field, Ulting Road, Nounsley, Essex CM3 2LU. The playing field is an established leisure facility which is well used by members of the public.

1.2 PROCUREMENT TIMETABLE

Bid issued	Wednesday 27 th March 2024
Deadline for receipt of bid queries	Monday 15 th April 2024
Deadline to respond to bid queries	Monday 22 nd April 2024
Bid return date	Monday 29 th April 2024
Notification of award	Wednesday 15 th May 2024
Works completed and signed off by	Friday 20 th September 2024

1.3 CONFIDENTIALITY

- 1.3.1 The Bidder shall treat the Bid Documentation as private and confidential.
- 1.3.2 The Bidder shall not disclose details of the proposed Contract or their Bid in whole or in part prior to the award of the Contract by the Parish Council or on receipt of notification that the Bid has not been accepted as the case may be, other than on an “in confidence” basis to those that have a legitimate need to know or whom they need to consult for the purpose of preparing the Bid.

1.4 DECLINE OR INABILITY TO RETURN

- 1.4.1 If for any reason the Bidder is unable to submit a Bid or wishes to decline to Bid, they should notify Parish Clerk (Sarah Gaeta) - parishclerk@hatfieldpeverelpc.com

1.5 BID QUERIES

- 1.5.1 All queries regarding the Bid Documentation which may have a bearing on the offer to be made should be raised by the Bidder to the Parish Clerk (Sarah Gaeta) - parishclerk@hatfieldpeverelpc.com, no later than Monday 15th April 2024.

1.6 BID SUBMISSIONS

- 1.6.1 The Parish Council require electronic and hard copies of all bids no later than midday on Monday 29th April 2024. Any bids received after this time will be omitted from the evaluation stage.
- 1.6.2 It is important to allow enough time to send the Parish Council your Bid submission.

1.7 ACCEPTANCE PERIOD

- 1.7.1 The Bid will be deemed to remain open for acceptance or non-acceptance for not less than 3 calendar months from the bid closing date. The Parish Council may accept the Bid at any time within this prescribed period. The Parish Council shall, however, not be bound to accept the lowest or any Bid received.
- 1.7.2 If the Parish Council has not accepted the Bid within the specified time period then the Bid shall remain in force without variation, but the Bidder may at any time thereafter give notice in writing (“a Notice”) to the Council to accept the same.

1.8 SUFFICIENCY AND ACCURACY OF BIDS

- 1.8.1 Bidders will be deemed to have examined all the documents enclosed and by their own independent observations and enquiries will be held to have fully informed themselves as to all matters relating to the scope of the work to be carried out in their resulting bid submission.
- 1.8.2 Bidders are reminded to check the accuracy of their Bid prior to submission thereof.
- 1.8.3 If the Parish Council suspects that there has been an error in the pricing of the Form of Bid and/or Schedule of Prices, the Council reserves the right to seek such clarification as it considers necessary from the Bidder only.
- 1.8.4 The Parish Council reserves the right to disqualify incomplete Bids or Bids that have not followed these Instructions to Bid.
- 1.8.5 Bidders should familiarise themselves with all regulations, bylaws and all other factors that may affect their Bid.

1.9 INCURRED EXPENSES

- 1.9.1 The Parish Council shall not be responsible for, or pay, any losses or expenses which may be incurred by the Bidder in the preparation and submission of their Bid, including (but not limited to) the attendance at any pre or post tender meetings, due diligence meetings, the delivery of any presentations by the Bidder to the Parish Council in relation to their proposal, site visits or other negotiations.
- 1.9.2 The Parish Council will not accept claims for additional charges relating to the work delivered by the Bidder or the Contractor after acceptance of the Bid if, in the reasonable opinion of the Council, such additional charges should have been established by proper inspection of the Bid Documentation prior to bidding.

1.10 PRICING

- 1.10.1 Bidders should complete the enclosed Pricing Schedule noting the following:
- (a) The Bidder must submit costs for all items detailed on the Pricing Schedule. Failure to complete the Pricing Schedule fully may result in elimination of the Bid.
 - (b) The currency in which all prices, costs or rates stated on the Form of Bid and / or Schedule of Prices must be quoted is Pounds Sterling and whole new pence (i.e. to 2 decimal places).
 - (c) All prices quoted should be exclusive of Value Added Tax (VAT).
 - (d) Playground Refurbishment budget - £56,130.

1.11 PAYMENT

1.11.1 The Parish Council's standard payment terms are 30 days in arrears.

1.12 CREDENTIALS

1.12.1 Please provide details from two recent contracts (within the last 3 years) that your organisation has undertaken which are relevant to Hatfield Peverel Parish Council's requirement.

Details should include the following:

- The organisation's name and contact details, including email, for a reference.
- Details of the contract, explaining why the contract is relevant to Hatfield Peverel Parish Council's requirement, when and where the contract was performed, and whether the outcomes were successfully achieved.
- The contract value.

1.12.2 Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:

Employer's (Compulsory) Liability Insurance* = £ 5,000,000.00

Public Liability Insurance = £ 10,000,000.00

Professional Indemnity Insurance = £ 5,000,000

*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

1.13 PUBLICITY

1.13.1 No publicity regarding the services or the award of any contract will be permitted unless and until the Parish Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Parish Council.

1.14 TRANSPARENCY AND CONFIDENTIALITY

1.14.1 As a public body, the Parish Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and Environmental Information Regulations 2004 ("EIR") in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Council shall treat all Bidders' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA or the EIR.

While the Parish Council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done.

Bidders should be aware that, in compliance with its transparency obligations, the Parish Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

SECTION 2 - SPECIFICATION

OVERVIEW

All equipment to conform with BS:EN1176 & 1177 safety standards. The Parish Council would like a mixture of safety grass mats and bonded rubber mulch surfacing. Equipment to be steel; the Council will not accept timber alternatives.

The Parish Council would recommend a site visit with the Clerk or a Councillor to discuss and clarify the specification.

2.1 Playground Refurbishment:

- **New Playground**

Specification:

Removal of –

- A quantity of soil from the existing mound leaving sufficient to reprofile and create a ramp for the new cableway; reinstate ground with topsoil and re-seed
- Monkey bars, seesaw and A-frame climber; reinstate ground with topsoil and re-seed
- Safety grass mat surfacing underneath the Kompan roundabout and installation of new bonded rubber mulch surfacing beneath including MOT Stone Base

Equipment to remain –

- Existing swings – no works required
- Kompan roundabout – works required detailed above
- Wicksteed rocking horse – no works required

Post Installation Inspection –

- Include for a post installation inspection by an independent inspection company

Supply and installation of a multi deck play unit for toddler age range including play features: platforms with no roofs, tunnel, slide, tactile parts or similar

Installation into grass with safety grass mat surfacing

Supply and installation of a double tower unit for junior age range including play features: platforms with no roofs, rock climbing wall, climbing net, fireman pole or similar.

Installation into grass with safety grass mat surfacing

Supply and installation of 2 x bay Hot Dip galvanised swing including 1 x 'shell nest' seat swing and 1 x 'you to me' swing seat or similar

Installation into grass with safety grass mat surfacing

Supply and installation of Hot Dip galvanised climbing frame with additional features: climbing poles or similar

Installation into grass with safety grass mat surfacing

Supply and installation of Hot Dip galvanised cableway installed on to remaining part of existing mound

Installation into grass with safety grass mat surfacing

Supply and installation of seesaw

Installation into grass with safety grass mat surfacing

Play items need to fit in and around the play equipment to remain. The Parish Council welcomes suggestions and designs based on the above, which were identified following consultation with local children's groups and childminders.

The budget for the playground works is £56,130 + VAT to include all removals as specified above, groundworks, new equipment, site setup and inspection.

SECTION 3 - GENERAL INFORMATION

3.1 Site Visits

It is **strongly** recommended that contractors visit the site before submitting their bid. Any contractor wishing to book an accompanied visit should contact the Parish Clerk prior to attending:

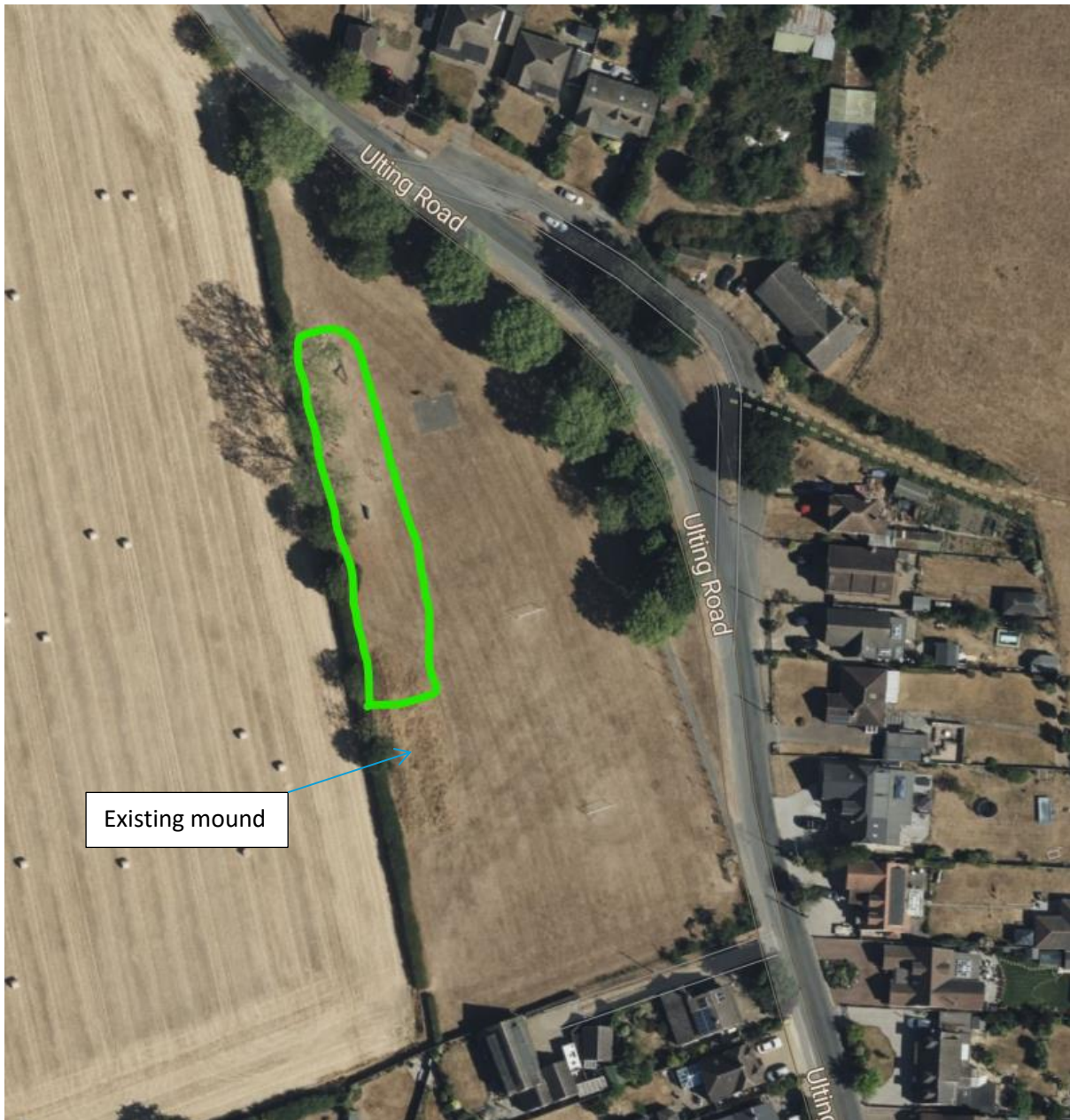
Name: Sarah Gaeta

Email: parishclerk@hatfieldpeverelpc.com

Tel: 01245 382865

This tender was drafted following surveys carried out within the community. The survey results will be available to view at a site visit if required.

3.2 Location



Key:

Playground location

SECTION 4 - EVALUATION METHODOLOGY

Evaluation Criteria:

Quality	65% <ul style="list-style-type: none"> - Bidder's submission meeting the specific brief requirements - Delivery of project – Programme of Work - Design & Layout
Price	20% <ul style="list-style-type: none"> - The Parish Council do not need to accept the lowest bid, and will select the preferred provider based on value for money
After Sales Care	5% <ul style="list-style-type: none"> - Ongoing maintenance and inspection support - Aftersales support in how to use and maintain the equipment
Warranty	5% <ul style="list-style-type: none"> - Clear identification of the warranties on the equipment - Durability of equipment
Added Value	5% <ul style="list-style-type: none"> - Evidence of previous works completed with the Parish Council or with other Councils/clients - Ongoing maintenance and support - Opening event

SECTION 5 - AWARD CRITERIA

The project is expected to be awarded on 15th May 2024 with the successful Bidder to commence works no earlier than 27th August 2024 (the last week of the school summer holiday) and to have completed the area by the 20th September 2024.

TENDER SUBMISSION DOCUMENTS

Pricing Schedule–Nounsley Playing Field

DESCRIPTION Please use a line for each item as identified in the specification. (Specify all stages of the project where a cost will be incurred eg: supply and install, site safety etc)	COST PER ITEM £	TOTAL PRICE £
Total Sum of Work		£

TENDER COMPLETED BY (an authorised employee of your company)			
Company		Name:	
Position (Job Title):			
Date:		Address	
Telephone number:		Email Address	

Supporting Questions

1.	Resources - Detail the resources and your technical ability (inclusive of sub-contractors) to carry out the service Provide Information on: <ul style="list-style-type: none">• The workforce to be employed for performance• The service and level of experience• The level of resources to be used e.g. time.
2.	Monitoring - Provide information on monitoring of the contract and installation works
3.	Communication - Provide information on how you will effectively communicate with the Parish Council and your procedure for responding to a complaint. Please include any relevant names, position and contact details

4.	Risk - Identify any risks involved in the project and how you suggest these will be managed effectively
5.	Values – Please outline how your proposal and the equipment/design might: (i) offer play and social elements to achieve increased accessible play; (ii) support mental and physical wellbeing

Your Organisation

1.	BASIC DETAILS OF YOUR ORGANISATION	
1.1	Name of the organisation in whose name the tender would be submitted:	
1.2	Contact name for enquiries about this bid:	
1.3	Contact position (Job Title):	
1.4	Address: Post Code:	
1.5	Telephone number:	
1.6	Email address:	
1.7	Website address (if any):	
1.8	Company Registration number (if this applies):	
1.9	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:	
1.10	Date of Registration:	
1.11	Registered address if different from the above (including post code)	
1.12	VAT Registration number:	
1.13	Is your organisation: (Please indicate one)	i) a public limited company? Yes / No
		ii) a limited company? Yes / No
		iii) a partnership Yes / No
		iv) a sole trader Yes / No
		v) other (please specify) Yes / No
1.14	Name of (ultimate) parent company (if this applies):	