

Houghton Parish Council – Replacement Play Area Project

Tender Guidelines

Works and Standards

The work is for the design and installation of a new play area in the village of Houghton, Hampshire.

This includes the supply and installation of appropriate groundworks, safety surfacing, play equipment, fencing and signage. It is proposed the play area will replace the existing play area located on the recreation ground behind the village hall in Houghton, Hampshire, therefore removal of the existing equipment and associated surfacing is required.

All works should comply to the British and European Standard for playground equipment BS EN 1176 and surfacing BS EN 1177. The contractor will be responsible for organising an independent post installation inspection and rectifying any issues identified at their own cost.

The Parish Council will not accept hand over of the area until identified issues are rectified.

Health and Safety

The contractor must comply with all relevant health and safety regulations and is responsible for securing the site during construction with Heras fencing. Appropriate signage can be added to the site with contractor details displayed. 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.

Insurance

The successful contractor must have the following cover in place:

- 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

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

Additional Documentation

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

SPECIFICATION OF WORKS

The play area is located on the recreation ground behind the village hall in Houghton within the Test Valley in Hampshire.

The current play area now consists mostly of ageing metal/plastic equipment, lacks play value and is not accessible to all.

The new play area will replace the existing equipment and be within a fenced area of approximately 27m x 15m, standard fence height. The overall feel of the play area should reflect its surroundings and have a softer natural appearance and include a river theme. (See attached drawing for suggestion of layout and proposed equipment and location).

The Parish Council is seeking to include play equipment with higher play values that is inclusive and accessible to all.

Previous consultation shows a desire for equipment to cater mainly for children between 1 and 7 years with additional equipment for up to 14 years.

The site should be fenced with two pedestrian gates and entirely surfaced with wet-pour EPDM and showing a flowing river theme.

Following public consultation, the equipment the Parish Council would like in the play area should include but not be limited to:

Multi-play equipment with slides (large boat themed)

Swings – 2 x cradle and 2 x flat

2 x Springers

Spinner bowl

Giant basket swing

Ground level Roundabout (fully accessible for all abilities)

Seesaw

Ground level trampoline

Talk tubes

No zip wires are to be included

All excavations and disposal

All surfacing and groundworks to incorporate a river theme

Steel fencing painted black with 2 number self-closing gates

Post installation inspection

Materials

The Parish Council are willing to consider equipment made of different materials e.g. rubber, plastic and steel pieces. Equipment must be robust and vandal-proof.

Design Considerations

The equipment proposed must not be over 4 metres high. As per attached sketch.

Environmental Considerations

The Parish Council are environmentally aware and is interested in reducing carbon emissions and mitigating its impact on the environment wherever possible.

Applicants that can demonstrate environmentally friendly policies regarding the manufacture, recycling and disposal of equipment will be looked on favourably.

Timeline for tender submissions.

Tuesday 25th June 2024 - Tender advertised on Parish Council Website and Contracts Finder website.

Tuesday 23rd July 2024 - 3pm deadline for tender submissions. (4 weeks)

TBA - Funding applied for and approval sought from Council

TBA - Approval confirmed from Full Council.

Installation to be completed as soon as possible.

Scope of Tender

Please note that it is entirely the Tenderer's responsibility to ascertain that the quote is received **BEFORE** the deadline for submission of quotes – **3pm Tuesday 23rd July 2024**.

Thus, the Council cannot be held responsible for quotes which are not received after the expiry of the above deadline.

All quotations and literature submitted must be in English.

Clarifications can be sought up to Three Working Days before the closing date.

Tenderers must quote all components of the price inclusive of taxes, customs and import duties and any discounts but Exclusive of VAT.

Tenderers not registered with the VAT authority in Great Britain, must still include in their financial offer any VAT that the contracting authority may have to pay.

Site visits may be arranged by contacting either:

Clare Cotterell (Parish Clerk) on 07745 251319 or houghtonparishcouncil@gmail.com

Cllr James Coombes cllrjamescoombes@gmail.com

SUBMISSION CHECKLIST

Please ensure the following are included with your submission:

- Application letter
- Draft playground design and quotation
- Product details
- Warranty details
- Copies of Insurance Certificates
- Maintenance requirements
- Costing and lead time for availability of spare parts
- References (preferably from other Town or Parish Councils)
- Requested policies
- Delivery and installation timetable.

An email or electronic transfer of all the above responses should be sent by the tenderer, submission deadline **Tuesday 23rd July 2024 at 3pm** to houghtonparishcouncil@gmail.com

Hard copies should be in a sealed envelope and sent to:

Houghton Parish Council
c/o Homeleigh
Jacks Bush
Lopcombe
Salisbury SP5 1BZ