

Cameley Parish Council

Clerk: Jenny Howell

Tel: 07902 906993

Email: info@templecloud.org.uk

Website: www.templecloud.org.uk

Invitation to Tender for the Design, Supply and Installation of a new Play Area at Cameley Playing Field (Temple Cloud)

In connection with the above, you are invited to submit a tender for works as detailed in the specification below. Please register your intention to submit a tender by emailing info@templecloud.org.uk to include all contact details as this shall enable Cameley Parish Council (CPC) to inform the tenderers of any alterations or additions to the specification contained below.

Companies shall preferably be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificates of accreditation for the above membership and additionally details of any other accreditations appropriate to this tender.

General Requirements

Forming part of the tender submission, tenderers shall be required to supply CPC with the following:

- **Method Statement**
- **General Risk Assessments**
- **Health and Safety Certificates**
- **Certificate of Public Liability Insurance**
- **Valid 3rd Party Certification covering the design and manufacture of the play equipment**

These shall be supplied with the tender submission.

Companies tendering for this play area project shall be able to provide contact details detailing their names, addresses, email address and telephone numbers a minimum of two local authority references who can be contacted regarding work awarded and completed in the preceding 3 years.

The works shall be required to commence by 1st May 2017 or within 8 weeks of the contract being awarded.

Time for completion of the works shall be 3 weeks/15 working days, unless otherwise agreed by CPC.

Payment for the completed play area works shall be made to the Contractor on satisfactory completion of works and following receipt by CPC of a satisfactory **RoSPA** Post Installation Report. This report shall be commissioned, paid for and supplied to CPC by the Contractor.

All equipment, fencing and surfacing shall conform and be installed to the construction, performance and durability requirements of European Safety Standards **BS EN1176** and **BS EN1177**.

All equipment shall be predominantly constructed from steel, unless otherwise specified or agreed with CPC. Equipment shall be designed for extra strength and vandal resistance with all metalwork pre-treated for rust proofing in accordance with the Contractor's 5 year guarantee.

Whilst under construction, the play area shall be contained within security fencing supplied by the Contractor. The fencing shall remain in situ until work is completed and a satisfactory Post installation Report is accepted by CPC.

Storage of new equipment, fencing gates, machinery and all other equipment etc shall be the responsibility of the Contractor. The Contractor shall also be responsible for the supply skips as required; all costs in connection with this shall be paid for by the Contractor.

All excess materials and spoil from excavations are to be disposed of at a licensed tip and at the Contractor's cost.

Budget

As a guide, the budget for this project is £80,000.

Evaluation and Awarding of Contract

The contract shall be awarded to the company that complies with:

1. All written requirements;
2. Has satisfactory references via referees;
3. Provides a play area design with the highest play value and which offers best value for money; and can demonstrate it caters for children with disabilities.
4. A Maintenance Plan detailing the contractor's after sales service and yearly safety inspections and the availability of spare parts, supporting their guarantees and warranties. ;
5. During the tender evaluation period CPC reserves the right to request further information from tenderers after the receipt of tenders.

Failure to follow any of the instructions given in this invitation to tender and any other tender documents may lead to the organisation being excluded from the tender process.

A Project Co-ordinator, Single Point of Contact (**POC**) or Project Manager shall be nominated by the successful tenderer, whom shall be readily contactable to deal with any queries and problems that may arise. This POC shall be available from the award of contract date until satisfactory completion and handover of the project.

Existing Play Area

The existing play area is situated on a recreational field. To aid tender applications an aerial photograph of area in question is attached. CP C shall expect all prospective tenderers to visit the existing site; address as follows:

Cameley Playing Field, Temple Cloud, BS39 5DB

The Playing Field and existing Play Area can be accessed from Meadway, Temple Cloud or Fieldgardens Road, Temple Cloud.

Site visits to be notified in advance to the Parish Clerk.

Preparation and Groundwork

All vehicular access sites to playing field to be retained. The successful contractor shall be expected to remove all fencing, concrete and grass on the extended area and level to match the existing play equipment.

With information hosted on its website, close liaison with CPC is expected to ensure enough notice is given to current users of the play area facilities.

Any area of the open space outside of the project area, council or private property damaged by the Contractor during installation works shall be reinstated to its original state at the Contractors cost.

Design, Supply, Installation and Maintenance

Existing play area to be refurbished and additional play equipment to be designed, supplied and installed adjacent to the existing play equipment. Existing concrete pathway to be retained within the overall design. To note; discussions are on-going with regard to the existing football pitch on the main field. Include in tender application detailed costs of future maintenance programmes.

Infant play to be distinct from junior play, although we do not expect the areas to be separated by fencing.

All equipment, fencing, gates, furniture and safety surfacing to meet the general requirements as previously stated. Following analysis of the results of consultations with villagers, there are various items of equipment and activities that shall be incorporated into the design of the play area. We also have requirements for fencing, safety surfacing, signs, litter bins and gates. The following shall be included:

Toddlers play equipment to include; See saw, Springer x 2, Mini Activity Centre to include Slide and climbing equipment etc., swings

Intermediate/Teenage Play equipment to include; nest cradle swings, zip wire, rope climbing structure, double sided basketball hoop and open sided roofed shelter.

Litter bins, signs and seating

Supply and install 3 litter bins in play area. Bin shall be identical to current litter bins provided by Bath and North East Somerset (BANES) Council.

Supply and install one play sign to be fixed to fencing surrounding play area.

Refurbish and move two existing galvanised seats to enhance play area.

Supply and install 2 picnic benches.

Fencing and Gates

Remove existing wooden fence and gates surrounding current area. Move, refurbish and reuse existing wooden fencing and gates to surround existing and new play area.

Safety Surface and General Surfacing

Include for supply and installation of any additional topsoil to provide a level surface suitable for the laying of turf and installation of safety surfacing. Holes and dips shall be filled and compacted in order to prevent future subsidence problems.

All Safety surfacing to be compliant with relevant British/European Safety Standards.

RoSPA Safety Installation Report

Supply a RoSPA Post Installation Report; any failures/problems shall be rectified at Contractor's own cost.

Reinstatements

The Contractor shall be responsible for the reinstatement for any damage caused to the interior of the play area and surrounding recreational field from installation works. Price for reinstatements works- all to be done in accordance with good landscape practice.

Heras Fencing

The play area shall be contained within Heras temporary security fencing or similar, supplied by Contractor whilst work is in progress and shall remain in place until RoSPA Safety Installation report is received by CPC.

Spares and Technical Information

Please enclose with the tender a copy of a current catalogue/brochure giving full details of equipment to be installed and a data sheet providing full information to include design, size, heights, minimum space, safety surface area and material used in the manufacture.

A spares list for all non-generic parts with all costs and indication of ease of availability shall be included detailing time between order and delivery. A comprehensive spares pack shall be provided.

Maintenance instructions for each item of equipment and details of yearly safety inspections available along with costs involved shall be supplied to CPC with the tender

Guarantees and Warranties

Full details of your own and manufacturers guarantees and warranties on equipment, safety surfacing and installation works shall be provided with the tender documents.

Should you have any queries, please contact the Parish Clerk:

Jenny Howell, 21 Yeomead, Nailsea, Bristol BS48 1JA

Tel; 07902 906993

Email; info@templecloud.org.uk