

PAPPLEWICK PARISH COUNCIL

INVITATION TO TENDER

Playground and associated works

Queen Elizabeth II playing field, Linby Lane, Papplewick, NG15 8FB

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1. Introduction and Background

This document has been prepared by Papplewick Parish Council for the purpose of inviting proposals from suitably qualified companies to design and redevelop the play facilities on the Queen Elizabeth II Playing Field, located behind the Village Hall in Papplewick.

The area is outside the local Conservation Area.

The field is behind the Village Hall and is surrounded by Moor Pond Woods, farming land and residential homes. The only vehicular access is via land owned by the Village Hall, and parking is generally available on the Village Hall Car Park.

The field is protected under the Fields In Trust scheme operated by the Fields In Trust Charity (Charity Number 306070)

Pedestrian access is also available from informal entrances via Moor Pond Woods.

The existing equipment consists of

- Gates
- Boundary fences
- Litter bins
- Picnic benches
- Patio area
- War Memorial
- Youth Shelters (2)
- Pathways and surfacing of play areas (wet pour)
- Multiplay
- Multiplay - Toddler
- Ball Shoot – Funball Game
- Swings
- Climbing Equipment (Igloo)
- Spring Rockers (Bike and Dinosaur)
- Play Panels (2)
- Flush Carousel
- Adult Fitness Equipment (4 items)
- Goal Area
- Concrete Pad with Skete Driveway

2. Scope of Works and Associated Information

The council is seeking costed proposals from qualified and experienced suppliers, as follows:

2.1 Scope of Works

- To re-design the playground to include the required components as detailed in Section 3 to the extent possible within a new enlarged footprint.
- To provide detailed designs, including drawings and specifications. Designs should be shown to take account of the Play Area Accessibility Statement in Appendix 4.
- To include alternative equipment options if appropriate, with advantages and disadvantages explained.
- To recommend the materials and colours to be used with the benefits explained.
- To provide a detailed project and installation/commissioning plan and costings.
- To provide a detailed problem management and escalation plan for the installation period.
- To obtain all necessary permissions, licences and approvals to undertake the work.
- To remove all items not required by the re-design, including existing safety surfacing.
- To supply all necessary items required by the re-design and to provide suitable low maintenance safety surfacing, covering all appropriate areas.
- To install all items, including any retained items as appropriate, including safety surfacing, hard landscaping and fencing required by the re-design, and benches, tables and bins.
- To complete all ground works to a professional standard, including any foundations required by the design, including for relocated and new fencing and supports.
- To follow all necessary Health and Safety and Welfare procedures.
- To provide a project manager to be the main point of contact during the works and to closely manage all aspects of the logistics, installation and commissioning, keeping the council informed of progress and issues on a regular basis.
- To provide equipment and workmanship warranties and a post installation inspection report and evidence that all recommendations in the report have been carried out. After completion of the construction and before handover, the council may also arrange an independent inspection by our own certified safety inspector and require resolution of defects and risks before the handover and final payment.

2.2 Information Required

The following information will be required in writing from the supplier:

As part of the tender response:

- Confirmation of where all items and surfacing are manufactured and the lead time for delivery.
- Confirmation of the predicted lifetime of all items and surfacing along with recommended maintenance requirements and costs.
- Confirmation of whether the works will be delivered by the supplier's own staff or by a subcontractor. If it is intended to use a subcontractor, it must be identified and references provided showing previous playground installations where the supplier and subcontractor have worked together.
- If a subcontractor is to be used, the supplier must confirm the management and escalation procedure agreed with the subcontractor.
- A project plan, showing timescales, risk factors and contingency plans.
- Confirmation of the availability and lead time of spare parts for the lifespan of the items and surfacing.
- Confirmation of the warranty period of all items and surfacing including any costs associated with the warranty.
- Certification that equipment and surfacing will be supplied and installed to meet the current playground standards (BSEN 1176 and BS 7188) and also provision of a Certificate of Test to EN1177:2018 confirming critical fall height of the impact absorbing surfaces.
- A proposed Escalation Management Plan. This must subsequently be agreed between the council and the supplier prior to the start of any works on site, so that any problems during the installation phase can be escalated within the supplier's management team.

Before a contract is signed:

A written Construction Management Plan, agreed between the council and the supplier prior to the start of any works on site, covering working hours, noise control, material delivery, safety etc.

3. Requirements

Area available

The QEII playing field is situated behind the Village Hall car park on Linby Lane, Papplewick, NG15 8FB.

It is surrounded by houses to the north, wooded areas to the west and south, and farmland to the east.

The total area available for replacement play equipment is approximately 4,300 m², although it is desired that most of the central grass area, and the grass area to the south-west of the field remain undeveloped.





Overall design

Whilst not included in the local conservation area, the design of the area should take into consideration the rural surroundings and be sympathetic to the local and natural environment. It should appeal to a wide age group, ranging from toddlers, including the local pre-school group who meet daily in the adjacent village hall, up to young teenagers around 14 years old.

As not all existing equipment is planned to be replaced, proposed new equipment harmonise with the remaining items in terms of design, play appeal, aesthetics, and useability.

It is fundamental that the overall design includes Accessible and SEN (Special Educational Needs) friendly requirements and that this must be at the heart of the design principle. Appropriate colours and design should be proposed for surfacing and equipment to reflect the setting and the needs of visually impaired children.

Durability, sustainability, cost effective maintenance, and longevity are also key criteria for the play equipment. Materials used should be the best of their respective kinds, sustainably sourced where possible, and should conform to the appropriate standards.

Overall, notwithstanding the requirements specified below, suppliers should use their expert knowledge to recommend specific equipment and a design to optimise the use of the area available.

Specific requirements

Existing equipment to be retained :

- Swings
- Roundabout
- Springer Rockers
- Picnic area and tables
- Bike racks
- Flower beds
- War memorial
- QEII Playing fields “Fields in Trust” sign – near picnic area
- Storage container (area behind swings)

Equipment to be removed, without direct (like for like) replacement :

- Adult gym equipment (4 pieces)
- Skateboarding ramp
- Ball shoot - Funball Game

Equipment to be replaced / updated / added :

- Zipwire
- Balance equipment
- Climbing structure
- Multiplay equipment – ages 2-5
- Multiplay equipment – ages 5-10
- Basketball hoops to be added to the concrete pad – the pad itself will need to be repaired for this.
- Seesaw
- Goal Area
- Shelters / Rigid Sails?
- Play Panels

Hard landscaping

New surfacing is required across much of the area to the north of the site, where most of the equipment is currently situated. Given the ongoing maintenance issues with the current surface, new options which are likely to need less ongoing maintenance would be preferable.

Given that the existing swings will be remaining, it is anticipated that the existing wet pour area around the swings will remain as it currently is, although alternative suggestions will be considered.

Other items for consideration:

- Replacement of existing pedestrian and servicing gates leading from the Village Hall car park
- Replace all existing rubbish bins, taking into consideration anticipated new recycling requirements
- Additional inclusive picnic bench, allowing for wheelchair accessibility
- Dummy CCTV Cameras, with lights

4. Council Budget

We anticipate the available budget for the playground areas in this Invitation to Tender to be in the region of £120,000. This budget is indicative only to assist suppliers in their design considerations. All costs (children's playground/surfacing/fencing, open play area, hard landscaping, project management) should be identified separately to help the council in its evaluation.

5. Site Visits

Prior to submitting a price for these works, suppliers will be invited to undertake a site visit to ensure they have a thorough understanding of the site, access, and requirements of the brief. A single date will be set aside for all interested suppliers to attend to ensure that the same information is available to all suppliers. If attending a site visit, we request that only one person from each supplier is present. A member of the council will be available to meet with you on site.

6. Construction Management

Confirmation of working hours, storage of materials, access, location of skips and a final programme of works and Risk Assessment Methods Statements (RAMS) will need to be finalised and agreed with the Parish Council before work begins. This will take the form of a formal Construction Management Plan approved by both parties.

During installation the supplier should provide a secure work compound for the build, ensuring that the public cannot gain access to the site or equipment. The supplier will be held responsible for any damage or vandalism caused to machinery or new play equipment left onsite by the supplier and any such machinery should be immobilised overnight.

The supplier will be held responsible for and must make good any damage caused to roads, paths, grassed areas, pitches, car parks, fences, drains, sewers, service mains, landscaping etc. and will be held liable for any injury to members of the public during construction.

For completion of the project, any areas that have been damaged during installation must be made good and returned to new or as a minimum returned to the original condition, at the supplier's expense.

The supplier must ensure that all waste materials produced during these works that cannot be reused onsite, are transported from the site using waste carriers with a current Waste Carriers License. Wherever possible, waste materials should be recycled.

7. Performance of Contract and After Sales / Service Level Agreements

Suppliers must be able to respond quickly and effectively to any post installation maintenance requirements. Tenders should confirm that they accept the conditions and penalties set out in the table below:

| Requirement | Details | Penalty / Retention |
|--|--|---|
| Completion of Project on time | Other than delays due to aspects not within the control of the contractor, completion of 2 weeks beyond stated completion date | Up to 2 weeks, penalty of 2% of the value of the project Over 2 weeks, penalty of 3% of the value of the project |
| Resolution of warranty related defects | Beyond 4 weeks of notified defect if item is not safe to be used | 5% penalty of listed value of equipment in question |
| Retention | Any defects or quality issues within 12 months of installation | 5% of the value of the project to be withheld until 12 months following completion of the project |

8. Questions and Contact Details

Any questions regarding this document and the specific requirements must be made in writing by email specifying that the email relates to the 'Papplewick QEII Playground and Associated Works Tender', in order that full consideration can be given and full responses can be forwarded to all interested suppliers.

Comments and questions must be received no later than ten working days before the closure date for tenders. Questions and queries after this date may not be considered.

It is prohibited for prospective suppliers to contact councillors or staff to encourage or support their tender outside the prescribed process.

9. Anticipated Timescales

Applicants will need to adhere to the indicative timescales set out below. Any change to these timescales will be notified to suppliers:

| Action | Information | Indicative Date |
|---|--|---|
| Issue Invitation to tender | The Council will publish on Papplewick Parish Council website, and Find a Tender | January 2026 |
| Notification of intention to bid | Interested parties are to notify the Council by email of their intention to submit a tender | By Friday 27 February 2026 |
| Site visits | Site visits will be conducted | By 13 March 2026 |
| Deadline for questions submitted and answered by Council (circulated to all suppliers) | All questions should be submitted via email to the named contact | By 27 March 2026 |
| Deadline to receive tenders | Tenders should be submitted in line with requirements set out in section 9 below | By 17 April 2026, 3pm |
| Questions by Council to clarify individual tenders, and responses received | Council to request any specific points of clarification from individual tenderers and tenderers to reply | By 01 May 2026 |
| Council evaluates tenders | Internal confidential Council process | By 5 June 2026 |
| Council selects preferred supplier and final design details confirmed with final supplier | Discussion with preferred supplier to finalise design and commercial details | By 12 June |
| Proposals presented to full Council meeting for final approval | This could be an extraordinary Council meeting | After 12 June |
| Council to provide a written response of the outcome of submissions to all suppliers | All suppliers will be notified of the Council's decision | Within 1 week of Council Approval |
| Contract negotiations complete and contracts signed | Contract awarded | Within 2 weeks of full Council approval |
| Work to take place, playground implemented | Work should commence no later than 6 weeks after contract awarded and be completed as soon as practically possible | Complete by 30 September 2026 |

10. Submission Requirements

Submissions should be made to:

The Clerk, Papplewick Parish Council, c/o 1 Linby Lane, Papplewick, Nottingham, NG15 8FB.

Submissions must include two hard copies of the tender submission and 2 x A1 design boards to aid the evaluation process, with supporting costings by 3pm on Friday 10th April 2026.

The supplier shall separately identify the price for:

- The playground, including a breakdown of all equipment, material, surfaces, fencing and gates, labour, maintenance, and other costs. The price should include one year's maintenance within the costs and the ongoing maintenance costs.
- Details of income from the scrap value of any old equipment being disposed of
- Each of the hard-landscaping areas.
- Project Management.

Price schedules should indicate the flexibility on total price for additional items proposed over and above the core playground design and for any alternative core design options.

All pricing will be valid for 12 months from the due date of the response. Prices will be fixed and firm for the duration of the contract once awarded.

The prices agreed at the time of the contract will be final.

Suppliers should provide:

- a company background
- a Health and Safety record
- evidence of public liability insurance and employer's liability insurance
- the supplier's standard terms and conditions
- a copy of the latest full year company accounts
- a signed copy of the Application for Papplewick QEII Playground and Associated Works Contract Form (Appendix 4)
- a signed copy of the Declaration of Collusive Tendering Certificate (Appendix 3).

All tenders must be signed by a named company director, dated and returned in a sealed envelope marked 'Private and Confidential – Papplewick Parish Council QEII Playground and Associated Works Tender to the above address by post, courier or hand delivered. Any tenders delivered by hand must be signed as received by the Parish Clerk, or nominated councillor.

In addition, please also supply an electronic copy of the submission to clerk@papplewick.org, subject line "Private and confidential – Papplewick QEII Playground and Associated Works tender".

Any suppliers that do not comply with these instructions or conditions may have their tender rejected. The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

The Council has the right to refuse tenders without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply.

Tender submissions received by the Council will not be shared with other suppliers.

Appendix 1

Evaluation and scoring

Tenders will be evaluated against the following criteria:

| Criterion | Percentage of evaluation | Scoring |
|--|--|-----------|
| Proven experience in the supply and installation of play equipment and surfacing | References provided and results of enquiries by council | Pass/Fail |
| Tender received on time | Confirmation of receipt of tender. | Pass/Fail |
| Ability to deliver project within the specified timeframe | Confirmation of delivery to required timescales, playground live by 30 September 2026. | Pass/Fail |
| Certificate of Collusion | Signed certificate | Pass/Fail |
| Health and Safety Policy | Copy of Policy | Pass/Fail |
| Insurance at specified level | In-date Certificates | Pass/Fail |
| Financial Stability | Copy of suppliers last full year accounts and assessment by council Clerk. | Pass/Fail |
| Quality of Design | Compliance with requirements. Ability to cater to a range of ages and abilities. Well-designed layout. Adherence to Play Area Accessibility Statement. Range of equipment offered. Design preference of Evaluation Committee. | 40% |
| Materials | Quality of materials used. Expected lifespan for equipment and surfacing. Reliability and speed of supply chain. Availability of spare parts. | 10% |
| Price and Value for money | Quote for current project. Cost of replacement equipment. Warranty cover. Deliverance of project aftercare service. | 25% |
| Installation and Commissioning | Own resources for implementation or subcontractor. If subcontractor, evidence of process for contract management and escalation and references of successful playground implementations together. Acceptable escalation process proposed between supplier and the council. Project plan included with tender. | 15% |
| Safety | Compliance with BS EN 1176, BS EN 1177, and Equality Act 2010. Anti-vandal precautions. Secure dog proof fences and gates | 10% |

Scoring System:

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

Appendix 2

Play Area Accessibility Statement

Papplewick Parish Council wishes to create play spaces where all children will feel welcome and ready to explore, whether disabled or non-disabled. Play England's Ten Design Principles for designing successful play spaces states that:

'Successful play spaces offer enjoyable play experiences to disabled children and young people, and to those who are non-disabled, whilst accepting that not all elements of the play space can be accessible to everyone. Children with different abilities can play together in well-designed play spaces, and parents and carers who are themselves disabled should be able to gain access to play spaces if they are to accompany their children. Though many play providers focus on equipment that is wheelchair-accessible, it is important to recognise that there are many different types of disability or special need. Nonprescriptive equipment, which can be used flexibly – such as a 'nest' swing – might be interesting to large numbers of children with different needs and abilities.'

The Equality Act 2010 aims to make sure that reasonable adjustments are made to overcome barriers experienced by disabled people. Gates, access, play equipment and space around play equipment must be considered in this context.

When designing the play area, consideration should be made to enable play without the need of adult assistance where possible.

Furthermore, Play England's Ten Design Principles for designing successful play spaces also specifies that:

'Successful play spaces should, as far as is reasonably possible, offer the same quality and extent of play experience to disabled children and young people as is available to those who are not disabled, whilst accepting that not all equipment can be completely accessible to everyone. Inclusion by Design (Goodridge, ed. Douch, 2008) sets out the following six principles, established by the Disability Rights Commission, which form the foundation of inclusive design:

- *Ease of use*
- *Freedom of choice and access to mainstream activities*
- *Diversity and difference*
- *Legibility and predictability*
- *Quality*
- *Safety'*

Equally, neurodiverse children may appreciate different equipment, and somewhere they can enjoy alone.

In summary, Papplewick Parish Council aims to provide a wide range of play opportunities which will be as inclusive as possible. These will be founded on the above advice from Play England and by consultation with the community.

Appendix 3

Declaration of Collusive Tendering Certificate

(This Certificate is in regard to canvassing Members of the Council or its Officers to gain competitive advantage. Any effort to do so will immediately disqualify any tender submitted)

Declaration on Collusive Tendering Certificate

To: Papplewick Parish Council

In response to: Queen Elizabeth II Playground and Associated Works Contract

I/We declare that:

1. This is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.

2. I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

a) communicating to a person other than the person calling for those tenders the amount, or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.

b) entering into any agreement or arrangement with any other persons that they shall refrain from tendering or as to the amount of any tender to be submitted.

c) offering or paying or giving or agreeing to pay or give any sum of money 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 tender or proposed tender for the said work any act or thing of the sort described above.

We acknowledge that if we, or anyone who acts on our behalf behaves improperly or commits an offence under the Prevention of Corruption Acts 1889-1916, Papplewick Parish Council tendering for services may cancel the contract and recover all costs and losses.

In this certificate, the word 'person' includes any persons or anybody or associated, corporate or unincorporated, and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signature:

Position held:

Name and Address of Supplier:

.....

.....

Dated:

Note to Organisation: Refusal to give this declaration and undertaking means any submitted tender will be treated as null and void and not considered by the Council.

Appendix 4

Application for the Papplewick Queen Elizabeth II Playground and Associated Works Contract

(This form must be completed and signed by the supplier and included with the supplier's submission)

This form and supporting documentation must be returned no later than 3pm on Friday 10th April 2026

Please read the Papplewick Parish Council Tender Document before completion.

1. Required Documentation:

- Application Form for Papplewick Queen Elizabeth II Playground and Associated Works Contract (this form)
- Playground design and quotation
- Product details
- Warranty details
- Insurance certificates
- Maintenance requirements
- Costing and lead time for availability of spare parts
- References
- Details of any subcontractors, management & escalation process
- Requested policies and documents
- Delivery and installation timetable

2. Name of Employer: Papplewick Parish Council

Address: c/o 1 Linby Lane
Papplewick
NG15 8FB

Website: <https://www.papplewick.org>

Contact: Liz Gretton, Clerk

Email: clerk@papplewick.org

NB The Clerk works part time so please allow up to 48 business hours for replies.

3. Business Details:

Name:

Address:

Website:

4. Person dealing with this application:

Name:

Position:

Tel No:

Email address:

5. Company Registration Number:

6. Declaration:

i) Has any director, partner or person directly involved in your organisation's management been a Councillor or employee of Papplewick Parish Council in the last five years?

YES/NO

If yes, please give details:

ii) Please state if any director, partner or person directly involved with your organisation's management has a relative who is an employee of Papplewick Parish Council or a Councillor on Papplewick Parish Council?

YES/NO

If yes, please give details:

7. Equality, Diversity and Employment

(i) Do you have an equality and diversity policy?

YES/NO

If yes, please return a copy with this form.

If no, are you developing a policy? If you are currently doing so, please state the expected implementation date:

8. Membership of Relevant Trade Organisations

(i) Are you a member of any relevant trade organisations or other similar bodies?

YES/NO

If yes, please provide details:

9. Environment

(i) Do you have any environmental/sustainability policies? **YES/NO**

If yes, please provide details and return a copy with this form.

10. Health and Safety

(i) Do you have a Health and Safety policy? **YES/NO**

If yes, please return a copy with this form.

(ii) Do you undertake safety audits? (In addition to regular site safety checks.) **YES/NO**

If yes, please provide details:

(iii) Are you a member of a safety group or do you use safety consultants? **YES/NO**

If yes, please provide details:

(iv) Please provide details of any prohibition or enforcement notices served by the Health & Safety Executive (HSE) during the last two years:

11. Supply Chain

(i) Do you manufacture your own equipment? **YES/NO**

(ii) Where is your equipment manufactured? Please provide details:

(iii) Are there any issues that you are aware of that are likely to affect the supply of equipment
e.g. import regulations, factory capacity? **YES/NO**

If yes, please provide details:

12. Insurance

(i) Do you have insurance cover to at least the following levels? **YES/NO**

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

Please provide evidence of this insurance cover.

13. Other information

Please provide any other information that may be of assistance in considering your application.

14. References

Please provide details of two playground installations carried out in the last 2 years. Preferably, one should be local to Papplewick.

Reference One:

Name of Client:

Contact Name:

Contact Telephone:

Contact Email:

Site Location:

Value of Project:

Date of Installation:

Description of Project:

Reference Two

Name of Client:

Contact Name:

Contact Telephone:

Contact Email:

Site Location:

Value of Project:

Date of Installation:

Description of Project:

15. Warranty Information

Please complete any warranty details in the table below:

| Material / Item | Warranty Period | Conditions / Exclusions |
|------------------|-----------------|-------------------------|
| Structural Steel | | |
| Plastic | | |
| Wood | | |
| Surfacing | | |
| Paintwork | | |
| Moving Parts | | |
| Other | | |

16. Declaration

We have examined the site and the proposed works and hereby enclose a tender to execute and complete the works described in the specification. This incorporates all preliminaries, materials and workmanship requirements, including health and safety.

Such works are to be subject to the conditions of the contract and requirements set out in the main tender document and to the entire satisfaction of the council and to be completed for the under mentioned sums.

We understand that you are not bound to accept the lowest or any tender or quotation that you may receive and that tenders received after the time given for receipt will be disregarded.

We understand that all costs incurred in producing this response are our responsibility and at our risk and we have no right of any cost recovery from Papplewick Parish Council.

We agree that this tender will remain open for consideration for 90 calendar days after the date fixed for receipt of this tender and accept the terms and conditions of the Contract Agreement unless otherwise stated in our response.

Amount Quoted (please give details as requested in this document, please include attached documents if required):

Company Name:

Company Address:

Name of company representative:

Position within organisation:

Signature:

Date: