



Ditchling Parish Council

Tender Specification :- Ditchling Recreation Ground Play Park

Ditchling Parish Council is inviting Tenders for the supply and installation of new play equipment and Multi Use Sports Area at Ditchling Recreation Ground.

The Procurement is in line with the Public Contracts Regulations 2015 and this document provides those suppliers wishing to tender with the requirements, standards and conditions under which the Procurement will operate.

Project Timetable

Tender (Final Submission Date)	17 th May 2024 to 23 rd July 2024
Site Visit Date:	Site visits can be arranged for 30 th May, 5 th June and 26 th June (please contact to arrange appointment)
Shortlisting by:	9 th August 2024
Public Consultation on shortlisted designs	September 2024
Letter of intent to preferred bidder	Autumn 2024
Project Commencement Date:	Spring 2025 Subject to successful funding applications
Project Completion Date:	Spring 2025

1) Introduction:

This tender is to design and redevelop the existing Play Park and multi-use sports area at Ditchling village recreation ground.

2) Site Address: Ditchling Recreation Ground, Off Lewes Road, Ditchling, East Sussex, BN6 8TY (Access via Farm Lane). See Appendix A for Map of site.

What 3 Words Location: Shady.dilute.pats

3) Contact: Tracey Euesden (Clerk). Ditchling Parish Council , Ditchling Village Hall,18 Lewes Road, Ditchling, East Sussex BN6 8TT. 01273 844733 Parishoffice@ditchling-pc.gov.uk

4) Description of Works:

Redevelopment and refurbishment of the existing (2-12 years) and a small sports area outside of the playpark for 10 years and older children. The chosen contractor will be expected to manage the project through to post completion Inspection.

Playground

- Focus age 2 – 12 years
- Pathway between the two self-closing gates. Development of new seating area with Picnic Tables X 2 using Recycled Plastic or Steel with one being wheelchair accessible. Use appropriate safety surfacing, Conipave / Flexipave for the pathway. 1.2 metres wide.
- Replace existing wooden fence with new green one metre high Bow Top Steel fencing. Extend the long side of playpark fence to encompass an existing large tree. (approx 1.5 - 2.0 metres wider than existing playpark)
- Relocate one of the existing access gates to the mid-section of enclosing fence (Retain 2nd gate in original position)
- Retain 2 existing benches and replace a wooden bench with a new bench (possibly consisting of recycled materials).
- Remove and dispose of all existing play equipment.
- Create some zoning for different ages and play experiences –Junior / Toddler / Sensory / Accessibility
- Consider some theming into the design . (eg Harry Potter , Pirates , Dragons, Space travel).
- Ensure there is Risk and Challenge for the older children like climbing nets with platforms or dynamic items such as Rotating Swings.
- Include a variety of swings (toddler and junior), multi play units , standard roundabout, balance trail, multiuser See-Saws.
- Include quieter sensory items such as carvings , sensory paths, totem poles or play panels.

Multi-Use games area

- Focus age – 10 years +
- New Football Goal and Basket Ball area. Either single or double or football one side and basket ball the other side

- New floor surface on both sides using Conipave or Flexipave, (Approx 25 sqm on each side).
- 2 new benches, outside of playground enclosing fence.

A general description of the works above is not exhaustive and the contractor will be required to carry out all works necessary to complete the works.

The play park is in constant use throughout the day and the completed works needs to be durable requiring the minimum of maintenance

All work carried out must be in accordance with building regulations and meet British and European safety standards. Certification must be provided. The successful supplier must provide evidence of Public Liability insurance of no less than £5million, Employers Liability Insurance of no less than £5 million and Professional Indemnity Insurance of no less than £5 million to the council within the tender response.

The supplier must visit the site to assess the nature of the work to be undertaken.

The chosen supplier must provide a comprehensive Construction Management / Phase Plan, Photographic Schedule of Condition of the site and approach routes, Method Statement and Risk Assessment including details of work hours, welfare facilities, storage of materials and equipment, access, location of skips.

The chosen supplier will be appointed as principle designer and principle contractor under CDM regulations.

During installation the supplier should provide a secure work compound for the build ensuring that the public cannot gain access to the work site. Suitable fencing and safety notices that meet with the Parish Council's satisfaction, must be displayed around the site prior to and during construction. The supplier must take all reasonable action to ensure the newly installed equipment is not left in an unsafe state until completion is confirmed. Any machinery/equipment left on the site overnight must be immobilised and the supplier will be responsible for any damage to equipment / materials left on site by the supplier. No materials, plant or waste are to be stored / placed outside the defined site area without prior agreement from the Clerk.

The adjacent Park and pathway to the recreation ground will remain open during the works.

Access route for vehicles is limited from East End Lane and Farm Lane. The route is restrictive and suppliers are encouraged to visit site to assess the appropriate type of vehicles that may operate during the construction phase. Movement of contractor's vehicles within the recreation ground and Farm Lane must be managed by use of a banksman.

Any damage caused to existing paths, grassed areas, fences, drains, sewers, service mains, electrical supplies, landscaping must be made good by the supplier. Works will only be permitted at the site between 8.00am to 5.00 pm Monday to Fridays (excluding Bank Holidays).

5) Materials

The playground is situated within the South Downs National Park and the design of the new facility must have regard to the setting.

Use of muted colours and natural or re-cycled materials should be considered where appropriate but emphasis should be placed upon durability and life expectancy.

Safety surfacing can largely be within the area of the equipment with the existing turf remaining outside of the required equipment safety zones.

Materials and equipment shall be new, shall comply with European and British Standards where such exist or other equivalent standard and shall be delivered to the site in the manufacturer's wrappings where provided. Handling and storage shall be in accordance with the manufacturer's instructions.

Prior to the contract being awarded the contractor shall supply reference samples of all materials, as requested by the employer, that they propose to use during the works. The contractor shall furnish such information as to the quality, weight, strength or origin of materials used as the employer may require. The contractor shall on request supply certificates and test sheets signed by a test house, maker or supplier, giving the results of the tests applicable to the equipment and materials used.

6) Site Clearance and Weed Killing operations

The contractor is to carry out any weed killing operation required, and define when it is to be applied. The contractor shall specify and supply the weed killer and the dosage rates intended to be used.

All old equipment, old flooring, old fencing, weeds, soil shall be disposed of off site by the contractor at a registered facility. Detail to be supplied on request.

7) Construction of linking pathway

To excavate a 1.2m x 5m approx pathway between the two self closing gates, to a depth of 200mm and lay a new linking path with appropriate material and edging.

8) Drawings and Manuals

The contractor shall provide detailed construction and “as built drawings” (comprising A3 layouts and A4 cross section for all works) and manuals for the maintenance of the equipment. The contractor shall list the drawings he proposes to provide within his contractor’s proposals. Drawings and plans to be of an appropriate scale for Planning submission.

9) Budget

A total budget of £130,000 has been allocated for the project.

10) Pricing

All pricing should be exclusive of VAT and Valid for 12 months, from the due date of the response. Prices will be fixed and firm for the duration of the contract. Bidders should include a detailed breakdown of costs as part of their tender submission along with provisional sums and contingency pricing.

11) Submission of Expression of Interest

Suppliers should notify the contact of their intention to bid as soon as possible in order that responses to queries or requests for clarification may be shared with all parties.

12) Post Installation

Following completion of the playpark the supplier will need to provide documented evidence that the relevant inspection has confirmed the equipment has passed the appropriate safety checks and is fit for purpose.

13) Information to submit with Tender

Liability Insurance

Suppliers must be able to provide evidence of:

Public Liability Insurance of no less than	£10 Million
Product Liability Insurance of no less than	£ 5 Million
Employers Liability Insurance of no less than	£ 5 Million
Professional Indemnity Insurance of no less than	£ 1 Million

Programme of works with an expected commencement and completion date.

To be provided with Tender documents.

Presentation and Quotation

1 x 3d Visual in A2 size or similar

1 x CAD or scaled Google Map of the design in A2 size or similar
 1 x Itemised quotation (as per tender breakdown on page 8)
 Picture references and costs for each item including surfaces and installation
 Advice of manufacturer of each product if not from your organization.

Environmental and Social policies

Ditchling Parish Council is environmentally aware and suppliers should wherever possible demonstrate environmental friendly policies with regard to manufacture, recycling and disposal of equipment.

14) Tender Evaluation

The evaluation of tenders submitted will be in accordance with the following criteria. Any bidders failing the health and Safety criteria will automatically be excluded from further evaluation. An aggregate of 3 or more fails will automatically result in exclusion from further evaluation (see below)

Evidence of an excellent Health and Safety Record (No enforcement action under current legislation) Fail	Pass /
Proven experience in supply and installation of Playparks Equipment Fail (sufficient information to enable the Council to achieve its duty under CDM regulations to appoint a suitable supplier)	Pass /
Evidence that the design is appropriate for its setting in the recreation ground	Pass / Fail
Evidence of longevity of proposed equipment	Pass / Fail
Proven experience in the supply and installation of safety surfacing	Pass / Fail
Financial capability to deliver project as described Fail	Pass /
Evidence of appropriate Insurance as described earlier	Pass / Fail
Completion of tender breakdown as per template provided	Pass / Fail
Detail of age specific equipment	Pass / Fail
Proposed development sensitive to environmental issues	Pass / Fail

Tender Scoring

Scoring will be assessed in accordance with the following criteria

Financial Evaluation Factor	35%
Addressing the requirement of the specification	20%
Quality of Materials	20%
Innovative design	10%
Warranties	10%
Capability to deliver on project	5%

Scoring Methodology

Score	Rating	Criteria for Assessing Score
1	Unacceptable	Does not meet any of the requirement
2	Weak	Falls short of the requirements
3	Acceptable	Appears to meet the requirements but not fully evidenced
4	Good	Meets requirements and is supported by clear evidence
5	Excellent	Exceeds requirements supported by clear evidence and will bring added value/benefit to the children

Ditchling Parish Council is not bound to accept any tender and does not commit to accepting the lowest price tender. The amount of the successful tender and the name of the chosen supplier may be published on the Contracts Finder portal. If in Special circumstances a successful bidder does not wish his details to be released his reasons and objections should be provided at the time of tendering.

Tender Breakdown

Note all prices to exclude VAT

Preliminaries	£	
Materials	£	
Fencing	£	
Equipment (please list individual items)	£	
Total equipment cost		£
Safety surfacing	£	
Installation costs	£	
Post Installation	£	
Other costs , please specify	£	
Sub Total	£	
Contingency sum	£	
Provisional sum if necessary		£
Total Cost (exc VAT)		£

APPENDIX A

<u>Yellow</u>	Playground Boundary
<u>Red</u>	Gate Locations
<u>Green</u>	Pathway Locations (Internal and Optional External)
<u>Light Blue</u>	Picnic Area
<u>Dark Blue</u>	Multi Use Sports Area
<u>Orange</u>	Junior Zone
<u>Light Pink</u>	Toddler Zone
<u>Dark Pink</u>	Sensory Zone

