



MARSH GIBBON PARISH COUNCIL

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Invitation to tender for the installation of Basketball Court and other leisure items at Marsh Gibbon Village Hall

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## 1. Project Overview

This document has been prepared by Marsh Gibbon Parish Council for the purpose of inviting proposals from a suitably qualified company to supply and install a basketball court and other

various leisure playground equipment located at Marsh Gibbon Village Hall, Clements Ln, Marsh Gibbon, Bicester OX27 0HG.

## 2. Budget

The Council has agreed a budget of £29,000 (Ex VAT) for the project. All pricing should be in GBP (£). Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

Please note that the project will be paid for via S106 funding through Buckinghamshire Council. The PC reserves the right to withdraw from the project if this funding is withdrawn.

## 3. Timetable

Action		Date
Issue invitation to tender	The council will publish on: <ul style="list-style-type: none"><li>• Contract finder</li></ul>	17 <sup>th</sup> April 2024
Deadline for questions	All questions should be submitted via email to <a href="mailto:clerk@marshgibbon-pc.gov.uk">clerk@marshgibbon-pc.gov.uk</a>	24 <sup>th</sup> April 2024
Deadline for site visits	All site visits (if required) should be completed by the following date:	24 <sup>th</sup> April 2024
Deadline to receive tenders	Tenders should be submitted no later than the deadline.	1 <sup>st</sup> May 2024 (5pm)
Approval of contractor	Due to council meeting diary the successful contractor will receive notification no later than.	14 <sup>th</sup> May 2024
Final design agreement	Council agree to design and costing	17 <sup>th</sup> May 2024
Work to take place	Work should be completed by	30 <sup>th</sup> September 2024

## 4 Named Contact for project

All contact should be made with Carole Jackman (Clerk) at [clerk@marshgibbon-pc.gov.uk](mailto:clerk@marshgibbon-pc.gov.uk) or Nick Lyon (Parish Councillor) at [nicklyon316@yahoo.co.uk](mailto:nicklyon316@yahoo.co.uk)

Suppliers are forbidden to approach any person/s outside of the named contacts within this document in relation to this tender and project. Failure to adhere to this requirement may result in disqualification from the tender process.

## 5. Questions

Any questions relating to this tender must be raised in writing no later than Wednesday 24<sup>th</sup> April 2024 at 5pm. Questions should be addressed to Carole Jackman (Clerk) using the designated e-mail

only. Please note that the responses to any questions raised during the tendering period may be circulated to all tenderers.

## 6. Decision and Award of Contract

The Council will use the scoring criteria set out within this document to make a decision on the contract. All suppliers who have submitted a formal tender will be notified of the outcome by email.

## 7. Supplier Submissions

The tender submissions received by the Council will not be shared with other suppliers.

## 8. Non-Consideration of a Tender Response

The Council has the right to refuse tenders and withdraw the project without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply. The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

## 9. Contract Conditions

The work is for the implementation of various leisure equipment at Marsh Gibbon Village Hall. This includes the supply and installation of appropriate groundworks, safety surfacing and equipment. The contractor is also responsible for the removal of some designated existing equipment, as agreed with the Council. Specified equipment is to be retained. All works should comply to the British and European Standard for playground equipment and surfacing BS EN 1176. The contractor will be responsible for organising an independent post-installation inspection and rectifying any issues identified at their own cost.

## 10. Health and Safety

The contractor must comply with all relevant health and safety regulations and is responsible for securing the site during construction, including the use of fencing where appropriate. The contractor is also responsible for securing their equipment on site. The Council will not be held liable for any loss or damage to equipment or injury to members of public during construction. The Parish Council is acutely aware that playground inspections routinely highlight an inability to fully inspect the structural integrity of play equipment, especially those elements that are below ground level. Whilst any failure of such components would be covered under the warranties supplied by the manufacturer the Parish Council would welcome guidance on the monitoring and maintenance of any such decay post warranty.

## 11. Insurance

The successful contractor must have the following cover in place:

- Public Liability Insurance of no less than: £8 Million

- Product Liability Insurance of no less than: £3 Million
- Employers Liability Insurance of no less than: £3 Million
- Professional Indemnity Insurance of no less than: £1 Million

Evidence of this cover must be provided at the initial quotation stage.

## 12. Additional Documentation

A Schedule of Works with a commencement and completion date and a Risk Assessment and Method Statement must be provided prior to work commencing.

## 13. Specification of works

The Parish Council wishes to develop some further leisure, play activities for older children (11+) after the successful completion of its under 11's playground two years ago. The main focus is on the development of the basketball court. All items have been highlighted from a village wide survey that has been conducted, which asked for villagers opinions on further leisure activities required within the village.

Item	Requirements
Basketball court	Utilising suitable surfacing ideally thick SUDS-bond surfacing to create a suitable small court of around 100m <sup>2</sup> (10m length by 10m width) due to size limitations.  The court should be open sided (no fencing) and should consider that site is located on a grassed area.
Basketball post junior x 2	There should be provision for 2 junior basketball posts circa 2-3 metres in height to be used on the court.
Basketball post regular x 2	There should also be provision for 2 regular basketball posts that can be used on the above court.
Table tennis table	A heavy-duty table tennis table made from aluminium or fibre glass.
Timber swings	A set of timber swings with 2 flats seats.
Picnic Table	A heavy-duty picnic table with seating for up to 8 adults and ideally made from recycled material.
Surfacing	Suitable surfacing to encompass all of the above provision in the most cost-effective way.
Disposal	All building materials and spoil to be removed from site.
Installation	Installation should be included
Delivery	Delivery should be included

Site preliminary's

All site prelims such as fencing and skips should be included in quote.

## 14. Materials

The Parish Council is willing to consider equipment made of different materials e.g. wood, plastic and metal. However, the material must be of robust nature to confirm with a heavy use.

The Parish Council also wishes to include appropriate safety surfacing to deliver a cohesive play experience. Any specified material must be hardwearing and offer longevity and be cost effective.

## 15. Site location

The exact site location is at the following area highlighted in red, which is a field adjacent to Marsh Gibbon Village. There is a car park and good vehicle access to the site, toilet facilities will not be available during construction due to the hall being in use for the local pre-school. There is already equipment within this area so special care should be made to the site design.



## 16. Scoring Criteria

<b>Description</b>	<b>Evidence</b>	<b>Scoring</b>
Tender received on time	Confirmation of receipt of tender	Pass/Fail
Ability to deliver project in within specified timeframe	Confirmation of expected timescales	Pass/Fail
Insurance at the specified level	In- date certificates	Pass/Fail
Health and Safety Policy	Copy of policy	Pass/Fail
Certificate of collusion	Signed Certificate	Pass/Fail
Quality of design	Compliance with specification and ability to cater to specific design.	40%
Materials	Quality of materials and expected life expectancy of each material provided	10%
Price/Value for money	Quote for current project. Cost of replacements Warranty cover Deliverance of project aftercare service	50%

## 17. Submission Checklist

Submission checklist Please ensure the following are included with your submission:

- Company details
- Quotation
- Product details
- Warranty details
- Copies of Insurance Certificates
- Maintenance requirements
- Costing and lead time for availability of spare parts
- Requested policies
- Delivery and installation timetable.

An email or electronic transfer of all the above responses should be sent by the tenderer submission deadline to [clerk@marshgibbon-pc.gov.uk](mailto:clerk@marshgibbon-pc.gov.uk) by Wednesday 1<sup>st</sup> May at 5pm