



Chesham

TOWN COUNCIL

INVITATION TO TENDER

BOIS MOOR ROAD PLAYGROUND

JULY 2024

CONTENTS

Section 1 - Summary	3
Section 2 - Tender Process	4
Section 3 - Specification	9
Section 4 - Health & Safety	11
Section 5 - General Conditions	13
Appendix 1 - Location Plan	16

INVITATION TO TENDER
BOIS MOOR ROAD PLAYGROUND
CHESHAM, HP5 1SU

SECTION 1 – SUMMARY

1.1 Introduction

You are invited to submit a quote for the design and installation of a playground, including play equipment, surfacing, benches, bins and signage at Bois Moor Road in Chesham. The playground should be suitable for children aged between 4 and 11 years old.

1.2 Background Information

Bois Moor Play Area is a small playground situated on Bois Moor Road and includes a fenced playpark.

The playpark was damaged by a falling tree in 2022 and has largely remained closed since then. The new playground is to be built on the site of the existing park, and the grassed area behind. For maps and images please see appendix 1.

Consultation has taken place with the Chesham communities that use the park as well as input from experts in park design and use.

The Town Council have worked on this project with Waterside Community Association, a local community group, who have led on the fundraising campaign.

1.3 Scope of work

The work will consist of:

- Detailed designs for the playground, including drawings and specifications;
- Obtaining all necessary permissions, licences and approvals to undertake the work;
- Installing the new play equipment;
- Installing new surfacing;
- Installing benches and bins;
- Associated landscaping
- Equipment and workmanship warranties for ongoing maintenance.

1.4 Anticipated value

The anticipated value of the contract is £45,000.

SECTION 2 – TENDER PROCESS

2.1 General requirements

Quotations must be submitted in accordance with the following instructions and conditions. Any bidders that do not comply with these instructions or conditions may have their quote rejected.

2.2 Timetable

The procurement process is intended to follow the timetable below:

1	Invitation to tender issued	Wednesday 17 th July 2024
2	Clarifications submitted by	Thursday 8 th August 2024
3	Final clarifications circulated	Monday 12 th August 2024
4	Deadline for responses	Friday 16th August 2024
5	Evaluation of tenders	19 th August 2024 – 3 rd September 2024
6	Final award	Thursday 12 th September 2024
7	Initial project meeting	w/c 30 th September 2024
8	Target contract start	Monday 21 st October 2024
9	Target completion date	Friday 13 th December 2024

Please note that the Council reserves the right to amend steps 5 onwards of the timetable, and they are provided for indicative purposes only. The Council also reserves the right to not award the contract or amend the specifications and conditions.

Throughout the evaluation process, the Council reserves the right to seek clarifications from bidders, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any quotation submitted then that quotation may, regardless of its other merits, be excluded from further consideration.

2.3 Submission of quotation

The deadline for receipt of quotations is detailed above.

Submissions of the tender response form, price schedule and supporting documents must be made by email by the closing date (see the Timetable above) to louise.hayday@chesham.gov.uk

Any queries relating to your tender should be sent to louise.hayday@chesham.gov.uk by the date specified above.

All questions and responses which are considered by the Council to be of a substantive nature will be distributed to all potential bidders prior to the quotation return date.

The Council does not bind itself to accept the lowest or any quotation.

Ensure that any other information that has been requested to support your tender has been included. Failure to return all documents requested may be deemed as a non-compliant tender.

Your tender must remain open for acceptance for a minimum of 60 days.

The successful bidder must not undertake any work without written notification that they have been awarded the contract.

2.4 Tender Evaluation Criteria

Suitability Assessment Questions

A number of suitability assessment questions within the tender response form will need to be answered satisfactorily in order for your quotation to be considered:

Section 2 – Grounds for mandatory and discretionary exclusion

Section 3, Part 1 – Technical and professional ability

Section 3, Part 2 – Quality assurance / data security

Section 3, Part 3 – Insurance

Section 3, Part 4 – Compliance with equality legislation

Section 3, Part 5 – Environmental Management

Section 3, Part 6 – Health and Safety

Quotations meeting the above criteria will be further assessed using the evaluation criteria as detailed below (quotations which do not meet the above criteria will fail and not be assessed further).

Award Criteria

This is the process that considers the extent to which the applicant's bid delivers the most economically advantageous solution to the Town Council requirements and as such applicants responses to the questions asked should give a clear indication of what the organisation is offering for the quoted price.

The Town Council has not provided a word limit for responses to the award questions. However, the Town Council would like to inform applicants that responses should be relevant to the question and be proportionate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it relates and appended to the main bid.

The following Award Criteria and weightings will be applied in the evaluation of the Applicants response:

Evaluation Criteria Breakdown	Means of Evaluation	
	Sub Criteria	Main Criteria
Criteria: Quality		60%
Design of the play site in line with the specification and objectives of the tender	20%	
Delivery against the specification and objectives of the tender	20%	
Fulfilling the commitments of the Preambles	20%	
Criteria: Price		30%
This will be the total sum of the submitted prices in the Price Schedule.		
Criteria: Social Value		10%
TOTAL		100%

Scoring Guidelines

The questions asked of applicants as part of their response to the tender shall be scored using the marking system described within this section. Applicants should refer to the Council's requirements to ensure that they meet all requirements. All scored questions shall be evaluated in accordance with the guidelines below:

Scoring Matrix for Quality Criteria		
Score	Judgement	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience / expertise, skills, resource and/or quality measures required to provide the services. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience / expertise, skills, resource and/or quality measures required to provide the services. Majority evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience / expertise, skills, resource and / or quality measures required to provide the services, with some evidence to support the response.
2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience / expertise, skills, resource and / or quality measures required to provide the services, with little or no evidence to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience / expertise, skills, resource and / or quality measures required to provide the services, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience / expertise, skills, resource and / or quality measures required to provide the services, with little or no evidence to support the response.

Commercial/Price Evaluation

The pricing document contains the details and requirements relating to the price element of this tender. This may include, but is not limited to, the inclusion of specific instructions, documents, templates, pricing structures, etc for the applicants to return as part of their response.

Price shall be evaluated using the following scoring methodology, the tenderer's prices will be scored on a comparative basis. For example:

This will be done by recording the lowest price submitted by any of the tenderers, then for each tenderer, dividing this lowest price by the tenderer's price and then multiplying it by the allocated weighting. The equation set out below explains this in a simpler way:

$$(\text{Lowest Price} \div \text{Tenderer's price}) \times \text{Weighting} = \text{Score}$$

To accompany the above there is a worked example below to help explain this. The example assumes only 3 prices were submitted:

	L	W	Tenderer 1		Tenderer 2		Tenderer 3	
Evaluations Elements	Lowest Submitted price (£)	Weighting (%)	Tendered Price	Score	Tendered Price	Score	Tendered Price	Score
Total Sum	£130,000	30	£130,000	30	£140,000	27.9	£150,000	26
Total Score				30%		27.9%		26%

Example summary of total scores: Evaluation elements	Tenderer 1	Tenderer 2	Tenderer 3
Quality (60%)	52	55	58
Price (30%)	30	27.9	26
Social Value (10%)	10	8	7
Total Score	82%	90.9%	91%

Winning Quote

The winning quotation is the one which scores the most points overall.

2.5 Freedom of Information

Information in relation to this quotation may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000. Any information submitted as part of the tender may be made available to the public through public consultation, or through the reports and proceedings of the Council's Full Council and committee meetings.

Bidders should state if any of the information supplied by them is confidential or

commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders must provide justifications why they consider the information to be confidential or commercially sensitive and for how long.

Bidders acknowledge that neither an assertion nor the provision of justifications pursuant to the above clause constitutes a guarantee that the information will not be disclosed by the Council, pursuant to a valid request made under the Act.

SECTION 3 – SPECIFICATION

3.1 Design requirements

a) Play equipment must include:

- Multiple swing set, including a bucket swing.
- Climbing frame
- Tall slide
- 2 x benches
- 1 x bin

b) Play equipment must:

- Be durable (including at least a 25 year warranty on steel and 15 year warranty on all timber and other materials) with parts easily maintained and replaced. Particular attention should be given to the structure and mechanism of any swings;
- Be challenging for the target age range of 4-11 year olds;
- Be as accessible and inclusive as possible enabling children of all abilities to play alongside each other, incorporating sensory elements and considering recommendations of the Make Space for Girls campaign;
- Give consideration to the Council's immediate neighbours to ensure that noise from users is not excessive;
- Take into account trees and tree roots around the site, so as to not endanger the health of existing trees.
- Include suitable safety surfacing where required.
- Maximise use of the site.

c) Other specification to include:

- To create a space that fits sympathetically within the area.
- Comfortable seating around the site, where possible in the existing shade, with consideration given to wheelchair accessibility.
- Respect the character and sense of place that is Chesham and make best possible use of existing site assets including trees and topography.
- The design should actively respond to the climate and ecological emergencies ensuring that any adverse impact on the climate is mitigated and that it leads to a net biodiversity gain at the site. All timber must be FSC-certified.
- The removal of any remaining equipment, fencing to be removed by Chesham Town Council.
- The new play area does not need to be fenced, this will be phase 2.
- There may be future additions to the park, any design should allow sympathetic incorporation of future improvements.

3.2 Construction requirements

- A site survey should be undertaken prior to work commencing to ensure the suitability of the ground and identify any services;

- The current planting on the site, including trees, must not be disturbed by any work, without the prior permission of the Council;
- A maximum equipment height of 4m must be observed.
- All surplus materials must be removed from site;
- Materials should be locally-sourced where practicable;
- Exact details, materials, quantities and measurements will be agreed with the appointed contractor following production of detailed designs.

3.3 Contractor requirements

- To provide detailed designs of the playground, including materials and construction methods.
- To demonstrate and provide details of sustainability measures considered and taken.
- To ensure site security and insurance until practical completion has been achieved.
- To be responsible for all plant and materials being stored on site.
- A construction phase health and safety plan including method statements and risk assessments for the work.
- A finalised programme of works.
- To inform the Council of any potential unknown or unforeseen costs or delays not included within the quote.
- To attend all necessary site visits with Council representatives.
- To meet all requirements under the CDM 2015 regulations.
- Complete a post-installation inspection report by an independent and qualified RPII inspector to satisfy the authorities' insurers.
- To provide a minimum five-year guarantee for all workmanship.

SECTION 4 – HEALTH & SAFETY

4.1 Introduction

This pre-construction information is to provide information to tendering contractors on the health and safety matters they need to take into consideration during the construction of the playground.

The site for the work is located on the side of a road and is on a school walking route, adherence to strict health and safety procedures is therefore crucial.

4.2 F10 Notification

It is not anticipated that the project will be notifiable.

4.3 Communication between parties

The contractor will be required to nominate a single point of contact, usually the site manager, who will liaise with the contract administrator and Council on a daily basis.

The contractor will be responsible for coordinating all health and safety and its workers welfare for the duration of the works. They should inform the Council as soon as practicable of any accident or incidents reportable under the RIDDOR 2013 requirements. The contractor will be required to demonstrate the means by which they ensure the information is disseminated to their operatives.

The contractor must carry out regular safety inspections, and copies of safety inspection reports must be made available to the contract administrator or Council on request.

4.4 Site security

During the period when the site is released into the management and control of the appointed contractor, it will be under their direct and total control with regards to safety, security, site access and construction operations.

This will extend to any areas used for the storage of plant, equipment and materials and any areas used temporarily e.g. for off-loading of vehicles.

All works will be to external areas and therefore the contractor shall ensure there are robust security procedures in place, e.g. heras fencing or similar.

Areas of access must never be left unattended when not secured.

The contractor must demonstrate means by which they will ensure that all areas where work is being carried are separated from areas remaining available to the general public.

The contractor must ensure that all visitors are accompanied on site, and are provided with any necessary PPE.

The site shall be left in a safe condition outside working hours with all plant immobilised and equipment left secure.

4.5 Welfare Provision

There are no nearby toilet facilities and therefore it will be the responsibility of the contractor to ensure that facilities are provided.

It will remain the responsibility of the contractor to ensure that all workers have access to facilities as required under the CDM Regulations s.2.

The contractor shall be responsible for ensuring all workers are provided with the necessary PPE.

4.6 Site transport arrangements

The site is accessed via Bois Moor Road, Chesham.

The contractor will be required to provide all such signage necessary to warn the public of work being carried out and potential vehicle movements.

The contractor shall visit site to assess access restrictions such, but not limited to the road, path and overhanging tree branches.

The contractor shall be responsible for clearing any mud or debris from site, including those from deliveries, and making good any areas damaged by vehicles.

4.7 Fire precautions

The contractor shall provide a fire risk assessment and safety management plan in accordance with CDM Regulations.

The contractor will be required to supply their own fire extinguishers.

Where possible, any skips used should be positioned at least six metres from surrounding structures and/ or temporary buildings.

4.8 Emergency procedures

The Contractor shall provide full written details of immediate actions to be taken in case of an emergency on site.

4.9 'No-go' areas or other authorisation requirements

Use of any areas away from the main site (e.g. for the storage of materials or plant) must be with the permission of the contract administrator.

SECTION 5 – GENERAL CONDITIONS

5.1 Permitted hours of working

Mondays to Fridays – 8.00am to 5.00pm.

Saturdays – no works unless by previous agreement with the Council.

Sundays and bank holidays – no works unless by previous agreement with the Council.

All works shall be carried out in such a manner as to cause as little inconvenience as possible to adjoining residents.

The contractor shall be responsible for informing nearby residents of any works which may result in excess noise, dust, or other potential nuisance.

5.2 Location of existing services

The Council is unaware of any services (including underground) on site. However, the contractor is responsible for verifying that this is the case.

5.3 Protection of existing features

The Contractor shall prevent damage to the existing trees, buildings, fences, gates, walls, culverts, water courses and any other features, on or around the site.

The Contractor shall repair and make good at his own expense and to the satisfaction of the Contract Administrator, any existing features, which are damaged or removed without prior consent, with approved replacements.

Where work is to be carried out adjacent to established areas of planting or grass, the Contractor must take all responsible precautions to protect these areas. Existing trees shall be protected with appropriate fencing as deemed appropriate to avoid damage.

Materials should not be stacked within the root spread of trees. Minimum wear and tear to existing grass areas shall be observed.

Any damage caused to grass is to be rectified by seeding the affected area as described in the attached Specification, at the Contractor's own expense.

Any damage caused to existing trees, shrubs or other plants will be rectified by replacing them with the same species and they will be planted as described in this specification at the Contractor's own expense.

5.4 Extension of time

When a notice of any delay is likely in the progress of the works, the contractor shall give written notice to the contract administrator. No extension of time shall be given to the contract without written approval of the contract administrator.

The contractor shall not have or make any claim against the Council in respect of loss or inconvenience occasioned in consequence of the delay on the part of any merchant in the supply or delivery of any materials, and he shall make allowance in his bid to cover the contingency.

5.5 Measurement / payment

No payment will be made for extra work unless authorised on written instruction or variation order issued by the contract administrator. The contractor shall give reasonable notice to the Contract Administrator for work which is required to be measured and agreed.

The quoted price shall be made in regular payments as agreed at the pre-start meeting.

5.6 Approvals of samples and works

Samples of materials shall be submitted for approval by contract administrator if requested.

All works shall be to the approval of the contract administrator. Only works of the highest standard will be approved and, where stated, approval must be given before proceeding with further operations.

5.7 Setting out

The contractor shall be responsible for the accurate setting out to true line and level the whole of the work and to provide at his own expense all instruments and equipment necessary.

The contractor shall be responsible for all errors made in setting out the works or defects of workmanship, whether executed by his workmen or staff, or by workmen or staff of any sub-contractor, such errors or defects shall be remedied to the satisfaction of the contract administrator by and at the cost of the contractor.

5.8 Protection of works and materials

The Contractor shall adequately protect all types of work and all parts of work, including work carried out by others, at all times throughout the contract.

Any damage caused by operations of work shall be repaired at the Contractors own expense. Prior to Completion, any damage caused by acts of vandalism shall be repaired by the Contractor at his own expense.

Prior to Completion, any materials or equipment, which go missing as a result of theft, will be replaced by the Contractor at his own expense.

5.9 Trees

The Contractor will be responsible for ensuring that any works that may affect trees shall be agreed during the design stage and prior to any works commencing.

5.10 Preliminary investigations

The Contractor shall visit the site and make themselves conversant with the nature and extent of the works described, and include in their bid, for any item not specifically mentioned in detail. They shall be deemed to have visited the site before bidding. No payment will be considered for any works not specified, but the necessity for which could have been foreseen by them inspecting the site before bidding.

5.11 Services

Any work carried out to or which affects new or existing services must be in accordance with the bye laws, regulations or special requirements of the relevant statutory body or service provider. These requirements are to be established by the contractor from the relevant body.

All known services information will be supplied at time of bid. It is the responsibility of the Contractor to check services information directly from service providers and to establish the actual positions of those services on site, and to test if the supply is active or redundant. When any works are about to be carried out under, over or adjacent to any service main, pipe, cable and so on, it is recommended that the Contractor arranges for the attendance of the service provider in advance. The Contractor is to take all reasonable measures required by service providers for protection of their apparatus during the course of the works and afford facilities for accredited agents of such bodies to obtain access to apparatus situated in or under sites as may be necessary for laying, inspecting, repairing, maintaining, removing and so on. The Contractor is to be responsible for any charges incurred in respect of the making good of all damage and disturbance of the services as a result of carrying out this Contract.

5.12 Electricity and water for the site

The Contractor is to make their own arrangements for the supply of water, power and fuel necessary to execute the works.

5.13 Pricing the works schedule

The contractor is reminded to price every item in their proposed works schedule. Unit rates and price must be quoted in pounds and decimal fractions of a pound and the products of multiplying the rate by the quantity should be expressed in pounds and whole pence to 2 decimal places.

Schedules should be priced exclusive of VAT, which should be calculated on the appropriate total cost of the works and shown as a separate item on the summary.

The quoted figure will be considered as a fixed price and no variations in rates or prices will be allowed for fluctuations in market conditions before or during the period of the contract.

Appendix 1

