

## PROCUREMENT SCOPE OF WORKS

### TERM CONTRACT.

**1. Introduction** Central Swindon North Parish Council (CSNPC) is inviting quotations for the design and build of an inclusive play area at Rodbourne Cheney, with an option to extend the contract to include further play area projects within the parish. The contract will be awarded to a supplier that meets performance criteria and delivers high-quality installations.

**2. Contract Scope** The initial contract is for the design, supply, and installation of an inclusive play area at Rodbourne Cheney. The successful supplier may also be awarded further works to deliver additional play areas (as a TERM CONTRACT) at other identified sites within the parish, subject to meeting specified performance criteria.

### 3. Budget & Funding

- **Rodbourne Cheney Play Area:** Approx. £90,000
- **Potential Additional Play Areas:** Estimated budget of up to £200,000 over a maximum of 2 years and 6 months.

**4. Project Deliverables** The appointed contractor must:

- Design an inclusive and accessible play area using metal or composite (must not be wood) play equipment.
- Ensure all equipment complies with BS EN 1176 (playground equipment safety) and BS EN 1177 (impact attenuation surfacing).

### Key Requirements:

#### 1. Design and install Play Equipment:

- One inclusive / accessible climbing frame / unit.
- One double width slide (integrated into the climbing frame / unit).
- One wheelchair-accessible roundabout (flush to floor).
- One double seesaw (either wheelchair accessible or with back and footrests)
- One double width floor trampoline (sloped edge).
- One x relocation of existing basket swing unit.
- Up to three x Interactive play panels for sensory and cognitive engagement (non-musical).
- Two metal benches.
- All play equipment must be constructed from durable metal materials. No wooden components are permitted.

#### 2. Surface and Safety:

- Rubberised safety matting throughout the play area to meet BS EN 1177 safety standards.

- All surface preparation and appropriate drainage solutions (as necessary).

### 3. **Accessibility Features:**

- Equipment for children of all abilities.
- Compliance with Disability Discrimination Act (DDA) requirements (BS 8300:2018)

### 4. **Perimeter:**

- 1.2-meter-high fencing around the site, complete with sprung gated access.
- 1.2m wide compacted stone path leading from Abbey View Rd footpath to entrance gate.

### 5. **Project Delivery:**

- Design and build award for the supply and installation of equipment.
- All site preparation and groundworks.
- Final inspection and certification of the completed play area.
- Post-installation maintenance instructions and warranty provisions.

## 5. **Procurement Timeline**

- **RFQ Issued:** 27<sup>th</sup> March 2025
- **Supplier Submission Deadline:** Monday 28<sup>th</sup> April 2025 at 12:00hrs
- **Contract Award:** June 2025.
- **Completion of Rodbourne Cheney Play Area:** No later than 31<sup>st</sup> October 2025
- **Potential Further Work Extensions:** Up to 2 years and 6 months (subject to performance).

## 6. **Performance Criteria for Further Awards** To qualify for additional play area projects, the contractor must:

- Deliver Rodbourne Cheney play area on time and within budget.
- Meet all British safety standards (BS EN 1176 & BS EN 1177).
- Ensure high-quality construction and installation.
- Receive positive resident feedback.
- Rectify any defects promptly within the warranty period.

## 7. **Contract Terms & Extension Clause**

The initial contract will be established for 6 months, with an option to extend for further periods up to 2 years and 6 months. The council reserves the right to award additional play area contracts directly to the appointed supplier without further tendering, provided that the supplier meets the performance criteria outlined in Section 6.

**8. Submission Requirements** Interested suppliers must submit:

- A detailed proposal and design concept.
- A breakdown of costs including equipment, installation, and maintenance.
- References from at least two similar projects.
- Evidence of compliance with British safety standards.
- Warranty details and aftercare support proposals.
- Relevant certifications and qualifications, including:
  - CHAS (Contractors Health and Safety Assessment Scheme) or equivalent
  - ISO 9001 (Quality Management Systems)
  - ISO 14001 (Environmental Management Systems)
  - Constructionline Accreditation
  - Membership of the Association of Play Industries (API) or equivalent
  - Public Liability Insurance (minimum £10 million cover)
  - Employer's Liability Insurance (minimum £5 million cover)
  - DBS Checks for all staff working on-site

**9. Evaluation Criteria** Bids will be assessed based on:

- Pricing - Value for money (60%)
- Design - Compliance with technical specifications (15%)
- Experience and track record (10%)
- Ability to complete ahead of Oct 2025 (5%)
- Sustainability and environmental considerations (5%)
- Warranty and aftercare (5%)

**10. Contact Information** All submissions and queries should be directed to:

Mr Andrew Briggs

Central Swindon North Parish Council, Moredon Sporting Hub, Swindon, SN2 2QJ

Email: [Ops@centralswindonnorth-pc.gov.uk](mailto:Ops@centralswindonnorth-pc.gov.uk)

Phone: 01793 466499

Bids will be reviewed by CSNPC. The successful bidder will be notified in writing and issued a formal contract. Feedback will be available to unsuccessful bidders.

# Request for Quotation (RFQ)

**Project Title:** Rodbourne Cheney Inclusive Play Area Development

**Issued by:** Central Swindon North Parish Council

**Contact Person:** Andrew Briggs

**Email:** [Ops@centralswindonnorth-pc.gov.uk](mailto:Ops@centralswindonnorth-pc.gov.uk)

**Phone:** 01793 466499

## Instructions to Bidders:

1. Bidders are required to submit:
  - Company profile, including relevant experience in similar projects.
  - Detailed design proposal, including equipment specifications and layout.
  - Itemised cost breakdown for materials, labour, and associated expenses.
  - Project timeline.
  - Evidence of insurance coverage (Public Liability Insurance minimum £5 million).
  - References from previous clients.
  - Health and safety documentation (including RAMS).
2. **Evaluation Criteria:**
  - Pricing - Value for money (60%)
  - Design - Compliance with technical specifications (15%)
  - Experience and track record (10%)
  - Ability to complete ahead of Oct 2025 (5%)
  - Sustainability and environmental considerations (5%)
  - Warranty and aftercare (5%)
3. **Submission Deadline:** Monday 28<sup>th</sup> April 2025 at 12:00hrs
4. **Submission Format:** Electronic submissions to [ops@centralswindonnorth-pc.gov.uk](mailto:ops@centralswindonnorth-pc.gov.uk) or physical submissions to **Moredon Sporting Hub, Swindon, SN2 2QJ**

## 3. Terms and Conditions:

- The Council reserves the right to accept or reject any or all submissions.
- All prices quoted must be exclusive of VAT.
- Bidders are responsible for any costs incurred during the preparation and submission of their RFQ.

#### **4. Documentation Checklist for Bidders:**

1. Company profile and references.
2. Detailed design proposal and specifications.
3. Completed RFQ & Pricing Schedule.
4. Project timeline.
5. Insurance certificates.
6. Health and safety documentation (RAMS).
7. Warranty details.

#### **5. Contact Information**

All submissions and queries should be directed to:

Mr Andrew Briggs

Central Swindon North Parish Council, Moredon Sporting Hub, Swindon, SN2 2QJ

Email: [Ops@centralswindonnorth-pc.gov.uk](mailto:Ops@centralswindonnorth-pc.gov.uk)

Phone: 01793 466499

Bids will be reviewed by CSNPC. The successful bidder will be notified in writing and issued a formal contract. Feedback will be available to unsuccessful bidders.