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28th September 2022

Invitation to Quote for Installation of Outdoor Fitness Equipment at Ford Recreation Ground, The Leasowes, Ford

1.0 Preliminaries

1.1 Quotes are invited for the installation of outdoor fitness equipment at Ford recreation ground as detailed in the specification below. The following is an invitation to tender for the respective subcontract works/package regarding the referenced site.

1.2 This contract is governed by the Public Contracts Regulations 2015.

1.3 Please refer to the 'site information' section of this tender for the background information for the site.

1.4 As a guide, we are looking to spend circa £10,000 on this project.

1.5 All prices to be net, excluding VAT.

1.6 Please register your intention to submit a quote by sending an email to fordparishcouncil@outlook.com, to include all contact details. This will enable us to inform you of any alterations or additions to the specification.

1.7 Please supply copies of any relevant accreditations.

1.8 All interested companies will be required to complete the Quotation Questionnaire. Failure to complete all necessary paperwork will result in your quote being excluded from the process.

1.9 The parish council reserves the right not to appoint any contractor.

1.10 A timescale for commencing this project will be agreed between Ford Parish Council and the chosen contractor following the award of the contract. Ideally, this install will not take place during school holidays, unless this is agreed between the two parties. School holiday timetable can be found at <https://shropshire.gov.uk/schools-and-education/schools-and-term-dates/term-time-and-holiday-dates/>

1.11 The parish council is also separately inviting tenders for new play equipment at the playing field. Interested parties can also submit a tender for this, but this must be done separate to your quote for the outdoor fitness equipment.

2.0 Objectives

2.1 The objectives of this scheme are to

- Install outdoor fitness equipment and safety surfacing. The equipment should work a range of body areas
- Facilitate disabled people in accessing fitness equipment by having some equipment which is accessible to them

Full details of the contract are outlined below

3.0 Site Information

The site is Ford Recreation Ground, The Leasowes, Ford

3.2 The site is accessed The site is Ford Playing Field, off The Leasowes, Ford. Please also refer to the plan at Appendix 1.

3.2 The site is accessed off The Leasowes, Ford on foot and by vehicle.

IMPORTANT: A site visit is essential to assess access, gain detailed measurements and location of nearby properties.

3.3 Currently the area identified for outdoor fitness equipment is on the play area access track. A third-party contractor will re-align the fencing to mean the outdoor fitness area will be within the playing field. Please refer to the map at Appendix 1.

4.0 General Scope of Contract

To supply and install outdoor fitness equipment and associated safety surfacing and signage.

5.0 Safety Standards

All equipment will need to comply with BS EN 16630. Safety surfacing must comply with BS EN 1176 and BS EN 1177. Safety signage must be provided to current Safety Standards.

4.0 Preparation and Groundworks

4.1 Considerable care must be taken not to inconvenience nearby residents or block roadways, footpaths and the school pick-up/drop-off parking whilst works are taking place. All excess materials, spoil, and surfacing from excavations must be disposed of at a licensed tip at the contractor's cost.

4.2 The contractor must provide skips when required and secure all skips behind Heras security fencing when unattended to avoid fly tipping.

4.3 Please include a price within the quotation for any necessary grass, tarmac and kerb reinstatement works that may be required following completion of works.

4.4 Ownership, liability and responsibility for insurance of the equipment and installation works will lie with the contractor until a satisfactory Post Installation Report has been accepted by Ford Parish Council. This will be confirmed in writing on the day of the handover of the site and signed by the council's representative and the contractor.

4.5 Storage of new equipment, machinery and equipment, etc. will be the responsibility of the contractor.

5.0 Design, Supply and Installation

5.1 Supply and install outdoor fitness equipment and safety surfacing suitable for older young people and adults, including those with disabilities. You will be required to show how your chosen equipment accommodates these requirements and how it provides a comprehensive exercise opportunity.

5.2 The successful tenderer will need to show the value of their design and how it addresses the requirement for resistance to issues relating to anti-social behaviour and low maintenance.

5.3 We are looking for a minimum of 5 pieces of equipment and safety surfacing.

5.4 Our preference is for equipment to be predominantly constructed from steel. The metal must be pre-treated for rust proofing with a minimum 5-year guarantee.

5.5 Supply and install Ford Parish Council branded sign with posts and fixings - proof to be agreed with the parish council. To include required safety signage.

6.0 Heras Fencing

The area must be contained within security fencing – heras double-clipped temporary security fencing or similar, supplied by the contractor, whilst work is in progress and heras temporary security fencing should remain in place until a satisfactory RoSPA Post Installation Inspection and Report has been completed and submitted to the parish council.

7.0 Reinstatements

The contractor will be responsible for reinstatement of any damage caused to the interior and exterior of the playing field, access track or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. The contractor will carry out all reinstatement works in accordance with good landscape practices.

8.0 RoSPA Post-Installation Report

Supply a RoSPA Post Installation Report – any failures/problems to be rectified at contractor's own cost. (See Payment)

9.0 Health and Safety Requirements

The successful contractor will need to show the following.

- A copy of your certificate of public liability insurance must also be submitted along with your submission.
- A copy of your company's Health and Safety Policy must be submitted along with your submission.
- A copy of your company's certification for any professional/industry bodies.
- A Risk Assessment for the project

A project co-ordinator or single point of contact must be nominated by the successful tenderer whom should be readily contactable to deal with any queries and problems that may arise. This point of contact must be available from the date the contract is awarded until satisfactory completion of the project.

10.0 Timescales

10.1 Quotation Timescale

Invitation to quote- 28th September 2022

Closing date for submission of quotes – 28th October 2022, 5pm

Provisional award of Contract – 16th November 2022

Due diligence checks and detailed contract discussions (may include changes to plans) – by January 2022.

10.2 Installation Timescale:

Timescales for installation are to be agreed between the preferred contractor and Parish Council. As a guide, we wish the equipment to be installed before Easter 2023. Within your submission, please provide an outline of your timescales for delivery of this project.

11.0 Payment

Payment for the completed works will be made to the Contractor on satisfactory completion of works and following receipt by the Parish Council of a satisfactory RoSPA Post Installation Report. This report should be commissioned, paid for and supplied to Ford Parish Council by the Contractor.

12.0 Submission Requirements

12.1 All contractors must submit the following:

- Quotation Questionnaire

- Quotation Breakdown – showing:
 - Preliminaries
 - Cost breakdown of all items
 - RoSPA Inspection
 - Reinstatement
 - Contingencies

- Submissions should include clear, to scale plans and drawings, maximum size A2, as well as photographs, dimensions and minimum use zone requirements for all equipment and furniture. Please exclude any company names or identifying logos from the presentation drawing and scale plan. If they are arriving in a separate package to the main submission, please use an identifying peelable label or attach a compliment slip or business card.

- Guarantees and Warranties - Please provide details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works.

13.0 Evaluation and awarding of contract

The contract will be awarded to the company that complies with all written requirements, has satisfactory references.

14.0 How to submit

16.1 If you wish to submit a quote for these works, please either submit by:

Post to: Ford Parish Council, c/o The Old Police House, Nesscliffe, Shrewsbury, SY4 1DB. Envelope should be marked “Ford Outdoor Fitness Equipment”

Email to: fordparishcouncil@outlook.com Clearly include in subject header “Ford Outdoor Fitness Equipment”

The parish council must receive the quote by not later than 5pm on Friday 28th October 2022.

Our preference is to receive quotes by email so that copies of documents can be circulated for evaluation. If submitting by post, please provide 3 copies of all documentation.

If you have any queries, please contact Rebecca Turner, Clerk to Ford Parish Council, fordparishcouncil@outlook.com – please mark your email as “Ford Outdoor Fitness Equipment Query”.

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Submit the following

- Quotation Questionnaire
- Quotation Breakdown (see page 6)
- Copies of Requested Forms

17.0 SITE VISIT ARRANGEMENTS

17.1 We will be arranging a site visit on Wednesday 12th October at 11am where tenderers will have the chance to ask the parish council any questions. You may also visit the site outside of these times but it will not be manned.

