



**Invitation to Tender:**

**Lapley Stretton & Wheaton Aston Parish Council  
Marston Rd Play Area**

**1 Introduction**

- 1.1 Lapley Stretton & Wheaton Aston Parish Council (hereafter LSWA PC), wish to commission a contractor to undertake a project to replace existing play equipment that is end of life and replace with new and more up to date play equipment within the main park.
  - 1.2 Removals of existing play equipment that is end of life and its surfacing
  - 1.3 Installation of Outdoor gym equipment that is futureproofed and inclusive to all, and able to link to a FREE APP for workout and exercise support
  - 1.4 The installation of a new hard standing footpath around the whole site, following the existing informal pathway, made from Tarmac or similar at a 2m width. This should have MOT stone installed as baseworks as this is a very wet site so drainage is key. Thermographics will be required for distance markers and activity opportunities
- 1.2 The client will be LSWA Parish Council .
  - 1.3 The budget will be £200,000 + VAT. No bids over this amount will be considered.

**2 Background**

- 2.1 This playground, owned by LSWA, covers a large size plot next to St Marys First Academy . It has been identified that a number of pieces of the equipment are outdated and unsafe for use. It is necessary for LSWA PC to make more equipment accessible, age appropriate and stimulating for the users in a safer environment with new safety surfacing, preferably wet pour or rubber bonded mulch with flush access. Gym access is limited due to intermittent bus service so LSWA PC intend to provide fully functional outdoor gym equipment that has a good level of resistance, requires minimal maintenance, has sufficient oil (if required) to fulfil the life expectancy of the equipment and has a lifetime warranty

**3 Work Specification, Requirements and Outcomes**

- 3.1 The contractor / works will be required to:

- To create a more exciting, natural coloured and dynamic area of our play area, that offers accessible and interesting play opportunities for children 8yrs+
- To remove existing timber play equipment and related surfacing
- To create a new outdoor gym zone which offers inclusive, progressive fitness opportunities for all ages 13yrs+
- All equipment proposed must be Steel structure, hot dip galvanised as a minimum.
- Equipment must offer HDPE materials that are 95% or more recycled content and climate conscious.
- No wooden or timber equipment will be accepted.
- All Steel structures to have a minimum 30 years warranty by the manufacturer
- Spoil (soil) will not be required to be moved off site due a further project to create a bike pump track. All other spoil, waste, debris is to be removed by the contractor

#### **PLAY EQUIPMENT**

- We aim to include 5+ new pieces of equipment including a Double zip wire (one seat to be accessible), basket swing with moulded seat, Pendulum swing, park our trail and space climbing net.
- Enviropave running track with thermoplastic signage for distance, exercise suggestions etc.

#### **GYM EQUIPMENT**

We aim to include;

- Cardio equipment : exercise bike with adjustability
  - Free weight training with 6kg, 9kg and 12kg preferred
  - Strength training with weight stacks and adjustable weights including pull down and horizontal row
  - Equipment for older adults such as stairs, ramps and balancing boards
  - Mobility exercises to incorporate twisting and stretching
  - Calisthenics and pull up bars
  - Sit up bench
  - QR Codes on equipment and signage to support users with example exercises and workout programmes
  - FREE APP for mobile phone use
- Groundwork, installation and safety surfacing would need to be undertaken consisting of Heras and welfare, Installation of all pieces of equipment safely and securely.
  - Supply and Lay new safety surfacing compliant to safety standards with sufficient baseworks, for all play and gym equipment.

3.3 A completion date for these works cannot be given at this point as this project is dependent on funding being obtained

#### **4 Instructions to Quoting Suppliers**

4.1 To be considered for the work, the supplier will be required to submit a detailed quote submission with costs, which demonstrates that they can meet the requirements and that they have the necessary skills and experience to undertake the Contract in an effective and cost-efficient manner.

4.2 The supplier should provide the following information in their quote submission:

#### Qualification Items

- i. The quote should detail the name, address, company registration number (if applicable) and contact details for the company submitting the quote. If the quote is being submitted by a consortium, the names, addresses company registration numbers (if applicable) and contact details for all the parties should be included. All subcontractors should be detailed. The roles of all parties must be made clear. The lead contact should be identified.
- ii. Evidence to show the supplier has sufficient insurances to deliver the contract
- iii. Two references from current/recent clients.
- iv. A declaration that the supplier has not given, directly or indirectly, a benefit of any kind to anyone employed by, or otherwise connected with LSWA PC for the purpose of receiving favourable treatment.
- v. The quote must be signed by the person submitting the quote; or in the case of a Company, by a person duly authorised by the Company to sign on its behalf. Electronic signatures are accepted.

#### Pricing Schedule

- vi. A detailed quote price with an itemised breakdown of costs to enable value for money to be assessed. Submissions must give an indication of the proposed number of days. Furthermore, a clear total overall price for undertaking the work must be stated and inclusive of VAT where applicable. All costs should be presented in British Pounds Sterling.

#### Technical Assessment Items

- vii. The quote should provide a written methodology for completing the project, identifying milestones and detailing timescales for the completion of the various elements.
- viii. LSWA PC plan to consult with residents before appointing a contractor therefore all contractors should submit detailed plan that residents can view and make a decision based on. It is intended to consult mid October/November 2024
- ix. All contractors need to be clear that this project may take time to establish due to the high level of funding required. LSWA PC need quotes to be able to apply for funding
- x. We encourage the inclusion of supporting infographics, such as Gantt or flow charts, to illustrate the completion of the various deliverables and tasks to set timelines.

- xi. The quote should include examples/case studies of previous relevant work.
- xii. The quote should include the name(s) and CV(s) of all personnel who will be involved in the project (does not count towards above case studies word limit). Any sub-contracting arrangements must be clearly identified.
- xiii. Play values and play opportunities plus age group and number of users should be clearly detailed and explained for every product proposed.
- xiv. Fitness values and fitness opportunities plus number of users and possible exercises should be clearly detailed and explained for every product proposed.
- xv. South Staffordshire Council has declared a climate emergency and LSWA PC is making strong progress on reducing its own emissions alongside ensuring development is carefully considered and sustainable. For new and replacement outdoor playgrounds and gym equipment, the council requires circular solutions which means reducing virgin materials in the manufacture of the playground equipment and replacing with raw materials that are made from sustainable sources.
- xvi. The playground and gym equipment should be low maintenance and able to be recycled at end of life.
- xvii. Raw Materials in the manufacturing of the playground equipment in the design should be from sustainable sources such as post-consumer recycled waste.
- xviii. Suppliers to be able to include information about carbon emissions and sustainable material content of each piece of playground equipment in the design.
- xix. Sustainable material content and carbon emissions information must be verified and validated by an independent 3<sup>rd</sup> party such as Bureau Veritas.
- xx. As a minimum: We wish to see proposals where all HDPE panels or equivalent panel materials are made from at least 95% recycled materials and are 100% recyclable after use.
- xxi. Gym equipment should have a lifetime supply of oil

xxii. **Product Standards**

The following standards must be respected:

EN1176:2017	Certified by TÜV
AS4685	Certified by TÜV

- 4.3 It is the responsibility of the supplier to obtain for themselves, at their own expense, all information necessary for the preparation of their quote.
- 4.4 All quote submissions must be submitted directly to Mrs Amy Watson the clerk via sealed tender
- 4.5 Submissions will be assessed on:

**Price Schedule**

**Price (5 marks)**

**5%**

**No bids submitted over the budget will be accepted.**

**Technical Assessment****Approach, Experience and Knowledge 95%**Environmental approach (25 marks)

Evidence that the consultant can provide a fully sustainable solution with recycled materials and recyclable after use materials, all verified by a third party.

Warranty and Guarantees (25 marks)

Evidence of industry leading guarantees and warranties for every product proposed within the consultant's design.

Response to the brief & Play/fitness Value (25 marks)

Evidence that the consultant fully understands the brief and a clear explanation of how the contract will be delivered within the proposed timescales.

Experience of the Consultants (20 marks)

Relevant skills of the consultant and experience of working on similar projects.

- 4.6 If computation errors are discovered in a quote submission it may not be assessed, prospective suppliers will be given 2 working days to advise of computation corrections.
- 4.7 The final selection of a supplier will be in accordance with LSWA Parish Council's procurement procedures and LSWA PC's decision is final. LSWA PC will not be committed to accepting any of the quotes received, or the lowest of any of the quotes received. In addition, LSWA PC is not obliged to enter into discussion with unsuccessful suppliers.
- 4.8 The supplier should have a single point of contact within the organisation that is responsible for their quote and contact details should be included in the quote response.
- 4.9 DEADLINE FOR RESPONSES is

**5.00pm on 4<sup>th</sup> October 2024**

Any quotes received after this deadline will be automatically rejected.

- 4.10 Quotes should be open for acceptance for up to ninety days after the quote deadline date and acknowledge that it is understood that funding is to be sourced
- 4.11 Although a single contractor for both stages for the project is preferred, contractors are able to tender for one aspect of the project (ie gym or Play equipment) please speak to Clerk for more details. LSWA PC acknowledge that various companies have different styles of equipment and a particular piece maybe required to be brought in from another provider.

DATE	ACTION
22/7/2024	Invitation to quote issued

4/10/2024	Deadline for submissions
Week beginning 14/10/2024	Resident consultations begin
5/12/2024	Full council meeting
16/01/2025	Full Council meeting
17/01/2025	Potential offer date
Summer 2025	Potential work start date

*Timings may be subject to change*

## **5 Terms and Conditions**

- 5.1 The client will be LSWA Parish Council
- 5.2 The successful supplier will be obliged to enter into a written agreement with LSWA Parish Council for the delivery of the Contract. LSWA has the right to terminate the Contract if not satisfied with progress made by the consultant at any point during the duration of the project.
- 5.3 Before commencing the contract, the successful supplier will be required to complete a Risk Assessment.
- 5.4 The successful supplier undertakes and agrees to execute and complete the works in accordance with the Quote Documents, Terms and Conditions of contract and good industry practice.
- 5.5 The successful supplier confirms that the works will be undertaken in accordance with the dates included in the quote documents, unless otherwise agreed by the parties.
- 5.6 The consultant will be required to liaise closely with the LSWA Parish Council (Clerk) overseeing the project, provide updates when requested and assist with the evidencing of project activity and outputs.
- 5.7 Adequate insurances must be held by the successful supplier at all times. At least the following are required:
- Employers' liability coverage with a limit of indemnity of not less than £10,000,000 any one occurrence. (If the contractor / consultant is one person and they do not employ anyone else, then Employers' liability coverage is not required).
  - Public liability coverage with an indemnity limit of not less than £2,000,000 any one event.
  - Professional indemnity coverage minimum £250,000 any one occurrence.
- 5.8 The supplier shall notify LSWA Parish Council if they become bankrupt, insolvent or undergo a change in control after submission of its proposal but before the awarding of the contract, which shall constitute sufficient grounds for LSWA to not award the contract to that supplier.
- 5.9 The information provided in all quote submissions must be correct and accurate. Any false information may result in the rejection of a submission. In the event of

false declarations or information being discovered after the award of any contract, any contracts awarded may be rescinded.

- 5.11 This project will be funded by grant funding which is yet to be obtained. Quotes are required in order to apply for such funding
- 5.12 LSWA treats data privacy very seriously and complies with all aspects of the UK's data protection legislative framework, which includes the European General Data Protection Regulation (GDPR) and the UK's own legislation.

## **6 Payment**

- 6.1 The appointed consultant may have their fee paid in instalments on the completion of agreed stages of the Project to the satisfaction of LSWA PC. The supplier may submit a proposed Programme of Work and Payment Schedule in their proposal. The final payment schedule will be agreed at the inception meeting between LSWA and the successful supplier.
- 6.2 LSWA PC cannot provide any up-front payments to Contractors / Consultants / Suppliers. All payments must be based on the completion deliverables and project stages. The suppliers must be able to evidence the work undertaken and completed on submitting invoices to LSWA. Payment cannot be released without such evidence.
- 6.3 After competing all of the services to the satisfaction of LSWA PC the consultant will need to ensure all invoices are sent to LSWA PC for payment within in 30 days following completion if the project and when LSWA PC are fully satisfied with the level of work
- 6.4 LSWA's payment terms are 30 days.

## **7 Further Information**

- 7.1 To request further information, please contact Amy Watson (Parish Council Manager to LSWA PC)

Tel/Fax: 07495789051

Email: [office@wheatonastonparishcouncil.gov.uk](mailto:office@wheatonastonparishcouncil.gov.uk)