



MARSH GIBBON PARISH COUNCIL

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Clerk: Mrs Carole Jackman

Invitation to tender for the installation of a Pump Track 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 Pump Track located at Marsh Gibbon Village Hall, Clements Ln, Marsh Gibbon, Bicester OX27 0HG.

2. Budget

The Council has agreed a budget of £34,000 (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 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 The PC reserves the right to withdraw from the project if this funding is withdrawn.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">• Contract finder	19 th April 2024
Deadline for questions	All questions should be submitted via email to clerk@marshgibbon-pc.gov.uk	17 th May 2024
Deadline for site visits	All site visits (if required) should be completed by the following date:	17 th May 2024
Deadline to receive tenders	Tenders should be submitted no later than the deadline.	24 th May 2024 (5pm)
Approval of contractor	Due to council meeting diary the successful contractor will receive notification no later than.	31 st May 2024
Final design agreement	Council agree to design and costing	14 th June 2024
Work to take place	Work should be completed by	30 th November 2024

4 Named Contact for project

All contact should be made with Carole Jackman (Clerk) at clerk@marshgibbon-pc.gov.uk or Nick Lyon (Parish Councillor) at 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 Friday 17th May 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 a Pump Track at Marsh Gibbon Village Hall. This includes the supply and installation of appropriate groundworks, safety surfacing and equipment. 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 a Pump Track for village residents. This is primarily aimed at children aged 11+ but could be used by all. This has been specifically requested by residents through a survey that was conducted in the earlier part of the year.

The exact specification should encompass the following.

- Should have ability to use in all weathers
- Durable and long lasting – details to be provided
- Should include bumps and banking elements
- Overall design should be fun and challenging
- Should be able to use by a variety of vehicles e.g. bikes, scooters, roller skates, skateboards
- Should have consideration for vandalism and graffiti implications i.e. please provide details of how your product can minimise/deter this
- Minimal maintenance

The area should cover no more than 95m² (including any safety zones) and any groundworks. The area is currently flat grass area. We are open to any type of Pump Track that fits into this area and meets the specification.

14. Materials

The Parish Council is willing to consider equipment made of different materials e.g. wood, plastic, metal, concrete, tarmac, or natural dirty landscaping. However, the material must be of robust nature to conform with heavy use.

The Parish Council also wishes to include suitable groundworks with any design that is implemented.

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

Description	Evidence	Scoring
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%
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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 by Friday 24th May at 5pm