

# **INVITATION TO TENDER (ITT)**

## **Norton in Hales Playground Refurbishment**

Issued by: Norton in Hales Parish Council

Responsible Officer: Mrs M Joyce, Parish Clerk

Issue date: 10<sup>th</sup> February 2026

**Tender submission deadline: 11<sup>th</sup> March, 13:00 (UK time)**

Submission address: Norton-in-Hales Parish Council, Ivy Rose Cottage, Cruckmoor Lane, Prees Green, Whitchurch, Shropshire, SY13 2BS

### **IMPORTANT – PLEASE READ**

- A site visit is strongly recommended (and considered essential) to assess access, measurements, adjacent properties and constraints.
- Prices must be fixed lump sum and net of VAT.
- The Council does not bind itself to accept the lowest or any tender.

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## 1. Invitation to Tender – Overview

Project name	Norton in Hales playground refurbishment
Client	Norton in Hales Parish Council
Site location	Norton in Hales play area, off Mucklestone Road, Norton in Hales, Market Drayton, Shropshire, TF9 4AW
Budget (guidance)	£60,000 (net of VAT) for base scope – see Section 3 for options
Target completion	Playground ready for public use by 1 July 2026 (earlier programmes will be considered)
Contract type	Single Principal Contractor – supply and install play equipment and safety surfacing
Submission	Fixed price lump sum tender; anonymised submission; include all documents listed in Appendix D

Norton in Hales Parish Council invites experienced playground designers/installers to submit a tender for the design, supply and installation of new play equipment and associated safety surfacing. The play area is intended for children ranging from toddlers to mid-teens and shall provide innovative, inclusive play opportunities with a minimum expected operational lifespan of 20 years.

All works, equipment and impact absorbing surfacing (IAS) must be manufactured, tested and installed to relevant British and European standards (including BS EN 1176 and BS EN 1177).

## 2. Project Background and Objectives

The Council is proposing to replace existing playground equipment and install new equipment with appropriate safety surfacing within the fenced play area located in the village playing field.

The design brief has been developed by a Council playground working group with community consultation. The Council's aim is to create an innovative, inclusive, modern play space that acts as a community hub and offers play facilities for all abilities.

Lifecycle cost, ease of maintenance, availability of spare parts and environmental performance will be important considerations in tender evaluation.

## 3. Scope of Works

It is proposed that suitable site set up including a welfare unit, space for material storage, a secured site and waste removal will be provided FOC. However, please include these items as additional line items that can be considered outside of the budget should the Parish Council decide to include them in the contract

### **3.1 Base Scope (within budget)**

- Design development and detailed layout drawings suitable for construction and approvals.
- Supply and installation of new play equipment suitable for ages from toddlers to mid-teens.
- Supply and installation of compliant impact-absorbing safety surfacing where required.
- Temporary works, setting out, foundations, fixings and all associated installation activities.
- Reinstatement of disturbed ground, fencing interfaces, paths, kerbs and adjacent features affected by the works.
- Provision of O&M information, maintenance schedules, inspection regimes and asset data for Council handover.
- Commissioning and facilitation of an independent RoSPA Post-Installation Inspection (PII) and closure of all defects noted before handover.

### **3.2 Design Brief – Equipment Requirements**

The Parish Council is open to proposals in any appropriate materials, for example wood, recycled plastic, metal, etc. consideration will be given/made on the lifecycle cost of the project so any proposals should include the life expectancy of the equipment and warranty periods

The design intent of the brief is based on the following equipment. However, the parish council is open to suggestions that work around this:

#### **A) Inclusive carousel (in-ground)**

- Wheelchair accessible and inclusive.
- Approximate capacity: 8 users.
- Minimum one inclusive seat/space (state arrangement).

#### **B) Swings**

- Double toddler swing including a baby/toddler/cradle seat.
- An innovative option enabling parents/older siblings to interact with younger users.
- Junior swings: minimum 4 bays in total.
- At least 2 bays with standard flat seats.
- At least 1 double bay accommodating a communal/nest/team seat.
- Anti-wrap seats: provide as a separate priced option line item.

Tenderers may propose a combined swing frame or separate frames utilising existing areas; clearly identify layout and any assumptions.

#### **C) Toddler/Younger Children Zone (key users 2–8 years)**

- Target capacity: approximately 26 users.

- Include a feature item enabling independent climbing/crawling/sliding and imaginative play (e.g., multi-tower structure with tunnel).
- Include complementary items such as spinner bowl and an imaginative seesaw (or equivalent).

#### **D) Older Children Zone (6+ years) – Trim Trail and Feature Structure**

- Provide a “trim trail” with a minimum of five distinct exercises/events.
- Include a feature structure for older children to climb, explore, swing, slide and congregate.
- Demonstrate how the design offers graduated challenge and social play opportunities.

#### **3.3 Optional / Additional Items (priced separately)**

- Additional items: bins, and a selection of picnic benches (include foundations/fixings).
- Site welfare provision (e.g., welfare unit), secure storage and waste removal. provide as separate options should the Council elect to include them.

#### **3.4 Materials, Rural Character and Durability**

The design should complement the rural aspect of the village. Proposals may be in timber, recycled plastic, metal or other appropriate materials. Tenderers shall state expected lifespan, maintenance needs, warranties and assumptions about replacement parts to demonstrate durability over a 30-year assessment period.

#### **3.5 Inclusivity Requirements**

Tenderers must demonstrate inclusive play value and how barriers to play are designed out, aligning with the social model of disability. Include clear narrative and design features supporting accessibility, independence, confidence, and social play for children of different abilities.

#### **3.6 Sustainability and Environmental Management**

Priority will be given to contractors who share the Council’s environmental objectives. Provide an environmental statement addressing sourcing, manufacture, packaging, transport, waste/disposal, and end-of-life options. Include measures to minimise carbon and protect local ecology during construction.

### **4. Site Information and Constraints**

The play area is within a fenced section of the village playing field. Tenderers are responsible for satisfying themselves as to site conditions that may affect the works, including access, ground conditions and the presence of underground services.

#### **Site visit**

- A site visit is strongly recommended and regarded as essential for accurate pricing and design development.

- The site is open; suppliers may visit at their convenience without prior booking.
- Tenderers must assess access routes, turning, laydown areas, compound location and proximity of neighbouring properties.

#### **Existing services**

- The Council cannot confirm underground services within the play area.
- Tenderers must allow for service location/avoidance measures and safe digging practices (e.g., CAT & Genny, trial holes where required).

## **5. Tender Instructions and Return Requirements**

### **5.1 Clarifications and Questions**

All clarification questions must be submitted by email to the Parish Clerk by 23 February. Responses will be issued to all tenderers (bcc) and/or via the Council website to ensure fairness and transparency.

Tenderers should not contact other Council members regarding this procurement.

### **5.2 Tender Return**

Tenders must be returned in a sealed envelope clearly marked:

**“TENDER FOR NORTON IN HALES PLAYGROUND”**

Deliver to:

Mrs. M Joyce, Parish Clerk

Norton-in-Hales Parish Council,

Ivy Rose Cottage,

Cruckmoor Lane,

Prees Green,

Whitchurch,

Shropshire,

SY13 2BS

Deadline:

**11 March 2026 13:00 (UK time)**

- Late submissions may be rejected and may not be opened.
- Tender validity period: 90 days from deadline.
- The Council does not bind itself to accept the lowest or any tender and will award on the Most Economically Advantageous Tender (MEAT) basis.

### 5.3 Submission Requirements (include as a minimum)

- Covering letter (may include company identity).
- Design pack: plans and imagery (A4 and A2) plus digital images (JPG/PNG).
- Equipment schedule listing all items, manufacturers, model references, critical fall heights and capacity assumptions.
- Statement of design rationale showing how the design meets each age range and inclusivity requirements.
- Warranties and expected lifespan of each principal component (Appendix F).
- Method statement outline and proposed programme (Gantt summary acceptable).
- Completed Form of Tender (Appendix B) and Pricing Schedule (Appendix C).
- Public liability insurance certificate.
- Health & Safety policy.
- Sustainability/environmental statement (Appendix G or equivalent).
- References for comparable projects (Appendix E).

### 6. Evaluation and Award

Tenders will be evaluated using a 0–5 scoring system against the criteria and weightings below. Evidence must be clear and directly referenced in your submission.

Criterion	Weighting
Play Value	35%
Design Rationale	20%
Durability (assessed over 30 years)	20%
Inclusivity	15%
Programme of works	5%
References	5%

Scoring definitions:

Score	Definition
0	Unacceptable – non-compliant/deficient
1	Poor – limited response lacking detail
2	Below expectations – minimal achievement with weaknesses/omissions
3	Adequate – reasonable achievement with weaknesses/omissions
4	Good – comprehensive, detailed and relevant
5	Excellent – exceptional submission demonstrating high ability and understanding

The Council reserves the right to seek clarification, interview tenderers, or request best and final offers. Unclear or incomplete tenders may be discounted.

## 7. Programme and Working Hours

Indicative procurement timetable (subject to change):

Activity	Date
Publish tender	10 February 2026
Deadline for clarification questions	23 February 2026
Clarification responses issued	27 February 2026
Tender submission deadline	11 March 2026
Evaluation of tenders	11 – 23 March 2026
Meeting to select preferred supplier	W/C 23 March 2026
Notification to successful tenderer	30 March 2026

Working hours are generally 08:00–17:00 Monday to Friday. Out-of-hours work may be permitted subject to prior agreement. Noisy work is generally not permitted at weekends.

## 8. Health, Safety and Site Management

The successful tenderer shall nominate a single point of contact/project coordinator who is readily contactable throughout the works.

The Contractor shall provide site-specific Risk Assessments and Method Statements (RAMS) and evidence of insurance at least 14 working days before the start on site.

All plant and equipment must be fit for purpose and compliant with relevant legislation (e.g., LOLER, PUWER).

The Contractor must manage noise and nuisance to the wider playing field users and neighbouring residential properties (reasonable radio volume; considerate working).

The Contractor must report and manage incidents in accordance with RIDDOR where applicable.

## 9. Quality, Testing, Handover and Aftercare

### Surfacing

- Provide new compliant safety surfacing where required by equipment critical fall heights.
- Where existing surfacing is present, clearly state whether overpour is proposed and warrantable, or whether removal and reinstatement is included; identify assumptions.

### Post-Installation Inspection (RoSPA)

- Before the play area is opened, the Contractor must commission, pay for and supply a satisfactory independent RoSPA Post-Installation Inspection (PII) report.
- The Contractor must close out all remedial actions identified in the PII at no additional cost prior to handover.

#### **Maintenance and aftercare**

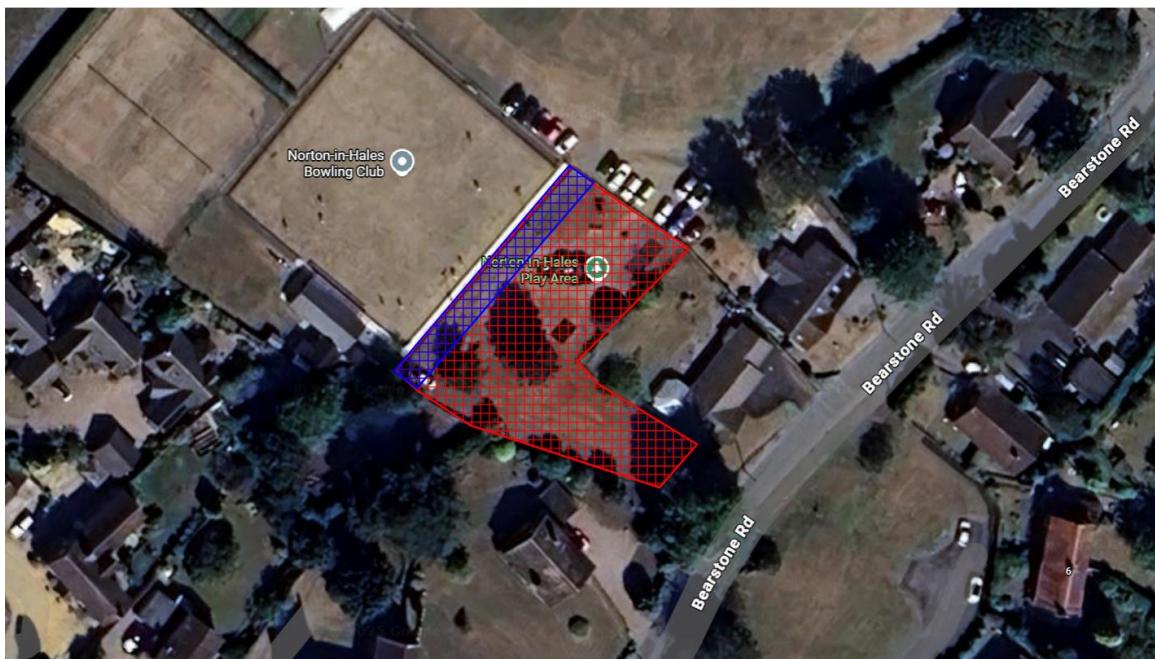
- Provide a full schedule of maintenance requirements for all equipment and surfacing, including inspection frequencies, consumables and typical replacement parts.
- Provide details of manufacturer and installer warranties/guarantees for equipment, surfacing and installation works.

### **10. Pricing and Payment**

Tenders shall be a fixed price lump sum for the base scope, with clearly priced options for the additional items. All prices are to be net, excluding VAT. The Contractor shall be deemed to have included all items reasonably necessary for proper completion of the works, whether explicitly described or not.

Payment will be made upon satisfactory completion of the works and receipt by the Council of a satisfactory RoSPA Post-Installation Inspection report, and completion of all remedial actions.

## Appendix A – Site Plan and Photos



## Appendix B – Form of Tender (including declarations)

Tenderer to complete and return this form (signed).

Tenderer name (for covering letter only)	[INSERT]
Registered address	[INSERT]
Company registration number	[INSERT]
Contact name	[INSERT]
Telephone	[INSERT]
Email	[INSERT]
API membership number	[INSERT]

Declarations (tick/initial):

Declaration	Tick
We confirm the tender is valid for the stated period and prices are fixed (net of VAT).	[ ]
We confirm our submission complies with BS EN 1176 and BS EN 1177.	[ ]
We confirm we will commission and provide a satisfactory RoSPA PII prior to handover.	[ ]
We confirm we hold public liability insurance of at least £[INSERT] million.	[ ]
We confirm we will comply with the Modern Slavery Act 2015 where applicable.	[ ]
We confirm we have not colluded with any other bidder and our price is independently determined.	[ ]
We accept that the Council may reject non-compliant or late tenders and is not bound to accept the lowest tender.	[ ]

Signed for and on behalf of the Tenderer:

Name	[INSERT]
Position	[INSERT]
Signature	[INSERT]
Date	[INSERT]

## Appendix C – Pricing Schedule (including options)

Complete all applicable fields. Provide additional breakdowns if helpful.

Item	Amount (net of VAT)
Preliminaries (incl. mobilisation, temporary works, site set-up)	£
Play equipment - supply	£
Play equipment – installation (incl. foundations/fixings)	£
Safety surfacing – supply and install	£
RoSPA Post-Installation Inspection (PII)	£
Reinstatement / making good	£
Contingencies (if any – describe)	£
<b>BASE SCOPE TOTAL (net of VAT)</b>	<b>£</b>

Options (price separately):

Option	Amount (net of VAT)
Anti-wrap swing seat upgrade (toddler swing)	£
Anti-wrap swing seat upgrade (junior swings)	£
Phase 2 – Cableway incl. surfacing	£
Bins (state qty/spec)	£
Picnic benches (state qty/spec incl. fixings)	£
Welfare unit / welfare provision	£
Secure storage / compound enhancement	£
Waste management / skip provision	£

Notes/assumptions (mandatory):

[INSERT assumptions about removals, existing surfacing treatment, groundworks, utilities, access, lead times, etc.]

## Appendix D – Submission Checklist

Use this checklist to ensure your tender is complete.

Item	Included (Y/N)
Covering letter (may be branded)	
Design pack (A4 + A2) + digital images	
Design rationale (age range coverage, inclusivity, rural character)	
Equipment schedule incl. model refs, capacities and critical fall heights	
Warranties and lifespan schedule (Appendix F or equivalent)	
Programme of works	
Completed Form of Tender (Appendix B) signed	
Completed Pricing Schedule (Appendix C)	
Public liability insurance certificate	
Health & Safety policy	
Sustainability / environmental statement (Appendix G or equivalent)	
API certificate and any other accreditations	
References (Appendix E)	

## Appendix E – References Template

Provide details of three comparable playground projects completed within the last five years.

Client	Project / location	Value (£)	Completion date	Scope summary	Client contact name	Client contact email/phone

## Appendix F – Warranty / Lifespan Schedule

Complete for all principal components. Provide manufacturer documentation where available.

## **Appendix G – Sustainability / Environmental Statement Template**

Describe how you and your supply chain will minimise environmental impact across the project lifecycle.

### **Materials sourcing**

[INSERT response]

Guidance: E.g., FSC timber, recycled content, local sourcing, ethical procurement.

### **Manufacture**

[INSERT response]

Guidance: E.g., energy use, certifications, waste reduction.

### **Packaging**

[INSERT response]

Guidance: E.g., reduced packaging, recyclable packaging.

### **Transport**

[INSERT response]

Guidance: E.g., consolidated deliveries, low-emission vehicles.

### **Construction impacts**

[INSERT response]

Guidance: E.g., dust/noise control, protection of grassed areas, ecology considerations.

### **Waste and disposal**

[INSERT response]

Guidance: E.g., segregation, reuse/recycle, licensed carriers.

### **End of life**

[INSERT response]

Guidance: E.g., take-back schemes, recyclability, refurbishment options.