

Report on Tender Evaluation for Tenders to provide play equipment at Grove Gardens play area

Summary

1. Introduction

Following a Council decision [C 091/16], invitations to tender were sent to 4 suppliers of play equipment on 22nd August 2016 for the design, supply and installation of play equipment for Osbourne Road play area [Appendix 1]. The invitation to tender sent referred to the target age range as under tens, which was incorrect. All suppliers were contacted and informed that the target age range was in fact 10 and above. Three submissions were received by the due date of 26th September 2016 and considered by a Tender Panel on Friday 14th October 2016.

2 Tender Panel

The Tender Panel was made up of four councillors, one representing Grove ward, which is the ward Grove Gardens play area is in, and three others. The councillors on the panel were Councillors Graham [Grove ward], Hodgson, McLean, and Gibson. BTC's Finance officer acted as secretary to the panel.

3 Tender Evaluation Criteria

Initially, tenders were assessed for compliance with the check list supplied. Additionally, the tenders were assessed on the design layout proposed, including the suitability for the target age range, the individual play items, any additional furniture included, safety surface [type and extent] and cost. In addition, the tender panel considered disability, diversity, health and fitness, the criteria that formed part of the successful application for a grant from Tesco to part-fund work at this play area.

4 Tender Evaluation Results

4.1 Checklist: All suppliers provided all the information requested within the submitted tenders.

4.2 Design: Within the park, three play items were to be retained. One supplier kept all three in their original position, while the other two both relocated one. The design provided by supplier 1 was thought to be largely too young for the target age group, while that from supplier 3 had elements thought too young. The design provided by supplier 2 was thought to be the most diverse, giving most opportunity for high activity play in keeping with the commitment to promote community health and well-being made in securing the grant part-funding the new equipment.

4.3 Individual Play Items: As noted above, the play items proposed by supplier 1, which included springers and a low slide, were thought to be generally too young for the target age group. Additionally, the slide, which included low steps, was felt to provide areas where litter, potentially including used syringes, would be hard to remove.

With supplier 3, the play items were more age appropriate, although did include one item designed for up to 8 year olds and fewer swings than the other two designs. One item, a climbing block was thought particularly interesting.

Supplier 2 provided the potentially most interesting play items for the over ten age group, including a windsurf simulator and a climbing pole. Additionally, Supplier 2 included repair and refurbishment of the retained equipment within their scheme.

4.4 Additional Furniture: No submission included any non-play items

4.5 Safety Surface: Supplier 3 proposed to use primarily a grass mat safety surface, Supplier 1 a combination of wet pour and grass mat, and Supplier 2 a combination of bonded rubber and grass mats.

4.6 Cost: the cost of the schemes proposed by Suppliers 2 and 3 were similar, £30000 and £28833 respectively, being within 4% of each other. The cost of the scheme from Supplier 1 was significantly cheaper at £24255.

5 Conclusions & Recommendation

Having considered all aspects of all tenders, the panel concluded that the proposal from Supplier 1 was not what was required and eliminated it from consideration.

Considering the remaining two submissions, the panel considered that the one from Supplier 2 offered the most interesting play items. This, together with repair and refurbishment of the retained equipment, led the panel to conclude this proposal represented best value for money, even though it was the one with the highest cost.

Therefore, the panel would recommend BTC accept the tender from Supplier 2 at a cost of £30000.

Appendix 1

Our Ref:

Your Ref:

Date:

Please ask for: Wendy Pattison

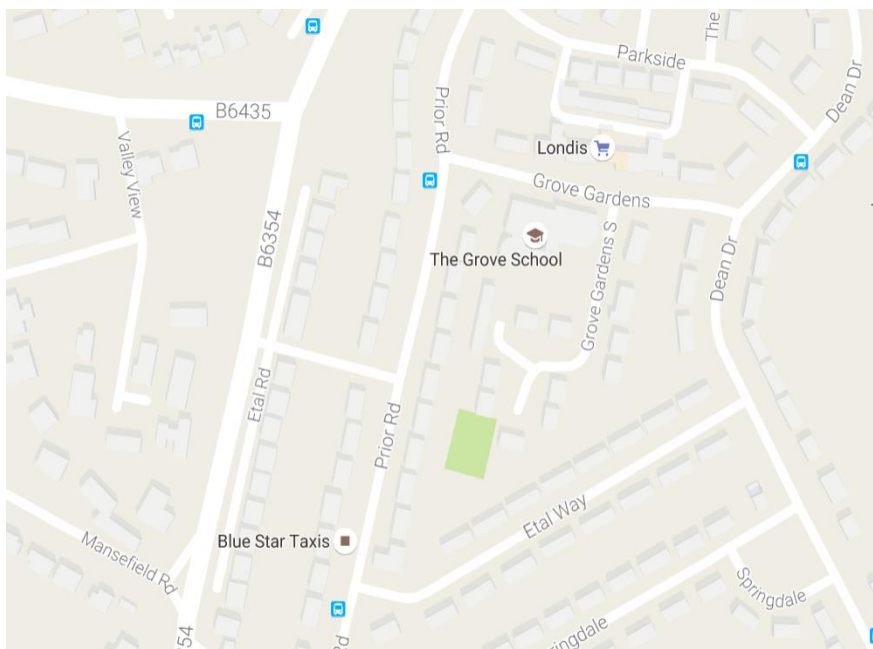
E-mail: town.clerk@berwick-tc.gov.uk

Dear Sirs

GROVE GARDENS SOUTH PLAY AREA, TWEEDMOUTH, BERWICK-UPON-TWEED,
TD15 2EW

Invitation to Tender for Design, Supply & Installation of play equipment, furniture and safety surfacing at Grove Gardens South Play Area, Tweedmouth, Berwick-upon-Tweed, TD15 2EW. The play area is to be designed to cater for 10 years and under age group.

The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in the tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances.



Section 1: Introduction and background

Berwick-upon-Tweed Town Council

The Council is a local authority established under the Local Government Act 1972. It performs the functions of a parish council for Berwick, Spittal and Tweedmouth. The Council employs 5 staff, including An Acting Town Clerk and a part-time Finance Officer. As a public body the Council is subject to statutory duties to disclose information it holds, including under the Freedom of Information Act 2000. Further information about the Council's activities and finances can be found http://www.berwick-tc.gov.uk/town_council.

Please register your intention to submit a tender by sending an email to

Wendy Pattison, Acting Town Clerk, town.clerk@berwick-tc.gov.uk to include all contact details. This will enable us to inform you of any alterations or additions to the specification.

Checklist for Tenderers

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

Number of Items to be included in the Tender

1. A detailed cost breakdown detailing each item on the Schedule of Work sheet or equivalent
2. Guarantee and warranty information as appropriate.
3. References x 2
4. Insurance - Requirements: All adequate insurance to run alongside the contract as required. Please submit certificate of public liability insurance

Timescales for Delivery

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage Date(s)/time

Issue of Invitation to Tender 22nd August 2016
Submission of Tenders 12:00 noon 26th September 2016
Evaluation of Tenders from 28th September 2016
Notification of result of evaluation 5th October 2016
Contract commencement - Week beginning 25th October 2016

Yours sincerely

Wendy Pattison
Acting Town Clerk