



Invitation to Tender
Stowmarket Recreation Ground
Play Area Development

Design and Build Project

Tender Submission deadline:
12 Noon on Friday, 23rd May 2025

Table of Contents	
1. Introduction	
2. Project Information	
	<ul style="list-style-type: none"> ○ Project Name ○ Location ○ Budget ○ Responsible Officer ○ Construction Timeline
3. Scope of Works	
	<ul style="list-style-type: none"> ○ Project Aims ○ General Requirements ○ Inclusive and Accessible Design ○ New Equipment Requirements ○ Preparation and Groundworks
4. Technical Requirements & Standards	
	<ul style="list-style-type: none"> ○ Compliance with Safety Standards ○ Accessibility Requirements ○ Sustainability Considerations ○ Surfacing Standards
5. Maintenance and Aftercare	
	<ul style="list-style-type: none"> ○ Warranty and Maintenance Plan ○ Post-Installation Support ○ Repair and Replacement Policies
6. Project Timetable	
	<ul style="list-style-type: none"> ○ Key Milestones and Dates
7. Tender Submission Requirements	
	<ul style="list-style-type: none"> ○ Submission Format ○ Required Documentation
8. Evaluation Criteria & Contract Award	
	<ul style="list-style-type: none"> ○ Scoring System ○ Evaluation Process ○ Contract Award Considerations
9. Additional Information	
	<ul style="list-style-type: none"> ○ Site Visits ○ Site Management During Installation ○ Payment

Stowmarket Town Council – Invitation to Tender

Stowmarket Recreation Ground Play Area Development

1. Introduction

Stowmarket Town Council invites tenders for the design, supply, and installation of a new 40m x 40m play area at Stowmarket Recreation Ground.

The play area will be enclosed by secure metal fencing, square in shape but with graded, sweeping rounded corners.

Safety surfacing will cover at least 75% of the total play area to ensure accessibility and compliance with all relevant safety standards, allowing for year-round use.

The play space should be suitable for children aged 0-12 years.

2. Project Information

- **Project Name:**

Stowmarket Recreation Ground Play Area Development.

- **Location:**

Stowmarket Recreation Ground, Recreation Road, Stowmarket, Suffolk, IP14 1PR.
(What3words: indulges.rather.annual)

- **Budget:**

£350,000 – £370,000 plus VAT

- **Project Lead:**

Karl Daniels, Head of Community Services, Stowmarket Town Council.

- **Construction Timeline:**

Winter 2025 – Spring 2026

(preferred from mid-November 2025 with completion before the end of March 2026)

- **Earliest Start Date:**

Wednesday, 12 November 2025 (immediately following Remembrance ceremonies at the Recreation Ground).

3. Scope of Works

3.1 Project Aims

The new play area is intended to be located near the Memorial Area adjacent to Finborough Road, opposite the 1331 Stowmarket Squadron Air Training Corps headquarters. The project aims are to:

1. Create the town's premier outdoor play attraction and experience for the local community; and
2. Develop the 'Poppy Play Area' theme Linked to the status of the Recreation Ground as a registered war memorial.

3.2 General Requirements

The appointed contractor will be responsible for the design, supply and installation of the following:

- Play equipment suitable for children aged 0-12 years and will specifically include swinging, bouncing, climbing, and sliding activities.
- A central focal play structure which serves as a landmark attraction.
- Safety surfacing compliant with BS EN 1177 or the applicable standard at the time of installation.
- Secure 1.0-metre-high play-spec Bow Top metal fencing, galvanised and powder-coated black, with two gated entrances. This includes two pedestrian self-closing gates (1.0m high x 1.0m wide) complete with a closing device and powder-coated black box-section gate posts.
- Seating, including a minimum of six benches on the inner outskirts of the play area, with additional seating integrated within and around the play equipment.
- Utilise a black, white, red, and green colour palette, along with additional design elements to enhance and reinforce the theme. The preferred safety surfacing colours are black and green to manage colour degradation in future years.
- Signage to indicate it is the Poppy Play Area with the design to include red and white poppies.

3.3 Inclusive and Accessible Design

- The play area must cater for children of all abilities.
- The site should be divided into zones for younger children 0-3 years (Infants and toddlers), 4-7 years (Early childhood) and 8-12 years (Older children).
- The design should include accessible equipment that provides inclusive play opportunities, ensuring children of all abilities, including those with and without disabilities, can play together.

3.4 New Equipment Requirements

All elements of the scheme must meaningfully contribute to the following core play activities:

	Swinging	Climbing	Sliding	Bouncing	
--	----------	----------	---------	----------	--

To ensure maximum engagement and play value, we do not wish to include small or incidental pieces of equipment that are unlikely to see frequent use.

Every item proposed must significantly enhance the play space, even if it offers a variation on one of the core activities. Rockers and springers are not encouraged in submissions.

Additional Play Equipment:

- Slide and ramp feature
- Inclusive seesaw
- Hip Hop spinning seesaw
- Trampoline pod(s)
- Hexagonal swings

3.5 Preparation and Groundworks

Contractors must ensure proper site preparation, including:

- Levelling and preparation of the ground.
- Installation of appropriate drainage systems.
- Identification and protection of underground services
- Integration of works with separate works required for security and lighting at the Recreation Ground.

4. Technical Requirements & Standards

- All play equipment and surfacing must comply with BS EN 1176 and BS EN 1177 standards (or the applicable standard at the time of installation.)
- The design must adhere to Disability Discrimination Act (DDA) guidelines for accessibility.
- Contractors must demonstrate an approach to environmental sustainability, including:
 - Use of sustainable materials.
 - Eco-friendly manufacturing and transport.
 - Ethical waste disposal practices.
- Safety surfacing shall be fully compliant with current British safety standards.
- Whilst there is no preferred finish, loose-fill surfacing will not be accepted and details of the preparation of the sub-base should be included within the tender. All new surfacing must be installed on a properly prepared sub-base, not directly onto soil.

5. Maintenance and Aftercare

The contractor must provide a minimum warranty period for all equipment and submit a maintenance plan detailing:

- Routine inspections and servicing requirements.
- Post-installation support.
- Long-term maintenance recommendations.
- Minimum warranty coverage, available extended warranty options, and repair or replacement policies, including any exclusions.
- Availability of replacement parts—specify whether they are market-wide or exclusive to the supplier.

- Expected response times for repairs, maintenance requests, and support services post-implementation to ensure minimal disruption to play area use.

6. Project Timetable

Milestone	Date
Site Visits with Procurement Contact*	23rd, 24th & 25th April 2025
Tender Submission Deadline	12 Noon on 23 rd May 2025
Tender Evaluation Period	June 2025
Preferred and Reserve Contractor Announced	Late June – early July
Cool-Off Period (Objection Period)	July 2025
Design Refinement Period	Mid July – August 2025
Contract Awarded	September - October 2025
Construction Start (Earliest)	12th November 2025
Completion & Public Opening	By end of March 2026 (ready for Easter Opening)

(* The above are the preferred dates for site visits. Other dates may be possible by prior arrangement although this is not guaranteed).

7. Tender Submission Requirements

- Tenders must be submitted as a fixed-price lump sum plus VAT, **guaranteed for 12 months**, using the provided Form of Tender.
- All tender documentation must be returned by the deadline shown below.
- The tender should include an A1 size (or similar) visual image of the play area and an electronic image of the play area which can be shown on screen as part of the Evaluation session.
- **Submission format:**
 - Sealed envelope marked **"TENDER FOR STOWMARKET RECREATION GROUND PLAY AREA"**.
 - Sent to: **Head of Community Services, Stowmarket Town Council, Milton House, Milton Road South, Stowmarket, Suffolk, IP14 1EZ.**
 - **Submission deadline: 12 Noon on Friday, 23rd May 2025.**
 - **Late submissions will not be considered.**

- **Required Documentation:**
 - Design proposals in A4 and A2 formats, plus standard digital formats (JPG, PNG, etc.).
 - Completed Form of Tender with a detailed cost breakdown.
 - Warranty and Reference information
 - Product Specifications.
 - Public Liability Insurance certificate of no less than £10 Million
 - Company Health and Safety Policy.
 - API certification and other industry accreditations.
 - Confirmation of the contractor's role as the principal contractor, including compliance with the Construction (Design and Management) Regulations 2015 (CDM 2015).
 - Details of the percentage of any work being subcontracted by the awarded contractor, specifying their roles, qualifications, and compliance with relevant safety and industry standards.

8. Evaluation Criteria & Contract Award

Compliant tenders will be evaluated based on the following weighted criteria:

Play Value & Design (40%)

- Quality of design and alignment with core facilities in the specification.
- Play value and inclusivity.
- Appeal, attractiveness, and inventiveness of design at ground level.

Construction & Durability (20%)

- Material durability and resistance to anti-social behaviour.
- Sourcing details for addressing damage to flooring and play equipment.

Inclusivity (10%)

- Fulfilment of accessibility standards.
- Inclusion of play equipment and experiences that cater to a diverse range of needs.

Sustainability (10%)

- Tenderers must submit an Environmental Statement outlining how they and their suppliers are minimising environmental impact, including:
 - Sourcing of materials.
 - Manufacturing processes.
 - Packaging.
 - Transport.
 - Disposal and end-of-life product options.

Pricing & Value for Money (10%)

- Cost-effectiveness of the proposal in relation to quality and longevity.

References (10%)

- Proven experience in delivering similar projects.

Scoring System

A standard 0-to-5-point scoring system will be used:

Score	Description
0	Unacceptable: Non-compliant / deficient for the criteria used.
1	Poor: Limited response lacking sufficient detail or accuracy.
2	Below expectations: Minimal achievement with weaknesses or omissions.
3	Adequate: Reasonable achievement with some weaknesses or omissions.
4	Good: Comprehensive, detailed, and relevant response with no inconsistencies.
5	Excellent: Exceptional submission demonstrating high ability, understanding, and experience.

The final score for each section will be calculated as follows:

× Weighting Percentage = Weighted Score

Example Calculation: If a section weighted at **50%** receives a score of **2 out of 5**, the calculation would be: $2/5 \times 50$

Each section's weighted score will be combined to determine an overall mark out of **100%**.

Evaluation Process & Contract Award

- The tender evaluation will be conducted by the Recreation Ground Project Group.
- Stowmarket Town Council does not bind itself to accept any tender.
- The Council reserves the right to remove items from the tender if costs exceed the budget.
- No payment will be made for any expenses incurred in submitting a tender.
- While Stowmarket Town Council has committed £200,000 to the project, the awarding of the contract is subject to securing external funding. (Note: A Community Infrastructure Levy funding application is due to be determined in September 2025.)
- Following the evaluation of tenders, a preferred contractor will be selected, along with a reserve contractor. The preferred contractor will then be expected to refine their

design in collaboration with the Recreation Ground Project Group. The contract will be awarded once the design has been satisfactorily refined.

9. Additional Information

Site Visits

Contractors can arrange a site visit on the 23rd, 24th, or 25th of April 2025 at their own expense. Alternatively, another date can be arranged by prior agreement. The visit allows contractors to assess access, measurements, and surrounding conditions. To book a site visit, call 01449 612060 or email info@stowmarket.org. Only contractors who have conducted a site visit will be eligible to submit a tender.

Map of Play Area Location



(Note: The above identifies the proposed location for the play area, which is subject to public consultation on Thursday, 10th April, 2025. Should the location change, all tenderers will be notified of this by Thursday, 24th April, 2025).

Site Management prior to and during Installation

- a. The Contractor will need to supply the Town Council with a copy of their site Risk Assessment, Method Statement and a copy of their public liability insurance at least 14 working days before the start of the project.
- b. The Contractor shall advise the Town Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.
- c. It is not known if there are any underground services within the site of the play area, the Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works. The Contractor is to allow for all costs associated with protecting them from and working with the materials within this tender.
- d. The Contractor shall take all precautions as are necessary, to protect the health and safety of all persons employed by him and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Town Council and all other persons.
- e. A Construction Plan incorporating or with a separate Traffic Management Plan (TMP) must be provided at least 14 working days before the start of the project.
- f. The Contractor shall provide any relevant notifications to the Health and Safety Executive.
- g. A project co-ordinator or single point of contact must be nominated by the successful contractor who should be readily contactable to deal with any queries and problems that may arise.
- h. The Contractor shall be required to attend such meetings as the Town Council's Head of Community Services or their nominated representative may require for the administration and successful completion of this Contract.
- i. The Contractor shall allow the Town Council representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this project.
- j. The play area must be contained within security fencing – Heras temporary security fencing or similar, supplied by the Contractor, whilst work is in progress and Heras temporary security fencing should remain in place until a satisfactory RoSPA Post-Installation Inspection and Report has been completed and submitted to the Town Council.
- k. A site compound may be set up on the Recreation Ground in consultation with Stowmarket Town Council.
- l. There is potential for welfare facilities in the Community Café on the Recreation Ground which has running water and electricity. However, contractors are assumed to provide their own welfare initially, with the use of this building discussed at a pre-start meeting.
- m. Access to the remainder of the Recreation Ground must be available and safe at all times during the construction period.
- n. All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e. MoT, Tax, LOLER, PUWER, etc. The Contractor shall ensure that any construction noise does not cause nuisance to any users of the Recreation Ground or neighbouring residential properties outside the site boundary.
- o. Works are permitted to be carried out during normal working hours, 8.00am – 5.00pm Monday to Friday subject to any conditions applied to planning consent. Out of hours work may be permitted by the Town Council, subject to the nature of works. Noisy works will generally not be permitted at weekends. Site working hours are to be agreed in advance of the commencement of works with the Town Council.
- p. Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance to residential properties.

- q. The Contractor shall be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. They shall carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Town Council.

Payment

The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

Payment will be upon satisfactory completion of the works and following receipt by the Town Council of a satisfactory RoSPA Post-Installation Report. This report should be commissioned, paid for and supplied to Stowmarket Town Council by the Contractor before the play area is released back to Stowmarket Town Council.

Contact Details

For further details, please contact:

Karl Daniels, Head of Community Services

Email: karld@stowmarket.org

Or contact **Stowmarket Town Council** on:

Telephone: 01449 612060

Email: info@stowmarket.org