



**Coggeshall Parish Council
Tender Document for the Provision of a
Outdoor Gym at the Rec**

Village Hall
25 Stoneham St.
Coggeshall
Essex CO6 1UH
07534 332042

Coggeshall Parish Council

Tender Document

Provision of an Outdoor Gym at the Rec

**Responses to be submitted no later than
Friday 9 January 2026**

Late entries will be disregarded



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1 General Requirements

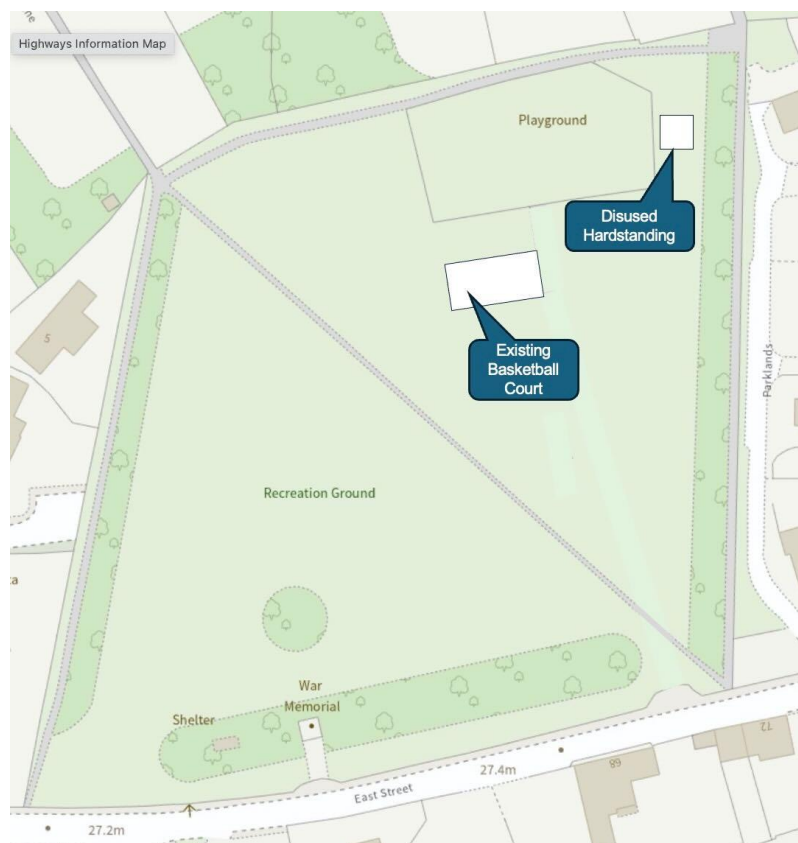
1.1 Context

The Coggeshall Recreation Ground, affectionately known as the Rec, has been at the heart of Coggeshall life for over 100 years. The land was bought in 1920 by the people of Coggeshall. It was used to site a memorial dedicated to those who died in the First World War and as a recreation area for Coggeshall residents. It is the biggest area of open space that we have in Coggeshall and is highly valued for its wide open aspect.

In 2019, the Neighbourhood Plan team was asked to suggest projects that could benefit from developer S106 contributions. One of these was a Multi-Use Games Area or MUGA in the Rec. Another was for Outdoor Gym equipment.

In 2024, it became clear that very substantial sums, generated through s106 and earmarked for the provision of outdoor sport facilities, would be received from developers. This gives us a once in a generation opportunity to provide facilities that offer a wide range of activities that will appeal to all generations. If we can do this while preserving the character, heritage and spirit of the recreation ground we will have in the recreation ground an amenity that will benefit everyone in the Parish.

1.2 The Rec

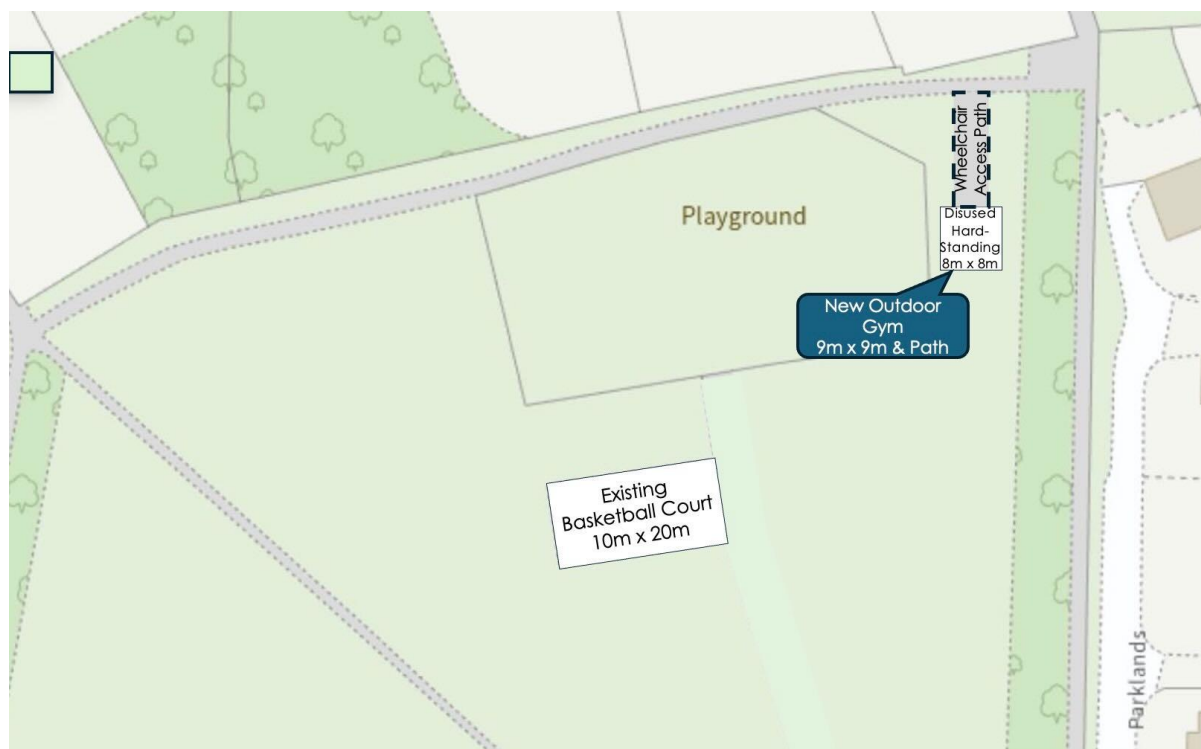




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1.3 Positioning of the Outdoor Gym



The new Outdoor Gym facility will occupy the site of the disused hardstanding at the edge of the playground facility and the new wheelchair access path that will form part of the solution.

It should be noted that the Parkland side of the Rec (the right hand side of the Rec if looking from East Street) is prone to becoming water-logged. Drainage solutions for the Outdoor Gym will need to reflect this.

It is important to understand that the Rec is a shared space. Many people value the Rec for the green space and tranquillity. Solutions must respect this outlook and maintain balance between all users of the Rec – “Something for Everyone”.



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1.4 The Employer

The Employer in this enterprise will be Coggeshall Parish Council. The Clerk of the council is Philippa Potter. Contact details are:

The Parish Council Office
The Village Hall
25 Stoneham Street
Coggeshall
Essex
CO6 1UH
07534 332042
clerk@coggeshall-pc.gov.uk

1.5 Budget and Costings

The council has set aside a realistic budget for the provision of an Outdoor Gym at the Rec. Following the receipt of tenders and a preferred Contractor being awarded the project, any changes made to the final budget as variations or revisions, will fall within the permissible range of 10%.

Pricing should be:

- exclusive of VAT and in GBP (£).
- valid for 180 days from the due date of the response.
- fixed and firm for the duration of the contract.

1.6 Non-Consideration of a Tender Response

The council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the Contractors that have decided to participate.

The council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer not able to provide all the information required by the council to make a full evaluation.

Any offence or inappropriate actions by the Contractor, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.



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2 Contractor Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, materials, surfacing, fencing and associated works required to meet the desired brief and where appropriate, conform to the relevant British or European Standards.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship is substandard, unsafe or require replacement or repair, this will be completed at the cost of the Contractor.

The Contractor will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

2.2 Health and Safety

2.2.1 Legal Compliance

Contractors must comply with all relevant statutes and regulations concerning health and safety, including the CDM Regulations 2015.

2.2.2 Documentation

Contractors must provide a copy of their Health & Safety policy and relevant Risk Assessments.

2.2.3 Site Safety

Contractors will erect fencing around the work perimeter to ensure the safety of others and display appropriate signage for visibility. It should be noted that the Rec will not be closed to the public during construction works.

2.2.4 Ground Investigation

The Contractor is responsible for ensuring the completeness of ground investigation reports and conducting any necessary additional site investigations to inform the sub-base and drainage design.

2.2.5 Welfare Facilities

The Contractor is required to provide appropriate welfare facilities for site workers.

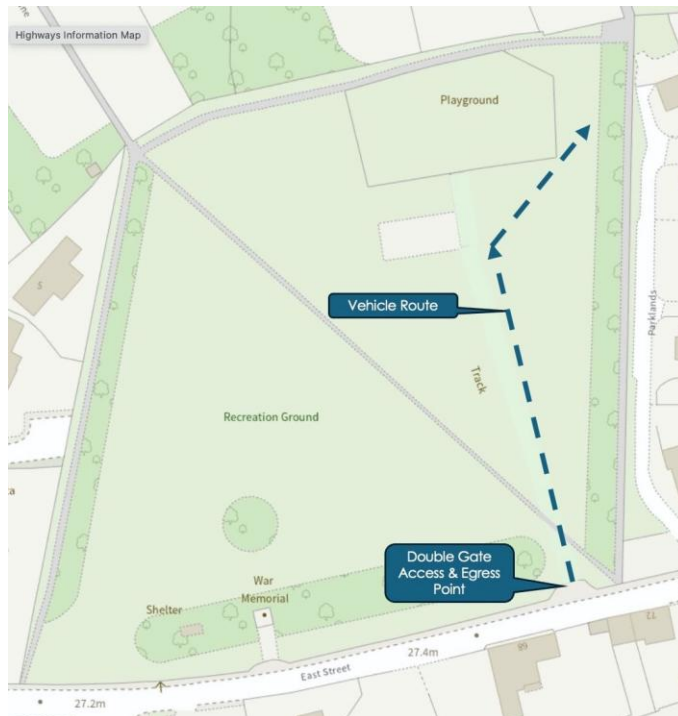


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2.3 Site Access and Egress Management



2.3.1 Overview

Access and egress to the site will be via the double gates to the Rec on East Street.

2.3.2 The Fabric of the Rec

The Contractor will ensure that damage to the grass, path surfaces, trees and fabric of the Rec is avoided. If damage does occur, the Contractor will make good.

2.3.3 Security

The Contractor will prevent unauthorised access to the site. The Contractor will establish

clear boundaries and, if required, employ security personnel to maintain them.

2.3.4 Traffic Management

The Contractor is responsible for ensuring the safety of pedestrians in the Rec from any required vehicle movements. This is particularly pertinent in relation to users of the Children's Playground. This may involve designated walkways or clearly marked routes.

The Contractor is also responsible for ensuring safe transit of vehicles to and from East Street to the construction site.

2.3.5 Risk Assessment

A thorough risk assessment will be conducted by the Contractor at the access and egress point to identify potential hazards (e.g., slips, trips, falls, vehicle blind spots) and appropriate control measures implemented.

2.3.6 Housekeeping

Maintaining clear and tidy access and egress routes is vital to prevent slips, trips, and falls. This includes prompt removal of debris and any required maintenance. This will be the responsibility of the Contractor.

2.3.7 Training and Communication

All personnel should be adequately trained by the Contractor on site access and egress procedures.



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2.4 Works Sign-Off

2.4.1 Contractual Compliance

The Outdoor Gym must be built to the specifications outlined in the initial contract between the Employer and the Contractor.

2.4.2 Regulatory Standards

The works and materials must comply with relevant British and European Standards (EN Regulations) and the SAPCA Code of Practice.

2.4.3 Documentation

The Contractor must provide supporting documentation, including:
Installer and manufacturer details and contact information:

- Dates of installation.
- Details of materials and products used.
- Manufacturer's recommended maintenance, cleaning, and safety procedures.
- Warranty and guarantee details.

2.4.4 Post Installation Checks

Once the Outdoor Gym installation is complete, by prior agreement with CPC, the Contractor will fund a check by an independent industry recognised body of the Outdoor Gym facilities to ensure that they meet all required safety and usage standards.

2.4.5 Defects Period

There will be a defects maintenance period of 12 months, where the Contractor is responsible for rectifying any issues that arise with the Outdoor Gym. (See 5.10)

2.5 Purchase Order and Contract Agreement

The successful Contractor will enter into an agreement by way of a Purchase Order or signed Order Form with Coggeshall Parish Council. In addition, a binding contract with agreed terms and conditions will be provided for both the Employer and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Employer.



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2.6 Insurance

The successful Contractor must be able to provide evidence of:

Public Liability Insurance of no less than	£10 million
Product Liability Insurance of no less than	£5 million
Employers Liability Insurance of no less than	£1 million
Professional Indemnity Insurance of no less than	£1 million

2.7 Contractor Documentation

The selected Contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of these site visits will be agreed before work commences, and the Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction
- Construction Phase Plan

2.8 Development Window

It is expected that provision of a new Outdoor Gym will take 6 weeks to complete.

Work must not interfere with the Coggeshall Summer Festival, planned for Saturday 13th June 2026. It is anticipated that preparatory planning and site survey work could take place before this date, however, that any groundworks or construction would have to wait until after the Festival.



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3 Scope of Works

3.1 Outdoor Gym

3.1.1 Objectives

The aim is to promote physical activity and enhance health and well-being within the Coggeshall community by providing free, accessible and convenient exercise opportunities in a natural and relaxing environment. It is important that this facility provides something for each element of the local community.

Current thinking is that there will be two discrete areas within the gym solution. One will be focused on an older profile of user, majoring on balance and mobility. The other will be focused on a younger profile, majoring on strength and cardiovascular exercise. None of the equipment should require supervision to use it.

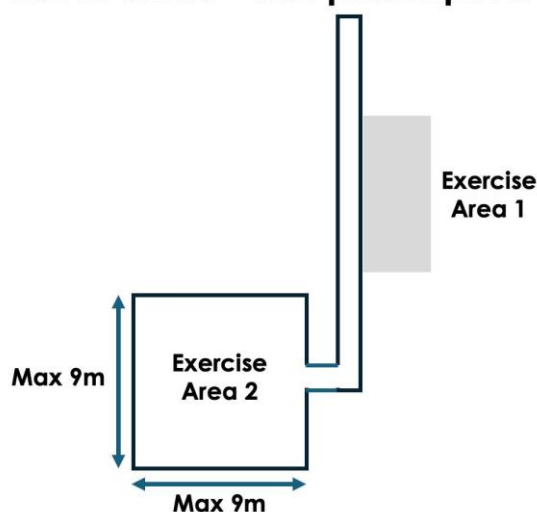
The equipment should be accessible to the widest range of individuals, including wheelchair users, with options for varying intensity levels to accommodate different fitness levels and abilities. The equipment will blend in with the surroundings at the Rec, with colours suggested by the Contractor.

The gym will occupy the site of the existing disused 8m x 8m hardstanding by the playground in the Rec and take advantage of the path to it.

A planning application for the Outdoor Gym will not be required.

3.1.2 Diagram

Indicative Outdoor Gym Layout Not to scale – Not prescriptive





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3.1.3 Requirements

The details provided below are only a guide to assist Contractors with the desired design outcome. Technical specifications are ultimately up to the Contractor to recommend with supporting evidence and professional guidance.

Item	Description
Dimensions	Total footprint a maximum of 9m x 9m, plus space alongside the path to the hardstanding supporting: • Cardiovascular • Strength • Mobility and Core • Balance and Flexibility training facilities. There should be two discrete areas in the solution, one to support an older profile of user.
Essential Equipment	The solution must include an Arm Bike, Bike and Cross Trainer to reflect the feedback obtained in the residents' consultation process. The solution must also support wheelchair use of some items of equipment.
Accessibility	The equipment should be accessible to the widest range of individuals including wheelchair users, with options for varying intensity levels to accommodate different fitness levels and abilities.
Pathway	A pathway, which must support wheelchair access, is required from the Outdoor Gym to an existing path in the Rec.
Surfacing	A durable multi-use sports surface as recommended by the Contractor, in a sympathetic colour. <i>(Please provide specifications to justify choice)</i>
Edging	As recommended by the Contractor.
Seating	None
Fencing	None
Sign	A sign, with yet to be defined usage T&Cs and artwork (agreed by the Clerk) will be erected at the site.
Bins	One steel bin in green.
Blending In	The equipment should blend in with the surroundings at the Rec, with an equipment colour chosen to minimise visual impact.
Sports Lighting	Suggestions for a lighting solution that is: • ground level • solar powered • time-controlled • environmentally friendly are welcome.



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Item	Description
Base Works	Contractor to provide recommendation and guidance
Drainage	The area of the Rec that the Outdoor Gym will occupy is prone to becoming water-logged. Therefore, a suitable drainage solution will be required, to be defined by the Contractor.
Removals & Disposal	All spoil.
Buried Services and Obstructions	It is the Contractor's responsibility to identify any buried services or obstructions that may impact the construction of the Outdoor Gym.
Trees in Proximity	It is vital that no damage is caused to trees in the proximity of the Outdoor Gym, either during construction or due to damage to root systems causing a longer term effect.
Re-instatement	Topsoil and seed.
CCTV	None.

3.2 Timetable

Event	Date
Publication of Tender Document	Wednesday 22 October 2025
Site Meeting with Contractor - Optional	Friday 7 November 2025
Notification of your intention to provide a response	Friday 14 November 2025
Deadline for questions about the tender	Friday 12 December 2025
Tender Submission Deadline	Friday 9 January 2026
Recreation Committee agree on Chosen Contractor	By end of January 2026
Contract Signing for Outdoor Gym	March 2026
Works Begin for Outdoor Gym	June 2026



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4 Scoring Criteria

4.1.1 Scoring Table

Please provide a response for each criterion as part of the tender submission.

Criteria	Content	%
Design & Project Management	Detail the specifications and rationale of the submission based on meeting the desired brief and managing the installation. This may include: • Specifications for the surfacing, groundworks, fencing, drainage and all materials and components of the overall design • How your company manages supply chains in relation to meeting time frames, quality control, health and safety and assess their performance and output. Please be specific in terms of processes, performance indicators and the personnel involved • Other inclusions that were not specifically requested however deemed to be beneficial to the users and within the budget	40
Materials and Maintenance	Provide detail on the maintenance involved and any applicable warranties: • The likely lifespan of the installed facilities • Warranties and what these include or exclude • Maintenance required on all materials and surfacing and their likely annual costs • Any other aspects relevant for consideration, such as protection against vandalism or practical considerations	20
Presentation and Quotation	Contractors are to provide: • 3D visuals • CAD or scaled Google Map of the designs • An itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation	20
Total Cost	Scoring will be made according to the overall cost of the design, assuming the minimum specification of the brief is met.	20



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4.1.2 Scoring Matrix

Score Range	Rating	
9 - 10	Exceptional	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the projects aims or requirement. Response highly relevant.
7 - 8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5 - 6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3 - 4	Sub-Par	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are difficult to correct/overcome and make acceptable.
1 - 2	Poor	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.



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5 Procurement Process

5.1 Overview

The procurement process will be conducted and in compliance with public procurement regulations. The objective is to be fair, transparent and proportionate.

5.2 Type of Procedure

The tender process will be an open procedure. A scoring matrix will be used to calculate each of the required criteria to assist in a decision for a preferred contractor.

5.3 Site Meeting with Interested Parties

There will be a site meeting to give all Contractors the opportunity to meet with the Clerk in 30-minute individual slots to clarify any questions. However, this is not mandatory, and Contractors are welcome to visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

5.4 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the Clerk, not by phone or in person other than the site meeting. Contractors are forbidden to approach any person/s outside of the named person within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

The deadline for questions about the tender is Friday 12 December 2025.

5.5 Notice of Intent to Bid

Contractors should notify the Clerk a confirmation of your intent to provide a submission by the due date, and all questions relating to the tender will need to be made no later than the date provided. Only one submission will be accepted. If notification of your intent to provide a submission is not sent, or you are unable to attend the site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.



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5.6 Short Listing of Preferred Submissions

The Employer has the right to short list the submissions for further review and analysis. This may include (but not limited to) conducting:

- Contractor Presentations
- Reference Checks
- Public Consultations or Engagement

Short Listing may only be used if in the unlikely event scoring in the initial stage is equal (highest) for two or more Contractors to warrant further discussions.

5.7 Revisions and Negotiation

If required, the council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed “substantial” changes to the original brief.

These revisions will be discussed and agreed to before any agreement or purchase order is made final and may result in an increase or decrease in the original budget without affecting the original brief and desired outcome to any major degree.

5.8 Decision and Award of Contract

The Employer will be responsible for making the final decision based on the scoring criteria set out in the tender document. All parties who have submitted a formal tender response will be notified of the outcome. An agreement will be provided setting out any specific terms and conditions to be signed by both The Employer and The Contractor.

5.9 Contractor Responses

The submissions received from each of the Contractors will not be disclosed to other parties and should not be requested by other parties. Only the justification and scoring of the submissions will be provided on request. The preferred contractor will be advised via email.

5.10 Payment Schedule

The total cost of the project will be divided across stages based on construction milestones, with payments released upon the completion and sign-off of each stage. CPC will appoint a Quantity Surveyor to assess and agree completion of each stage.



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The exact schedule will be negotiated between the Employer and Contractor and specified in the construction contract. A 5% retention will be held for a "defects liability period" of 12 months to ensure any issues are corrected after the facility is in use.

5.11 Dispute Resolution

Alternative Dispute Resolution (ADR) will be the preferred non-court based method of resolving disputes, through either:

- Negotiation: Resolution of the dispute without use of a third party.
- Mediation/Conciliation: Use of a neutral third party (mediator / conciliator) to negotiate a solution.
- Arbitration: Use of an impartial third party (arbitrator) to decide a way forward.