



## **GERRARDS CROSS TOWN COUNCIL**

### **INVITATION TO TENDER (ITT) BRIEF**

### **PROVISION AND INSTALLATION OF NEW PLAY EQUIPMENT**



*Image; Gerrards Cross Town Council*

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## INVITATION TO TENDER (ITT) BRIEF

### 1. Summary Instructions and ITT Timetable

Item	Contract Details
Invitation to Tender (ITT)	Gerrards Cross Town Council is carrying out this procurement process for the supply and installation contract of new play equipment on East Common.
Contract Duration	February – May 2023
Procuring Officer	Any queries must be addressed to the Town Clerk.
Site visits if required	Site visits will be conducted 12 <sup>th</sup> of January 2023
Date/time for Tender return:	3rd February 2023- by 12.00 noon
Notification of result of Tender evaluation	13 <sup>th</sup> February 2023
Contract Commencement	31 <sup>st</sup> March 2023

### 2. ITT Preamble

#### 2.1 Introduction

Gerrards Cross Town Council is seeking to award a contract for the supply and installation of new play equipment; alongside existing apparatus on land it manages at East Common. This includes the supply and installation of any required or appropriate groundworks and safety surfacing. All works materials and parts should comply with both the British and European Standards for playground equipment and surfacing *BS EN 1176*.

The Invitation to Tender is being procured under the Parish Council's open tender process; in line with the Public Contracts Regulations 2015. This document provides applicants wishing to tender for the grounds maintenance contract with the requirements, standards and conditions under which the procurement will be operated.

#### 2.2 Overview of Gerrards Cross Town Council

Operating as a third tier of local authority, the Town Council provides local services (in conjunction with principal authority Buckinghamshire Council. The Town Council is a vital part of the community; representing local interests, making decisions on behalf of stakeholders, delivering services to meet local needs and ensuring the well-being of over 7,000 inhabitants. On the Council website it states the council's major aim is to 'keep Gerrards Cross a pleasant place to live and, where possible, to improve its amenities'.

It manages a number of public openspaces; including the Gerrards Cross Commons (incl. East and West Common), ponds and Bulstrode Camp.

#### 2.3 New Play Equipment; Background & Objectives

Gerrards Cross Town Council has developed plans to install additional exciting and modern play equipment on East Common. These plans include a multi-play climbing unit, with site baseworks preparation and a wet pour surface. The structure must be innovative and physically challenging; suited to a broad age range of children, from pre-teen to young adult.

One of the main aims is to improve the play experience for children by delivering a high-quality, low-maintenance extension to the existing play area. The challenge is to provide all inclusive apparatus that caters to all age ranges with stimulating pieces that children are excited to use. This new multi-play features should as a minimum include;

- Slides
- Climbing net
- Climbing wall
- Play spinner
- Generation-swing seat

Given the anticipated heavy use of the play area, equipment must be robust and vandal-proof.

An invitation to tender/quote has been previously issued, but with the Town Council agreeing a likely budget value of £35,000.00 for the works, the ITT notice was mistakenly not posted on the government portal Contract Finder. This is a legal procurement requirement for a Town Council under the Public Contracts Regulations 2015, which is now being correctly followed.

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### **3. General Tender Information**

#### **3.1 Supervising Officer**

The main supervising officer will be the Town Clerk.

#### **3.2 Budget**

As a guide, the estimated cost to the Town Council for this contract will be approximately £35,000.00, exclusive of all costs and VAT.

#### **3.3 Payment**

Payment will be made to the contractor on satisfactory completion of works and following receipt and verification of an invoice by the council. Payment will be made by BACs.

In accordance with the Public Procurement Contract Regulations 2015, Gerrards Cross Town Council will pay all valid and undisputed invoices no later than 30 days from the date on which the invoice was received.

#### **3.4 Duration of Contract Term**

The contract is planned to commence as soon as possible in March 2023.

## **4. Site Details**

### **4.1 Site Information**

East Common lies to the South of Gerrards Cross Common, wedged between the A40 Oxford Road and East Common Road. The Common is a popular site, well used by the local community, and includes an existing small play area. Topographically, the common is a flat, level and soft earth site that is ideal for siting a play area.

Access for works vehicles is from East Common Road; immediately opposite the existing playground. There are no onsite welfare facilities and any secure storage or fencing will be the responsibility of the successful contractor.

### **4.2. Site Plans**

The existing layout of the site is detailed on map Appendix C.

The approximate area available for the proposed new equipment is 60m<sup>2</sup>. These basic dimensions are an approximation, however, and the available area will need to be measured correctly. The contractor will be responsible for this and ensuring all design proposals correctly fit the area available.

### **4.3 Site Meeting and Visits**

There will be an organised site visit with a Town Council representative/s to view the site, which is provisionally arranged for the 12<sup>th</sup> of January 2023. If attending a site visit, it is requested that only one contractor or person from each supplier is present.

However, this is not mandatory, and the applicant is strongly advised to make necessary site-visits at their own convenience prior to completing an offer to ensure knowledge of the location. This includes assessing relevant conditions or features and gaining familiarity with access arrangements and detailed measurements. Such due diligence is reasonably expected in submitting a tender of this scale.

## **5. Evaluation of Tender Offers**

### **5.1 Evaluation of Tenders**

All tender bids will be treated equally and assessed with transparency throughout the evaluation process. The information disclosed by applicants will be used purely for the purposes of evaluation. If a bid succeeds in passing the first stage of the evaluation, it will be evaluated in accordance with the evaluation methodology.

All submissions will be reviewed for completeness and compliance with the ITT and stated requirements. This is to ensure they have been completed correctly and all necessary information has been provided. Incomplete and non-compliant tenders will be rejected.

### **5.2 Evaluation Criterion**

As indicated in section 2.3 (*Play Area Background & Objectives*), the main aim of the contract will be to deliver the highest quality supply and installation of new play equipment. Applicants should demonstrate their understanding of the objectives and requirements (as set out in the ITT) and their response must display compliance with the requirements.

The ITT provides the opportunity for Gerrards Cross Town Council to select the best applicant based on specific tender criteria. This enables the Town Council to identify the bid that best meets its needs, while offering an economically favourable tender.

The evaluation criterion is assessed according to the Town Council's weightings and calculated to give an overall comparative score out of 100. The highest scoring tender bid will be selected

### **5.3 Cost Criterion**

As a local council, value for money is paramount and a Cost Matrix will be used to assess tenderer's prices against key cost criteria. The cost assessment will contribute 60% towards evaluation of tenders.

### **5.4 Quality Criterion**

The evaluation of Quality criteria will contribute 30% of tenders (see the Submission Form 1 document for the Pre-Evaluation Questionnaire). An Evaluation Matrix tool and a Scoring Grid will be used to evaluate submitted bids; to score tenders and help identify the one that provides the best quality.

The cost/quality ratio for this contract will be Value for money 60% /Quality 40%. Submitted Tender offers will be assessed using the following criteria and weightings: -

#### **5.4.1 Value for Money**

This is an essential element that comprises the itemised and aggregate price of the tender offer. The Cost Submission Form provides the opportunity to detail a schedule of competitive rates/prices for the works. The form also allows applicants to outline what measurable or demonstrable **Added Value** can be offered in the tender to enhance delivery of grounds maintenance; without costing the Town Council additional expense.

#### **5.4.2 Experience**

Recent relevant experience will be viewed favourably, particularly in applicable technical areas associated with the nature of this provision of apparatus and installation onsite. This might include the standard of equipments and installation expertise.

The ITT places significant emphasis on performance-based specifications, where skilled operatives are employed by the applicant; because they will understand both the site-requirements and technical requirements of play equipment and its installation.

Where possible, a list of relevant projects undertaken should be provided; with a description and relevance to the tendered project, project cost and duration of the scheme. Of particular importance is the applicant's performance in completing past contracts to the quality standards required – including the ability to undertake contracts on time, within budget and to the satisfaction of clients. This information should include the name of two contracts or projects, their completion dates and reference contact details.

The applicant should also provide evidence of the company policies and work procedures it has in place (particularly regarding employment conditions and environmental standards) to meet mandatory requirements: and what management skills and systems are in situ.

#### **5.4.3 Quality of product or service**

This element is relevant to all the required Town Council criteria. There are, however, a number of specific qualitative attributes the Council will be looking for.

First and foremost, the Town Council seeks a high-quality performance throughout the service of the contract and verification that this necessary standard will be delivered. The applicant is required to demonstrate excellent levels of care, flexibility and responsiveness. This quality also needs to be reflected in dealings or communication with the Town Council and public on site.

Gerrards Cross Town Council will favour an applicant that can adopt innovative solutions in their work, while being able to display a positive response to any potential problems. The applicant will also be required to demonstrate their capability and resources to successfully undertake the contract. This includes aspects such as plant machinery, equipment, personnel (including staff resilience and turnover) and ground or weather conditions. Evidence of product or material guarantees will also be required.



The competence of the key professional and technical personnel (which the applicant proposes to employ on the contract) needs to be assessed. To enable this, details of the technical skills, expertise and experience of the contractor's team should be provided. Where appropriate evidence should be provided of training or continuous learning to ensure personnel have sufficient learning or qualifications.

#### **5.4.4 Environmental and Social Policies**

The Town Council is environmentally aware and is interested in reducing carbon emissions and mitigating its impact on the environment wherever possible. Applicants that can demonstrate environmentally friendly policies with regard to the manufacture, recycling and disposal of equipment will be looked on favourably.

As outlined in its 2021 *Climate Change Statement*, the Town Council is committed to setting strong environmental standards and supporting social values. Consequently, the tender offer should outline the applicant's own ethical and environmental policies or ethos to help support this.

This will include the applicant's commitment or efforts to adapt to climate change and achieve carbon reduction. Suggestions for reducing the carbon footprint of the play area apparatus and installation will be equally advantageous, for instance including; the potential to reduce energy and fuel use in the provision of the contract, what measures could be taken to reduce, reuse and recycle waste and the sourcing of ethically-responsible materials.

The applicant should also consider the main environmental impacts associated with delivering the contract and how these can be reduced or managed.

#### **5.4.5 Locality**

Geographic proximity to Gerrards Cross is an important factor to the extent that locality minimises environmental impact and, promotes local business. Close proximity to Gerrards Cross will limit vehicular travel and significantly help reduce the carbon footprint of the contracted works.

### **5.5 Evaluation Criteria and Weightings**

Submitted Tender offers will be assessed using the following criteria and weightings: -

<b>Evaluation Criteria and Weightings</b>		
<b>Category</b>	<b>Criteria</b>	<b>Weighting</b>
<b>Cost</b>	Value for money	60%
<b>Quality</b>	Experience	10%
<b>Quality</b>	Quality of product or service	20%
<b>Quality</b>	Environmental Policies	5%
<b>Quality</b>	Locality	5%

To calculate the true final weighting for each element (as 30% of the evaluation process) it will be necessary to multiply the in Quality percentage results by 0.3.

For instance; a total 5% element weighting score for *Environmental Management* will provide 2% to the overall tender evaluation total (5% x 0.4). Alternatively, a total 10% element weighting score for will provide 4% (10% x 0.4) to the overall tender evaluation total.

Before being converted to weightings, each element will be scored a rating out of ten; reflecting a tender's ability to meet the non-priced Quality criteria.

## 6. Invitation to Tender Process

Gerrards Cross Town Council is issuing this ITT and inviting bids from Applicants in response to the published contract notice.

The procedure is being procured under the Council's open tender process, in line with the Public Contracts Regulations 2015. This procurement will follow a clear and transparent process, to ensure that all applicants are treated equally.

### 6.1 Indicative Timetable for Tenders and Schedule

Set out below is the indicative timetable for tendering with the key dates for this proposed procurement as follows: -

Indicative Timetable for Tenders	
Procurement Stage	Deadline
Publication of ITT advertisement (Contract Notice) in Contract Finder and on the Town Parish website	16 <sup>th</sup> December 2022
Deadline for ITT queries	13 <sup>th</sup> January 2023
Site visits & meetings if required	12 <sup>th</sup> January 2023
Deadline for clarification responses to be issued	16 <sup>th</sup> January 2023
Deadline for receipt by the Town Council of completed ITT documents	3 <sup>rd</sup> February 2023
Ratification of Evaluation Assessment and Award of Contract	10 <sup>th</sup> February 2023
Notification of Contract award (Contract Award Notice) to applicants	13 <sup>th</sup> February 2023
Anticipated issue of contract to successful tender	17 <sup>th</sup> February 2023
Date of commencement of contract	Late March 2023
Date of completion of contract	No later than 28 <sup>th</sup> April 2023

### 6.2 Instructions for Tendering

Applicants should read these ITT instructions, the Specification and Terms & Conditions carefully before completing the Tender documentation. Failure to comply with completion and submission requirements may result in the rejection of the Tender.

### 6.3 Enquiries

All initial enquiries should be made to the Town Clerk by telephone on 01753 888018 or by email at [clerk@gerrardscross.gov.uk](mailto:clerk@gerrardscross.gov.uk).

## **6.4 Clarification Requests**

Prospective contractors should ensure they are completely familiar with the nature and extent of the obligations required if the tender is awarded.

All clarification requests should be submitted by applicants to the Town Clerk by the clarification deadline no later than one week before the closing date (as set out in the Indicative Timetable for Tenders table). These requests should clearly reference the appropriate paragraph in the ITT documentation and be aggregated rather than sent individually. The council is under no obligation to respond to clarification requests received after the clarification deadline.

Please note that clarification of points and responses to any questions raised during the tendering period may be circulated to all tenderers.

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## **7. Instructions for Completion**

### **7.1 Cost Submission Form and Pricing**

The Cost Submission Form (see *Appendix Section D*) provides the opportunity for the applicant to provide a breakdown of itemised costs to be included with the tender offer. This should be an itemised quotation, ideally with a picture reference, with costs for each item, surfacing, and installation.

All costs submitted are to be presented in Pounds Sterling and consistently excluding VAT or expenses/other costs where applicable. Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be firm and fixed for the duration of the contract (for any identifiable items that make up the itemised costs).

The breakdown of costs is vital to help the Town Council evaluate and compare specific itemised costs between each tender. It will also become part of any successful contract to assess costs.

Applicants may modify their tender response prior to the tender submission deadline (as per the indicative timetable for tenders) by giving written notice to the Town Council. Any modification should be clear and submitted as a complete new tender response in accordance with these ITT conditions.

Applicants are advised that the Council is not bound to accept the lowest tender submitted nor to reimburse any expense incurred during the process.

### **7.2 Pricing for Additional Services**

Where unscheduled and variable work occurs (not identified in the specification), the applicant is required to provide additional pricing rates per hour or per item in the Cost Submission Form. This will not be included in the tendered price. No guarantee can be given to the particular level of additional and unscheduled work which will be awarded; rather it should simplify and speed up the process by avoiding the need for seeking further competitive quotes.

### **7.3 Variations and Additions**

The Town Council might request additional work not identified in the specification. This will be carried out through a simple *Contract Amendment*. Once the applicant has agreed the scope and terms of the additional work, a confirmation will be added to the contract to reflect the extra cost & time. Alternatively, if the contractor needs to carry out unforeseen additional work, the Town Council can agree to this through a *Variation to Contract*. The Council will confirm acceptance by raising a *Variation Order* document containing the original contract price, variation price and new price.

### **7.4 Pre-Qualification Questionnaire (PQQ)**

The PQQ (see Appendix Section C) is used to ascertain the suitability of a contractor in relation to the requirements of the Town Council and the ITT. It requires commercial and legal information regarding the applicant's company and some specific questions about the contract being tendered. The form includes standard questions on company details, insurance cover, financial information, relevant experience, particulars about technical or professional ability and information about capability or capacity.

This is also the opportunity for the applicant to demonstrate that they comply with any mandatory or discretionary (such as included in the ITT evaluation criteria) requirements for the contract. Key elements include provision of social value, added value and value for money to the Town Council. It is also where the applicant can outline their specific qualities and any other relevant information to support their tender.

### **7.5 Form of Tender**

The Form of Tender (see Appendix Section E) is a covering document prepared by Gerrard Cross Town Council and signed by the applicant to indicate they understand the tender being made and accept the various terms and conditions and other requirements of participating in the exercise.

### **7.6 Drawings and Literature**

The contractor should submit a laminated A1 CAD drawing (digital or artist impressions of how the finished project will appear), a laminated A3 site plan and design information specific to this project.

Any technical literature relating to the materials and equipment to be used should be supplied with the tender forms; along with relevant maintenance instructions, guarantees and work defect maintenance period. Likewise, any evidence of product or equipment guarantees should be attached.

### **7.7 Method Statement**

A positive demonstration of the proposed methodology and approach to the installation will be advantageous. The Contractor shall provide a Method Statement with their tender; describing their

proposed general and detailed arrangements and methods for carrying out the Works. This should include;

- How all stages of the Works will be executed
- Procedures to ensure the specified parameters are obtained
- The appropriate climatic conditions in which the safer surfacing can be laid
- The appropriate health and safety requirements e.g. Risk & COSHH Assessments
- Indicate areas of work that will be sub-contracted and detail the company(s) that will be employed (and be rejected if decided the quality has deteriorated).

### **7.8 Checklist of Documents**

Tenderers are required to submit the completed checklist to ensure that all ITT documents required for completion have been returned with the submitted tender.

### **7.9 Submission of Tenders and supporting documentation**

All complete tenders must be submitted by email or in writing (by 12.00 noon on the 3<sup>rd</sup> February 2023) to the Town Council office and clearly marked '*East Common Play-area Tender*'.

If sent by mail (or in person), these tenders should be submitted in a sealed envelope to the Town Council and addressed to the Town Clerk (at Gerrard Cross Town Council, South Lodge, East Common, Gerrards Cross, Buckinghamshire, SL9 7AD).

Each form should be a scanned version of a signed copy. No additional information should be submitted or will be considered after the submission deadline.

Tenders should contain all the items listed (for completed return): -

- Section D: Pre-Qualification Questionnaire Form
- Section E: Cost Submission Form
- Section F: Form of Tender
- Section G: Drawings, Site Plans and relevant Literature
- Section H: Method Statement
- Section I: Checklist of Documents

### **7.10 Further Information**

The Town Council may at any time request further information from applicants to verify or clarify any aspects of their tender response or other information they may have provided.

Should the applicant not provide supplementary information or clarifications by the notified deadline, the tender offer may be rejected in full and disqualified from this procurement process.

### **7.11 Acceptance of Offers**

Submitted documents shall constitute an irrevocable offer to provide the supply and installation of play equipment. The Council will not necessarily accept the lowest priced tender bid; the decision to award the contract will be based on the specified evaluation criteria and weightings.

Please note the Town Council will not share tender submissions received with other suppliers/contractors.

### **7.12 Award of Contract**

The Town Council will use the scoring criteria set out within this document to make a decision on the successful tender. Any acceptance by the Council shall be communicated in writing to the applicant. Upon such acceptance by the applicant, the contract shall become binding on all parties.

The Council shall conclude a formal contract with the successful applicant, which shall embody the Applicant's offer. No tender can be considered successful until a formal contract has been signed by an authorised Council officer and co-signed by the applicant's authorised officer.

This process is in accordance with the criteria listed at Regulation 67 of the Public Contracts Regulations 2015.

## 8. Definitions

Term	Meaning
<b>Applicant</b>	The company or contractor responding to the ITT through the procurement process. This term is used intermittently with contractor.
<b>Authorised Officer</b>	Means the principle contact at Gerrards Cross Town Council or such representatives notified by the Town Council. Also the principle contact representing the applicant or contractor.
<b>Award</b>	The process by which the Town Council shall determine to whom the Contract will be awarded.
<b>Bid</b>	The Applicant's offer, which shall be submitted as the completed procurement documents.
<b>Contract</b>	The formal and legally binding agreement to be entered into by Gerrards Cross Town Council and the successful applicant following award under the procurement exercise.
<b>Contract Notice</b>	The publication by the Town Council and its intention to procure a public supplies, services, or works Contract.
<b>Contractor</b>	The Applicant or company awarded the contract; - culminating from an offer to provide services accepted by the Town Council. This term is used intermittently with applicant or supplier.
<b>Evaluation</b>	The process through which the Applicant's Bid is reviewed in accordance with the Evaluation Criteria, following which a decision to award a Contract is made.
<b>Evaluation Criteria</b>	The means by which the Town Council evaluates an applicant's bid; to include all of the issues that must be considered so as to be able to judge the suitability of an applicant's bid.
<b>Invitation to Tender or ITT</b>	This is the written request (and all related documents) published by the Town Council and made available for an interested applicant to submit a written bid to facilitate the Parish Council's requirements.
<b>Obstacles</b>	Includes seats, streetlights, signs, manhole covers, memorials, trees, shrubs and any other obstruction within grassed areas. Obstacles also include edges of paths, wall and fence bases and other boundaries to grassed areas.
<b>On Additional Basis</b>	Additional and variable services identified in the specification, but not included in the tendered price.
<b>Open Procedure</b>	This is the procurement process determined by the Public Contracts Regulations 2015
<b>Town Council or Council</b>	Gerrard Cross Town Council
<b>Procurement</b>	Term used for the acquisition of supplies, services or works from an external source
<b>Public Contracts Regulations 2015</b>	This is the UK legislation concerning the procedures for the award of public works contracts, public supply contracts and public service contracts
<b>Public Liability Insurance</b>	The insurance covering members of the public coming onto the Parish Council's premises. It covers any awards of damages given because of an injury or damage to their property caused by the contractor. It also covers any related legal fees, costs and expenses as well as costs of hospital treatment that the NHS may claim from the contractor.
<b>Selection</b>	The process by which applicants will be selected within the procurement process, in accordance with Regulation 58 of the Public Contracts Regulations 2015.
<b>Services</b>	This is the provision of a schedule of maintenance works as identified in the specification.



<b>Specification</b>	A detailed description of the Town Council's requirements or schedule for this contract of works.
<b>Sub-Contractor</b>	A subcontracting individual or company, carrying out work on behalf of the primary contractor, as part of the larger contracted project.
<b>Tender Response</b>	This is the applicant's formal response to the invitation to tender.
<b>Tenderers</b>	Means the applicants responding to this Invitation To Tender