

# Tender Documentation

## Refurbishment of Stonelow Playground, Dronfield

### BACKGROUND AND SCOPE OF THE WORK

Dronfield Town Council is inviting quotations for the refurbishment of the Stonelow Play Area, located at the junction of Stonelow Road and Shireoaks Road in Dronfield, Derbyshire – What Three Words location – churn.swing.shops

The scope of the project includes:

- Design and layout planning
- Supply and installation of new playground equipment and structures
- Removal and disposal of existing equipment (excluding the stone climbing structure, which is to remain in situ)
- Site preparation and construction in accordance with the submitted design

There is potential to retain the existing swings, subject to assessment, but all other equipment excluding the stone climbing structure, must be removed and replaced.

It is anticipated that construction work will be carried out and completed between November 2025 and January 2026.

Dronfield Town Council currently manages and maintains ten playgrounds across the town. Stonelow is one of the smaller sites but is well-used by local schoolchildren, with two schools located nearby. The play area is fully enclosed and features a mix of equipment and a grassed section with several mature trees. The budget for this project is £70,000 excluding VAT and £84,000 including VAT.

The Council's objective is to create a stimulating and inclusive play space that encourages exploration, risk-taking, and skill development. The new design should foster confidence, resilience, and learning through play, catering to children aged 3 to 12 years. Proposals must include equipment that is accessible to all children, including features specifically designed to support those with special educational needs (SEN).

Tender submissions should include:

- A visual design of the proposed playground
- A detailed specification of the equipment, including age suitability
- Information on accessibility and inclusive features

Dronfield Town Council intends to award the contract to a suitably qualified and experienced contractor capable of delivering a high-quality, inclusive play environment.

## 1. INTRODUCTION

Dronfield Town Council (the Council) invites tenders for the refurbishment of the playground located at the junction of Stonelow Road and Shireoaks Road, Dronfield, Derbyshire - What Three Words location – churn.swing.shops. See Appendix A for photos and site location details.

**All tenders must be submitted in strict accordance with the instructions outlined in this document. Failure to comply may result in disqualification. The Council's decision in such matters shall be final.**

While every effort has been made to provide accurate and complete information, it is the responsibility of each tenderer to ensure they fully understand the scope and nature of the works through site visits, document review, and discussions with the Council.

The Council accepts no liability for any errors or omissions in the information provided.

**Tender Contact:** Michael Keys, Assistant Clerk, Dronfield Town Council, Civic Hall, Civic Centre, Dronfield, Derbyshire, S18 1PD

Web: [www.dronfield.gov.uk](http://www.dronfield.gov.uk)

Email: [michael.keys@dronfield.gov.uk](mailto:michael.keys@dronfield.gov.uk)

Tel: 01246 418573

Any questions about the project are to be sent to the Assistant Clerk by 29<sup>th</sup> August 2025 – any questions after this will not be responded to. All questions asked will be shared to all interested parties via blind copy email. Please note the Assistant Clerk will be on annual leave week commencing 4<sup>th</sup> August 2025, in which case please direct questions to the Clerk at [townclerk@dronfield.gov.uk](mailto:townclerk@dronfield.gov.uk).

## 2. SUBMISSION DEADLINE

Tenders must be submitted by **12:00 noon on Friday, 5th September 2025.**

Submissions should be sent via registered post, recorded delivery, in a sealed envelope clearly marked: **“Stonelow Playground Tender”** (top left corner) or via email to [michael.keys@dronfield.gov.uk](mailto:michael.keys@dronfield.gov.uk)

**Delivery Address:** Michael Keys, Assistant Clerk, Dronfield Town Council, Civic Hall, Civic Centre, Dronfield, Derbyshire, S18 1PD

## 3. GENERAL CONDITIONS

- This invitation to tender does not constitute an offer or contract.
- The Council is not obliged to accept the lowest or any tender, as per their Financial Regulations.
- The Council reserves the right to accept a tender in part.
- No reimbursement will be made for tender preparation costs.
- All queries must be directed to the Assistant Clerk. If deemed material, responses will be shared anonymously with all tenderers as detailed above.

## 4. CONFIDENTIALITY

All tender-related documents and communications must be treated as confidential.

Tenderers must not:

- Disclose tender details to third parties (except professional advisers).
- Canvass Council members, officers, or consultants.

Non-compliance will result in disqualification and may affect eligibility for future tenders.

## 5. TENDER REQUIREMENTS

- No alterations may be made to the invitation to tender document.
- Tenders must be unconditional and free from qualifications. The Council's decision as to whether or not a tender is in an acceptable form will be final.
- All documents must be in English.
- The contract will be governed by the laws of England and Wales.

## 6. PRICING

- Prices must be fixed and inclusive of all costs, overheads, and obligations.
- Each item must be priced to two decimal places.
- The total cost must not exceed the **£70,000 excluding VAT**.
- VAT should be excluded from all prices.
- The Council may adjust the scope of works based on budget constraints, any such adjustments will be notified to the tenderers prior to the award of the contract.

Note: Tenders will not be evaluated on price alone. The expectation is that the full budget will be used to deliver the maximum value as outlined in the brief.

## 7. SITE VISITS

A site visit is essential to assess access, gain detailed measurements and the location of nearby premises. Tenderers may visit the site at their own convenience and cost. No prior arrangement is required.

Tenderers are deemed to have:

- Assessed site conditions and access limitations.
- Accounted for delivery logistics and safety considerations.

No claims will be accepted for lack of site familiarity.

## 8. WORKS SPECIFICATION

The main elements of the work required will consist of the following – full details of the works specification can be found in Appendix B at the back of this document:

- Provide a safe and practicable working environment.
- Provide a suitable means of waste removal from the site, and ensure all waste is disposed of legally.
- Removal and disposal of all playground equipment currently on site. (Stone climbing structure not included)
- Removal of all redundant existing ground impact protection (e.g wet pour)
- Installation of all new equipment in the specified location as per the proposed plan.
- Installation of any proposed new pathways, if specified by the plan.
- Installation of all new ground impact protection as specified by the proposed drawings.

## Invitation to Tender – Stonelow Playground, Dronfield, Derbyshire

- Installation of new bow top fencing around the perimeter of the park.
- Protection of the site from intruders whilst works are carried out.
- Equipment to be safety checked on completion of works by a RPII qualified inspector before opening and any snagging identified to be rectified by the contractor at their own cost.
- Equipment and surfaces are to be low maintenance.
- Ensure the site is left clean and in a suitable state for use.

### 9. MANDATORY SUBMISSION DOCUMENTS

Each tender must include the following:

- Design drawings for Council review
- Equipment specifications and age appropriateness
- Pricing breakdown (within £70,000 ex. VAT)
- Proposed programme of works (Nov 2025–Jan 2026)
- Warranty and guarantee details for each item
- Company profile and relevant case studies
- Health & Safety documentation:
  - Method Statement & Risk Assessments
  - Health & Safety Policy and accident history (past 5 years, incl. RIDDOR)
- Insurance certificates:
  - Public Liability (£10M minimum)
  - Employer's Liability (£10M minimum)
- Maintenance plan – outlining durability and upkeep expectations
- Subcontractor details (if applicable)
- Declaration of no conflict of interest

Failure to provide any of the above may result in disqualification.

### 10. EVALUATION CRITERIA

Tenders will be evaluated by members of the Parks and Recreation Advisory Committee, with a recommendation made to full Council, before the Acceptance of Tender.

A full breakdown of the Evaluation Criteria can be found in Appendix C at the back of this document.

Evaluation will focus on:

- Design Quality, Accessibility & Inclusion
- Compliance with Specification
- Durability and Maintenance
- Health & Safety Management
- Programme of Work
- Experience and References
- Innovation and Added Value
- Sustainability, Social Value & Waste Management (see section 15)

Note: Price will not be a scoring criterion. Tenderers are expected to maximise value within the provided budget.

## 10. ACCEPTANCE OF TENDER

Until the execution of a formal agreement, the Council's written acceptance of a tenderers signed offer shall form a binding agreement between the Council and the successful tenderer.

All tenderers will be notified in writing of the outcome.

## 11. VALIDITY PERIOD

Tenders must remain valid for a minimum of **90 days** from the submission deadline.

## 12. CONTRACT TIMELINE

The contract start and completion dates will be agreed upon award. The start date must be no later than **1st November 2025**, subject to site conditions with a completion date of **31<sup>st</sup> January 2026**.

## 14. INSURANCE REQUIREMENTS

Minimum insurance cover required:

Type of Insurance	Minimum Cover
Public Liability	£10 million
Employer's Liability	£10 million
Contract Works Insurance	As appropriate

Proof of insurance must be submitted with the tender and maintained throughout the contract. Failure to do so may result in termination.

## 15. SUSTAINABILITY & SOCIAL VALUE

The Council encourages proposals that demonstrate:

- Use of sustainable/recycled materials
- Low-carbon transport and efficient site operations
- Responsible waste management
- Inclusive design for children with SEN

Tenderers should briefly outline their sustainability and community benefit measures in their submission.

## 16. PROCUREMENT PROCESS

The procurement process will be conducted and in compliance with The Procurement Act 2023. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately select the most advantageous tender.

The tender process will be by open tender.

## Appendix A – Site Photos and Location



Overhead view of Stonelow Play Area



Playground view



Playground view



Invitation to Tender – Stonelow Playground, Dronfield, Derbyshire



Grassed area



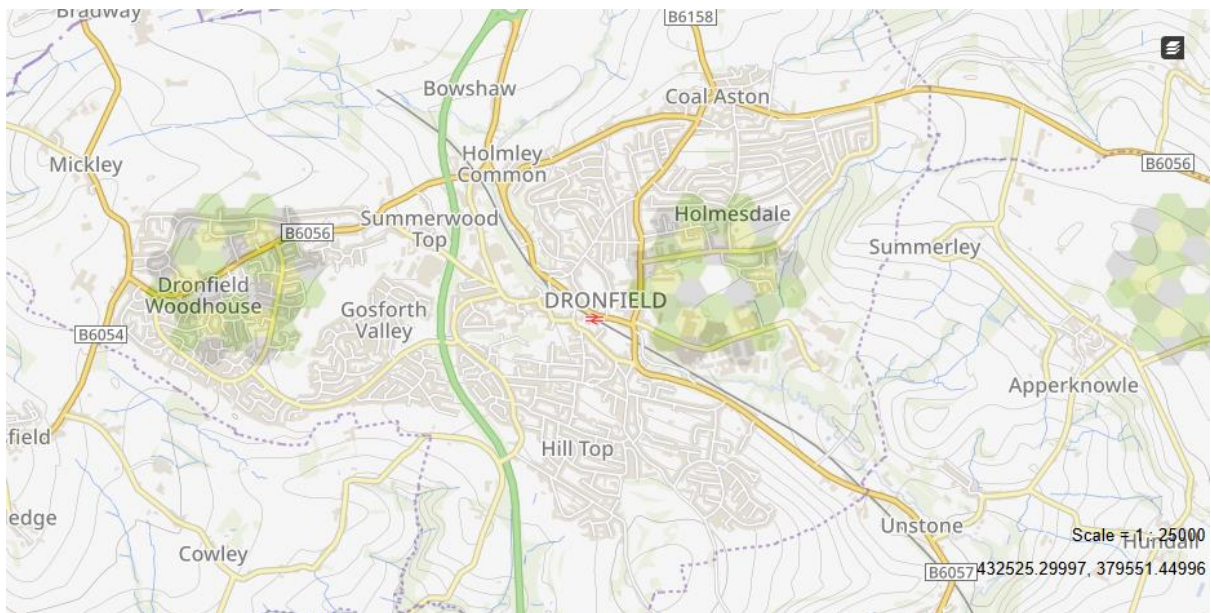
Stone Climbing Structure to remain



Mature trees to remain



## Site Location





## Appendix B – Works Specifications

### 1. QUOTE

1.1. The contract is for the complete removal of the existing playground, including all play equipment (excluding the retained stone climbing structure) and all current safety surfacing, followed by the design, supply, and installation of new inclusive play equipment and proposed safety surfacing.

1.2. The total cost of the project must not exceed the **fixed budget of £70,000.00** (exclusive of VAT).

1.3. This figure includes all:

- Design and consultation costs
- Supply and delivery of equipment and materials
- Installation and groundwork
- Proposed safety surfacing
- Turf reinstatement where applicable
- Fencing, welfare, and site security
- Waste removal and site clearance
- Health and safety compliance, inspections, and certifications (including RPII sign-off)

1.4. Tenderers are expected to make full use of the budget to deliver a high-quality, inclusive playground that offers excellent play value and is fully accessible.

1.5. The proposed playground must:

- Cater for children aged 3 to 12 years, offering a variety of age-appropriate physical, social, and sensory play experiences
- Be inclusive and accessible to wheelchair users and children with special educational needs (SEN)
- Feature a mix of play types, including ground-level activities, climbing, balance, imaginative, and sensory play
- Include low-maintenance durable equipment, primarily of metal construction, suitable for long-term use in a public setting

1.6. Site Constraints:

- The play area measures roughly 41 metres by 25 metres at its widest points.
- The area is enclosed with a combination of existing fences, with two pedestrian entrances and a stone wall. The boundary fence is to be replaced with bow top fencing and safety gates must be installed to the latest regulations.
- Vehicular access is available in the car park located next to the play area and tenderers should factor this into delivery and site management plans. Details for the final use of the car park to be agreed with the council.

1.7. Quotation Format:

Tenderers must submit a fully itemised quotation, broken down to show:

- Individual equipment costs (with descriptions and target age groups)

- Installation costs
- Surfacing costs (by area and thickness)
- Any turf reinstatement
- RPII post installation inspection
- Any optional or added-value features (clearly marked as such)
- All prices should be quoted exclusive of VAT and expressed to two decimal places.

## **2. TIMESCALE OF WORKS**

2.1. The contractor will be required to agree with the specific start date of the works with Dronfield Town Council before mobilisation. The Council anticipates a site start date in early November 2025, subject to site readiness and weather conditions.

2.2. All works must be fully completed, inspected, and handed over no later than 31st January 2026.

2.3. The maximum duration of the project is 12 weeks from the confirmed commencement date.

2.4. A detailed Programme of Works shall be submitted as part of the mandatory tender documentation.

2.5. The Programme of Works must outline:

- Anticipated start and completion dates
- A week-by-week breakdown of tasks and trades
- Milestones for key stages (e.g. equipment installation, surfacing, RPII inspection)
- Contingency allowances for weather or supply delays

2.6. The programme will form part of the contract and will be used to monitor progress.

2.7. Handover Conditions:

The project will be considered complete only when:

- All equipment and surfacing are fully installed and meet the agreed specification
- Independent RPII post-installation inspection has been completed and signed off
- All turf is laid and in a healthy, maintained condition
- All safety fencing, signage, waste materials and temporary facilities have been removed
- Final site walkover is conducted with the Council's Outside Services Team Leader and all snagging items are addressed

2.8. Any outstanding issues at handover will delay acceptance and may result in withheld payment until resolved.

2.9. Penalties for Delay:

If the contractor fails to complete the works within the agreed timeframe, liquidated damages of £250 per calendar day may be applied at the discretion of Dronfield Town Council. This will apply for each day that the site remains incomplete or unavailable for public use beyond the contracted period.

2.10. Delays caused by extreme weather, force majeure, or delays originating from the Council may be negotiated in good faith but must be documented and agreed in writing.

2.11. Site Meetings and Progress Reporting:

- The contractor will attend a pre-start meeting on site with the Council prior to mobilisation.
- Progress site meetings will be held weekly or at key milestones, at a time agreed with the Outside Services Team Leader.
- The contractor must provide regular updates via email or telephone, especially where risks to the programme of works are identified.

2.12. The Council reserves the right to conduct unannounced site inspections at any time during working hours to monitor health & safety and quality compliance.

### 3. SAFETY

3.1. The contractor shall be fully responsible for the health, safety, and welfare of all persons affected by the works, including employees, subcontractors, Dronfield Town Council staff, and members of the public. All activities must be conducted in full compliance with the following legislation and regulations:

- Health and Safety at Work etc. Act 1974
- The Construction (Design and Management) Regulations 2015 (CDM 2015)
- Provision and Use of Work Equipment Regulations 1998 (PUWER)
- Manual Handling Operations Regulations 1992
- Working at Height Regulations 2005
- Any other current and relevant legislation, HSE guidance notes, and industry codes of practice

3.2. Before commencement of any work, the contractor must submit to the Council for review and approval:

- A site-specific Construction Phase Health and Safety Plan in accordance with CDM 2015
- A full set of Risk Assessments and Method Statements (RAMS) detailing how risks will be controlled during each phase of work
- Details of safety inductions, site rules, welfare arrangements, and emergency procedures

3.3. The Council will also provide the contractor with a copy of the Council's Contractor Health & Safety Handbook of which the Acknowledgment Slip must be signed and returned before work commences. A copy of the Contractor Health & Safety Handbook can be requested from the Assistant Clerk.

3.4. Key Safety Requirements:

- The contractor must ensure the worksite is always maintained as a safe and secure environment, free from foreseeable hazards.
- Personal Protective Equipment (PPE) must be worn by all operatives in line with task-specific risk assessments and current health and safety standards. This includes, but is

not limited to: hard hats, hi-vis clothing, protective gloves, safety boots, and hearing/eye protection.

- All equipment and tools used must be suitable, safe, and properly maintained, and conform to the requirements of PUWER 1998. Daily pre-use checks must be documented.
- No materials, tools, or waste are to be left unattended in a manner that may cause a slip, trip or fall hazard, or which obstructs access routes or fire exits.
- All works must be carried out in a manner that prevents risks from falling objects, including use of toe boards, exclusion zones, and tool tethering where appropriate.
- The contractor must ensure that no access routes or public footpaths are obstructed or restricted without prior written agreement from the Council.
- Ingress and egress to the site must be carefully managed. Gates are to remain closed when not in use, and material deliveries must be pre-booked to avoid congestion.
- Dust suppression must be used when cutting or grinding.

#### 3.5. Site Supervision and Reporting:

- A competent person (site supervisor) must be present on site at all times while work is being carried out.
- Any incidents, near misses, or injuries must be reported immediately to the Council's Outside Services Team Leader and fully recorded.
- The Council reserves the right to halt works if unsafe practices are observed or if the site is not being managed in line with the submitted Health & Safety Plan.

#### 3.6. Contractor's Responsibility:

- The contractor remains solely responsible for enforcing safe working practices, ensuring subcontractor compliance, and meeting all applicable legal duties.
- Failure to comply with safety obligations will constitute a breach of contract and may result in removal from the site and disqualification from future Council contracts.

### 4. CONSTRUCTION SPECIFICATIONS

#### 4.1. Site Preparation:

Prior to commencement of any construction works, the contractor shall carry out full site preparation, which includes but is not limited to:

- Establishing a secure site compound within the designated area, to include welfare facilities, tool and material storage, and a lockable waste container.
- Conducting a site induction with all operatives and subcontractors to ensure awareness of risks, access restrictions, and public interface.
- Erecting clear signage identifying the site as a construction zone, including emergency contact details.
- Surveying the area to confirm the location of any underground services and any existing infrastructure to be protected during works.
- Marking out the site perimeter and positioning safety barriers to restrict public access.



- Establishing vehicle routes and managing deliveries to minimise ground damage and disruption to neighbouring areas.

#### 4.2. Removal of Soil and Existing Ground Protection

The contractor is responsible for the complete removal where necessary and legal disposal of all surface materials and subsoil necessary for the new works:

- Carefully cut, break up and remove existing impact-absorbing surfaces (e.g. rubber tiles or poured surfacing) using appropriate mechanical tools that will not damage surrounding features.
- Excavate below existing surfacing to required depths for new foundations and surfacing layers (as per equipment manufacturer and installer specifications).
- All excavated spoil, old surfacing materials, and rubble must be immediately removed from site and disposed of at a licensed waste facility. Fly tipping or use of unauthorised skips will result in disqualification from current and future contracts.
- Contractor shall take precautions to preserve any existing site drainage and not allow soil or debris to enter adjacent areas
- Maintain clear, level, and compacted base areas ready for the next phase of installation.

#### 4.3. Removal of Existing Equipment

The contractor must dismantle and remove all play equipment currently on site, with the exception of the retained stone climbing structure:

- Disassemble each item in a manner that allows for safe removal and minimises noise and dust generation.
- Extract all below-ground fixings, foundations and associated base materials, ensuring no protrusions remain.
- Holes and cavities left from foundation removal must be backfilled and compacted using suitable free-draining sub-base material in preparation for safety surfacing installation.
- All equipment, metal components, timber, plastics and fastenings must be segregated for recycling where possible and disposed of in accordance with environmental standards.
- Any structures or surfacing removed must be documented and confirmed with Council officers prior to disposal.

#### 4.4. Installation Standards

All aspects of installation shall conform to the following standards and controls:

- Equipment installation shall follow manufacturer instructions, with attention to anchoring methods, structural integrity, and ground clearance.
- All equipment must comply with BS EN 1176: Playground Equipment and Surfacing, and all surfacing must comply with BS EN 1177: Impact Attenuating Surfacing.
- Concrete used for foundations must be a minimum C20/25 mix, cured for no less than 48 hours (or as per manufacturer recommendation) before load is applied.
- Structural fixings must be stainless steel or hot-dip galvanised; all bolts or exposed fasteners shall be recessed or capped with tamper-proof covers.

- Quality control checks must be completed after each installation stage and logged in a site record.

#### 4.5. Accessibility Requirements

The playground must be fully inclusive, and the contractor shall ensure:

- All pathways and activity zones are fully accessible by wheelchair, with smooth, unobstructed transitions from the entrance gates to each item of play equipment.
- Surfacing shall be flush with edging, with a maximum level change of 5mm at joints or borders.
- At least one transfer-accessible unit must be included (e.g. a slide or multi-play frame with a low-level transfer point and handrails).
- A Communication board may be installed and use clear pictograms, inclusive of non-verbal users and children with autism.
- All entrances, pathways and equipment must comply with Equality Act 2010 principles for non-discrimination.

#### 4.6. Installation of Safety Surfacing

The contractor must provide and install surfacing that meets or exceeds the following criteria:

- Written assurance should be provided that the product has been tested in accordance with BS7188 and EN1177. It should be installed to the areas given in EN1176. Copies of appropriate test certificates should be supplied on request.
- Written assurance that the material will maintain its absorbency levels for the warranty period should be provided.
- All new equipment should be provided with an appropriate safety surface based on the critical fall height of the equipment.
- Any safety surfacing shall be installed in-situ, and if required will be fully bonded, and laid to manufacturer specified thickness based on the critical fall height of each play structure.
- A continuous path must link all play features, ensuring circular routes where possible to support independent movement.
- All surfacing works must be preceded by proper sub-base installation, including geotextile membrane where necessary, and a minimum of 100mm compacted MOT Type 1 or equivalent.
- Any proposed wet pour used shall be laid only in dry conditions, with adequate curing time protected by temporary fencing and signage.
- Edge treatments shall be secure, trowel-finished, and mechanically bonded to adjacent hard or soft surfaces. Raised edges or unsealed joins will not be accepted.

#### 4.7. Installation of New Playground Equipment

Contractor shall supply and install all new equipment as agreed:

- All units must be constructed primarily from powder-coated steel or stainless steel, with UV-stable plastic or rubber features where applicable.
- All units must be factory-tested and CE marked, with product certificates supplied before installation begins.

- Each item must be installed in its exact design position. Deviations require Council approval.
- All fixings must be internalised or covered; moving parts must be fully shielded with crush-point prevention measures.
- The final layout must include at least one sensory panel, one inclusive multi-play unit, and a seating area accessible to wheelchair users and carers.

#### 4.8. Installation of new fencing

Contractor shall supply and install new bow top perimeter fencing around the play area, where required.

- Fencing to be constructed from powder coated steel or stainless steel.
- The design and installation of the fencing must conform to playground standard BS EN 1176 and meet BS1722 Pt.9.
- Any fabricated products must be hot dip galvanised to BS EN 10346:2015 and polyester powder coated to BS EN 13438:2013.
- The gap between each hoop above the top rail must be wide enough, to prevent children getting their heads, necks or limbs stuck.
- The fencing must be at least 1m in height and this height must be maintained across any sloping areas.

#### 4.9. RPII Inspection and Sign-Off

On completion of the project:

- Contractor shall arrange an independent post-installation inspection by a qualified RPII Play Inspector or equivalent.
- The inspection report must confirm full compliance with BS EN 1176/1177, highlight any snagging items, and be submitted to the Council before handover.
- The contractor must rectify any defects or recommendations listed in the report within 7 working days and at no additional cost.
- The playground cannot be opened to the public until written sign-off is received from both the RPII inspector and the Council.

#### 4.10. Ground Finishes – Turf Installation and Maintenance

Following all installations

- The contractor must reinstate any disturbed soft ground areas with high-quality cultivated turf, free from stones, weeds, or pests.
- Any surfacing outside of the play area that will be used by vehicles must be assessed for suitability and if needed ground protection mats should be used.
- Any damaged caused by the contractor or their deliveries outside of the play area must be repaired to the state before works commenced.
- Turf shall be rolled and dressed immediately after laying and lightly watered on the day of installation.
- The turf area remains the contractor's responsibility until handover and must be presented in a healthy, green, and usable condition. Handover will not be accepted unless the turf is fully established.

#### 4.11. Security Fencing

To ensure public safety and site security:

- The contractor shall install temporary fencing of at least 2.0m in height, Heras or equivalent mesh panels, with rubber feet and bracing.
- Fencing must enclose the entire construction zone with clearly marked pedestrian exclusion zones.
- Access gates must be lockable and controlled by site supervisor only.
- Signage shall include “No Entry”, hazard warnings, and emergency contact numbers in accordance with CDM 2015 regulations.
- Fencing must remain in place for the full duration of the contract and be removed only with written approval from the Council.
- The contractor is responsible for any damage caused by unauthorised access to the site up until handover.

#### 4.12. Works on Existing Equipment

Works on existing equipment shall be carried out with care to preserve structural integrity and appearance while maintaining functionality and safety.

##### Stone Climbing Structure (Existing Equipment)

The existing stone climbing structure located within the playground is to be retained and refurbished as follows:

- Safety checks must be conducted for secure anchoring, ground flushness, and any damaged parts.
- Upon completion, the stone climbing structure must be signed off as safe for use by a competent inspector and included in the RPII post-installation inspection.

##### Removal and Replacement of Benches

The existing benches on site are to be:

- Removed by the Council’s Outside Services team. Any concrete or fixings are to be fully excavated and made good.
- Two new benches are to be installed on the grass area or solid surfacing adjacent to the playground.

##### Bench Requirements:

- i. Benches must be constructed from recycled plastic, with a black finish and slatted seat/back design suitable for outdoor public use.
- ii. Benches must be securely anchored into the ground using manufacturer-recommended fixings and concrete footings to prevent tipping or removal.
- iii. One of the two benches must include a wheelchair-accessible section with extended length or central open bay to allow side-by-side inclusive seating.

The layout and orientation of the benches will be agreed on site with the Council’s Outside Services Team Leader prior to installation. All works must be completed neatly, with turf reinstated around bases as necessary.



## Appendix C – Evaluation Criteria Breakdown

### 1. COMPLIANCE WITH TENDER REQUIREMENTS (Pass/Fail)

All tenders must comply with the following mandatory requirements to be eligible for evaluation. Failure to meet any of these will result in disqualification.

Mandatory Information for Submission

- Design drawings for Council and community review
- Equipment specifications
- Pricing breakdown (within £70,000 excluding VAT budget)
- Proposed programme of works (Nov 2025 – Jan 2026)
- Warranty and guarantee details for each item
- Company profile and relevant case studies
- Health & Safety documentation:
  - Method Statement & Risk Assessments
  - Health & Safety Policy and accident history (past 5 years, incl. RIDDOR)
- Insurance certificates:
  - Public Liability (£10M minimum)
  - Employer's Liability (£10M minimum)
- Maintenance plan
- Subcontractor details (if applicable)
- Declaration of no conflict of interest

### 2. EVALUATION CRITERIA (Scoring System)

Tenders that meet the compliance requirements will be evaluated based on the following weighted criteria:

Invitation to Tender – Stonelow Playground, Dronfield, Derbyshire

Category	Weighting	Scoring Criteria (0–5 Scale)	What we are looking for
1. Design Quality, Accessibility & Inclusion	30%	5 = Exceptional, fully inclusive and exceeds SEN/accessibility needs 4 = Meets all needs with good inclusive features 3 = Satisfactory, includes basic accessibility 2 = Limited, gaps in inclusive design 1 = Poorly addressed 0 = Not addressed	Play value across ages 3–12; wheelchair accessible design throughout; inclusive play elements including sensory features; thoughtful spatial planning for easy access. Higher scores for designs that go beyond minimum accessibility and demonstrate innovation in inclusive play.
2. Compliance with Specification	20%	5 = Fully compliant with all requirements 4 = Minor acceptable deviations 3 = Generally meets but missing details 2 = Significant gaps 1 = Poor compliance 0 = Non-compliant	Clear evidence that the submission meets the full specification: retention of the stone climbing structure, metal construction, safety surfacing throughout, accessible pathways, age range of 3–12, SEN-friendly features, low-maintenance requirements, bow top fencing and budget limit
3. Durability and Maintenance	10%	5 = Robust, low-maintenance with clear plan 3 = Acceptable with some concerns 1 = Poor information on longevity 0 = No details	Equipment should be of metal construction, low maintenance, and suitable for high-frequency use in a public setting. Clear lifecycle expectations and minimal maintenance plans are expected for higher scores.
4. Health & Safety Management	10%	5 = Comprehensive plan and risk mitigation 3 = Acceptable with minor gaps 1 = Minimal evidence 0 = No submission	Comprehensive method statements, risk assessments, and explanation of how the site will be secured during works. Inclusion of any H&S accreditations (e.g. CHAS) will support higher scores.
5. Programme of Work	10%	5 = Detailed plan Nov–Dec 2025 3 = General timeline provided 1 = Unclear or risky schedule 0 = No programme	Clear timeline that demonstrates how the contractor will start in November 2025 and complete before end of January 2026. Must consider site access and any limitations. Higher scores for well-sequenced and risk adjusted plans.

Invitation to Tender – Stonelow Playground, Dronfield, Derbyshire

6. Experience and References	10%	5 = Proven success on 3+ relevant projects 3 = 1–2 projects with references 1 = Limited experience or no references 0 = None provided	Previous experience with similar playground projects, especially inclusive/SEN-focused schemes. Strong references from councils or public sector clients will enhance scores.
7. Innovation and Added Value	5%	5 = Distinct features, creativity, SEN extras 3 = Some added value Any features that enhance the play experience, improve accessibility, or show creativity (e.g. eco-friendly design, themed 1 = Very basic offer 0 = No value added	Any features that enhance the play experience, improve accessibility, or show creativity (e.g. eco-friendly design, themed equipment, community artwork integration, sensory planting, etc).
8. Sustainability, Social Value & Waste Management	5%	5 = Comprehensive environmental plan, strong social value, full waste strategy 4 = Clear policy with relevant initiatives 3 = Acceptable but lacks detail 2 = Weak or unclear 1 = Poor or tokenistic 0 = Not addressed	A clear and proactive approach to environmental responsibility and community benefit. This may include use of recycled or low-impact materials (e.g. in surfacing or bench construction), low emission site practices, responsible sourcing, and an effective waste management plan with emphasis on recycling and minimal landfill use. We will also look for evidence of social value initiatives, community liaison, and features that enhance inclusivity and long-term community use. Strong policies and past examples will score higher than generic or unsupported statements.

### 3. FINAL SCORE CALCULATION

Each category score (0–5) will be divided by the maximum number of marks for that section and will then be multiplied by its weighting percentage and summed to calculate a final score out of 100

For example, the score for a 30% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$2/5 \times 30 = 12\%$  for that section.