



THETFORD TOWN COUNCIL

18/04/2017

Thetford Town Council Is Seeking Quotations for the Design, Supply and Installation of Play Equipment and Surfacing at the Harriett Martineau Way Play area, Thetford

TTC/17/013

Please find attached a request to tender for the design, supply and installation of play equipment and surfacing at the Harriet Martineau play area, nearest carpark on Ethel Colman Way IP24 1TR.

Failure to supply any of the information requested in the attached specification will result in the Tender being rejected.

Contact name and number: Roz Barnett, Amenities Land and Property Officer, (01842) 770253 email: rosalindbarnett@thetfordtowncouncil.gov.uk.

Quotations to be received by **1pm on 12th of May 2017.**

Tender to be sent in sealed inner envelopes to be clearly marked 'Tender – Harriet Martineau Play Area' For the Attention of the Town Clerk, Thetford Town Council

Postal Address: Kings House, King Street, Thetford, Norfolk, IP24 2AT
Tel: (01842) 770253

Details of the winning contract will be published IAW Local Government Transparency Code 2014.

Should you require further information over and above the tender requirements then please do not hesitate to contact us.

Yours sincerely

Tina Cunnell
Town Clerk

Enclosures:

1. Thetford Town Council Tender Specification
2. Map of play park area

KING'S HOUSE, KING STREET, THETFORD, NORFOLK IP24 2AP
Tel: 01842 754247 • Fax: 01842 762567
mail@thetfordtowncouncil.gov.uk • www.thetfordtowncouncil.gov.uk

ENCLOSURE 1 - TENDER SPECIFICATION FOR HARRIETT MARTINEAU PLAY AREA THETFORD

Introduction

The play areas in Thetford have been transferred from the District Authority Breckland Council to Thetford Town Council. The Harriet Martineau play area has been refreshed during the spring of 2017. It is a large area which caters for an older age group. The council would like to keep the existing play equipment in place. The Town Council and Croxton Rd Community Association now wish to install an under 8's play area within the existing park. At the moment only £10,000 has been secured for this project and it is anticipated that the fundraising will take 18 months so the install date would be September/October 2018. If funds are not raised by this point there may be a delay in the install date.

Specification

The play area should:

- Cater for ages 0 – 8 years.
- Have at least a 10 year guarantee on all equipment.
- On completion have a one-year 'snagging' guarantee.
- Cost a maximum of £40,000 for supply, delivery and installation of the equipment, fencing and surfacing.

Consents

The play area may require prior planning permission from Breckland Council. The successful contractor will be required to apply for all necessary consents and permissions before commissioning the construction of the play area.

Quotation Requirements

The following documentation should be provided to Thetford Town Council by **1pm on 12th of May 2017:**

- Method statements
- Risk assessments
- Public liability insurance
- Company health and safety policy
- Fixed-price quotations for the full design, build, installation and planning application process.

Method statements must include full details of the proposed play area, equipment and surfacing to be installed.

Design drawings and plans of the site that will meet planning application requirements must be included. These drawings will be shared with the local resident's association and the Planning Department at Breckland Council. The indicative drawings included in the preferred tender will form part of the planning application.

Quotations should detail separately fixed-costs for each element of the work. They should include all preparatory work, supply, delivery and installation of the equipment and surfacing and planning costs.

Method statements should provide full details of relevant experience and qualifications and comparable projects.

Method Statements and quotations must take all relevant legislation and regulations into consideration.

Failure to provide any of the information requested will result in the tender being rejected.

Site Access

Site visits can be made at any time during daylight hours. As the play area has open access for the public, it is not necessary to make an appointment to view the location. A location map is included.

Once appointed, the preferred contractor will need to negotiate access for works in advance with Thetford Town Council.

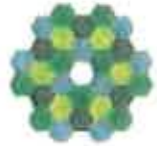
Timings

Once tenders have been received, they will be viewed to ensure that they meet the specification. The design drawings of those that meet the specification will be displayed at the local community centre/school in a date to be set at the end of May 2017, where the local residents will be able to view each plan and cast a vote on which they prefer. **You will be asked to be present at this event to answer any questions that the residents may have on your plan.**

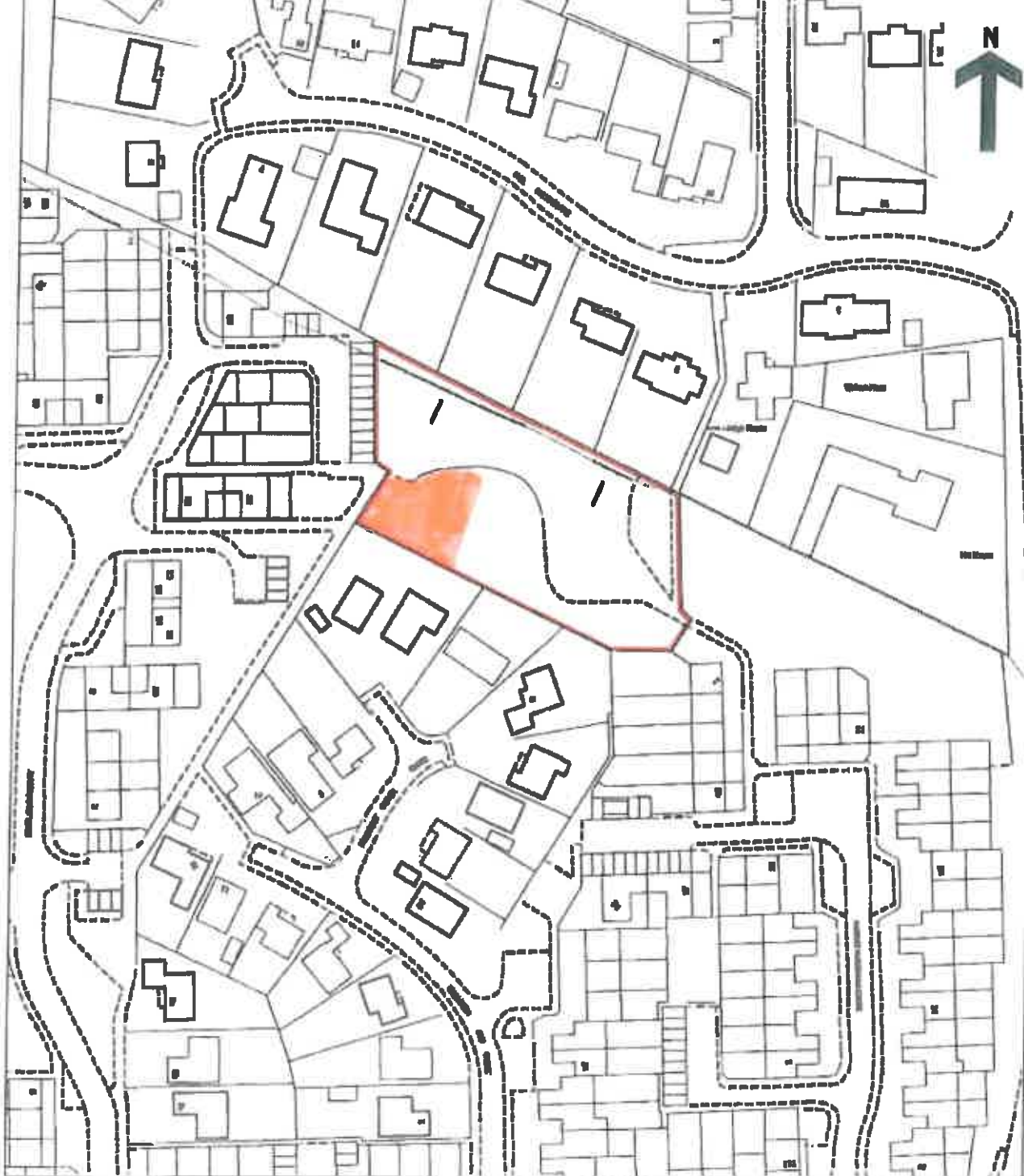
Following this, the Town Council will select the preferred contractor and notify them by the end of June 2017 at the latest.

**Land Registry
Official copy of
title plan**

**Title number NK455901
Ordnance Survey map reference TL8784NW
Scale 1:1250 enlarged from 1:2500
Administrative area Norfolk : Breckland**



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