



West Meon Recreation Ground Play Area Tender Tender Pack

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Requirement and Scope of Works

West Meon PC is inviting companies to submit responses to its Invitation to Tender for a replacement play area at West Meon Recreation Ground.

Location:

Address: West Meon Recreation Ground, Headon View, West Meon, Petersfield, Hampshire, GU32 1LH

What3Words: ///project.breathed.balconies

Potential storage location: car park at West Meon Village Hall

The approximate site area (within the green fencing) is 202.5 square metres. It is the responsibility of the tenderer to ensure the proposed equipment fits within the site boundary.

A location plan is provided as a separate file.

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 Clerk 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 £50,000 (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.
- 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.
- Any nearby trees should be retained and protected for the duration of the works.
- 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 waste materials including but not limited to soil, spoil, foundations, equipment and surface materials.
- A proposal for the supply and installation of play equipment for use by children 12 and under that maximises play value, encourages dynamic and diverse play, and provides an element of challenge and journeying. This must be achieved whilst remaining within the allocated budget and site area. The Council envisages a play tower (themed or not) with a selection of platforms, tunnels, various climbing areas, and slides. Any material will be considered, although tenderers should bear in mind both the rural location and the PC's desire for sustainable and long-lasting equipment.
- Any recommended/required safety surfacing and/or fencing. To comply with current design and safety standards.
- On completion of the project, the reinstatement of all damaged grass surfacing, fencing and pathways, 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 its 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.

Additional Information Required

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.
- An outline programme of works including anticipated delivery and installation periods.
- A fully completed form of tender (see appendix A).
- A fully completed non collusion declaration (see appendix B).
- 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.
- At least 3 examples of experience of works of a similar value and/or size, preferably with references. Tenderers can also include case studies of similar work undertaken.
- A full breakdown of payment terms including thresholds and timings.

All required tender information is to be submitted by 12pm on **Thursday, 29 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
clerk.westmeon@parish.hants.gov.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 not be opened until week commencing **Monday, 02 January 2023**

Tender Evaluation

Tenders will be scored using the matrix below.

Tender assessment criteria matrix

Criteria	Weighting
Cost	40%
Equipment provided and play value, suitability and sustainability (this includes general design, materials, surfacing specification)	35%
Maintenance requirements, warranties & Guarantees (including spare parts availability and lead times)	15%
Experience of similar works, case studies provided	10%
<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.

- 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	22/11/23
Deadline for the submission of tenders	29/12/23
Evaluation	w/c 02/01/24
Decision on selected tenderer (if any)	09/01/24
Start date for works on site	Mid-Feb 2024 (weather dependent)

APPENDIX A – FORM OF TENDER

To: West Meon Parish Council
17 Stewarts Green
Hambleton
PO7 4SU

West Meon Recreation Ground Play Equipment

Having examined the specification and schedule of works for the supply of equipment at West Meon Recreation Ground, Headon View, West Meon, Petersfield, Hampshire, GU32 1LH 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 (items to be priced separately)
- Installation of Equipment
- RoSPA Post installation Inspection
- Reinstatement of works
- Waste and Disposal
- Contingencies (to be agreed with Council prior to use)

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 B – NON-COLLUSION DECLARATION

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.

Signature:

for and on behalf of:

Date: