



BLEADON PARISH COUNCIL

Coronation Halls
Coronation Road
Bleadon. North Somerset. BS24 0PG
www.bleadonparishcouncil.co.uk
parishclerk@bleadonparishcouncil.co.uk

9th June 2025

Dear Prospective Contractor

Bleadon Parish Council – Improvements to Play Area and Installation of Outdoor Exercise Equipment

Thank you for expressing an interest in undertaking works for Bleadon Parish Council.

This document is in three parts:

- Part 1 provides some basic information and tells you the basis upon which we will evaluate your tender.
- Part 2 contains site specific information, together with locations and photos. The photos are not intended to be exhaustive and if you are in any doubt as to the areas covered by this contract you should contact us before submitting a bid.
- Part 3 is the tender document. This is what you must complete and submit to us if you would like to bid for works by Noon on Friday, 25th July 2025 – late submissions will not be considered. We will generally only consider submissions which follow the form of Part 3. This is because Part 3 includes a number of important declarations that we require of you as a potential contractor.
- For the purposes of this contract, the Council will use the standard JCT Minor Works Building Contract terms and conditions. The JCT Minor Works contract is an industry standard contract produced by the Joint Tribunals Council.

If you have recently submitted a tender submission for other work for Bleadon Parish Council, you may leave sections in relation to quality, references etc blank as we will use the information previously supplied - unless you tell us that we should not. However, please make sure that you complete the basic contact information and the Bill of Quantities.

The Council has limited funding available and, therefore, reserves the right not to progress elements of the works.

If you have an particular accessibility needs which might require you to submit information in a different way, then please let us know and we will do our best to accommodate your needs.

We look forward to receiving your tender.

C P Bolt

Parish Clerk & RFO
Bleadon Parish Council
parishclerk@bleadonparishcouncil.co.uk

Bleadon Parish Council

Tender for Improvements to Play Area and installation
of Outdoor Exercise Equipment

Bleadon Parish Council

PART 1

GENERAL INFORMATION

- 1: INTRODUCTION
- 2: INSTRUCTIONS TO TENDERERS
- 3: EVALUATION

SECTION ONE - OVERVIEW

1.1 INTRODUCTION

This tender pack relates to two sets of works. The first relates to enhancements to the play area within the village of Bleadon. The second relates to the provision of adult 'gym' type equipment on a site just a few metres from the play area. The Council recognizes that not all contractors may be in a position to bid for both aspects of works and is happy to receive bids for one or both elements of the works. If you do wish to bid for both elements and would wish to offer a discount if appointed to undertake both elements, then please make this clear within your submission.

Bleadon Parish Council appoints contractors to undertake a variety of works and contractors will be expected to operate in a manner that reflects Parish Council values and objectives. To this end, we expect that contractors will:

- i) Behave in a professional, courteous, and respectful manner to all parishioners when going about their duties.
- ii) Be capable of delivering the quality and standard of presentation specified.
- iii) Provide solutions which fully comply with any relevant legislation regarding the installation, siting and operation of equipment

1.2 QUESTIONS ABOUT THE TENDER

- a. Any questions relating to this tender must be raised in writing and prior to the closing date for submissions.
- b. Questions should be addressed to the Clerk to the Parish Council by email to parishclerk@bleadonparishcouncil.co.uk or by letter to Bleadon Parish Council, Coronation Hall, Coronation Road, Bleadon, North Somerset. BS24 0PG.
- c. Any questions raised and the answers to those questions will be distributed to all companies or organisations invited to tender.

1.3 MANAGEMENT OF THE CONTRACT – SUPERVISING OFFICER

- a. The Council will appoint a Supervising Officer to liaise with the successful contractor and who will be the sole person responsible for giving instructions to the contractor and confirming that tasks have been completed satisfactorily.
- b. Unless otherwise stated, the Supervising Officer will be the Parish Clerk & RFO to Bleadon Parish Council. Any change to the name of the Supervising Officer will be communicated to the Contractor in writing.
- c. Any works carried out without the specific instruction coming from the Supervising Officer will not be considered authorised and the Contractor may not be paid for such works.

SECTION TWO – INSTRUCTIONS TO TENDERERS

2.1 TENDER SUBMISSION

- a. Your submission must be received by The Clerk to the Council by **Noon on Friday, 25th July 2025**. Submissions received after the closing time and date will not be considered.
- b. Your completed paperwork should be emailed to parishclerk@bleadonparishcouncil.co.uk or sent to:

Bleadon Parish Council
Coronation Hall
Coronation Road
Bleadon
North Somerset
BS24 0PG

2.2 PREPARATION OF TENDER

- a. It is the responsibility of Tenderers to obtain for themselves, at their own expense, all available information necessary for the preparation of their Tenders.
- b. Tenderers should visit relevant sites to ascertain all relevant conditions likely to affect the execution of the works, and to thoroughly acquaint themselves with the extent and nature of the proposed works and will be deemed to have full done so before submitting a tender.

2.3 CONFIDENTIALITY

- a. All information supplied by Bleadon Parish Council in connection with this tender shall be treated as confidential by tenderers, except that such information may be disclosed for the purpose of obtaining sureties and quotations for preparation and submission of the tender.
- b. All information submitted may need to be disclosed and/or published by the Council.
- c. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of the Council and their legal advisors in interpretation thereof shall be final and conclusive in any dispute, difference or questions arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.
- d. Accordingly, if you consider that any of the information provided is commercially confidential, please identify it and explain (in broad terms) what harm might result from disclosure and or publication. It should be remembered though, that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any correspondence marked 'confidential', or equivalent, should not be taken to mean that the Council accept any duty or confidence by virtue of that marking.

2.4 PERIOD OF VALIDITY

Tenderers are required to keep Tenders valid for acceptance for a period of 90 days from the date of Tender.

SECTION THREE - EVALUATION

- a. Should there be any ambiguity in the tender documents the Council may contact tenderers to clarify specific matters.
- b. The evaluation process will include an emphasis on quality as well as price.
- c. Each tenderer will be subject to technical, commercial and financial analysis.
- d. The Council may seek the advice of professionals with specific expertise to evaluate the tender.
- e. The structure of the tender evaluation model is presented below.

Description	Form of Evidence	Allocation
Insurance requirements	Copy of supporting information	Pass/Fail
Certificate of Collusive Tendering	Signed Tender Submission	Pass/Fail
Health & Safety	Documentation	10%
Environmental	Documentation	5%
References	Result of Enquiries	5%
Price	Priced Submission	80%

Bleadon Parish Council

PART 2

DETAILED SPECIFICATION AND SITE LOCATIONS

INTRODUCTION

A1: PLAY AREA

A2: PEA GREEN

June 2025

INTRODUCTION

- a) The Contractor should confirm that they are fully aware of the extent of the areas subject to works and the descriptions and photographs may not fully describe those areas.
- b) In the event of the contractor failing to appreciate the full extent of the areas covered or the manner of works to be performed or the quality of finish to be achieved then the opinion of the Supervising Officer will prevail and the Contractor shall be expected to undertake the works fully as though they were fully aware, with no additional payment being made.
- c) Headings and maps are provided to assist in identification of the specific locations.

A1 – Play Area

Background and Context

The play area is located within the village centre in the Parish of Bleadon, North Somerset. It's What3Words location is as follows:

///creatures.mouse.snack

The land is governed under a Trust arrangement of which the Parish Council is the sole trustee. The Parish Council manages the site and the play equipment within the site on behalf of the Trust. This includes responsibility for maintenance and inspection. All of the equipment on the site – including fencing – is the property of the Parish Council.

The site benefits from good access. The car park adjacent to the play area is under the control of the Parish Council and can be closed off in whole or in part to accommodate any works. Access to basic power and water is available within 10 metres of the site. These utilities are available from two private providers (both of which are charitable trusts) and contractors should include a goodwill payment for the use of any such utilities within their tender submission.

The play area reflects the rural character of the Parish. Maintaining this character will be a key feature of the improvement works and contractors should have regard to the following guiding principles in formulating their proposals:

- Wherever possible, wooden items should be specified.
- A subdued colour palette is preferred – the Council recognizes the importance of colour within early years development and for those with visual impairments and it will consider proposals in this context. However, contractors should seek to supply equipment which harmonizes with the existing colour scheme of the play area.
- The play equipment itself should not generate noise – the Council appreciates that contractors can do nothing about the excited screams of children using the play equipment but equipment which generates noise as part of its use should not be introduced.

- Safety surfaces associated with any new items of equipment should either be play grade bark, sand (see the comment below regarding the existing sand pit) or rubberized grid mats through which grass can grow. Should any specified item of equipment require a different safety surface in order to meet the relevant regulations, then this must be made clear by the contractor within their tender submission.

In addition to maintaining the rural character of the play area, the following requirements should also be observed:

- No equipment which requires the use of water as part of its operation or function should be introduced.
- The play area is predominantly designed for the 5-12 age range, although some items are more focused towards early years e.g. rockers and sand pit. The play area is not specifically designed for older age groups, although there is a small open area which allows for ball sports and the Parish Council would wish to retain this open area.
- Wherever possible, the Council would favour the provision of equipment which is inclusive. However, the Council recognizes that the nature of the site is such that parts of it may not easily be accessed independently by those with disabilities or physical constraints – and that contractors will be faced with some restrictions regarding where within the site certain items of equipment might be placed.

New Items of Play Equipment Required

The Council has conducted local surveys and, as a consequence, would wish to provide the following items of play equipment within the play area. Where images have been provided, it should not be taken that the Council requires the particular model/item shown. The Council recognizes that contractors will have their own suppliers and alternatives will be considered; the images are only intended to be illustrative of the size/scale of equipment under consideration and are not intended to prevent contractors submitting their own proposals.

- A spinner/carousel



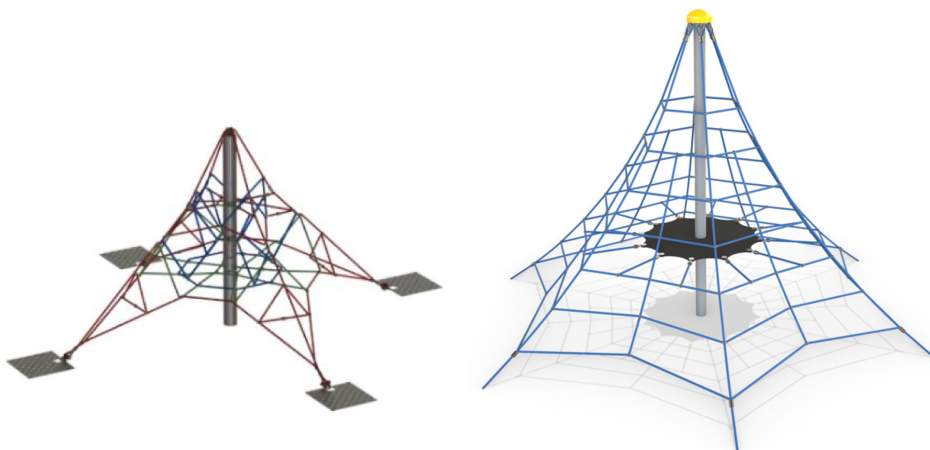
- An inclusive basket swing



- At least one adult/child swing seat



- A climbing net



- A traditional see-saw



- New signage – including communication aides for those with additional needs
- The Council would also ask contractors to price for the provision of a small, in-ground trampoline. However, a final decision on whether or not to install this item of equipment is subject to discussion with the Council's insurers
- The Council will consider proposals which seek to provide multiple pieces of equipment within one unit e.g. a combined carousel and climbing net.

Current Equipment








The play area boundary is defined by way of fencing and cannot be expanded. The photos below provide an overview of the play equipment currently within the play area.








The Council recognizes that there will be a challenge in introducing new equipment into a constrained site. There are some items of existing equipment which are considered to be more popular and need to be retained and others which are less well used and could be removed. An example of a piece of play equipment which must be retained is the existing slide unit. This is because it is relatively unique in that it has 3 side by side slides and allows younger children to race each other. An example of a piece of play equipment which can be removed is the existing climbing frame as it is not well used. We have, therefore, set out below the existing equipment which must be retained (this includes relocation within the site), equipment which could be modified or reconfigured to accommodate the Council's requirements and equipment which can be removed in its entirety.


Equipment to be retained

	Slide unit (in its entirety).
	Trim trail – the Council will consider alterations to the layout of the trim trail but not the loss of any items of equipment.
	Quad rocker.
	Spring rocker.
	Bench seating.
	Picnic table
	Teddy bear bin.
	Fencing and gate.

Equipment which can be modified

	<p>The two existing swing units can be modified to accommodate the basket swing and the adult/child swing seat(s). Contractors should satisfy themselves regarding the suitability of the existing wooden frame structures for any replacement configurations. In the event that the existing frames are not considered suitable, then this must be made clear in any tender documentation and the cost of any replacement frames included within the submitted tender.</p>
	<p>The sand pit must be retained but can be relocated elsewhere within the site or incorporated within the design of new play equipment.</p>
	<p>Robina poles 'goal' area. An alternative to the existing robina poles will be considered but the retention of a small space for kicking a football with some form of goal will be considered</p>

Equipment which can be removed

	<p>Climbing bar/net unit.</p>
	<p>Trees within the play area are not the subject of Tree Preservation Orders but are to be retained and any works which might affect the root systems of these trees must be clearly stated within any tender submission.</p>

Special considerations

Contractors will be required to certify that their proposals fully comply with any relevant legislation regarding the installation, siting and operation of equipment. In the event that a post installation inspection report identifies defects or issues requiring rectification, then the contractor will be required to make good on any such defects or issues at no additional cost to the Council.

The timing of works will need to be discussed and agreed with the Supervising Officer to ensure adequate notice is given regarding the closure of the play area and surrounding car park.

There are no known underground pipes or cables within the site but contractors will need to satisfy themselves in this respect dependent upon the specific installation requirements for the equipment being proposed.

All waste must be removed by the contractor using a registered waste carrier.

A2 – Pea Green

Background and Context

Pea Green is a small, grassed area located within the village centre in the Parish of Bleadon, North Somerset adjacent to the public toilets. It's What3Words location is as follows:

///tuck.proof.nanny

The land is entirely within the ownership of the Council. Immediately adjacent to the grassed area is a large section of block paving. The Council's preference would be for any equipment to be within the grassed area, but the block paving area can be considered if a greater footprint is required.

The site benefits from good access. The car park adjacent to the play area is under the control of the Parish Council and can be closed off in whole or in part to accommodate any works. Access to basic power and water is available within 10 metres of the site. These utilities are available from a charitable trust and contractors should include a goodwill payment for the use of any such utilities within their tender submission.

Bleadon is a rural Parish. Maintaining this character will be a key feature of the improvement works and contractors should have regard to the following guiding principles in formulating their proposals:

- A subdued colour palette is preferred.
- The equipment itself should not generate noise – the Council appreciates that contractors can do nothing about noise emanating from users of the equipment but equipment which generates noise as part of its use should not be introduced.
- Safety surfaces should ideally be rubberized grid mats through which grass can grow. Should any specified item of equipment require a different safety surface in order to meet the relevant regulations, then this must be made clear by the contractor within their tender submission.

Equipment Required

The Council currently lacks play/activity equipment for teenagers/young adults. It also has an older and ageing population and is seeking to introduce equipment which promotes mobility/dexterity. The Council is, therefore, open to proposals which meet the following minimum requirements:

- 5 individual pieces of equipment, or combined units which provide for a minimum of 5 activities to be undertaken simultaneously.
- At least one item of equipment which allows for 'side by side' competitive challenges e.g. a double health walker. For the avoidance of doubt any such item will be considered to be one piece of equipment in terms of meeting the Council's minimum requirements.
- At least one item of equipment which is specifically aimed at 'seniors' e.g. a twist and flex station.

Special considerations

Contractors will be required to certify that their proposals fully comply with any relevant legislation regarding the installation, siting and operation of equipment. In the event that a post installation inspection report identifies defects or issues requiring rectification, then the contractor will be required to make good on any such defects or issues at no additional cost to the Council.

The timing of works will need to be discussed and agreed with the Supervising Officer to ensure adequate notice is given regarding the closure of the area and surrounding car park.

There are known underground drains within the area. A survey of the drains has been conducted within the last two years and will be made available to the successful contractor. There are no other known underground pipes or cables within the site but contractors will need to satisfy themselves in this respect dependent upon the specific installation requirements for the equipment being proposed.

The Council is also seeking to have the toilet block refurbished to provide for two accessible cubicles. This work is likely to require the installation of a 1m wide ramp running parallel to the front of the toilet block. Contractors should, therefore, be mindful of this likely restriction.

All waste must be removed by the contractor using a registered waste carrier.

Bleadon Parish Council

PART 3

TENDER SUBMISSION DOCUMENTS FORM

SECTION ONE:	GENERAL INFORMATION
SECTION TWO:	FINANCIAL BACKGROUND
SECTION THREE:	QUALITY
SECTION FOUR:	ENVIRONMENTAL
SECTION FIVE:	HEALTH & SAFETY
SECTION SIX:	HUMAN RESOURCES
SECTION SEVEN:	EQUAL OPPORTUNITIES
SECTION EIGHT:	REFERENCES
SECTION NINE:	COLLUSIVE TENDERING
SECTION TEN:	PRICED SUBMISSION

SECTION ONE - GENERAL INFORMATION

1.1 ORGANISATION DETAILS

Name of Company/Organisation in whose name business is transacted.

Contact Person

Contact Address

Telephone number:

Email:

1.2 What are your main business activities?

1.3 What geographic areas do you mainly cover?

1.4 What is the legal status of your organisation (e.g. Sole Trader, Limited liability partnership, public limited company, private limited company, charity, etc.)

Date of formation:

Company Registration Number (If applicable):

VAT Registration Number (if applicable):

Registered Address of Company (if different to that provided above)

Are there any court actions and/or industrial tribunal hearings outstanding against your organisation?

YES/NO

If yes, please provide details below.

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Has your organisation been involved in any court action and/or industrial tribunals over the last 3 years?

YES/NO If yes, please provide details below.

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Please give names and addresses of Directors/Partners or your organisation.

Name	Address	Role in organisation

SECTION TWO – FINANCIAL BACKGROUND

2.1 TURNOVER

Shortlisted contractors may be required to provide details of their turnover over the last 3 years (sets of accounts may also be required).

2.2 INSURANCE

Please provide evidence e.g. copies of certificates that the following insurance is in place:

1. Public Liability Insurance is in place to the value of £5,000,000 (five million pounds).
2. Employers Liability Insurance.
3. If your main business activity is not as an arboriculturist, a copy of the relevant extract of your policy schedule (or other relevant documentation) confirming your ability to undertake tree related works.

SECTION THREE – QUALITY

3.1 QUALITY ASSURANCE

Please provide details of any quality assurance accreditation that your company holds.

Description of accreditation	Date obtained

3.2 PROFESSIONAL ORGANISATIONS

Please indicate membership of any professional or trade organisations

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3.3 QUALIFICATIONS

Please provide details of any relevant qualifications held by you and your employees (Use a separate sheet if necessary)

Name of Employee	Qualification

3.4 PREVIOUS EXPERIENCE

Please provide below a short summary below of your previous experience

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SECTION FOUR – ENVIRONMENTAL

- 4.1 Do you have an environmental Policy? YES/NO (if YES please enclose)
- 4.2 Tenderers are required to remove from site(s) all waste materials – please confirm in the box below if you are a registered waste carrier, or – if you are not – provide confirmation that you will achieve this status prior to commencement of the contract.

SECTION FIVE – HEALTH AND SAFETY

All contractors undertaking works under this tender must satisfy the Parish Council of their competency regarding Health & Safety.

- 5.1 Please provide a copy of or link to your Health & Safety Policy.
- 5.2 What measures are in place to ensure that your employees will conform with the policy when on the Parish Council or public premises or grounds? Please provide details below.

SECTION SIX – HUMAN RESOURCES

- 6.1 How many employees does your organisation have?

- 6.2 If you have a management and employee structure, please provide this on a separate sheet.

SECTION SEVEN – EQUAL OPPORTUNITIES

It is law that as a public body which receives and spends public funds, we are required to satisfy our obligations in law to promote equality throughout all our operations. This includes activities related to supplier selection. We also wish and are required to ensure that we purchase from sources that do not obtain benefit in any way from criminal activity. To comply with our obligations in legislation please answer the following questions –

- 7.1 Is it your policy as an employer to comply with your statutory duty under current UK Race Relations legislation? YES/NO
- 7.2 Is it your policy as an employer to comply with your legal obligations under the Equal Pay Act and also under relevant equality legislation not to discriminate on grounds of Disability, Sex, Sexual Orientation, Religion or Belief under relevant UK legislation? YES/NO
- 7.3 In the last three years has any finding of unlawful discrimination in any field been made against your organisation? YES/NO
- 7.4 Have you or your organisation been convicted in the last 3 years of breaching any area of UK legislation? YES/NO

SECTION EIGHT - REFERENCES

Please provide contact details of two organisations, customers or individuals that can provide references as to the quality of your work. The Parish Council may contact these referees as part of supplier evaluation. You do not need to provide references if, within the last 12 months, you have been contracted by Bleadon Parish Council to undertake works.

Reference One:

Name:	
Organisation:	
Address:	
Telephone:	
Email:	

Reference Two:

Name:	
Organisation:	
Address:	
Telephone:	
Email:	

SECTION NINE - CERTIFICATE AS TO COLLUSIVE TENDERING

In signing this tender, the contractor understands and certifies that:

- The Tenders submitted herewith are bona fide Tenders intended to be competitive.
- They have not fixed or adjusted the amount of the Tenders under or in accordance with any agreement or arrangement with any other person.
- They have not done and undertake that they will not do at any time before the hour specified for the return of the Tenders any of the following acts: -
 - Communicate to a person other than the person calling for these Tenders the amount or approximate amount of the proposed Tenders (except where the disclosure, in confidence, of the approximate amount of Tenders was essential to obtain insurance premium quotations required for the preparation of the Tenders);
 - Enter into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tenders to be submitted; and
 - Offering or paying or giving or agreeing to 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 Tenders or proposed Tenders any act or thing of the sort described above.

SECTION TEN – PRICED SUBMISSION

Please attach details of your proposal e.g. examples of equipment to be provided, layout plans and methodology to this priced submission.

Prices should be fully inclusive of all aspects of the works to be undertaken and you should ensure that you are fully aware of the extent and scope of the works embraced. For the avoidance of doubt, prices should be based upon both supply and installation. If you are unable to meet any specific aspects of the Council’s requirements, then please ensure that you have made this clear in your submission.

You may price for either the works to the Play Area or Pea Green, or both. If you wish to offer a discount if awarded both elements of the works, then please make this clear in the table below.

You may modify the table below to reflect your specific scheme proposals e.g. a combined spinner/climbing net but please ensure that you are clear in this respect and that the ‘Total Price’ figure reflects the full costs of your proposal.

	Description	Sub Totals	Totals
A1	Play Area <ul style="list-style-type: none"> • Spinner/Carousel • Inclusive basket swing • Child/Adult swing • See-saw • Climbing net • Signage • Small in ground trampoline 	£	£
A2	Pea Green <ul style="list-style-type: none"> • 5 individual pieces of equipment, or combined units which provide for a minimum of 5 activities to be undertaken simultaneously 	£	£
	TOTAL PRICE (Exc of VAT)		£

Signed:

Position in Company:

Date: