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Tender

Re-design, supply and install play equipment and safety surfacing as required to upgrade an existing play facility at Elford Jubilee Memorial Playground, Tamworth, B79 9DA

Elford Parish Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

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Scope

Description

1. General Requirements

1.1 The Council is seeking a company to design, supply and install play area equipment meeting the standards of the API (Association of Play Industries) at Elford Jubilee Memorial Playground, B79 9DA on the provisions as set out in this document.

1.2 The location of the site is Elford Jubilee Memorial Playground, B79 9DA.

1.3 The aim is to decide on a preferred supplier and to place an order in December 2025, for an installation as soon as possible thereafter.

1.4 This project requires the supply and installation of new play equipment including play area surfacing. The principal focus of the new play equipment is imagination and

inclusivity, providing play items for the up-to-12-year-old age group.

4. Description of the works and pricing

4.1 The works

The works comprise of the installation of new play equipment at land known as Elford Jubilee Memorial Playground, B79 9DA. There is an existing fenced children's play area on the site.

4.1.1 This project requires the supply and installation of new play equipment including play area surfacing. The Council is open to retaining any viable play equipment on site. The principal focus of the new play equipment is inclusivity and providing play items for the up-to-12-year-old age group.

4.2 This project must comply with part 12, Class A of the GDPO which sets out what can be carried out The Town and Country Planning (General Permitted Development) (England) Order 2015. All new play equipment must be kept under 4m in height.

4.3 Budget

The proposed budget for the complete scheme is £110,000 (One hundred and ten thousand pounds) excluding VAT.

4.4 Site description and access

4.4.1 Elford Jubilee Memorial Playground is a fenced playground within an area of public open space located next to the Elford Cricket Ground, which is located close to a busy Primary school.

4.4.2 The park is used for informal recreation and public enjoyment.

4.4.3 Interested Contractors should visit the site and meet with the Council's representative in order to familiarise themselves with the area, the existing layout and the surrounding environment.

4.4.4 Access shall be off the Brickhouse Lane entrance, via a gate.

4.4.5 The Contract Area shall be agreed with the Contractor at the prestart meeting. All areas for storage and welfare will be determined at the prestart meeting. There is enough space to provide a secure storage area during the scheme of works.

4.5 Drawings

The following drawings are included within the appendices of this document

- a. Site plan
- b. Photos of the existing site

4.6 Working hours

Working hours shall be limited to 08.30-18.00 Monday to Friday. Weekend working hours shall be subject to approval by the Council.

4.7 Labour, Plant and Materials

The Contractor will provide all labour, materials, fuel, carriage, plant, tools and machinery in order to execute the works.

It is the responsibility of the tenderer to guarantee that all its sub-Contractors will comply with all the requirements and terms and conditions set out herein.

4.8 Disposal of Waste and Litter

The Contractor must ensure that all waste materials produced whilst these works are ongoing are transported from site using waste carriers with a current Waste Carriers License. The provision of skips is permitted yet these must be located within a secure fenced compound. There must be no burning of litter or vegetation on the site.

4.9 Health, Safety and Welfare

4.9.1 The successful Contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974 and all associated Acts, Regulations and Approved Codes of Practice.

4.9.2 The successful Contractor must submit to the Council copies of all insurances and site-specific risk assessments and method statements ahead of any works commencing on site.

4.9.3 The Council is unable to offer any welfare facilities at this site. The Contractor will need to allow for the provision of any facilities required for the works. There is ample space to accommodate a welfare and secure storage area where all materials, plant and facilities can be contained.

4.9.4 The Contractor's site must be fenced off throughout the duration of the works with 2m high Herras fencing for the protection of the public. Where applicable appropriate signage shall be erected to inform the public of the works or hazards.

4.10 Existing Services Across the Site

4.10.1 It shall be the responsibility of the Contractor to make enquiries with utility companies in respect of the development site.

4.10.2 Contractors should arrange for a trained and competent individual in the use of site surveys for underground apparatus using a Cable Avoidance Tool (CAT), to complete a utilities survey of the site. A copy of the survey should be provided to and retained by the Council.

4.10.3 The Contractor should note that there are electricity and water available on site.

4.11 Timetable and Monitoring

4.11.1 The successful Contractor will agree a construction timetable with the Council following the award of contract, and as such the timetable set out in the Programme of Works section should be used as a guide only and allow a contingency for inclement weather.

4.11.2 The Council will require weekly, and on occasions ad hoc, reports providing accurate details of progression against the scheme of works and provide information in instances where the Contractor fails to meet any of the agreed Service Levels.

4.11.3 The Contractor may be required to attend review meetings with the Council's supervising officer, at their discretion to discuss performance.

4.12 Environment and Reinstatement

4.12.1 The Council is committed to environmental improvement through environmental protection and sustainable development into its decision-making processes in respect of both the execution of its core functions and responsibilities, and the management of day-to-day operations. Contractors should:

- Throughout the life of the agreement, provide information on new or improved environmentally preferable goods when they become commercially available and promote their use under the agreement.
- Reduce the amount of packaging and recycle packaging as appropriate.
- Remove all packaging and dispose of all waste in an environmentally friendly manner.

4.12.2 The Contractor must make reasonable effort to protect the surfaces when transporting plant and equipment to and from the play area site. All existing grassed areas (including areas used by the Contractor for access, vehicle movements and storage) shall

be reinstated to the satisfaction of the Council upon completion of the works. Reinstatement shall be taken to include the placing of grade 1 topsoil and turf, as required.

5. Programming of the Works

5.1 Site viewing meetings can be arranged with interested Contractors and a representative of the Council during working hours. A minimum of 2 days' notice is required.

5.2 Questions or clarifications shall be submitted to the Elford Parish Council Clerk, noting the Tender Deadline.

5.3 The Council will inform the successful Contractor by letter/ email.

5.4 A pre-start meeting shall be scheduled between the Council and the Contractor. At this meeting a pre works photo survey will be undertaken and a works schedule made prior to commencement of works.

6. Payment for the Works

Payment shall be by measure and value and paid on presentation of invoices.

7. Insurances Required

7.1 The Contractor shall provide insurance for the Works.

7.2 The Contractor shall provide Public and Councils liability insurance (persons and property) up to the value of £10,000,000 for any single incident and for an unlimited number of incidents.

7.3 The Contractor shall provide evidence of the insurances with the tender documents and again before undertaking any works on site.

8. Safeguarding Policy

8.1 The Contractor shall for the purposes of this Contract have in place its own Safeguarding Policy.

9. Standards of Materials, Workmanship and Accreditation

9.1 All materials and workmanship shall conform to relevant British and European standards.

9.2 All proprietary play equipment and surfacing shall comply fully with BSEN1176, BSEN1177 and any other relevant play industry safety standards.

9.3 An independent Post Installation Inspection report will be commissioned and paid for by the Council and this will form the basis of any initial defects list which the Contractor shall take action to correct prior to the removal of the Heras Fencing.

9.4 The Contractor will be able to respond to the findings of the Post Installation Inspection Report, and any objections to the findings shall be submitted to the Council within 48 hours of the report being received.

9.5 The play area is to remain closed to the general public until after the satisfactory completion of any findings of the post installation inspection report.

Commercial tool

Establishes a framework

Total value (estimated)

- £110,000 excluding VAT
- £132,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 22 December 2025 to 1 June 2026
- 5 months, 11 days

Options

The right to additional purchases while the contract is valid.

5.4 A pre-start meeting shall be scheduled between the Council and the Contractor. At this meeting a pre works photo survey will be undertaken and a works schedule made prior to commencement of works.

Main procurement category

Works

Additional procurement category

Goods

CPV classifications

- 43325000 - Park and playground equipment
- 45340000 - Fencing, railing and safety equipment installation work

Contract locations

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Framework

Maximum number of suppliers

1

Maximum percentage fee charged to suppliers

0%

Framework operation description

10. Evaluation and Scoring

10.1 Tenders will be evaluated to determine the most economically advantageous bid using the following criteria and weighting.

11. Criteria Weighting

Price 20%

Quality 80%

11.1 Price (20%)

Contractors are asked to submit a pricing schedule for each element of the work as set out in the Schedule of Works section and a total tendered price. Price will carry 20% of the scoring on the following basis:

$(\text{Lowest bid price} / \text{bidders' price}) \times 20 = \text{bidders price score}$

11.2 Quality (80%)

11.2.1 Quality will be evaluated from the information submitted by the Contractor and against the criteria set out in this section. A panel of Councillors and Officers will evaluate

each submission.

11.2.2 Contractors are encouraged to submit information that allows the Council to clearly understand what is being proposed. Contractors are encouraged to present their proposals in a clear itemised manner with supporting visual plans. Contractors are required to present information outlining how they will approach the delivery of the project specifically for the Elford Jubilee Memorial Playground site and show how they plan to accommodate the Council's timescales.

11.2.3 Each quality criteria will be awarded a score of 0-5 in accordance with the scoring scale set out below:

Score Criteria

0 The response raises concerns about understanding of the project which will have a detrimental effect on the project outcome and contract performance.

1 The response suggests significant shortcomings of understanding or approach which is likely to impact on the project outcome and contract performance

2 The response suggests shortcomings of understanding or approach which is likely to impact on the project outcome and contract performance

3 The response raises no concerns about understanding or approach to the project outcome or contract performance.

4 Response is above expectations in terms of understanding or approach to the project outcome or contract performance.

5 Response is significantly above expectations in terms of understanding or approach to the project outcome or contract performance

11.2.4 The weighted scored quality criteria are as follows:

Quality Criteria Weighting (80%)

Play Equipment, Play Value

The Council will evaluate the play value of each proposed item of play equipment including use of materials including the sustainability of materials, dimensions, age range, surfacing, play disciplines, challenge and excitement 35%

Inclusivity

The Council will evaluate each item of play equipment on the basis of its inclusivity and appeal and use for a wide range of abilities and disabilities. 20%

Presentation

The presentation score will be assessed against the visual plans and the play area layout plans submitted. Consideration will be given to how the new equipment is laid out, the connectivity within the play space and how the proposals respect the surrounding environment. 10%

Warranties and Guarantees

The Council will evaluate the warranties and guarantees on each individual item of play equipment, play area surfacing and materials used or component parts. 10%

The Council states that they will purchase locally wherever possible.

The Council will score as follows:

- Play Company that manufactures equipment within 100 miles of Elford Jubilee Memorial Playground = 5 points
- Play Company that manufacture equipment within the United Kingdom = 3 points
- Play Company that manufacture equipment outside of the United Kingdom = 1 point 5%

11.2.5 Weighting criteria will be scored as per the following example:

- Presentation 10%
- Criteria score awarded = 3 out of a possible 5
- Score calculated $3/5 \times 10 = 6$ points awarded.

11.2.6 The quality criteria scores will be added to the price scores to determine a final score for each Contractor. The Council may invite prospective Contractors to present their proposals to the Council should this be required.

Award method when using the framework

With competition

Contracting authorities that may use the framework

Establishing party only

Participation

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

1 December 2025, 11:59pm

Submission address and any special instructions

Your response to this invitation to tender must be received up to the closing time on the date and in the place shown above. Your tender shall be submitted in a sealed envelope or package, marked with the tenderers name for the attention of the Elford Parish Council Clerk and the invitation to tender title: Design, Supply and Installation of Playground Equipment at Elford Jubilee Memorial Playground, Tamworth, B79 9DA. Tenders may also be submitted by email to the address above. Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process. Potential tenders may contact the Clerk to facilitate site visits with two playground committee members and the clerk, or to seek clarification further information to enable completion of their tender.

Tender Address:

Elford Parish Council Clerk

Kate Pritchard, 48 Hints Road, Hopwas, Tamworth, Staffordshire, B78 3AA

clerk@elfordparishcouncil.gov.uk

Tenders may be submitted electronically

No

Award criteria

Name	Description	Type	Weighting
Quality	11.2 Quality (80%) 11.2.1 Quality will be evaluated from the information submitted by the Contractor and against the criteria set out in this section. A panel of Councillors and Officers will evaluate each submission.	Quality	80%

Name	Description	Type	Weighting
Price	11.1 Price (20%) Contractors are asked to submit a pricing schedule for each element of the work as set out in the Schedule of Works section and a total tendered price. Price will carry 20% of the scoring on the following basis: (Lowest bid price / bidders' price) x 20 = bidders price score	Price	20%

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Playground Project 2025 Tender Notice FINAL.pdf](#)

Contracting authority

Elford Parish Council

- Public Procurement Organisation Number: PPNX-1414-TDYT

48 Hints Road

Tamworth

B78 3AA

United Kingdom

Contact name: Mrs Kate Pritchard

Email: clerk@elfordparishcouncil.gov.uk

Website: <http://www.elfordparishcouncil.gov.uk>

Region: UKG24 - Staffordshire CC

Organisation type: Public authority - sub-central government