**Workington Town Council**

**HARRINGTON MARINA PLAY AREA PROCUREMENT 2024**

**Documents to be returned to** [**emma.chapman@workingtontowncouncil.gov.uk**](mailto:emma.chapman@workingtontowncouncil.gov.uk)

|  |  |
| --- | --- |
| **Company** |  |
| **Name (Print Name):** |  |
| **Date:** |  |

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1. **General Requirements**

Workington Town Council is seeking a suitably qualified company to supply additional equipment to the existing Harrington Marina play area.

The play area is located on concrete.

The location of the site:



Google Maps: <https://maps.app.goo.gl/fSRtdwW1yKPD5mf98>

OS Grid Ref: NX 98867 25020

1. **Overview**

Workington Town Council has set aside a budget of £10,100 for new equipment PLUS the appropriate flooring required.

Once agreed budget cannot be exceeded, prices will be fixed and firm for the duration of the contract. All pricing should be exclusive of VAT. Pricing is to be valid for 180 days from the due date of the response. Prices will be fixed and firm for the duration of the contract.

1. **Non- Consideration of a Tender Response**

Workington Town Council has the right to refuse any submissions without the tenderers being able to claim compensation. The Council may refuse a tender response if they believe any alterations have been made to the original document or all of the information requested has not been provided. Any offence or inappropriate actions by the supplier, including an offence under the Prevention of Corruption Act or the supplier directly contacting any member of the Council concerning the tender may result in disqualification. Anything other than ‘appropriate’ contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

1. **Contract Conditions**

The successful contractor will enter into a contract by way of a Purchase Order with Workington Town Council. The work is for the supply, install and associated groundworks. It must include safety surfacing. All play equipment must all comply with safety standards BS EN 1176 and BS EN 1177.

The successful contractor must provide evidence of

➢ Public Liability Insurance of no less than £5million

➢ Product Liability insurance of no less than £5million

➢ Employers Liability Insurance of no less than £5million

➢ Professional Indemnity Insurance of no less than £1million.

➢ Health and Safety and relevant qualifications and references will be required.

Confirmation of works hours, storage of materials, access, and final programme of works will need to be finalised and provided to the Town Council before work begins, most likely at the ‘pre-start’ meeting. During installation the contractors need to supply HERAS fencing and safety notices around the construction site.

1. **Post installation Inspection**

Please allow for a ROSPA inspection following the completion of the project, any defects or medium to high-risk reports need to be attended to and resolved before the planned opening date.

1. **Timetable for the Project**

Below is the timetable for the project which suppliers will need to confirm they can achieve to ensure the deadline is met. Suppliers will need to provide within the tender response confirmation (or Programme of Works) that these dates for starting and finishing the project can be met.

|  |  |
| --- | --- |
| Tender documents issued | Monday 29th April 2024 |
| Site visits | 30th April – 10th May 2024 |
| Tender documents to be returned | Friday 31st May 2024 |
| Tender document review | W/c 3rd June 2024 |
| Committee review  Full Council review | Thursday 11th July 2024  Wednesday 31st July 2024 |
| Award contract | 1st August 2024 |
| Contractor HSQE file to be returned | w/c 12th August 2024 |
| HSQE review | W/c 19th August 2024 |
| Site Preparation | W/c 19th August 2024 |
| Installation | 26th August – 23rd September 2024 |
| ROSPA Safety Inspection | 26th September 2024 |
| Snagging | 30th Sept – 11th October 2024 |
| Sign off & official opening | Saturday 12th October 2024 |

1. **Scoring Percentages**

|  |  |  |
| --- | --- | --- |
| **Item** | **Detail** | **Score** |
| Play Equipment | Number of play activities, range and age appropriateness, aesthetics and suitability of equipment | 50% |
| Quality | Maintenance, anti-vandal, expected longevity of equipment and surfacing | 30% |
| Warranties | What is covered in the warranty, length of warranty for each type of material used | 10% |
| Social Value | Against the 5 themes listed below | 5% |
| Presentation | Overall presentation of submission and visuals | 5% |
| Price | Value for money | 10% |

1. **Scoring Detail**

**Play Equipment (50%)**

|  |  |  |
| --- | --- | --- |
|  | **Please list each individual item of equipment to be supplied** | |
| **No.** | **Item** | **Category** |
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**Quality (30%)**

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| --- | --- | --- |
|  | **Questions** | |
|  | Please confirm you will be able to deliver all the requirements outlined above at each event in the best possible manner and with professionalism | **Yes / No** |
|  | *Give details of your relevant experience of delivering for similar play areas. Please detail how the work you have undertaken has influenced positively and led to successful outcomes*. *Where possible please use examples from across Cumberland Authority (previous Allerdale /Cumbria as this will be of particular interest)*  *Please add in any previous client recommendations where appropriate.* | |
| **Response:** | | |
|  | *Please give details of your approach to planning and coordinating this project. Please include details of the staff that will provide the service, including relevant experience, qualifications etc. Please include details of the level of communication you would undertake with the Council.* | |
| **Response:** | | |
|  | *Can you provide any examples to show how your company is considering and tackling carbon reduction through your service provision?* | |
| **Response:** | | |

**Warranties (10%)**

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| --- | --- |
|  | **Please list all warranties to be supplied** |
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**Social Value (5%)**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Social Value**  **Please provide details and evidence against any of the 5 themes within the Social value framework**  **Themes and Outcomes in the Social Value Framework**   |  |  |  |  | | --- | --- | --- | --- | | **Theme number** | **Themes** | **Policy outcome number** | **Outcomes** | | 1 | COVID- 19 recovery | 1 | Help local communities to manage and recover from the impact of COVID-19 | | 2 | Tackling economic inequality | 2 | Create new businesses, jobs and  new skills in Cumbria | | 3 | Increase supply chain resilience and  capacity In Cumbria | | **3** | Fighting Climate Change | 4 | Effective stewardship of the  environment | | 4 | Equal Opportunities | 5 | Reduce the disability employment gap | | 6 | Tackling workforce inequality | | 5 | Wellbeing | 7 | Improve health and wellbeing | | 8 | Improve community integration | | | |
|  | **Response:** | | |
|  | | Please tick the following as applicable: |  |
|  | | **Foundation Living wage** |  |
|  | | YES - we currently pay employees the equivalent or higher of the Foundation Living Wage (FLW) which will be increasing to £11.44 per hour?) |  |
|  | | NO - we do not currently pay employees the equivalent or higher of the Foundation Living Wage (FLW) currently, increasing to £11.44 per hour?) |  |
|  | | YES - we are working towards paying staff the Foundation Living Wage (please provide in comment box below the timescales you are working towards this) |  |
|  | | Comment: |  |
|  | | NO - we are not working towards paying staff the Foundation Living Wage. |  |
|  | | | |
|  | | **Zero Hours Contracts** |  |
|  | | YES - we operate Zero Hours Contracts (Please provide details for operating this in the comments box below) |  |
|  | | Comment: |  |
|  | | NO - we do not operate Zero Hours Contracts |  |

**Presentation (5%)**

|  |  |  |
| --- | --- | --- |
| **Drawings Submitted** | **YES** | **NO** |

Our Estates Team have experience in installing play equipment and estimate the following equipment can fit into the area:

Rocker

Toddler multi-unit

Seesaw

Please provide details of each target age range for each piece of equipment.

**Price Value (10%)**

Prices quoted must anticipate all costs in relation to the provision of the project as NO additional costs will be accepted unless approved in writing by the Council.

Payment milestones will be agreed with the successful provider on award**.**

|  |  |
| --- | --- |
| **Price Schedule** | |
| Contract Title: |  |
| Organisation Name: |  |
| Contact Name: |  |
| Prices must include for all costs, expenses and disbursements in connection with the provision of services under the contract as no additional costs will be accepted unless approved in advance in writing by the Council. | |
| Please provide a spreadsheet containing a detailed breakdown of all costs for each element/stage of the project, setting out the team member involved in that element of project delivery and the time allocated. | |
| **Please confirm your total quoted price for the provision of services to deliver the project.** All prices stated must be exclusive of VAT. | |

1. **Scoring System**

|  |  |  |
| --- | --- | --- |
| 5 | Superior | Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant with comparable contract value. |
| 4 | Good | A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies. |
| 3 | Adequate | Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort. |
| 2 | Below exceptions | Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make acceptable. |
| 1 | Poor to deficient | Limited response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading |
| 0 | Unacceptable | Totally deficient and non-compliant for that criterion |

1. **Format for Response**

Please provide 2 x A3 hard Copy of any visuals / designs and 2 x A4 hard copy of any supporting material such as the quotation, and an electronic copy of all visuals / designs and supporting material. Tenders must be clearly marked in the top left corner “Confidential Tender response – to be opened only by tender panel only”.

Contact for the tender; any questions relating to the tender and organising for a site visit should be directed to:

Emma Chapman, Workington Town Council, Princess St, Workington,

Cumbria, CA14 2QG

07483 029 208

1. **Subcontracting**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **YES** | **NO** | |  |  |   Is it the intention of your company to subcontract  **\*(please tick what your response is)**  If your answer to the above is yes please state which company you will be subcontracting to, the percentage and description of work you intend to subcontract:  Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Percentage of Work to be Subcontracted:\_\_\_\_\_\_\_\_\_\_\_\_\_%\_\_\_\_\_\_\_\_\_\_\_  Description of Work to be Subcontracted:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Please note any company requesting to subcontract work must obtain written permission from Emma Chapman.  Any company found to be subcontracting who has failed to declare this at tender stage may incur the following action:  1. The contract being cancelled  2. All other contracts/frameworks won by your company may be reassessed    **PLEASE COMPLETE A NEW FORM FOR EACH SUBCONTRACTOR YOU WILL BE USING. THIS INCLUDES OTHER CONSULTANTS IF THEY ARE TO BE USED.** |

1. **Declaration**

**PLEASE READ AND SIGN THE DECLARATION BELOW**

I/We apply to be considered for the provision of event procurement 2023 (as stated above)

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/We accept the conditions and undertakings requested in the quotation. I/We understand that false information could result in my/our exclusion from consideration for this or any other contract or framework with the Council.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract or framework currently in force and will result in my/our exclusion from consideration for this or any other contract with the Council.

I/We confirm that:

(i) I/We have not communicated and will not communicate to any person, under

agreement or arrangement, the amount of this quotation.

(ii) The amount of this quotation has not been adjusted under any agreement or arrangement with any person.

|  |  |
| --- | --- |
| **Signed for and on behalf of the organisation:** | |
| **Company:** |  |
| **Signature:** |  |
| **Full Name (printed):** |  |
| **Designation:** |  |
| **Date:** |  |
| **Telephone:** |  |
| **Email:** |  |

1. **Anti-Collusion Certificate**

The essence of the public procurement process is that the Council shall receive bona fide competitive quotations from all Bidders. In recognition of this principle we hereby certify that this is a bona fide Bid, intended to be competitive, and that we have not fixed or adjusted the amount of the Bid or the rates or prices quoted by or under or in accordance with any agreement or arrangement with any other Bidder (other than a member of our own consortium). We have not and insofar as we are aware neither has any Bidder Party (as defined in the Invitation to Negotiate):

Entered into any agreement with any other person with the aim of preventing Bids being made or as to the fixing or adjusting of the amount of any Bid or the conditions on which any Bid is made; or

Informed any other person, other than the person calling for this Bid, of the amount or the approximate amount of the Bid, except where the disclosure, in confidence, of the amount of the Bid was necessary to obtain quotations necessary for the preparation of the Bid for insurance, for performance bonds and/or Contract or Framework guarantee bonds or for professional advice required for the preparation of the Bid;

or

Caused or induced any person to enter into such an agreement as is mentioned in Paragraph (1) and (2) above or to inform us of the amount or the approximate amount of any rival Bid for the Contract or Framework; or Committed any offence under the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972;

or

Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the Works any act or omission;

or

Canvassed any other persons referred to in Paragraph (1) above in connection with the Contract or framework;

or

Contacted any officer of the Council about any aspect of the Contract or Framework including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Bidder of such officer for the purpose of the Contract or Framework or for soliciting information in connection with the Contract or Framework.

We also undertake that we shall not procure the doing of any of the acts mentioned in Paragraphs (1) to (7) above before the hour and date specified for the return of the Bid nor (in the event of the Bid being accepted) shall we do so while the resulting Contract or Framework continues in force between us (or our successors in title) and the Council.

In this certificate

The word "person" includes any person, body or association, corporate or incorporate and "agreement" includes any arrangement whether formal or informal and whether legally binding or not.