



Tender for:

Re-design, supply and install play equipment and safety surfacing as required to upgrade an existing play facility at Elford Jubilee Memorial Playground, Tamworth, B79 9DA.

Tender Deadline:

Monday 1st December 2025 by 11.59pm

Tender Address:

Elford Parish Council Clerk

Kate Pritchard, 48 Hints Road, Hopwas, Tamworth, Staffordshire, B78 3AA

clerk@elfordparishcouncil.gov.uk

Your response to this invitation to tender must be received up to the closing time on the date and in the place shown above. Your tender shall be submitted in a sealed envelope or package, marked with the tenderers name for the attention of the Elford Parish Council Clerk and the invitation to tender title: Design, Supply and Installation of Playground Equipment at Elford Jubilee Memorial Playground, Tamworth, B79 9DA. Tenders may also be submitted by email to the address above. Tenderers are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process. Potential tenders may contact the Clerk to facilitate site visits with two playground committee members and the clerk, or to seek clarification further information to enable completion of their tender.

This project is dependent on two primary sources of funding: (i) Lichfield District Council CIL funding (£75,000); and (ii) a grant from the Tarmac Landfill Communities Fund (£35,000), both of which have been provisionally agreed subject to, amongst other things, approved designs and quotes being provided. Elford Parish Council (the Council”) will only be able to award a contract if this funding is forthcoming. The final outcome of such funding will not be known until the successful tender has been chosen and tenderers should take account of this in their tendering.



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1. General Requirements

1.1 The Council is seeking a company to design, supply and install play area equipment meeting the standards of the API (Association of Play Industries) at Elford Jubilee Memorial Playground, B79 9DA on the provisions as set out in this document.

1.2 The location of the site is Elford Jubilee Memorial Playground, B79 9DA.

1.3 The aim is to decide on a preferred supplier and to place an order in December 2025, for an installation as soon as possible thereafter.

1.4 This project requires the supply and installation of new play equipment including play area surfacing. The principal focus of the new play equipment is imagination and inclusivity, providing play items for the up-to-12-year-old age group.

2. Tenders

2.1 This document must be treated as private and confidential. You must not disclose the fact that you are submitting a tender nor release details of the tender document other than on an In Confidence basis to those who have a legitimate need to know or to whom they need to consult for the purposes of preparing the tender.

2.2 The Contractor is required to submit a fixed tendered price for the works detailed within this document and in accordance with the Schedule of Works, Specifications and Brief.



2.3 The tendered price and accompanying design for the works must be returned and submitted either: (i) via email to [add email address]; or (ii) via a sealed envelope or package, marked with the tenderers name for the attention of the Elford Parish Council Clerk and the invitation to tender title:

Design, Supply and Installation of Playground Equipment at Elford Jubilee Memorial
Playground, Tamworth, B79 9DA.

Elford Parish Council Clerk, Kate Pritchard, 48 Hints Road, Hopwas, Tamworth,
Staffordshire, B78 3AA

No Later Than Monday 1st December 2025 11:59pm

2.4 Prices shall be irrevocable and valid for a minimum period of 90 days after the closing time, whether or not another tendered price has been accepted.

The Council has in its sole discretion, the unfettered right to:

- Accept any tender;
- Reject any tender;
- Reject all tenders;
- Accept a tender which is not the lowest price;
- Accept a tender that deviates from the requirements, specifications or the conditions specified in this document;
- Reject a tender even if it is the only tender received by The Council;
- Accept all or any part of a tender; and
- Split the requirements between one or more bidders.

2.5 If a tender is accepted and required permissions are refused, the Council reserves the right to cancel the contract.

2.6 The Council will acknowledge receipt of all accepted tenders within 14 days of the closing date.

2.7 The Council does not bind itself to accept the lowest price or any tender, and it reserves the right to accept or decline any tender without explanation. The company shall not have any claim for expenses incurred in the preparation of this tender.



3. Terms of Engagement

3.1 The acceptance of a tendered price by the Council shall form the basis of a binding contract which shall be governed by English Law.

3.2 This document, together with the drawing/s, specifications, and any correspondence made to clarify the Contractor's tendered price and play area layout design shall form the contract documentation. The successful Contractor will enter a contract by way of a JCT Minor Works Building Contract with Contractor's Design 2024 issued by the Council.

3.3 The Council's Representative shall mean Parish Clerk, Kate Pritchard (or other appropriate person appointed from time to time by the Council and notified in writing to the Contractor). All tender documents relating to this tender shall be sent to the Elford Parish Council Clerk using the details set out in paragraph 2.3.

3.4 Any queries or correspondence relating to this document and the scheme of works should be directed to the Elford Parish Council Clerk, per the contact details above.

4. Description of the works and pricing

4.1 The works

The works comprise of the installation of new play equipment at land known as Elford Jubilee Memorial Playground, B79 9DA. There is an existing fenced children's play area on the site.

4.1.1 This project requires the supply and installation of new play equipment including play area surfacing. The Council is open to retaining any viable play equipment on site. The principal focus of the new play equipment is inclusivity and providing play items for the up-to-12-year-old age group.

4.2 This project must comply with part 12, Class A of the GDPO which sets out what can be carried out [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#). All new play equipment must be kept under 4m in height.

4.3 Budget

The proposed budget for the complete scheme is £110,000 (One hundred and ten thousand pounds) excluding VAT.



4.4 Site description and access

4.4.1 Elford Jubilee Memorial Playground is a fenced playground within an area of public open space located next to the Elford Cricket Ground, which is located close to a busy Primary school.

4.4.2 The park is used for informal recreation and public enjoyment.

4.4.3 Interested Contractors should visit the site and meet with the Council's representative in order to familiarise themselves with the area, the existing layout and the surrounding environment.

4.4.4 Access shall be off the Brickhouse Lane entrance, via a gate.

4.4.5 The Contract Area shall be agreed with the Contractor at the prestart meeting. All areas for storage and welfare will be determined at the prestart meeting. There is enough space to provide a secure storage area during the scheme of works.

4.5 Drawings

The following drawings are included within the appendices of this document

a. Site plan

b. Photos of the existing site

4.6 Working hours

Working hours shall be limited to 08.30-18.00 Monday to Friday. Weekend working hours shall be subject to approval by the Council.

4.7 Labour, Plant and Materials

The Contractor will provide all labour, materials, fuel, carriage, plant, tools and machinery in order to execute the works.

It is the responsibility of the tenderer to guarantee that all its sub-Contractors will comply with all the requirements and terms and conditions set out herein.

4.8 Disposal of Waste and Litter

The Contractor must ensure that all waste materials produced whilst these works are ongoing are transported from site using waste carriers with a current Waste Carriers



License. The provision of skips is permitted yet these must be located within a secure fenced compound. There must be no burning of litter or vegetation on the site.

4.9 Health, Safety and Welfare

4.9.1 The successful Contractor shall at all times comply with the requirements of the Health and Safety at Work Act 1974 and all associated Acts, Regulations and Approved Codes of Practice.

4.9.2 The successful Contractor must submit to the Council copies of all insurances and site-specific risk assessments and method statements ahead of any works commencing on site.

4.9.3 The Council is unable to offer any welfare facilities at this site. The Contractor will need to allow for the provision of any facilities required for the works. There is ample space to accommodate a welfare and secure storage area where all materials, plant and facilities can be contained.

4.9.4 The Contractor's site must be fenced off throughout the duration of the works with 2m high Herras fencing for the protection of the public. Where applicable appropriate signage shall be erected to inform the public of the works or hazards.

4.10 Existing Services Across the Site

4.10.1 It shall be the responsibility of the Contractor to make enquiries with utility companies in respect of the development site.

4.10.2 Contractors should arrange for a trained and competent individual in the use of site surveys for underground apparatus using a Cable Avoidance Tool (CAT), to complete a utilities survey of the site. A copy of the survey should be provided to and retained by the Council.

4.10.3 The Contractor should note that there are electricity and water available on site.

4.11 Timetable and Monitoring

4.11.1 The successful Contractor will agree a construction timetable with the Council following the award of contract, and as such the timetable set out in the Programme of



Works section should be used as a guide only and allow a contingency for inclement weather.

4.11.2 The Council will require weekly, and on occasions ad hoc, reports providing accurate details of progression against the scheme of works and provide information in instances where the Contractor fails to meet any of the agreed Service Levels.

4.11.3 The Contractor may be required to attend review meetings with the Council's supervising officer, at their discretion to discuss performance.

4.12 Environment and Reinstatement

4.12.1 The Council is committed to environmental improvement through environmental protection and sustainable development into its decision-making processes in respect of both the execution of its core functions and responsibilities, and the management of day-to-day operations. Contractors should:

- Throughout the life of the agreement, provide information on new or improved environmentally preferable goods when they become commercially available and promote their use under the agreement.
- Reduce the amount of packaging and recycle packaging as appropriate.
- Remove all packaging and dispose of all waste in an environmentally friendly manner.

4.12.2 The Contractor must make reasonable effort to protect the surfaces when transporting plant and equipment to and from the play area site. All existing grassed areas (including areas used by the Contractor for access, vehicle movements and storage) shall be reinstated to the satisfaction of the Council upon completion of the works. Reinstatement shall be taken to include the placing of grade 1 topsoil and turf, as required.

5. Programming of the Works

5.1 Site viewing meetings can be arranged with interested Contractors and a representative of the Council during working hours. A minimum of 2 days' notice is required.

5.2 Questions or clarifications shall be submitted to the Elford Parish Council Clerk, noting the Tender Deadline.

5.3 The Council will inform the successful Contractor by letter/ email.



5.4 A pre-start meeting shall be scheduled between the Council and the Contractor. At this meeting a pre works photo survey will be undertaken and a works schedule made prior to commencement of works.

6. Payment for the Works

Payment shall be by measure and value and paid on presentation of invoices.

7. Insurances Required

7.1 The Contractor shall provide insurance for the Works.

7.2 The Contractor shall provide Public and Councils liability insurance (persons and property) up to the value of £10,000,000 for any single incident and for an unlimited number of incidents.

7.3 The Contractor shall provide evidence of the insurances with the tender documents and again before undertaking any works on site.

8. Safeguarding Policy

8.1 The Contractor shall for the purposes of this Contract have in place its own Safeguarding Policy.

9. Standards of Materials, Workmanship and Accreditation

9.1 All materials and workmanship shall conform to relevant British and European standards.

9.2 All proprietary play equipment and surfacing shall comply fully with BSEN1176, BSEN1177 and any other relevant play industry safety standards.

9.3 An independent Post Installation Inspection report will be commissioned and paid for by the Council and this will form the basis of any initial defects list which the Contractor shall take action to correct prior to the removal of the Heras Fencing.

9.4 The Contractor will be able to respond to the findings of the Post Installation Inspection Report, and any objections to the findings shall be submitted to the Council within 48 hours of the report being received.

9.5 The play area is to remain closed to the general public until after the satisfactory completion of any findings of the post installation inspection report.



10. Evaluation and Scoring

10.1 Tenders will be evaluated to determine the most economically advantageous bid using the following criteria and weighting.

11. Criteria Weighting

Price	20%
Quality	80%

11.1 Price (20%)

Contractors are asked to submit a pricing schedule for each element of the work as set out in the Schedule of Works section and a total tendered price. Price will carry 20% of the scoring on the following basis:

$(\text{Lowest bid price} / \text{bidders price}) \times 20 = \text{bidders price score}$

11.2 Quality (80%)

11.2.1 Quality will be evaluated from the information submitted by the Contractor and against the criteria set out in this section. A panel of Councillors and Officers will evaluate each submission.

11.2.2 Contractors are encouraged to submit information that allows the Council to clearly understand what is being proposed. Contractors are encouraged to present their proposals in a clear itemised manner with supporting visual plans. Contractors are required to present information outlining how they will approach the delivery of the project specifically for the Elford Jubilee Memorial Playground site and show how they plan to accommodate the Council's timescales.

11.2.3 Each quality criteria will be awarded a score of 0-5 in accordance with the scoring scale set out below:

Score	Criteria
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0	The response raises concerns about understanding of the project which will have a detrimental effect on the project outcome and contract performance.
1	The response suggests significant shortcomings of understanding or approach which is likely to impact on the project outcome and contract performance
2	The response suggests shortcomings of understanding or approach which is likely to impact on the project outcome and contract performance
3	The response raises no concerns about understanding or approach to the project outcome or contract performance.
4	Response is above expectations in terms of understanding or approach to the project outcome or contract performance.
5	Response is significantly above expectations in terms of understanding or approach to the project outcome or contract performance

11.2.4 The weighted scored quality criteria are as follows:

Quality Criteria	Weighting (80%)
Play Equipment, Play Value The Council will evaluate the play value of each proposed item of play equipment including use of materials including the sustainability of materials, dimensions, age range, surfacing, play disciplines, challenge and excitement	35%
Inclusivity The Council will evaluate each item of play equipment on the basis of its inclusivity and appeal and use for a wide range of abilities and disabilities.	20%



Presentation The presentation score will be assessed against the visual plans and the play area layout plans submitted. Consideration will be given to how the new equipment is laid out, the connectivity within the play space and how the proposals respect the surrounding environment.	10%
Warranties and Guarantees The Council will evaluate the warranties and guarantees on each individual item of play equipment, play area surfacing and materials used or component parts.	10%
The Council states that they will purchase locally wherever possible. The Council will score as follows: • Play Company that manufactures equipment within 100 miles of Elford Jubilee Memorial Playground = 5 points • Play Company that manufacture equipment within the United Kingdom = 3 points • Play Company that manufacture equipment outside of the United Kingdom = 1 point	5%

11.2.5 Weighting criteria will be scored as per the following example:

- Presentation 10%
- Criteria score awarded = 3 out of a possible 5
- Score calculated $3/5 \times 10 = 6$ points awarded.

11.2.6 The quality criteria scores will be added to the price scores to determine a final score for each Contractor. The Council may invite prospective Contractors to present their proposals to the Council should this be required.

12. Specification and Brief

12.1 Play Equipment and Value

The Council is seeking a play area which provides and stimulates imagination, challenge and excitement for the target age group. The Council has intentionally not



provided a list of play equipment items to be included, allowing Contractors to use the innovation and experience from within their own organisations and product ranges. The only exception to this is a zip wire where the intention is to have one on the grass area just outside of the playground area. This is, however, subject to getting various other approvals in place, so Contractors are encouraged to submit two potential designs and quotes: one including a zip wire, and one excluding a zip wire, in which case the associated cost should be reallocated to other play equipment within the playground perimeter.

12.1.1 The Council is content with a range of materials to be used including, HPL and steel. The Council would seek to see the use of sustainable or environmentally friendly products which are durable in nature.

12.1.2 To the extent necessary, all existing safety surfacing must be removed to a licenced facility. The successful bidder must supply and lay safety surfacing to meet safety standards (BS EN1177). Colours shall be in all instances complimentary of the local environment. If the Contractor proposes to retain any of the existing safety surfacing, a full explanation of the benefits and risks of doing so must be provided.

12.1.3 Contractors are encouraged to consider a range of play values and disciplines and make clear within the submission, the play value for each individual item of equipment. The playscape should incorporate the widest array of possible activities to stimulate both the physical and social growth of users.

12.1.4 The Council intend to retain the following:

- the large oak tree on the current perimeter
- the various smaller trees within the playground
- the 'stone circle'
- the open barn structure
- the green perimeter fencing
- the perimeter landscaping including the large granite stones

12.2 Inclusivity and Imagination



Inclusivity and imagination are important elements of this project. Contractors are encouraged to consider items of play equipment that are inclusive for all and promote imagination, inquisitiveness and curiosity in the children. Consideration of natural woodland shapes, colours, materials, range of equipment, ease and assistance for access are features the Council is seeking to include. Connectivity within the play space is an essential feature, enabling individuals with impaired mobility or those in wheelchairs and with pushchairs to manoeuvre within the play space.

12.3 Presentation

The Council requires the Contractors proposals to be set out on a scaled drawing showing the layout of each item of equipment, entrance and connecting paths. The layout plans should itemise each item of equipment on an accompanying key. The Contractor may submit 3D visual drawings showing the play area layout on the site. The Contractor is encouraged to visit the site. The Contractor should show within its price the cost for the removal, supply and installation of any surfacing.

12.4 Warranties and Guarantees

The Council is seeking a play area which is durable, vandal resistant where possible and provides quality and reliability going forward. The Contractor shall provide evidence of the warranties, guarantees and spares list for each item of equipment, the surfacing and the individual materials used within the play space. The Council requests that the Contractor submits TWO references from projects installed for a local authority within the last THREE years.

13. Submission of Tender

13.1 The Contractor shall submit the following documents:

- I. Tender form with prices clearly shown and itemised
- II. Proposed play area layout plan, drawn to scale, itemised with a key
- III. 3D visual layout plan
- IV. Guarantees and Warranties
- V. Statement outlining how they will deliver the project
- VI. Project timeline shown via a Gannt/bar chart to meet the Councils timescales.



VII. Two references from projects installed for a local authority within the last 3 years.

14. Schedule of works

Elford Jubilee Memorial Playground, Schedule of Works, Tender Form

We hereby provide our fixed price tender ex VAT to complete the works to design, supply and install the play area at Elford Jubilee Memorial Playground

	Description	Qty	Rate	Total
1	Insurance of the works	1		
2	Site prelims including welfare, compound and fencing	1		
3	Supply and installation of new equipment	1		
4	Removal and disposal of existing play area safety surfacing	1		
5	Supply and installation of new safety surfacing over whole area	1		
6	Removal of spoil and debris	1		
7	Removal and disposal of existing play equipment	1		

Note – Play area safety signage and Post Installation Inspection Report to be commissioned and paid for by the Council.



Sign below once you are satisfied that you have completed the form correctly and you are able to provide the documents required.

- ☐ I declare that the information given in this tender is true and accurate to the best of my knowledge and belief.
- ☐ I declare that I have permission from any other partner(s) to sign the tender on their behalf.
- ☐ I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, for the purposes of assessing my eligibility or for the purposes of the prevention or detection of crime.
- ☐ I understand that I may be liable for prosecution if I have knowingly provided information which I know to be false or do not believe to be true.
- ☐ I declare that I have not committed any serious infringement or fraud. You are required to declare any current involvement or interest with the Council if it is considered by you to be in real or apparent conflict with the duties to be performed for this scheme of work. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process. Please declare your interest within your covering letter or email to the Council.

Completed by: _____

Company: _____

Date: _____

GDPR 2018 AND RECORD RETENTION: All documents will be treated in confidence and retained securely. DOCUMENT MINIMUM PERIOD OF RETENTION REASON

General quotations/tenders 6 years Limitations Act 1980 as amended

Appendices:

- A. Site Plan, Location and Photos of site and existing play equipment

