



Town Clerk: Mrs Judy Morris BA(Hons)

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01884 38249

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To Whom it May Concern

27 November 2018

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### **Invitation to Tender for Design, Supply and Install Play Equipment at Culm Lea, Cullompton**

You are invited to submit a tender for the design, supply and installation of play equipment at Culm Lea, Cullompton.

*It is requested that you register your intention to submit a tender by sending an e-mail to the Assistant Town Clerk to Cullompton Town Council ([enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)). This will allow the council to inform you of any alterations, additions and answers to questions received concerning this tender.*

Cullompton is an historic market town located at Junction 28 of the M5 motorway in Devon, midway between Taunton and Exeter. Cullompton Town Council has taken a 25-year lease on this play area from Mid Devon District Council. A public consultation has taken place and this has been considered in drawing up this document.

The play area is easily accessible for vehicles and equipment and the site is level. Culm Lea play area contains one piece of equipment that will require removal prior to installation of new equipment. Safety surfacing is below standard and will require removal and disposal or covering with new wet pour materials. Storage containers required during the installation phase will need to be sited within the fence line of the play park.

All new equipment is to have its main structure fabricated from metal in order to provide longevity and resistance to vandalism. The council does not consider wood to be a suitable material for its play areas.

The maximum budget for this tender is £55,000 excluding VAT.

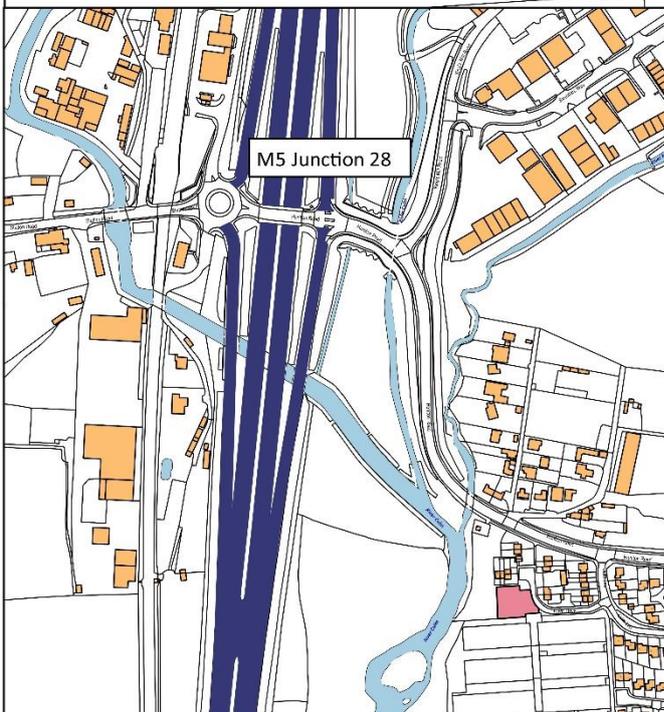
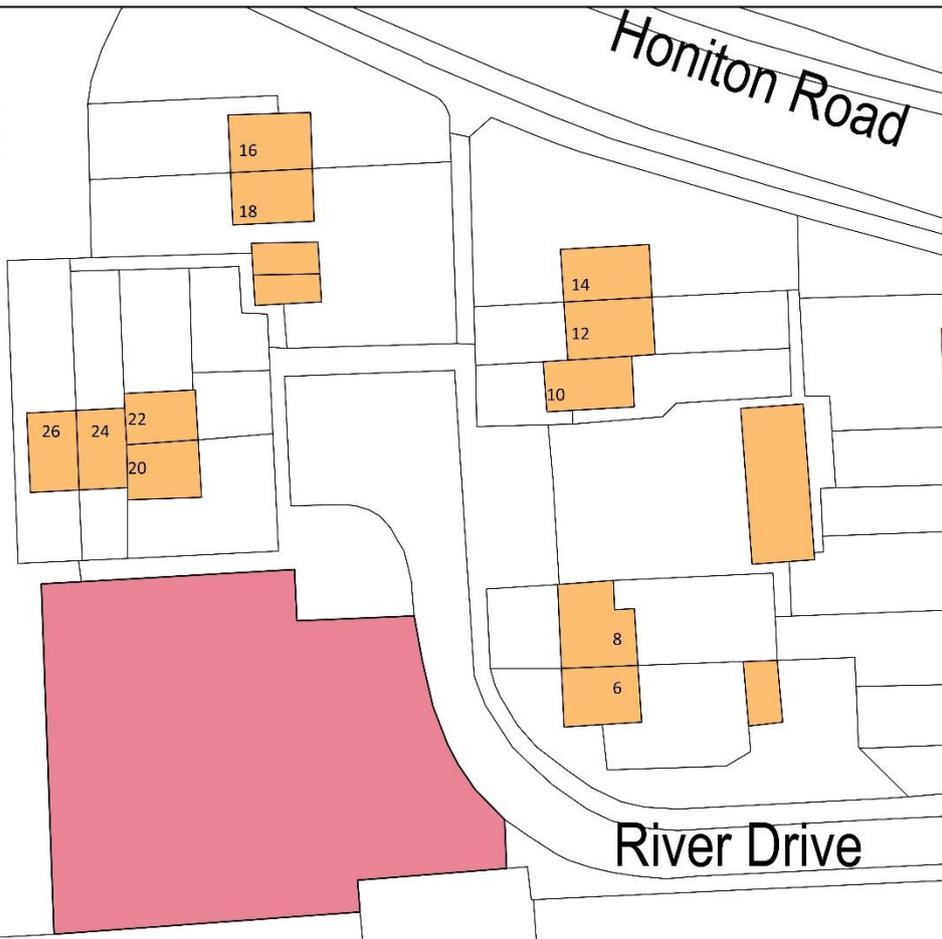
To provide context, please see the location plan (overleaf) of Culm Lea play area:



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Cullompton Town Council  
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Main Map Scale 1:500 at



CULM LEA PLAY AREA

Each piece of equipment and other works (such as safety surfacing and new path) are to be quoted individually.

### **Delivery Timescales**

<b>Milestone</b>	<b>Date</b>
Invitation to Tender published	28 November 2018
Closing Date for Tender proposals	11 January 2019
Preferred Tender announced	15 January 2019
Contract Awarded	18 January 2019
Commencement of Construction Works	1 April 2019
Formal Park Opening	1 June 2019

The contract will be awarded to the provider that best complies with all the council's requirements. Information may be requested by any company who wish to submit a tender and the question and answer will be supplied to *all* companies who wish to submit a tender. Considerations that will be made include:

- Compliance with written requirements.
- Satisfactory references.
- Play value of equipment and value for money.
- Length of warranties and guarantees.
- Cost and availability of spare parts.
- After sales service.

The council may request further information from suppliers after tenders have been submitted and before a preferred tender is announced.

*It should be noted that one of the over-arching criteria for this development is that play designs must demonstrate inclusivity.*

### **General Requirements**

Companies must be registered with the Association of Play Industries (API) in order to tender for this contract and a single point of contact should also be supplied in case the council has questions concerning the tender. In addition, contact names and addresses, email addresses and telephone contact details are to be supplied for at least two local authority referees who can be contacted to obtain references.

Companies will be required to supply the council with copies of the following documentation:

- Accreditation certificates.
- Public Liability Insurance certificates.
- Employer Liability Insurance certificates.
- General and specific Risk Assessments.
- Method Statements.
- Health and Safety policy statements.

This documentation must be included with the tender submission.

**Work should not be conducted during local school holiday periods unless agreed with Cullompton Town Council. Dates for these holidays can be found at:**

<https://new.devon.gov.uk/educationandfamilies/school-information/school-term-dates>.

The final payment for the completed works will be made to the Contractor on satisfactory completion of the works and following receipt by Cullompton Town Council of a satisfactory RoSPA Post Installation Report – the report is to be commissioned, paid for and supplied to Cullompton Town Council by the Contractor. A 10% of the total invoice cost, excluding VAT, Deduction for Retention will be held for a period of 6 months from the date of the RoSPA Post Installation Report.

The main support framework for all equipment will be constructed from steel unless otherwise specified and agreed in advance with Cullompton Town Council. Equipment should be designed to be robust, resistant to vandalism and be treated to prevent rust. All equipment must have a minimum 5 years of guarantee.

Storage of new play equipment prior to installation, all fencing and gates, machinery and other equipment will be the responsibility of the Contractor. The Contractor must provide sufficient waste disposal receptacles which must be made secure to prevent fly-tipping.

Whilst under construction, play areas must be contained within secure Heras type fencing supplied by the Contractor. The fencing should remain in place for three weeks after completion of any grass laying works (should this be designed into the project) to allow the new grass to become established.

All excess materials and spoil from excavations are to be disposed of at a licensed premises and at the cost of the Contractor.

### **Preparation and Groundworks**

The site of the play area is as seen and, therefore, it will be the Contractor's responsibility to remove off site any materials in preparation for construction works.

Any area of open space, either local authority or privately owned, that becomes damaged by the Contractor during installation works must be made good at the Contractor's cost.

### **Elements of the play area**

Minimum levels of play equipment are listed below. In addition to play equipment, allowance must be made within the total cost of each play area for the installation of:

- Litter bins – Two vandal resistant litter bins to be installed. Each litter bin should be fixed to the ground to prevent unauthorised removal and the waste storage compartment must be lockable. Existing litter bins removed from the site will be retained by Cullompton Town Council.
- Fencing and gates – Gates and fences at this site have recently been renewed. Should any additional fencing be required, it is to be compatible with the existing.
- Safety Surfaces – The installation of safety surfacing around play equipment should conform to the latest British and European Safety Standards. Cullompton Town Council prefers that a new wet pour surface is installed atop the existing surfacing to prevent removal and

disposal of the existing. New safety surfacing surrounding retained equipment should be installed as part of this tender.

### **Proposed Play Equipment**

The play area should cater for both KS1 and KS2 children. Existing equipment will be retained with the exception of the 'A' framed monkey bars which should be removed and disposed of as having little or no play value. The tender should include the replacement of safety surfacing for the retained equipment.

New Equipment may be designed at the discretion of the designer provided that it falls within the overall cost of the project and ensuring that, at a minimum, play equipment includes:

- Retain all existing equipment except monkey bars.
- Monkey bars to be replaced with a Key Stage 2 multi-play unit, preferably with aerial track ride.
- Replace all safety surfacing; safety surfacing to be accessible to allow everyone to move from one piece of equipment to another easily and safely.
- Add DDA compliant roundabout and see-saw.
- Add basket swing.
- Add seating and bins including an accessible picnic bench.

### **Post Construction Information**

It is envisaged that routine inspections and maintenance will be conducted by Cullompton Town Council Staff and/or local Contractors. The following information is requested as part of the tender submission:

- Maintenance programme – The council would expect to see a schedule of routine maintenance required for each piece of equipment including an estimate of the annual running cost (excluding labour).
- Spare parts and technical information – The council expects to see a copy of the technical specification for each piece of equipment including design, size, a photograph of the equipment in situ, footprint in m<sup>2</sup>, required safety surfacing in m<sup>2</sup>, materials used in fabrication and finishes and torque settings for each bolt used in construction. The availability of non-generic spare parts for each piece of equipment should also be included particularly in relation to the delivery forecast following a telephone or internet order.
- Maintenance instructions – Clear and detailed instructions for the maintenance of each piece of equipment are to be included with the tender submission.

### **Guarantees and Warranties**

Full details of manufacturer guarantees and warranties on each proposed piece of equipment, safety surfacing and installation works are to be included with the tender submission.

### **Added Value**

It is envisaged that, during the evaluation process, added value that can be achieved by tender submissions will weigh heavily. This may include:

- Guarantee and repair programmes.
- Added play value.
- Availability and cost of spare parts.
- Availability of customer support.

Tenders are to be submitted in paper form in a sealed envelope or postage tube containing the words "TENDER SUBMISSION – CULM LEA PLAY PARK" by 12 noon on the closing date listed above. All tenders will be opened by the Town Clerk in the presence of at least two council members serving on the Community Wellbeing Committee of Cullompton Town Council.

**Any queries concerning this tender invitation should be directed in the first instance to the Town Clerk as follows:**

Mrs Judy Morris BA(Hons)  
Town Clerk  
Cullompton Town Council  
The Town Hall  
1 High Street  
CULLOMPTON  
EX15 1AB

01884 38249  
[town.clerk@cullomptowncouncil.gov.uk](mailto:town.clerk@cullomptowncouncil.gov.uk)

Cullompton Town Council very much looks forward to hearing from you.

Yours faithfully

Judy Morris  
**Town Clerk**