

TAVERHAM PARISH COUNCIL

(VAT Reg No 1070631 12)

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Clerk: Mrs S Salmons - Parish Council Office, Taverham Village Hall, Sandy Lane
Taverham, NORWICH, NR8 6JR

Phone : 01603 260538 Email: clerk@taverhamparishcouncil.org.uk

Quotes are invited for:

THE CREATION OF NEW PLAY AREAS AND OUTDOOR GYM AT SANDY LANE RECREATION GROUND, TAVERHAM, NR8 6JR

1) Introduction

The purpose of the brief is to obtain fixed price quotations and illustrated layouts for the supply and installation of new play equipment, outdoor gym equipment, basketball hoop and ancillary items at Sandy Lane Recreation Ground, Sandy Lane, Taverham, Norwich, NR8 6JR

Companies must be registered with the API (Association of Play Industries) to tender for this contract.

2) Project Summary and Budget

The Council is inviting proposals for:

- **Toddler Play Area/Picnic Area:** The works include:
 - a) Removal and disposal of existing play equipment and safety surfacing
 - b) Supply and installation of new play equipment
 - c) Supply and installation of picnic benches/tables and bins
 - d) Supply and installation of fencing, gates and signage
 - e) Supply and installation of suitable permeable safety surfacing
 - f) Landscaping to enhance the natural landscape
- **Main Play Area:** The works to include:
 - a) Removal and disposal of 1 set of goalmouths
 - b) Supply and installation of new play equipment
 - c) Supply and installation of zip wire
 - d) Supply and installation of benches and bins
 - e) Supply and installation of fencing, gates and signage
 - f) Supply and installation of suitable permeable safety surfacing
- **Outdoor Gym:** Works to include:
 - a) Supply and installation of outdoor gym equipment
 - b) Supply and installation of suitable permeable ground erosion matting
- **Sporting Provision:** Works to include
 - a) Removal and replacement of existing basketball hoop

(See Appendices 1 and 2)

The contract may be awarded in full or in part. The Parish Council reserves the right not to appoint any contractor.

As a guide, we are looking to spend a maximum of:
£176,500 net (£211,000 gross) on the toddler play area/picnic area and main play area combined

£25,000 net (£30,000 gross) on the outdoor gym and sporting provision.

3) Requirement of quote

The quote will be on a fixed price basis. A site visit to assess access and gain detailed measurements is a requirement of this contract. Any tenders received without a site visit having taken place prior to submission will not be accepted.

An itemised quotation is required to identify all costs together with an illustrated layout for design purposes which will be assessed for quality and play value, as well as on price.

Quotations must meet contract specification, should fall within budget and must not include items specifically excluded by Taverham Parish Council. The successful bidder will need to show in the design how it addresses the requirement for resistance to issues relating to anti-social behaviour and maintenance. Designs are expected to provide for a wide range of ages and abilities, and be sympathetic to neighbouring residents whilst demonstrating value for money.

Timescales for installation are to be agreed between the preferred contractor and the Parish Council, however due to the potential risk to nesting birds, a project commencement date in March would be welcomed. Within your submission, please provide an outline of your timescales for delivery of this project.

PRICES SHOULD BE NET. The submission is to include:

- Itemised quote, pricing schedule, payment phasing. Undisputed invoices will be paid within 30 days
- Layout plans at A3, area used and overall dimensions
- 3D layouts to show all equipment proposed at A3
- Recommended safety surfacing
- Recommended fencing
- Equipment by age grouping
- Landscaping proposals
- Site preparation and reinstatement
- Installation
- Programme of work/method statement describing sequence of operations
- Removal of excess materials, spoil and surfacing from excavations
- Heras security fencing and secure site access points enclosing the working area. Site warning signs to be erected.
- A copy of Public Liability Insurance Certificate of no less than £10million
- A copy of the bidder's Health and Safety policy
- A Risk Assessment for the project
- Bidders must provide their own catering and welfare facilities.
- ROSPA safety report.

The tender should also cover:

- Assumptions and exclusions
- Appropriate warranties for the equipment and installation
- Spares availability
- Site restrictions and requirements of the Bidders during the works
- Company capabilities in providing similar installations
- Key contact details

All costs, expenses and liabilities incurred by bidders in connection with the preparation and submission of any quotation shall be borne by the bidders.

Information supplied by the Council (whether in this document or otherwise) is supplied for general guidance in the preparation of tenders. Bidders must satisfy themselves by their own investigations with the regard of the accuracy of such information. The Council cannot accept responsibility for any inaccurate information obtained by bidders.

4) Procurement Timetable

Any clarification requests should be submitted as soon as possible. A copy of all questions and answers will be maintained and distributed periodically to all bidders. Questions must be submitted by Friday 18 November 2022. Questions received after this date may not be answered.

The key dates for procurement procedure are as below although Taverham Parish Council reserves the right to vary key dates on notice to all bidders.

Bidders are requested to confirm intent to submit a tender by sending an email to Samantha Salmons, clerk@taverhamparishcouncil.org.uk and to include all contact details. This will enable us to inform you of any alterations or additions to the specifications, and to arrange a site visit.

Issue invitation to tender	Thursday 13 October 2022
Visits to site	Thursday 27 & 28 October 2022
Deadline for submission of tenders	4.30pm on Friday 25 November 2022
First round evaluation (short-listed bidders will be contacted with comments/changes as required)	Monday 12 December 2022
Closing date for second round submissions	4.30pm on Thursday 5 January 2023
Public consultation	Monday 9 January to Sunday 15 January 2023
Contract award date	Monday 23 January 2023
Place order	Tuesday 7 February 2023

The deadline for submitting hard copy quotations is 4.30pm on Friday 25 November 2022. All documents to also be supplied on USB flashdrive to be delivered with the quotation.

Quotations and related documentation must be sent by post/courier/hand delivered to:
Taverham Parish Council
Taverham Village Hall
Sandy Lane
Taverham
Norwich
Norfolk
NR8 6JR

LATE AND/OR EMAILED TENDERS WILL NOT BE CONSIDERED

Packaging containing tenders must be clearly marked “**Sandy Lane Play Area Tender**”

5) Standing Orders Pertaining to Contracts

- If a bidder or employee of a bidding firm to tender for a contract under the Parish Council is to his knowledge related to a member of, or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Clerk.

- A bidder or bidding firm who fails to do so shall be disqualified from such a contract and, if the contract is agreed, it will be null and void without notice.
- Canvassing of members of the Council or any of its committees, directly or indirectly, for any contract under the Council shall disqualify the bidder for such contract.
- A member of the Council shall not solicit for any person or firm for such contract: but, nevertheless, a member may give a written testimonial of a bidder's ability, experience or character for submission to the Council with the application to tender.

6) Evaluation criteria and scoring

Tenders will be evaluated against the following criteria.

The quality to price ratio is 90:10

Quality will be evaluated based on the bidder's proposal	90%
Pricing will be evaluated based on the bidder's pricing schedule	10%

The Council will evaluate the tenders using a three-stage evaluation process

- Stage 1 – The Council will evaluate all essential requirements on a pass or fail basis. Tenders failing any of the essential criteria will be rejected at this stage of the evaluation.
- Stage 2 - The Council will evaluate all quality requirements as specified
- Stage 3 – The Council will evaluate the price specified

Quality criteria (90%)

Quality will be assessed by reference to your proposal and supporting documents provided as detailed in the tables below. Each quality criterion will be awarded a score in accordance with the scoring scale.

Quality criteria	Weighting
Presentation: The presentation score will be assessed by evaluation of the itemised quotes, plan scale drawings and design artwork submitted. The Council will consider and score accordingly on whether the design shows a satisfactory understanding of what is to be achieved and addresses the constraints of the site, these being the continued health of the trees in the picnic/toddler area, concerns about noise impacting on neighbouring residents, visibility to combat anti-social behaviour and access to maintain the playing field.	40%
Play equipment play value and design: The Council will evaluate the play value of each proposed item of equipment including images, materials, dimensions, fencing and safety surface specification diagrams.	40%
Warranties and guarantees: The Council will evaluate information provided about the type of warranties available for all play equipment, surfacing, ancillary items and installation. Added value will also be evaluated in this section, eg availability of spare parts and ease of maintenance.	10%

Score	Criteria for award
0	The response raises major concerns about understanding and/or approach which are potentially highly detrimental to satisfactory service delivery or contract performance
1	The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or contract performance
2	The response suggests shortcomings of understanding or approach which is likely to impact on service delivery or contract performance
3	The response raises no concerns about understanding or approach to service delivery or contract performance
4	Response is above expectations in terms of understanding or approach to service delivery or contract performance
5	Response is significantly above expectations in terms of understanding or approach to service delivery or contract performance

Each score will be divided by the highest score available for that question (ie 5) to give a percentage score. The percentage score will then be multiplied by the criteria weighting to provide a weighted score for each and the overall quality weighting will then be applied.

For example:

Criteria	Weighting criteria	Quality assessment	Consensus score awarded	Score calculation	Score awarded
Presentation	40%	Meets expectations	3	$(3/5) \times 40$	24
Play equipment play value and design	40%	Above expectations	4	$(4/5) \times 40$	32
Warranties and guarantees	10%	Below expectations	2	$(2/5) \times 10$	4
Total	90%	Total weighted quality score:			60

Price criteria (10%)

Bidders are requested to provide a detailed schedule of all project related costs.

The lowest acceptable bid price will score full marks. The other offers will then receive scores expressed as in inverse proportion of the lowest price. The formula used will be:

$$(\text{Lowest acceptable bid price/bidder's price}) \times 10 = \text{bidder's price score}$$

For example:

Bidder	Price	Score calculation	Price score
Company A	£160,000	$(£160,000/£160,000) \times 10$	10
Company B	£170,000	$(£160,000/£170,000) \times 10$	9.41
Company C	£180,000	$(£160,000/£180,000) \times 10$	8.89

Price and quality scores will then be added together to produce the total score.

7) Award of Contract

- The successful bidder will be notified in writing via an Acceptance/Intention to Award letter.
- Unsuccessful bidders will be notified in writing via a Non-acceptance of Submission letter.
- The commencement of the contract will be subject to a ten-day standstill period which will commence from the notification of intention to award as per the Public Contracts Regulations.
- Further to the ten-day standstill period elapsing, a Confirmation of Outcome of Further Competition Process letter will be issued to all bidders confirming the award of the contract.
- Upon conclusion of all the above stages, a contract will be created between Taverham Parish Council and the Appointed Contractor

All equipment and materials connected to the successful delivery of the project remains the responsibility of the appointed contractor until a satisfactory Post Installation Report has been accepted by Taverham Parish Council. This will be confirmed in writing on the day of the handover of the site and signed by the Clerk and the contractor.