



GORING-ON-THAMES PARISH COUNCIL

The Old School • Station Road • Goring • Oxfordshire • RG8 9HB

• clerk@goringparishcouncil.gov.uk • www.goringparishcouncil.gov.uk

All correspondence to be addressed to the clerk

Invitation to Tender

Renewal of Bourdillon Playground in Goring-on-Thames



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1. Introduction and background

This document has been prepared by Goring-on-Thames Parish Council for the purpose of inviting proposals from suitably qualified companies to design and re-develop the play facilities on the Bourdillon Field recreation ground behind Goring Primary School (RG8 0BG). Bourdillon is outside of the Conservation Area and is an enclosed space surrounded by trees and vegetation.

The re-development of these play areas is a strategic priority for the parish council and we require the new playground to be fully functional as soon as possible before Summer 2025.

The existing playground consists of a fenced-in area and a grass mound in the middle. There are ten pieces of existing equipment:

- Wooden Balance Beams • Climbing Frame • Spinner – vertical • Basket Swing (Frame only)
- Roundabout (on top of grass mound) • Slide (built into grass mound) • Spinner (cup style)
- Swings (2 x toddler, 2 x standard) • Chain Bridge • Balance Logs

There is currently one bench inside the play area, one picnic table and one bin outside the play area.

The playground site is enclosed by 1.2 metre galvanised bow top fencing and is accessed by two self-closing pedestrian gates and one self-closing double access gate.

The equipment is well used due to its proximity to the school and in the centre of a large residential area of the village. It is mostly of traditional metal tube design. Most of the surface under the equipment is grass matting with only the swings being surfaced with play carpet. The site currently has no shade.

In addition, there is also an unfenced area adjacent to the playground with a combined basketball net and football goal. This area also needs refurbishing and should retain its open sports character.

The rectangular area between the playground and the narrow pedestrian path leading to the school gates is used by parents congregating to collect their children after school.

2. Scope of works and required associated information

The council is seeking costed proposals from qualified and experienced suppliers, as follows:

2.1 Scope of Works

- To re-design the playgrounds to include the required components as detailed in Section 3 to the extent possible within a new enlarged footprint.
- To provide detailed designs, including drawings and specifications. Designs should be shown to take account of the Play Area Accessibility Statement in Appendix 4.



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- To include alternative equipment options if appropriate, with advantages and disadvantages explained.
- To recommend the materials and colours to be used with the benefits explained.
- To provide a detailed project and installation/commissioning plan and costings.
- To provide a detailed problem management and escalation plan for the installation period.
- To obtain all necessary permissions, licences and approvals to undertake the work.
- To remove all items not required by the re-design, including existing safety surfacing.
- To supply all necessary items required by the re-design and to provide suitable low-maintenance safety surfacing, covering appropriate areas in the playground.
- To install all items, including any retained items as appropriate, including safety surfacing, hard landscaping and fencing required by the re-design, and benches, tables and bins.
- To complete all ground works to a professional standard, including any foundations required by the design, including for relocated and new fencing and supports.
- To follow all necessary Health and Safety and Welfare procedures.
- To provide a project manager to be the main point of contact during the works and to closely manage all aspects of the logistics, installation and commissioning, keeping the council informed of progress and issues on a regular basis.
- To provide equipment and workmanship warranties and a post installation inspection report and evidence that all recommendations in the report have been carried out. After completion of the construction and before handover, the council may also arrange an independent inspection by our own certified safety inspector and require resolution of defects and risks before the handover and final payment.

2.2 Information required

The following information will be required in writing from the supplier:

As part of the tender response:

- Confirmation of where all items and surfacing are manufactured and the lead time for delivery.
- Confirmation of the predicted lifetime of all items and surfacing along with recommended maintenance requirements and costs.
- Confirmation of whether the works will be delivered by the supplier's own staff or by a subcontractor. If it is intended to use a subcontractor, it must be identified and references



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provided showing previous playground installations where the supplier and subcontractor have worked together.

- If a subcontractor is to be used, the supplier must confirm the management and escalation procedure agreed with the subcontractor.
- A project plan, showing timescales, risk factors and contingency plans.
- Confirmation of the availability and lead time of spare parts for the lifespan of the items and surfacing.
- Confirmation of the warranty period of all items and surfacing including any costs associated with the warranty.
- Certification that equipment and surfacing will be supplied and installed to meet the current playground standards (BSEN 1176 and BS 7188) and also provision of a Certificate of Test to EN1177:2018 confirming critical fall height of the impact absorbing surfaces.
- A proposed Escalation Management Plan. This must subsequently be agreed between the council and the supplier prior to the start of any works on site, so that any problems during the installation phase can be escalated within the supplier's management team.

Before a contract is signed:

- A written Construction Management Plan, agreed between the council and the supplier prior to the start of any works on site, covering working hours, noise control, material delivery, safety etc.



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3. Requirements

3.1 Areas Available



The play area of Bourdillon playground is currently approximately 32 x 25 metres. It is intended to extend it (shown in red) towards the perimeter path by 7 metres and also to widen it into the Bourdillon field by up to 6 metres, depending on the suppliers recommended design. The combination of these two extensions would increase the area of the playground by over 50%.

The open sports area that is adjacent to the play area has a basketball post with an integrated goal and is approximately 16 x 3 metres. It is intended to extend this area to be in line with the eastern edge of the playground and to widen it by up to 2 metres to make a larger surface area, depending on the suppliers recommended design. This extended area is also shown in red in the diagram above.

3.2 Overall Design

The design of the playground should take into consideration the surroundings and be sympathetic to the natural environment. It should appeal to a wide age group - from toddler to year 6 primary (2-12 years). The open sports area should be suitable for an older age group.

Overall, notwithstanding the requirements specified below, suppliers should use their expert knowledge to recommend specific equipment and a design to optimise use of the area available.

It is a fundamental requirement that there are Accessible and SEN (Special Education Needs) friendly elements and that this must be at the heart of the design principles. Appropriate colours and design



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should be proposed for surfacing and equipment to reflect the setting and the needs of visually impaired children.

Durability, sustainability, cost effective maintenance and longevity are also key criteria for the play equipment. Materials used will need to be best of their respective kinds, sustainably sourced where possible and shall conform to the appropriate standards.

The playground should be themed in a way that suits the context of the village with a large structure to denote the theme and to be the centrepiece of imaginative play (e.g. a river/boats/pirate's theme, a farm/countryside theme, a railway theme, Wind in the Willows etc).

To satisfy planning requirements, items of equipment must not exceed 4metres in height.

3.3 Specific requirements

3.3.1 The main play area - as part of the main structure and adjacent to it or in the most appropriate part of the playground, the proposals should include, to the extent possible given the physical layout:

- 2 x play-frames, one larger for older children and a smaller one for younger children. These may vary in size and shape to best fit into the space available.
- 2 x slides, at least one larger and one smaller. Slides may be built into the playframes or may be standalone.
- Multiple swing sets (as below). Suppliers should consider the best way to achieve in the space available:
 - Two cradle/ baby swings.
 - Two standard flat based swings.
 - A swinging basket.
 - A form of accessible swing, ideally incorporated into the above swing sets if possible.
 - A multipurpose roundabout/turtable specifically accessible for wheelchair access if there is space available.
 - Tactile/sensory play activities, to include facilities for less physically able children.
 - Log weavers / balance beams and challenging 'risky' play equipment.
 - The existing mound area should be utilised or enhanced as an integral part of the design.
- Zip wire.
- At least two benches, one or more picnic tables and at least one litter bin.



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- Existing fencing to be retained if cost effective and extended, re-finished or painted.
- Two self-closing pedestrian access points and one maintenance gate.
- Existing play equipment, benches etc should be refurbished and/or re-used if suppliers can do so cost effectively within their design concepts.

Suppliers should consider other equipment to inspire and excite the children, and propose the most appropriate of the following, if suitable within the design and if there is space available:

- Risky play: climbing frames, walk-ways, climbing walls, net/rope climbing frames, pyramid rope climbing frame.
- Tactile/ Sensory play: e.g. ball runs, glockenspiel/musical play and other items to stand up at and interact with.
- Other active items e.g. tunnels, multi-person swings.
- 'Tulip' spinner (the existing small blue spinner should be retained if possible).

Proposals must also include:

- Suitable shading such as Sale Shades and use of shading from existing boundary trees, if possible, within the design.
- All existing perimeter fencing and gates should be retained if cost effective and new matching fencing installed where the playground has been extended. All perimeter fencing should be repainted to look identical.

3.3.2 The basketball/goal open sports area - the council envisages the existing basketball/goal equipment will be retained but suppliers should include the cost of replacing it with better and more modern equipment. The existing floor area will be lengthened to match the adjacent playground and suppliers must recommend whether it should be widened by up to 2 metres to improve its functionality. The enlarged area should be resurfaced with suitable surfacing.

3.4 Hard-landscaping

The council's focus is primarily the regeneration of the play areas. However, suppliers are also invited to propose improvements as follows:

- The rectangular area situated between the playground perimeter fence and the existing tarmac path that goes to the school gates is currently grass and will be approximately 3 metres wide once the new playground has been extended. This area should be resurfaced with suitable permeable surfacing to enable parents to congregate by the gates and park push chairs etc for children using the playground.



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- A path with a suitable permeable surface complying with disability access regulations should run around the fenced perimeter of the main playground to the entrance gates for wheelchair and pushchair access.

3.5 Other Items

It is the supplier's responsibility to ensure all underground services have been appropriately located and any detailed services searches are undertaken, as necessary, to ensure all services have been identified and any resulting issues managed by the supplier at its cost.

4. Council budget

We anticipate the available budget for the playground areas in this Invitation to Tender to be in the region of £150,000 - £200,000. This budget is indicative only to assist suppliers in their design considerations. All costs (children's playground/surfacing/fencing, open play area, hard landscaping, project management) should be identified separately to help the council in its evaluation.

5. Site visits

Prior to submitting a price for these works, suppliers will be invited to undertake a site visit to ensure they have a thorough understanding of the site, access, and requirements of the brief. A single date will be set aside for all interested suppliers to attend to ensure that the same information is available to all suppliers. If attending a site visit, we request that only one person from each supplier is present. A member of the council will be available to meet with you on site.

6. Construction management

Confirmation of working hours, storage of materials, access, location of skips and a final programme of works and Risk Assessment Methods Statements (RAMS) will need to be finalised and agreed with the Parish Council before work begins. This will take the form of a formal Construction Management Plan approved by both parties.

During installation the supplier should provide a secure work compound for the build, ensuring that the public cannot gain access to the site or equipment. The supplier will be held responsible for any damage or vandalism caused to machinery or new play equipment left onsite by the supplier and any such machinery should be immobilised overnight.

The supplier will be held responsible for and must make good any damage caused to roads, paths, grassed areas, pitches, car parks, fences, drains, sewers, service mains, landscaping etc. and will be held liable for any injury to members of the public during construction.

For completion of the project, any areas that have been damaged during installation must be made good and returned to new or as a minimum returned to the original condition, at the supplier's expense.



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The supplier must ensure that all waste materials produced during these works that cannot be reused onsite, are transported from the site using waste carriers with a current Waste Carriers License. Wherever possible, waste materials should be recycled.

7. Questions and contact

Any questions regarding this document and the specific requirements must be made in writing by email specifying that the email relates to the 'Goring Playground Tender', in order that full consideration can be given and full responses can be forwarded to all interested suppliers. Comments and questions must be received no later than ten working days before the closure date for tenders. Questions and queries after this date may not be considered.

It is prohibited for prospective suppliers to contact councillors or staff to encourage or support their tender outside the prescribed process.



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8. Anticipated timescales

Applicants will need to adhere to the indicative timescales set out below. Any change to these timescales will be notified to supplier's:

Action	Information	Indicative Date
Issue invitation to tender	The Council will publish on: <ul style="list-style-type: none"> • GPC website • Local newspaper • Contract Finder • Find a Tender 	November 2024
Notification of Intention to bid	Interested parties are to notify the Council by email of their intention to submit a tender	By Friday 20 th December
Site visits	Site visit will be conducted	By 15 th January 2025
Deadline for questions submitted and answered by council (circulated to all suppliers)	All questions should be submitted via email to the named contact	By 21 st January
Deadline to receive tenders	Tenders should be submitted in line with requirements in Section 9 below	7 th February, 3 pm
Questions by council to clarify individual tenders	Council to request any specific points of clarification from individual tenderers and tenderers to reply	By 14 th February
Council evaluates tenders	Internal confidential council process	By 21 st February
Council selects preferred supplier and final design details confirmed with preferred supplier	Discussions with preferred supplier to finalise design and commercial details	By 28 th February
Proposals presented to Goring full council for approval	This could be an Extraordinary Council Meeting	After 3 rd March
Council to provide a written response of the outcome of submissions to all suppliers	All suppliers will be notified of the council's decision	Within 1 week of council approval
Contract negotiations complete and contracts signed	Contract awarded	Within 2 weeks of full council approval
Work to take place, playground implemented	Work should commence no later than 6 weeks after contract award and be completed before the school holidays in July 2025	Complete by July 1 st 2025



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9. Submission requirements

Submissions should be made to:

The Clerk, Goring-on-Thames Parish Council, The Old School, Station Rd, Reading, RG8 9HB.

Submissions must include two hard copies of the tender submission and 2 x A1 design boards to aid the evaluation process, with supporting costings by 3pm on Friday 7th February 2025.

The supplier shall separately identify the price for:

- The playground, including a breakdown of all equipment, material, surfaces, fencing and gates, shading, labour, maintenance, and other costs. The price should include one year's maintenance within the costs and the ongoing maintenance costs.
- The refurbished open basketball/goal area including surfacing.
- Each of the hard-landscaping areas.
- Project Management.

Price schedules should indicate the flexibility on total price for additional items proposed over and above the core playground design and for any alternative core design options.

All pricing will be valid for 12 months from the due date of the response. Prices will be fixed and firm for the duration of the contract once awarded.

The prices agreed at the time of the contract will be final.

Suppliers should provide:

- a company background
- a Health and Safety record
- evidence of public liability insurance and employer's liability insurance
- the supplier's standard terms and conditions
- a copy of the latest full year company accounts
- a signed copy of the Applications for Goring Playgrounds Contract Form (Appendix 4)
- a signed copy of the Declaration of Collusive Tendering Certificate (Appendix 3).

All tenders must be signed by a named company director, dated and returned in a sealed envelope marked 'Private and Confidential - Goring on Thames Playgrounds' to the above address by post, courier or hand delivered. Any tenders delivered by hand must be signed as received by the Parish Clerk, Assistant Clerk or nominated councillor.

In addition, please also supply an electronic copy of the submission to clerk@goringparishcouncil.gov.uk, subject line "Private and confidential - Goring on Thames Playgrounds".



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Any suppliers that do not comply with these instructions or conditions may have their tender rejected. The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

The Council has the right to refuse tenders without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply.

Tender submissions received by the Council will not be shared with other suppliers.



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Appendix 1 - Evaluation and Scoring

The council will appoint an evaluation team to evaluate tenders against the following criteria.

Criterion	Percentage of Evaluation	Scoring
Proven experience in the supply and installation of play equipment and surfacing	References provided and results of enquiries by council	Pass/Fail
Tender received on time	Confirmation of receipt of tender.	Pass/Fail
Ability to deliver project within the specified timeframe	Confirmation of delivery to required timescales, playground live by summer 2025.	Pass/Fail
Certificate of Collusion	Signed Certificate.	Pass/Fail
Health and Safety Policy	Copy of Policy.	Pass/Fail
Insurance at specified level	In-date Certificates.	Pass/Fail
Financial Stability	Copy of suppliers last full year accounts and assessment by council Clerk.	Pass/Fail
Quality of Design	Compliance with requirements. Ability to cater to a range of ages and abilities. Well-designed layout. Adherence to Play Area Accessibility Statement. Range of equipment offered. Design preference of Evaluation Committee.	40%
Materials	Quality of materials used. Expected life-span for equipment and surfacing. Reliability and speed of supply chain. Availability of spare parts.	10%
Price and Value for money	Quote for current project. Cost of replacement equipment. Warranty cover. Deliverance of project aftercare service.	30%
Installation and Commissioning	Own resources for implementation or subcontractor. If subcontractor, evidence of process for contract management and escalation and references of successful playground implementations together. Acceptable escalation process proposed between supplier and the council. Project plan included with tender.	20%



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Appendix 2 – Play Area Accessibility Statement

Goring on Thames Parish Council wish to create play spaces where all children will feel welcome and ready to explore, whether disabled or non-disabled. Play England's Ten Design Principles for designing successful play spaces states that:

'Successful play spaces offer enjoyable play experiences to disabled children and young people, and to those who are non-disabled, whilst accepting that not all elements of the play space can be accessible to everyone. Children with different abilities can play together in well-designed play spaces, and parents and carers who are themselves disabled should be able to gain access to play spaces if they are to accompany their children. Though many play providers focus on equipment that is wheelchair-accessible, it is important to recognise that there are many different types of disability or special need. Nonprescriptive equipment, which can be used flexibly – such as a 'nest' swing – might be interesting to large numbers of children with different needs and abilities.'

The Equality Act 2010 aims to make sure that reasonable adjustments are made to overcome barriers experienced by disabled people. Gates, access, play equipment and space around play equipment must be considered in this context.

When designing the play area, consideration should be made to enable play without the need of adult assistance where possible.

Furthermore, Play England's Ten Design Principles for designing successful play spaces also specifies that:

'Successful play spaces should, as far as is reasonably possible, offer the same quality and extent of play experience to disabled children and young people as is available to those who are not disabled, whilst accepting that not all equipment can be completely accessible to everyone. Inclusion by Design (Goodridge, ed. Douch, 2008) sets out the following six principles, established by the Disability Rights Commission, which form the foundation of inclusive design:

- *Ease of use*
- *Freedom of choice and access to mainstream activities*
- *Diversity and difference*
- *Legibility and predictability*
- *Quality*
- *Safety*



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In summary, Goring-on-Thames Parish Council aims to provide a wide range of play opportunities which will be as inclusive as possible. These will be founded on the above advice from Play England and by consultation with the community.



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Attachment 1

Declaration of Collusive Tendering Certificate

(This Certificate is in regard to canvassing Members of the Council or its Officers to gain competitive advantage. Any effort to do so will immediately disqualify any tender submitted)



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Declaration on Collusive Tendering Certificate

To: Goring-on-Thames Parish Council

In response to: Goring Playgrounds Contract

I/We declare that:

1. This is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.

2. I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

- a) communicating to a person other than the person calling for those tenders the amount, or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.
- b) entering into any agreement or arrangement with any other persons that they shall refrain from tendering or as to the amount of any tender to be submitted.
- c) offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

We acknowledge that if we, or anyone who acts on our behalf behaves improperly or commits an offence under the Prevention of Corruption Acts 1889-1916, Goring-on-Thames Parish Council tendering for services may cancel the contract and recover all costs and losses.

In this certificate, the word 'person' includes any persons or anybody or associated, corporate or unincorporated, and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

Signature:

Position held:

Name and Address of Supplier:

.....

.....

Dated:



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Note to Organisation: Refusal to give this declaration and undertaking means any submitted tender will be treated as null and void and not considered by the Council.



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Attachment 2

Application Form for the Goring Playgrounds Contract

(This form must be completed and signed by the supplier and included with the supplier's submission)



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This form and supporting documentation must be returned no later than Friday 24th January 2025

Please read the Goring-on-Thames Parish Council Tender Document before completion.

1. Required Documentation:

- Application Form for Goring Playgrounds Contract (this form)
- Playground design and quotation
- Product details
- Warranty details
- Insurance certificates
- Maintenance requirements
- Costing and lead time for availability of spare parts
- References
- Details of any subcontractors, management & escalation process
- Requested policies and documents
- Delivery and installation timetable

2. Name of Employer: Goring-on-Thames Parish Council

Address: Goring-on-Thames Parish Council,
The Old School
Station Rd
Reading RG8 9HB.

Tel No: **07928 857549**

Website: <https://www.goringparishcouncil.gov.uk/>

Contact: Sarah Edmunds, Clerk

Email: clerk@goringparishcouncil.gov.uk

NB The Clerk team work part time so please allow up to 48hours for replies.



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3. Business Details:

Name:

Address:

Website:

4. Person dealing with this application:

Name:

Position:

Tel No:

Email address:

5. Company Registration Number:

6. Declaration:

- i) Has any director, partner or person directly involved in your organisation's management been a Councillor or employee of Goring-on-Thames Parish Council in the last five Years?

YES/NO

If yes, please give details:

- ii) Please state if any director, partner or person directly involved with your organisation's management has a relative who is an employee of Goring-on-Thames Parish Council or a Councillor on Goring-on-Thames Parish Council?

YES/NO

If yes, please give details:

7. Equality, Diversity and Employment

- (i) Do you have an equality and diversity policy?

YES/NO

If yes, please return a copy with this form.

If no, are you developing a policy? If you are currently doing so, please state the expected implementation date:



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8. Membership of Relevant Trade Organisations

- (i) Are you a member of any relevant trade organisations or other similar bodies? **YES/NO**

If yes, please provide details:

9. Environment

- (i) Do you have any environmental/sustainability policies? **YES/NO**

If yes, please provide details and return a copy with this form.

10. Health and Safety

- (i) Do you have a Health and Safety policy? **YES/NO**

If yes, please return a copy with this form.

- (ii) Do you undertake safety audits? (In addition to regular site safety checks.) **YES/NO**

If yes, please provide details:

- (iii) Are you a member of a safety group or do you use safety consultants? **YES/NO**

If yes, please provide details:

- (iv) Please provide details of any prohibition or enforcement notices served by the Health & Safety Executive (HSE) during the last two years:

11. Supply Chain

- (i) Do you manufacture your own equipment? **YES/NO**

- (ii) Where is your equipment manufactured? Please provide details:

- (iii) Are there any issues that you are aware of that are likely to affect the supply of equipment e.g. import regulations, factory capacity? **YES/NO**

If yes, please provide details:

12. Insurance

- (i) Do you have insurance cover to at least the following levels? **YES/NO**

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: £5 Million



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Professional Indemnity Insurance of no less than: £1 Million

Please provide evidence of this insurance cover.

13. Other information

Please provide any other information that may be of assistance in considering your application.

14. References

Please provide details of two playground installations carried out in the last 2 years. Preferably, one should be local to Goring-on-Thames.

Reference One:

Name of Client:

Contact Name:

Contact Telephone:

Contact Email:

Site Location:

Value of Project:

Date of Installation:

Description of Project:

Reference Two

Name of Client:

Contact Name:

Contact Telephone:

Contact Email:

Site Location:

Value of Project:

Date of Installation:

Description of Project:



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15. Warranty Information

Please complete any warranty details in the table below:

Material / Item	Warranty Period	Conditions / Exclusions
Structural Steel		
Plastic		
Wood		
Surfacing		
Paintwork		
Moving Parts		
Other		



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16. Declaration

We have examined the site and the proposed works and hereby enclose a tender to execute and complete the works described in the specification. This incorporates all preliminaries, materials and workmanship requirements, including health and safety.

Such works are to be subject to the conditions of the contract and requirements set out in the main tender document and to the entire satisfaction of the council and to be completed for the under mentioned sums.

We understand that you are not bound to accept the lowest or any tender or quotation that you may receive and that tenders received after the time given for receipt will be disregarded.

We understand that all costs incurred in producing this response are our responsibility and at our risk and we have no right of any cost recovery from Goring Parish Council.

We agree that this tender will remain open for consideration for 90 calendar days after the date fixed for receipt of this tender and accept the terms and conditions of the Contract Agreement unless otherwise stated in our response.

Amount Quoted (please give details as requested in this document, please include attached documents if required):

Company Name:

Company Address:

Name of company representative:

Position within organisation:

Signature:

Date: