

Invitation to Tender for Priors Marston Parish Council Playground

**Site location:
School Lane
Priors Marston
CV47 7RR**

GENERAL REQUIREMENTS

Priors Marston Parish Council is proposing to replace its playground equipment with the installation of new equipment, including appropriate surfacing for younger children. The play area is intended to be used by children with ages ranging from toddler to early-teens.

Experienced play area installers are invited to tender for the contract. It is anticipated that construction work will be carried out in Summer 2026 with the playground ready for use by September 1st 2026.

Please refer to the site information section in this tender for background information to the site and location map.

All prices are to be net, excluding VAT.

Companies must be registered with the API (Association of Play Industries) to tender for this contract. Please supply copies of current certificate for accreditation for the above membership plus details of any other relevant accreditations.

The play area will be subject to an independent post installation inspection.

The play area is to be provided with impact absorbing surfacing beneath equipment, with areas and depths in accordance with minimum use zones and critical fall heights appropriate to each play item.

Play equipment to be as durable and long-lasting as possible with the majority of equipment constructed from Robinia to maintain the current rustic look. Where steel is used it should be hot dip galvanised.

Raw materials used in the manufacturing of the playground equipment should be from sustainable sources such as post-consumer recycled waste.

Suppliers to be able to include information about carbon emissions and sustainable material content of each piece of playground equipment in the design.

Sustainable material content and carbon emissions information must be verified and validated by an independent third party.

PROJECT INFORMATION

Name of project: Priors Marston Playground Project

Project budget: £80,000

Location: School Lane, Priors Marston, Warwickshire, CV47 7RR

Responsible Officer: Emma Hooker, Parish Clerk (Email: emma@priorsmarston.org)

IMPORTANT: A site visit is essential to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

1. TENDER PROCESS

1.1 Priors Marston Parish Council wishes to employ a Principal Contractor to carry out the supply and installation of new play equipment and safety surfacing for an age range of toddlers to early-teens.

1.2 Tenderers are required to submit a fixed price lump sum tender and submissions must remain valid for a minimum of 90 calendar days.

1.3 Tenders should be returned in a sealed envelope bearing no company identification and marked **TENDER FOR PRIORS MARSTON PLAY AREA** to:

The Parish Clerk
Priors Marston Parish Council
HardwickHouse
Hardwick Road
Priors Marston
Southam
CV47 7RL

by 8 June 2026

The following should be submitted:

Quotation Breakdown form
A copy of your certificate of public liability insurance
A copy of your company's Health and Safety Policy
A copy of your company's API (Association of Play Industries) certification

1.4 Designs should be presented on A4 and A2.

1.5 Priors Marston Parish Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.

1.6 Tenderers should liaise with the Parish Clerk (emma@priorsmarston.org) during the tender period regarding any queries or concerns on the content of this specification. Any questions about the project are to be sent to the Clerk by **11th May 2026** - any queries after this date will not be responded to. All questions asked will be shared to all interested parties via blind copy email.

1.7 Sustainability: Priority will be given to Contractors who share the Parish Council's environmental objectives (see Stratford on Avon District Council Environmental Policy). Contractors must submit an Environmental Statement and outline how they and their suppliers are minimising environmental impact including:

- Sourcing materials
- Manufacture
- Packaging
- Transport
- Disposal and product end of life options

Contractors and any companies involved in the supply/procurement of the play equipment must comply with the Modern Slavery Act 2015, wherever it applies. The Parish Council will look favourably to organisations that pay the Living Wage.

1.8 Post-Award Requirements: Upon award only, the selected contractor will be required to provide the below information :

- Construction Phase Plan
- Programme of Works
- Risk Assessment & Method Statements
- Site setup drawings
- Traffic & access plan
- Key contacts/escalation plan

2. PROJECT AIMS

2.1 To provide an innovative, inclusive and accessible play area to suit children with ages ranging from toddlers to early teens, aligned with national play standards (EN1176/EN1177)

2.2 To remove the two existing swing sets and mini-fort structure in a manner appropriate for their future use and transport them to the Priors Sports and Social Club, Byfield Road, CV47 7RP.

2.3 To remove and dispose of the remainder of the existing play equipment and surfacing.

3. SITE INFORMATION

3.1 The Contractor should visit the site at their own expense to satisfy themselves as to the conditions on site that may affect the execution of the works.

3.2 A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on facilities. The Parish Council reserves the right to determine the final location of the compound.

4. DESIGN BRIEF

4.1 The design brief has been determined by the Parish Council playground working group comprising parish council members and other residents of the village.

4.2 Supply and install new play equipment and safety surfacing suitable for children aged from toddler to early teens. The design of the play area must include equipment which complies with the full identified age range. You are required to show how your chosen play equipment accommodates this age range.

4.3 The playground equipment should be visually in keeping with the rural aspect of the village with natural finishes including Robinia where appropriate.

4.4 Contractors are encouraged to demonstrate a range of play values and disciplines, clearly identifying the play value of each item proposed. The playscape should provide opportunities for both physical and social development by including the following activities:

Swinging

Climbing

Sliding

Balancing

The play equipment items should include:

Essential:

Swing set with nest swing, flat seats, cradle seat and inclusive seat;

2 x multi-play units - one for toddlers and younger children and one for older

children; Monkey bars (or similar), either stand-alone or as part of a multi-play unit;

Space to encourage imaginative play or a den space.

Desirable:

Swirly slide;

Seesaw;

Roundabout or rotating bowl;

Springer;

Fixed bars;

Balance beam or steps;

Graphics in play surface with play value eg. hopscotch.

4.5 The successful tenderer will need to show the inclusive play value of their design.

4.6 All equipment shall be manufactured, tested, installed and conform to the relevant British and European Standards (i.e. BSEN1176 and BSEB1177).

4.7 The play equipment must also comply with the DDA (Disability Discrimination Act) i.e. all-inclusive play and accessibility.

Preparation and groundworks

4.10 Excess materials, spoil and surfacing from excavations must be disposed of at a licenced recycling centre at the Contractor's cost.

4.11 The Contractor must provide skips when required and secure all skips behind Heras security fencing when unattended to avoid fly tipping.

4.12 The price for any necessary grass, tarmac and other reinstatement works that may be required following completion of works must be identified within the tender.

4.13 Ownership, liability and responsibility for insurance of the play area and installation works will lie with the Contractor until a satisfactory RoSPA Post-Installation Report has been accepted by Priors Marston Parish Council. This will be confirmed in writing on the day of the handover of the site by the Parish Clerk or nominated representative and the Contractor.

4.14 Storage of new play equipment, machinery and equipment etc during the construction period will be the responsibility of the Contractor.

5. SITE MANAGEMENT DURING INSTALLATION

5.1 A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.

5.2 The play area must be contained within security fencing – Heras temporary security fencing or similar, supplied by the Contractor, whilst work is in progress and Heras temporary security fencing should remain in place until a satisfactory RoSPA Post-Installation Inspection and Report has been completed and submitted to the Parish Council.

5.3 Contractors should provide their own welfare with the location of this being discussed at a pre-start meeting.

5.4 All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e. MoT, Tax, LOLER, PUWER, etc. The Contractor shall ensure that any construction noise does not cause nuisance to any neighbouring residential properties or roads, etc outside the site boundary.

5.5 Radios are permitted however the volume should be kept at a reasonable level as not to cause a nuisance to residential properties.

5.6 The Contractor will need to supply the Parish Council with a copy of their site Risk Assessment, Method Statement and a copy of their public liability insurance at least 14 working days before the start of the project.

5.7 The Contractor shall advise the Parish Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.

5.8 It is not known if there are any underground services within the play area, the Contractor is advised to have satisfied themselves of the extent and location of all underground services in order to safely undertake the works. The Contractor is to allow for all costs associated with protecting from and working with the materials within this tender.

5.9 The Contractor shall take all precautions as are necessary to protect the health and safety of all persons employed by him and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons.

5.10 The Contractor shall allow the Parish Council representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this project.

5.11 The Contractor shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful completion of this Contract.

5.12 The Contractor's attention is drawn to the proximity of the buildings of The Priors School to the play area and in particular the original building. The Contractor will be responsible for reinstatement works for any damage whatsoever caused to these buildings.

5.13 The contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the play area or the surrounding open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries. The Contractor will carry out all reinstatement works in accordance with good landscape practices.

Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable and to the satisfaction of the Parish Council.

6. SURFACING

6.1 Supply new safety surfacing where appropriate that complies with the relevant British/European safety standards.

6.2 The preferred finish is wet pour.

6.3 Details must be provided about preparation of the sub-base. It is expected that all new surfacing will be laid onto an appropriate sub-base, not directly onto soil or the existing surface.

7. MAINTENANCE AND AFTERCARE

7.1 A full schedule of maintenance requirements is to be provided once the play area is completed. This should include a breakdown of items, specifications and maintenance requirements to assist with the future site management, inspections and maintenance.

7.2 Details of your own and manufacturer guarantees and warranties on equipment, safety surfacing and installation works should be provided with the Tender.

7.3 The works will be subject to an independent Post-Installation Inspection (PII) before the project is signed off (as per the pricing and payment section). The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The play area must not be opened for public use until the PII has been signed off to the satisfaction of the Parish Council.

8. LIMITATION OF WORKING HOURS

8.1 Works are permitted to be carried out during normal working hours, 8am – 5pm Monday to Friday. Out of hours work may be permitted by the Parish Council, subject to the nature of works. Noisy works will generally not be permitted at weekends.

8.2 Site working hours to be agreed with the Parish Council.

8.3 Installation to be carried out and completed during The Priors School Summer holiday dates.

9. PRICING AND PAYMENT

9.1 The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

9.2 Payment will be upon satisfactory completion of the works and following receipt by the Parish Council of a satisfactory RoSPA Post-Installation Report. This report should be commissioned, paid for and supplied to Priors Marston Parish Council by the Contractor before the play area is released back to Priors Marston Parish Council.

10. TIMETABLE FOR PROJECT

Date	Action
1 May 2026	Publish tender using Contract Finder and by email notification to companies that have expressed an interest
11 May 2026	Deadline for questions on the project to the Parish Council
8 June 2026	Submission deadline
10 June 2026	Evaluation of submissions
12 June 2026	Contract Award
1 September 2026	Project completion including post-installation inspection report

11. EVALUATION CRITERIA

To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

Scoring system

Play Value	35%
Design Rationale	30%
Inclusivity	15%
Durability	10%
Program of works	5%
References	5%

A standard 0-5 point scoring system will be used and is detailed below:

0	Unacceptable: Non-compliant / deficient for the criteria used
1	Poor: Limited response which is lacking sufficient detail or is inaccurate
2	Below expectations: Minimal achievement of requirements with weaknesses or omissions
3	Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)
4	Good: Comprehensive response, detailed and relevant with no inconsistencies
5	Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$$2/5 \times 50 = 20\% \text{ for that section}$$

Each section will then be added together for an overall mark out of 100%. The evaluation of the tender processes will be carried out by the Playground Working Group.

12. PROCUREMENT PROCESS

The procurement process will be conducted in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately select the most economically advantageous tender.

The tender process will be by Open Tender.

The play area is an open site and suppliers are welcome to visit the site at their own convenience without penalty.

13. EVALUATION AND AWARD CRITERIA

In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

Unclear Tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and clearly reference specific evaluation criteria.

The Parish Council will collate its findings and make the final selection of the preferred Contractor.

The Parish Council's decision is final and will reflect the offer that best meets all specifications and public expectations.

Quotation Breakdown (to be included with your Tender)

	£
Preliminaries	
Removal of 2 x swing sets and mini-fort and transportation to Sports and Social Club	
Cost of Safety Surfacing	
Cost of play equipment	
Installation of equipment	
RoSPA Post-Installation Inspection	
Reinstatement Works	
Contingencies	
Project Total	

Location map:



Vicarage Ln

Vicarage Ln

Priors Marston - St. Leonard

Priors Marston Children's Park

The Priors School

Effectiv

School Ln

School Ln

Holly Bush Ln