4th April 2025

**INVITATION TO TENDER**

**SPECIFICATION FOR THE SUPPLY AND INSTALLATION OF NEW PLAY EQUIPMENT AT HANNAH MORE PLAY AREA, HANNAH MORE ROAD, NAILSEA**

This section details the requirements of the provision of play area apparatus at the Hannah More Play Area off Hannah More Road, Nailsea and its installation. It is the basis of all tender offers and will form the foundation for an eventual contract.

It outlines the tasks required, location and items. It also establishes required standards and expected quality of materials. The overall purpose is to provide a well-maintained area that reflects customer need and allows for easy grounds maintenance.

This Specification should be used in conjunction with the site plan and aerial photographs for the site, provided at **Appendix A**. The site is open to the public, interested contractors may visit / inspect at any time.

The deadline for requests for information, is 12noon, Wednesday 14th May 2025.

The deadline for tenders, along with any supporting documentation requested, is 12noon, Wednesday 28th May 2025. A decision will be made on 18th June 2025.

Any tender packs should be:

* Sent to me by hard copy only at the address below. Electronic versions (e.g. with 3D models) may be sent separately, after the hard copy
* Sent by Royal Mail ‘to be signed for’ **OR** hand delivered
* In an envelope marked on both sides, top and bottom ‘CONFIDENTIAL – TENDER INFORMATION’

Our Budget for this project is £70,000 plus VAT. Tenders exceeding that will not be considered. Nor will the Council consider ‘optional extras’ at further cost. Enhanced provision within the Budget will be welcomed. Your quote must be your best and final offer, the Council will not negotiate.

Stephen Holley

**Stephen Holley**

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**Specification (Requirement) Standards**

1. Age Range

1.1 The Council is looking to provide a facility primarily aimed at toddlers and under sevens. Recognising that some of these children will be accompanied by older siblings, we also want some equipment suitable for 7 to 12 years.

1.2 It is important that equipment does not create an ‘accidental’ teen shelter.

2. Equipment Requirement:

As a minimum, this contract should include the following:

* Refurbishment of the following existing equipment:
* The two existing toddler / junior swing sets are both to be repainted, with 2 x new flat seats, 2 x seats to accommodate a parent and child (face to face) and 2 x new cradle seats
* One of the two existing toddler / junior swing sets is also to have new EPDM wetpour surfacing overlay
* The existing slide to be re-painted with new EPDM wetpour surfacing overlay
* The existing multi-play unit to be refurbished with new EPDM wetpour surfacing overlay

Note: all other existing play equipment is to be retained, and protected from damage during the installation of new equipment. Equipment that is damaged is to be repaired or replaced by the contractor at no cost to the Council.

2.2 New Equipment:

Active trail (Balancing Element)

* 1 x timber or recycled plastic sloping balance weave with steel feet
* 8 x timber or recycled plastic stepping pods with steel feet
* 2 x timber or recycled plastic balance beam with steel feet
* 1 x timber or recycled plastic ‘V’ balance beam with steel feet
* 1 x timber or recycled plastic suspension bridge with steel feet
* 1 x timber or recycled plastic log snake / crocodile or similar with steel feet
* 1 x timber or recycled plastic ‘A’ frame climbing frame

Educational Element

* 3 x sensory panels, with finger maze or equivalent. Each with a different theme such as Abacus, Animals, Woodland
* 1 x colour/texture sensory panel
* 1 x ‘educational’ unit, e.g., a magnifying post for viewing bugs and leaves etc
* 2 x connected talking tubes

General Play Equipment

* 1 x timber or recycled plastic train with carriages
* 1 x toddler climbing frame with slide, no more than one open side on each platform.
* 1 x swing set with 2 x flat seats (AMENDMENT - delete 'to accommodate a parent and child, face-to-face')
* 1 x mini trampoline set into the ground

Incidental Equipment

* 2 x picnic tables (timber or recycled plastic)

2.3 Inclusive Play:

There should be ample opportunity for inclusive play within the above provision (i.e., shared use).

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2.5 Materials and colours

Unless specified above, all new equipment proposals should be for either:

* Wood – any logs shall be (a) subject to a 25-year lifetime guarantee and (b) fitted with steel feet where sunk into the ground. Wood based sheet materials such as panels etc. shall be manufactured from marine plywood or pressure treated plywood. Finished in bright primary colours; OR
* Recycled Plastic. Finished in natural colours where representing logs, bright primary colours for other applications; OR
* Steel, powder-coated in bright primary colors.
* All materials shall of the highest standard suitable for play equipment

All new EPDM wetpour shall be coloured grass-green, or similar.

3. Location and Access

Access to the area is available directly off Hannah More Road, Nailsea. Keys will be provided to the gate.

4. Site Preparation

4.1 Site Plans

* The contractor will be responsible for accurately measuring the area for installation of new equipment and ensuring all design proposals correctly fit the area available.
* It is the responsibility of the contractor to undertake any topographical survey necessary to ensure adequate knowledge of the nature of the existing ground, and its bearing capacity.
* On the award of the contract the successful contractor will be deemed to have undertaken any additional site investigations they consider necessary to complete the project. No claims will be accepted for lack of information or inaccuracies in this respect.

4.2 Site Compound; Security and Temporary Fencing

* The contractor shall provide all temporary and permanent fencing as necessary around the perimeter of the site which will be securely fixed during out of work hours, to ensure the Works remain protected from all unauthorised entry.
* The contractor must provide for situating their temporary buildings and the storing of materials etc. within the site boundaries.
* The site to be maintained in a secure state at all times until completion at which time, all temporary fencing, building materials and equipment is to be removed and all Works made good. The site is also to be left in a safe and tidy state at the end of each working day.
* Secure visible warning signs shall be affixed in suitably prominent places notifying the public of any potential hazards.

4.3 Temporary Storage and Buildings

* The contractor is responsible for securing their equipment on site.
* A storage container may be temporarily located on site during the installation phase; for the purpose of securing all necessary equipment and machinery, ensuring members of the public will be unable to access it.
* The contractor will be responsible for providing and adequately maintaining any onsite welfare facilities (e.g., portaloos).
* With the exception of plant to be used on site, contractors/employees should park on the adjacent Hannah More Road.
* This should not be to the physical or visual detriment of the site.

4.4 Delivery of Materials

* This may be made from (DATE tO BE AGREED PRIOR TO SIGNING). However, it will be the contractor’s responsibility to survey ground conditions and to ascertain suitability of the route.
* The contractor will make good any damage incurred as a result of this action at their own expense.

5. Installation

5.1 Groundworks

* Prepare the area for wet-pour rubber surfacing. This engineered sub-base should create a uniform level.
* The contractor must strictly follow relevant government regulations and guidelines for the disposal of spoil arising from these works and will be responsible for and any cost incurred in so doing.

5.2 Wet-Pour

* Provide an EPDM wetpour surfacing overlay that is slip-resistant, non-abrasive and porous.
* Ensure the area where the wetpour rubber is being laid is clean and dry, with all laitance removed. Ensure a suitable edging material to work up to.
* Ensure the depth adheres to industry playground guidelines to cushion or break children's falls more easily; particularly for critical fall height protection.
* The wetpour should be edged (or feathered) into the surrounding grass.
* Every effort should be made to obtain materials from sustainable sources; particularly recycled resources.

5.3 Play apparatus installation

* The construction / installation work should adhere strictly to the manufacturer’s or supplier’s installation instructions and assembly notes.

5.4 Post-Installation Responsibility

* The Hannah More Park site must be left in the condition as found pre-works contract. The contractor will re-instate damaged any parts of the Park due to the works; including the area around the equipment installation, the location where the compound was positioned and any sections used for vehicular access. Where appropriate, top soil will be added to those damaged areas and reseeded with an appropriate grass mix.
* The contractor shall ensure that no trip hazards are created during the course of the work.
* Once works are complete, the contractor will be responsible for organising an independent post-installation inspection (to RoSPA standards) in order to ensure the installation was correctly undertaken. The Town Council is to be advised of this visit / inspection, in order to send its own representative as part of the contract sign-off and ‘snagging’ arrangements. The contractor will be responsible for rectifying any issues identified at their own cost. Any inspection report(s) shall be shared with the Town Council.
* Once all work has been completed (including any rectification of issues identified in the above post-installation inspection) the contractor will be responsible for the removal and proper disposal of all waste generated from the installation and enabling works. Before leaving the site the contractor will make good any damage incurred (including damage to the grass surface) during the entire scope of work at their own expense.
* To enable the Town Council to maintain the new equipment, the contractor/supplier will provide sets of any specialised keys or tools for particular fixtures or fixings that require maintenance. These keys are to be provided prior to the contractor leaving the site.

6. Programme of Works

One calendar month prior to commencing work, the successful contractor is to provide the Council with an itemised Programme of Works, based on the successful tender / this Specification. This Programme of Works will be read in conjunction with the amended plans that will be provided with the contract.

7. Risk Assessments, Guarantee and Public Liability

* The contractor shall be responsible for all risk assessments at every stage of this project. The Council shall be provided with the overall project Risk Assessment prior to commencement of work.
* The equipment and its installation shall be guaranteed against failure, rot or corrosion for no less than 25 years.
* The successful contractor will need to provide evidence of Public Liability Insurance cover for no less than £5million.

8. Standards and Damage

* The completed work shall in all respects be compliant with the current British and European Standard for playground equipment and surfacing.
* All existing equipment, fencing, trees and landscaping is to be protected from damage arising as the result of this work. The contractor will make good any damage so incurred at their own expense.

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