



INVITATION TO TENDER

REDESIGN OF ACTIVE PLAY AREA IN  
ST ALDAMS PLAY AREA

Please note this project is dependent on the award of grant funding

PUCKLECHURCH PARISH COUNCIL

25 PARKFIELD RANK

PUCKLECHURCH

BRISTOL

BS16 9NR

Tel: 07525 842095

Email: [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk)

## CONTENT

	<b>Page</b>	
A	General requirements	3
B	Contract conditions	4
C	Scope of Works	5
Ci	Existing facilities	5
D	Specifications	7
E	Site specific contract conditions	8
F	Timetable for project	9
G	Scoring criteria	9
H	Procurement process	10
	Appendix 1 Organisational details	11
	Appendix 2 Visuals and written proposal	12
	Appendix 3 Environmental statement and sustainability outline	13
	Appendix 4 Previous experience	14
	Appendix 5 Suitability Assessment criteria	15
	Appendix 6 Grounds for mandatory exclusion	17
	Appendix 7 Certificate as to canvassing of members and employees	18
	Appendix 8 Tender submission	19
	Appendix 9 Warranty and reference information	21

## A. GENERAL REQUIREMENTS

1. The Parish Council is seeking a suitably qualified Contractor to design, supply and install **metal** equipment to provide an activity/fitness/obstacle trail course aimed at children and especially girls of primary school age and above within the identified discrete area of an existing play facility at St Aldams Drive Pucklechurch Bristol BS16 9QQ. The design should include an aerial runway, swings with minimum of one basket swing and one accessible swing, surfacing/matting and an activity/fitness/obstacle trail course that includes equipment for hanging, climbing and balance which is fun and develops strength, balance, dexterity and endurance.
2. It is essential that this space should appeal to girls who will benefit from being able to access an engaging and welcoming social/play/activity environment that minimise monopolisation by boys and encourage them to explore new skills and develop independence.
3. This project is subject to securing external grant funding – with awards announced late October.
4. Pricing  
The overall budget for this Tender is £60,000.00. Tenderers should provide their best possible solution for this price and are advised not to exceed the budget.
5. All pricing should be exclusive of VAT and in GBP (£) and be valid for 90 days from the due date of the response. Prices will be fixed and firm for the duration of the contract.
6. Non-Consideration of a Tender Response  
The council has the right to refuse any or all submissions, without tenderers being able to claim any compensation. All costs associated with the tender process and responses are the responsibility of the suppliers choosing to participate.
7. The Parish Council may refuse a tender response if the response fails to provide all the information required by the Parish Council to make a full evaluation. Any offence or inappropriate actions by the tenderer, including an offence under the Prevention of Corruption Act or the tenderer directly canvassing any member of the Parish Council concerning the tender other than “appropriate” contact made to the Clerk of the Council for the purposes of clarifying the requirements or raising any questions pertaining to the tender.
8. The parish council is not bound to accept the lowest or any tender submitted and its decision is final.
9. Sustainability
  - Priority will be given to Contractors who share the Council’s environmental objectives.
  - Contractors must submit an Environmental Statement and outline how they and their suppliers are minimising environment impact including:
    - Sourcing materials.
    - Manufacture.
    - Packaging.
    - Transport.
    - Disposal and product end of life options.
  - Priority will be given to sustainable and easy/affordable equipment to maintain.
  - Where possible the Council will purchase locally where best value can be satisfied.
  - The past record of the supplier will be considered when evaluating “best value”. This does not require the Council to select the lowest quotation.
  - Contractors and any companies involved in the supply/procurement of the play equipment must comply with the Modern Slavery Act 2015, wherever it applies.
  - The Council will look favourably to organisations that pay the Living Wage.

## B. CONTRACT CONDITIONS

### Works and Standards

This tender is for work to design, supply and install additional appropriate play equipment, safety surfacing (as required), trim trail and all associated works. All work should comply to any relevant regulations primarily BS EN 1177 and BS EN 1176 and any other British or European Standards that are relevant to this project. If the work does not conform to the required standard and as a result the materials or workmanship are substandard or require replacement or repair, this will be completed at the Contractor's cost.

The Contractor must follow all relevant Health and Safety legislation and will have the skills, knowledge, and experience to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project. The appointed Contractor must provide the following before any work begins:

- Health and Safety policy.
- Programme of Works with a commencement and completion date.
- Risk Assessment and Method Statement.
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise, and the order of contact.

### Insurance

The successful Contractor must be able to provide evidence prior to work commencing as detailed in the relevant section of the tender document.

### Project management

The selected Contractor will commit to periodic meetings on site during construction between agreed parties from both The Council and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences.

Any queries should be directed to the clerk, normal working hours are Monday to Thursday 9:00am – 3:00pm. **The closing date for this tender is 5pm on Friday 6<sup>th</sup> September 2024.**

Tenders must be submitted in hard copies, but please also submit any tenders by email to [clerk@pucklechurchparishcouncil.gov.uk](mailto:clerk@pucklechurchparishcouncil.gov.uk) by the closing date. In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks. Submitted tenders should include the following completed forms:

Appendix 1 Organisational Details

Appendix 2 Visuals and written proposal

Appendix 3 Environmental Statement and Sustainability outline

Appendix 3 Previous experience

Appendix 5 Suitability Assessment Questions

1. Bidding model
2. Insurance
3. Health and Safety
4. Equality
5. Environmental Management

Appendix 6 Grounds for mandatory exclusion

Appendix 7 Certificate as to canvassing of members and employees

Appendix 8 Tender submission

Appendix 9 Warranty and reference information.

### C. SCOPE OF WORKS

This project will be awarded as a fixed cost contract with a maximum budget up to £60,000.00 exclusive of VAT.

Pucklechurch parish council is looking for innovative designs that best enhance the overall social/play/agility-based experience at St Aldams for older children. The activity/fitness trail should consist a range of equipment that provides a challenging obstacle course involving hanging, climbing and balance that helps young people but especially girls to develop physical fitness in a fun and engaging way. The target group is primary school age and over.

#### Ci. EXISTING FACILITY

Post code: BS16 9QQ. OS Grid reference: ST 69922 76155

St Aldams is a large open space which links housing in St Aldams Drive and those in Birch Drive and beyond via a central flight of steps. The park serves the wider Oaktree Avenue and associated 1960's housing developments.



Wooden play equipment was installed in 2011 on either side of these steps but much of the original equipment including a trim trail has been removed as the wood perished.

Analysis of the council's parish-wide play area consultation undertaken during Covid-19 lockdown showed St Aldams was the second most popular play area. It also highlighted that play provision was viewed as outdated with a lack of more adventurous equipment and there was poor provision for older children and nothing for teenagers. The most requested equipment were zip wires, basket swings, monkey bars and balance beams.

Inclusive and safe play spaces are a known vital component in the social, emotional, and cognitive development of children/young people. Yet as research by the LSE Cities team found too often for young people, public spaces become 'judgment zones' and exclusionary. Furthermore, research from Belgium suggests boys use outdoor play spaces more than girls and the gaps grows further around age 10/11.

Research has also shown that girls (5-16) especially benefit from being able to access engaging and welcoming play environments that minimise monopolisation by boys and encourage them to explore and develop new skills which will help them to thrive and develop their independence. This project aims to tackle and address some of these issues and inequalities and focuses on a new provision within the area of the park marked in yellow.



All remaining wooden equipment will need to be removed and replaced with metal equipment based around a new aerial wire, basket swing(s) and a range of agility/trim trail equipment



The objectives of this project are:

- To create a discrete, gender-neutral play space area that provides opportunities for exploration, increased physical activity and skills development.
- To make the play/fitness area fun and enjoyable and a space to socialise and relax which research shows has a positive impact on reducing stress and improved mental health.
- To attract new participants and widen participation in outdoor activities especially by girls.
- To appeal to primary school aged children and above.

#### D. SPECIFICATIONS

The residential location of this existing play area dictates that design proposals and the overall layout must be contained within the yellow area so as not to intrude upon neighbouring properties.

Proposals should aim to breathe new life to this discrete area of open space by providing designs for a play/activity space where older children have the opportunity to play, be active and socialise while using the equipment. Key to the design is that it provides enhanced opportunities to reduce gender imbalances and is especially appealing to girls.

The provision should provide fun and enjoyment and should add social value by providing new opportunities for around 300 5-14-year olds, of which 48% are girls and 134 are 10+ (Census 2021) to engage in more physical activities.

No proposed items of play equipment should be of such size and height as to require planning permission, which is not appropriate for this project.

Equipment must be compliant with all relevant British and European Standards EN 1176 & 1177 (Appendix 2) and is easy to maintain with readily accessible and affordable spare parts. With heavy clay subsoil, play equipment should be manufactured from metal, steel or composite materials wherever possible and resistant to vandalism with no timber elements.

Where required any proposed safer surfacing must be recycled or environmentally friendly and must not compromise the ability to cut and maintain the grass.

## E. SITE SPECIFIC CONTRACT CONDITIONS

The Contractor will respect that parking at the play area is on local residential roads and will take care so as not to inconvenience residents.

Whilst confirmation of work hours, storage of materials and a final programme of works and risk assessment will need to be finalised and provided to the Parish Council before work begins on site, it will include:

- Working hours restricted to 9-5pm Monday to Friday.
- The residential location of the play area may impact on the size of vehicles which can gain access and the Contractor will take full responsibility for any deliveries.
- The Contractor is responsible for the safe, secure storage of materials on this open site and insurance of any materials on site associated with this project.
- The facility will need to be closed to allow for these works to be completed and during installation the Contractor will need to provide suitable HERAS fencing and safety notices around the construction site.
- On completion of the project, any areas that have been damaged during the installation such as the grassed areas must be returned to the original condition at the Contractor's expense. Reinstatement of any damaged grass either as part of the construction works or the removal of the equipment and surfacing must be reinstated.

### Access to Utilities

There is no access to either power or water supplies at this location.

### Buried Services

Whilst none are anticipated, it remains the responsibility of the Contractor to carry out any appropriate checks for buried services prior to commencing any excavations

### Site Safety

The appointed Contractor must provide a method statement and full risk assessment of the works before any work begins to ensure site safety and safe work area in accordance with Health and Safety regulations to protect its employees, any council staff and any members of the public.

### Inspections

At the completion of the installation, handover is conditional on an independent ROSPA accredited inspection carried out on behalf of the Client.



## F. TIMETABLE FOR PROJECT

Date	Action	Closing date
12 <sup>th</sup> August 2024	Publish tender using contract Finder	6 <sup>th</sup> September 2024
Between 9 <sup>th</sup> and 13 <sup>th</sup> September 2024 - final date(s) to be confirmed	Full evaluation of anonymous tenders to select shortlist of preferred designs as per evaluation criteria	13 <sup>th</sup> September 2024
18 <sup>th</sup> September 2024	Full council meeting to agree public engagement on shortlisted designs	7 <sup>th</sup> October 2024
16 <sup>th</sup> October 2024	Full council meeting to select and appoint preferred supplier subject to successful grant applications	18 <sup>th</sup> October 2024
End October 2024	Notification if grant(s) approved	End of October 2024
Early November 2024	If project is viable notify contractor and agree scheme of works	Early November 2024

## G. SCORING CRITERIA

Suitability of design in response to tender	20
Innovations within design	10
Suitability for target users	20
Value for money	15
Quality of materials and longevity/ease of maintenance including warranties	10
Environmental criteria	10
Relevant experience of similar projects in the parish/town council sector	5
Suitability assessment (as per appendix 5)	5
Public preference	5

## Scoring

100	Exceptional response in all areas
90	Exceptional response with some minor shortcomings, or very good response with some exceptional elements
80	Very good response in all areas
70	Very good response with some minor shortcomings, or good response with very good elements
60	Good response in all areas
50	Good response with some minor shortcomings, or acceptable response with good elements
40	Acceptable response in all areas
30	Acceptable response with some minor shortcomings, or poor response with some acceptable elements
20	Poor response in all areas
10	Very poor response that is significantly below expectations in all areas
0	No response, or inappropriate response in all areas

## H. PROCUREMENT PROCESS

The Procurement Process will be conducted and in compliance with The Public Procurement Regulations 2015 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to ultimately select the Most Economically Advantageous Tender.

The tender process will be by Open Tender.

The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

All questions and requests for clarification should be by email and will, subject to there being a confidentiality issue that cannot be resolved, posted to a dedicated page on the parish council website for all potential bidders to see.

### Evaluation and Award Criteria

All Tenderers shall provide all the information requested in the tender pack.

All written responses should be in Word using Arial font point 11.

In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

Unclear Tenders may be discounted in evaluation. The Council reserves the rights to seek clarification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly referenced to specific evaluation criteria.

The first-round evaluation will shortlist those designs that best meet the criteria and these will form the first-round preferred options.

The council will then engage with its community, sharing the shortlisted designs to gauge public opinions.

The council will collate their finding and make the final selection of preferred Contractor.

The council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

## Appendix 1 ORGANISATIONAL DETAILS:

Full Name of Organisation	
Registered Address	
Postcode	
Company Registration Number	
Registered VAT Number	

## PARENT COMPANY DETAILS (IF APPLICABLE)

Name of Holding/Parent Company	
Address of Parent Company	
Postcode	
Parent Company Registration Number	
Date of Incorporation, Formation of Partnership or Commencement of Holding Company	
Legal Status (eg Partnership, Private Limited Company)	

## CONTACT DETAILS

Name	
Position	
Address (if different from main address)	
Postcode	
Telephone Number	
E-mail Address	

**Appendix 2 VISUALS AND WRITTEN PROPOSAL**

Please support your visual plans for St Aldams play/fitness area with a written description of the proposal in no more than one side of A4 using font Arial 11

Empty space for the written proposal.

Appendix 3 ENVIRONMENTAL STATEMENT AND SUSTAINABILITY OUTLINE

Please provide an Environmental Statement and outline how you and your suppliers are minimising environment impact including:

- Sourcing materials.
- Manufacture and supply chain.
- Packaging.
- Transport.
- Disposal and product end of life options.

Your outline should not exceed one side of A4 using font Arial 11

Empty box for providing the Environmental Statement and Sustainability Outline.

**Appendix 4 PREVIOUS EXPERIENCE**

To demonstrate your experience, please provide brief information on two similar projects you have installed for clients within the parish/town council sector

Project 1

--

Project 2

--

Appendix 5 SUITABILITY ASSESSMENT QUESTIONS

Bidding model

Please indicated where you are:

a)	Bidding as a Prime Contractor delivering 100% of the key contract deliverables yourself	Yes / No
b)	Bidding as a Prime Contractor who will use third parties to deliver <u>some</u> of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-Contractor and the key contract deliverables each sub-Contractor will be responsible for.	Yes / No
c)	Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-Contractor and the key contract deliverables each sub-Contractor will be responsible for.	Yes / No

Sub-contracting arrangements

The authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the authority indicates that sub-Contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-Contractor arrangements. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Insurance

a)	The Contractor confirms that they have the following levels of insurance cover if awarded the Contract: Employer’s (Compulsory) Liability Insurance = £10,000,000 Public Liability Insurance = £10,000,000 Professional Indemnity Insurance = £5,000,000 Product Liability Insurance = £10,000,000	Yes/ No
----	--	---------

If you are selected as the preferred Contractor following evaluation, you will be required to submit copies of your insurance certificates and plans.

Health and Safety

a)	The Contractor confirms their Organisation has a Health and Safety policy that complies with current legislation. If you are the preferred Contractor following evaluation you will have to provide a copy of your Health and Safety Policy.	Yes / No
b)	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	Yes / No

	If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. Bidders may be excluded if they are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.	
c)	The Contractor confirms that if using sub-Contractors, there are processes in place to check whether any of the above circumstances apply to these other organisations.	Yes / No

*If selected as the preferred Contractor, you must be able to provide all evidence relating to these criteria within 5 working days of being notified to this effect.*

### Equality

a)	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Yes / No
b)	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?  If you have answered “yes” to one or both of the questions, you may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.	Yes / No
c)	If you use sub-Contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes / No

### Environmental Management

a)	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? If your answer to this question is “Yes”, please provide details. The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.	Yes / No
b)	If you use sub-Contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	Yes / No



## Appendix 6 GROUNDS FOR MANDATORY EXCLUSION

Contractors will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to: bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate eg only minor amounts involved).

a)	The Contractor confirms that their Organisation has not been convicted of the above offences:	Yes	No
----	---	-----	----

The authority may exclude any Supplier who answers 'Yes' in any of the following situations set out below.

		Yes	No
a)	The Contractor confirms that their Organisation has not been convicted of child labour or any other human trafficking offences.		
b)	The Contractor confirms that they have not made a breach of obligations relating to payment of taxes or social security.		
c)	The Contractor confirms that they are not bankrupt or are the subject of insolvency or winding-up proceedings, where assets are being administered by a liquidator or by the court, where there is in an arrangement with creditors, where business activities are suspended or there is any analogous situation arising from a similar procedure under the laws and regulations of any State.		
d)	The Contractor confirms that they have not violated any environmental, social or labour law.		
e)	The Contractor confirms that they have not been guilty of grave professional misconduct, which renders its integrity questionable.		
f)	The Contractor confirms that there is no conflict of interest arising in the conduct of this procurement procedure.		

Appendix 7 CERTIFICATE AS TO CANVASSING OF MEMBERS AND EMPLOYEES

Tender for the development of a new play/activity area aimed at primary school age and above, at  
St Aldams, Pucklechurch Bristol.

We hereby certify that I/we have not canvassed any Member or employee of Pucklechurch Parish Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

We further hereby undertake that I/we will not canvass any Member or employee of Pucklechurch Parish Council in connection with the award of the contract to perform the Service and that no person employed by us or acting on our behalf has done any such act.

Signature:

Position:

On behalf of Company:

Dated

2024

Appendix 8 TENDER SUSMISSION

To: Pucklechurch Parish Council  
25 Parkfield Rank  
Pucklechurch  
Bristol  
BS16 9NR

Dear Sirs

Tender for the development of a new play/activity area aimed at primary school age and above, at St Aldams, Pucklechurch Bristol.

I/we hereby certify that this is a bona-fide competitive tender and that I/we have not fixed or adjusted the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person<sup>1</sup>.

Having carefully examined and considered the Invitation to Tender including without limitation the Works Specification, the instructions for tendering and the conditions of contract and in consideration of the Council considering this Tender, we:

1. Offer to provide the works required to meet the Works Specification and to enter an agreement with the Council in the Council's form of Contract for the FIXED PRICE SUM OF:

£

..... (Amount in words)

2. Confirm that we are able to provide the works required to meet the Works Specification and that we have read all of the conditions of contract and are satisfied as to our abilities and experience to satisfy the requirements of the Contract Documents.
3. Confirm that, if our Tender is accepted, we will upon demand: Produce evidence that the relevant insurances and compliance certificates with relevant legislation and policy are held and are in force; and

Execute and deliver the required contract documents to the Council as set out in the Invitation to Tender;

4. Agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from the date of this Tender without the Council's prior written consent and if the Council accept this Tender, we will be bound to contract with the Council on the basis of the submissions made in this Tender.
5. Agree that in consideration of the Invitation to Tender being sent to us and by submitting our Tender we confirm we are bound by the conditions of this Tender as set out in the Invitation to Tender including but not being limited to the obligations of confidentiality.

<sup>1</sup> In this certificate, the word "person" includes any persons, bodies or associations, corporate or non- corporate, and "any agreement or arrangement with any other person" includes such transaction, formal or informal, and whether legally binding or not.

We understand that the Council is not bound to accept any Tender that it receives.

Signature:

Position:

On behalf of Company:

Dated: 2024

Appendix 9 WARRANTY AND REFERENCE INFORMATION

Warranty Information:

Please complete any warranty details in the table below:

Material / Item	Warranty Period (Years)	Conditions / Exclusions

References:

Please provide three (3) references for similar requirements that have been completed within the last 3 Years, in the following format:

Name of Client	
Contact Name	
Contact Telephone	
Contact Email	
Location of Installation	
Value of Project (£)	
Description of Project	
Date of Installation	

Name of Client	
Contact Name	
Contact Telephone	
Contact Email	
Location of Installation	
Value of Project (£)	
Description of Project	
Date of Installation	

Name of Client	
Contact Name	
Contact Telephone	
Contact Email	
Location of Installation	
Value of Project (£)	
Description of Project	
Date of Installation	