

PEMBURY PARISH COUNCIL

Working for Pembury People



Contracting Authority

Pembury Parish Council

REF: PPC-25-01

Project: Climbing Frame

Tender Specification

PROJECT: Addition of a climbing frame to existing play area

LOCATION: Pembury, Tunbridge Wells, Kent

SPECIFICATION BRIEF

1. Introduction

- 1.1. Pembury Parish Council (the Council") wish to add a climbing frame to the main recreation ground in the parish.
- 1.2. The site is Lower Green Recreation Ground, Lower Green Road, Pembury. It provides a well-used open green space for the surrounding community. It is located off Lower Green Road, Pembury, Kent (what3words – [///clubs.plates.tiger](https://www.what3words.com/#!/clubs.plates.tiger))

2. Overview

- 2.1. This project aims to enhance the existing facilities for older children, to encourage more challenging physical activity.

3. Works

- 3.1. The proposed play equipment shall cater for children over 9 years old.
- 3.2. Tenderers proposals should include as a minimum, the following:
 - 3.2.1. Remove and dispose of the existing climbing frame.
 - 3.2.2. Supply and installation of a large challenging adventure climbing frame. The climbing frame must include the following elements:
 - Monkey bars
 - Large slide
 - Climbing wall
 - 3.2.3. Supply and install suitable safety surfacing and required substrata
 - 3.2.4. Disposal and removal of any surplus materials.
 - 3.2.5. Reinstatement – following the installation of the equipment it is expected that any grassed areas affected by the installation, will be reinstated to a satisfactory condition that is agreed and approved by the appointed officer from the Council.
 - 3.2.6. A ROSPA (Royal Society for the Prevention of Accidents) certified inspection to be carried out upon completion of the works. The inspection must be undertaken by an independent ROSPA-accredited inspector and a formal report provided to the Council. Any defects or non-compliances identified in the ROSPA report must be rectified by

the Contractor at no additional cost to the Council, and to the satisfaction of the Council and the ROSPA inspector.

- 3.3. The tenderer shall make suitable provision for such labour, equipment, supervision, attendances and/or services such as described in or reasonably implied by the Tender Documents.
- 3.4. The proposed play equipment should be made from sustainable, long lasting high quality materials.
- 3.5. The design should be innovative and challenging, making use of the space and budget available.
- 3.6. The equipment must be an open piece of equipment with no enclosed areas around it.
- 3.7. Site Constraints: - The tender submission should include any identified constraints with the site location and how these will be addressed.
- 3.8. Other Considerations:
 - 3.8.1. A site visit is welcome prior to submitting a tender.
 - 3.8.2. Post installation the equipment should be inspected by a suitably qualified safety assessor.

4. Submission requirements

- 4.1. The Tender submission shall comprise as a minimum, the following:
 - 4.1.1. Detailed description, pictures and data sheet for the equipment including surfacing requirements.
 - 4.1.2. Costs which clearly breakdown and identify all works that are included and any additional costs that may possibly be incurred.
 - 4.1.3. Anticipated start date (should you be successful) and a project plan / work programme for completion of the project. A September / October build would be preferable.
 - 4.1.4. A brief statement of your reasons for the design choice and how this will meet the needs of the users identified.
 - 4.1.5. A full method statement specific to this project.
 - 4.1.6. A risk assessment specific to this project.
 - 4.1.7. Details of reinstatement to grassed areas.
 - 4.1.8. Demonstration of previous experience of a similar nature.

4.1.9. Proposed warranty for equipment and surfacing.

4.1.10. References x2

4.1.11. Confirmation of the following levels of insurance:

- Public Liability insurance - £5m
- Product Liability insurance - £5m
- Employers Liability Insurance - £10m
- Professional indemnity insurance - £1m

4.2. The contract Sum shall be a fixed Price Lump Sum of £32,000, net of VAT.

4.3. The Tenderer is invited to visit the site to fully acquaint themselves with the site works and conditions. No claim shall be entertained for failure to ascertain these conditions. Access to the site for tendering can be viewed at the Tenderers convenience.

4.4. Submissions should be posted to Helen Munro, the Clerk at _The Parish Office, Lower Green Recreation Ground, Lower Green Road, Pembury, Kent TN2 4DZ. The envelope should be clearly marked "**CLIMBING FRAME TENDER ENCLOSED**". The deadline for receipt is **3pm on Monday 16 June 2025**. All sealed tenders shall be opened at the same time.

4.5. By issuing this invitation, the Parish Council is not bound in any way and does not have to accept the lowest price or any tender.

5. Payment

5.1. Stage payments will be made, subject to approval of completed works at each stage.

5.2. A retention of 10% of the total contract value will be held until final completion and formal approval of all snagging items.

6. Evaluation

6.1. All tender bids will be treated equally and assessed with transparency throughout the evaluation process.

6.2. The evaluation criteria is assessed according to the weightings below.

- 6.2.1. Understanding of requirements 20%
- 6.2.2. Added value/design 15%
- 6.2.3. Timetable 15%
- 6.2.4. Relevant Experience / capability 20%
- 6.2.5. Longevity of Equipment / ease of maintenance 15%
- 6.2.6. Price 15%

7. Project Specific Considerations

7.1. Anticipated Programme

- Tender issue 16 April 2025
- Tender return 16 June 2025 3pm
- Proposed Award 11 July 2025
- Commencement Contractor to advise from award
- Completion Contractor to advise

7.2. Site Boundaries – within the property curtilage only.

7.3. Access to the site for tendering. To be viewed at tenderers convenience.

7.4. Access for the Works

7.4.1. Vehicular access to the site is from Lower Green Road or Woodhill Park Road.

7.4.2. The Contractor shall obtain all necessary permissions and carry out all necessary temporary works to safely and satisfactorily form any necessary temporary access, protect services and make good at their own expense any damage caused to adjacent properties, existing roads and/or footpaths and/or services arising out of or in the course of or by reason of the execution of the works to the satisfaction of the Council. Furthermore, the Contractor shall indemnify the Council against any claims made by the Local Authority in respect of damage to the highway and/or footpaths and/or services and the depositing of mud or debris on the public highway and/or footpaths by any vehicles visiting the site under the control of the Contractor.

7.5. Working Area.

7.5.1. The Contractor's operations will be confined to the area of works within the site only.

7.5.2. The Contractor is to erect heras fencing or any other protection to any works areas that may interface with the public, visitors or other neighbouring property owners including their pets to enable safe completion of the works.

7.5.3. Such costs shall be deemed to be included within the Contract Sum.

7.6. Use of the site.

7.6.1. The Contractor shall not use the site for any purpose other than the carrying out of the works.

7.6.2. The burning of waste material on site is strictly not permitted.

- 7.6.3. The Contractor is to comply with the regulations and directions of the Police and Local Authority regarding the parking and unloading of vehicles at the site.
- 7.6.4. The work is to be carried out in such a way as to minimise inconvenience or nuisance to the occupiers of adjoining properties.
- 7.6.5. The Contractor is to take all reasonable precautions protect the works area to prevent unauthorised access onto the site and install measures prevent crime on the site.
- 7.6.6. The Contractor is to take all necessary precautions during the period of his Contract to prevent damage or trespass onto the site.

7.7. Limitations of working hours

7.7.1. It is anticipated that the hours of work on site shall be restricted to:

- Monday to Friday - only between 8.00am and 17.00 hours.
- Saturday, Sundays or Bank Holidays - no working permitted except by prior consent.

7.8. Standards

7.8.1. Unless otherwise described, all materials shall be in accordance with the latest relevant British and European Standards, where such exist, and workmanship shall not be inferior to the Standards laid down in the latest relevant British Codes of Practice.

7.9. Operational & Maintenance Manual

7.9.1. The Contractor shall provide to the Employer Representative within 28 days of completion of the works the Operational and Maintenance Manuals.