



COSBY PARISH COUNCIL

Clerk: Mr Les Phillimore
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Whetstone
Leicester
LE8 6LT

Telephone: 07802 303936
clerk@cosbyparishcouncil.gov.uk

Re: Victory Park Playground Upgrade 2024

Cosby Parish Council are inviting tenders for works to the children's playground on Victory Park, Park Road, Cosby, Leicestershire, to include the replacement of the swing units, the provision of six playboards, three picnic benches two litter bins and works to play surfacing. There may be further scope to re-site the table tennis table and install a small toddler multi-play unit. Additional ancillary work required will include the provision of six posts around the car park and playing field for the provision of signs.

All equipment and facilities are on a supply and installation basis. **Please ensure that all items are priced individually as not all works may be commissioned.**

It is the Parish Councils intention to provide more inclusivity within the playground and tenders are invited from suitably qualified and experienced providers who must be able to demonstrate their equipment has been tested and certified by the British Standards Institution to standard EN1176 & EN1177 or later standards and be an active member of the Association of Play Industries (API).

Under the terms of the Audit Regulations and the Council's Standing Orders, I am required to seek more than one tender for the contract and this invitation is being advertised through the Public Sector Contracts Finder (Open Procedure) and advertising on the Cosby Parish Council website.

Outline contract requirements:

- The playground currently has three swing units each with two sets. These are to be removed and replaced with either three new units or one large unit to include a minimum of two flat junior seats, two toddler cradle seats and one inclusive seat (but not a basket seat) and suitable safety carpet matting to be installed/replaced.
- Three picnic tables (One wheelchair accessible, one junior) to be supplied and installed with appropriate surfacing. This area should provide children, parents and carers with a rest, relaxation and picnic area. Cosby Parish Council would also like a fun children's novelty seat (i.e., see appendix B) to be supplied and installed or assembled and securely installed on a suitable surface.
- Two litter bins to be supplied and installed within the playground enclosure which should encourage children to use them.
- Six post or fence-mounted sensory / activity (50% educational) play panels provided and installed and wheelchair accessible within the playground enclosure.
- Uplift and relocation of the Table Tennis table and provision of a suitable play surface.

- A small toddler multi-play unit (9 months to 3 years) to be supplied and installed in the playground enclosure. The repurposing of a redundant carpet matting or new surfacing to be supplied and installed (subject to design).
- Wheelchair accessible all-weather paths to be installed. The area surrounding the Helter-Skelter requires extending to comply with current regulations. (See appendix A)
- Supply and install six 4" (110mm) (c: 2.1m height) (TBC on site visit) galvanised posts around the open park area for the provision of signage. Four around the car park area, and two at pedestrian entrances.

Tender process: (Extended Deadline)

It is expected that suppliers will need to visit the site in person to assess the overall requirements. Site visits should be arranged by emailing Clerk@cosbyparishcouncil.gov.uk

Tenders should be submitted no later than **Friday 3rd May 2024** in a sealed envelope bearing "Confidential Tender - Playground" on the front to the address above.

Tenders should include a copy of your Public Liability Insurance, PPE policy and evidence of any accreditation.

The Council aims to consider tenders prior to Thursday 16th May 2024 with recommendations potentially brought before the full council for determination on **Thursday 16th May 2024**.

Subject to Parish Council approval on **the 16th May 2024**, suppliers will be notified of the outcome within 28 days of this date. *Please note that these target dates are not guaranteed.*

Any points of clarification required by interested parties are to be emailed to the Clerk to the Parish Council only.

No contact is to be made with any Parish Councillor during the tender period.

Key Contacts:

The Cosby Parish Council, Parish Manager or Assistant Parish Manager will be the main points of contact for suppliers. Suppliers will be required to provide a main point of contact with direct telephone and email access and demonstrate adequate supervision when contractors are at work.

Health and Safety:

Staff employed to work on the contract must be fully trained, be aware of the risks associated with working in the public domain and a children's play area and adhere to any method statements, codes of conduct and safe working practices set out by the supplier.

Where an unexpected matter of the health, safety and welfare of members of the public within the public domain is identified, suppliers must be prepared to respond to requests from the Parish Council for support within 24 hours as a general rule.

Invoice and payment terms:

A deposit can be paid if required on confirmation of the order.

The remainder of the invoice will be paid within 30 days of the works being completed or the invoice being received whichever is the latter but subject to a satisfactory post installation inspection as detailed below.

Standards of Operation:

No secure storage will be provided – please make your own arrangements and include any costs within the tender.

There are no welfare facilities available on site – please make your own arrangements and include any costs within the tender.

This playground is likely to be in use during the time of works. Working areas must be fenced off for the safety of other park users. Please make your own arrangements to provide fencing and include any costs within the tender.

All surfaces should be made good on completion of works. No trip hazards should be left. Soil should be backfilled around edges of surfacing to ensure consistent ground level.

All waste is to be removed from site (including redundant play equipment). Please make your own arrangements for waste removal including any licences/permits required and include any costs within the tender.

A comprehensive after sales service must be made available in order to cover any warranty periods or repairs in the future. Please confirm details of any after sales service.

Principle Scope of Works: -

- a) Set up of site to include any fencing required, storage required and any welfare facilities**
- b) Removal of existing swing units**
- c) Supply and installation of swing units with either, three new units or one larger unit (or other combination) to include two flat seats, two cradle seats and one inclusive seat (not basket seat)**
- d) Supply and installation of safety matting (carpet) to be installed under new swing units**
- e) Supply and installation of small multi-play unit for 9 months to 3 years age group.**
- f) Supply and installation of safety matting (carpet) to be installed under the small multi-play unit.**
- g) Helter-Skelter safety matting (carpet) to be extended to meet current regulations.**
- h) Interconnecting paths to be installed between existing inclusive equipment. (Appendix A)**
- i) Uplift and relocation of Table Tennis Table. A suitable surface to be installed if required.**
- j) Supply and installation of 3 picnic benches to include one junior bench, one senior bench and one bench must be wheel chair accessible.**
- k) Setting-out and installation of Caterpillar bench supplied by Cosby Parish Council. (Appendix B)**
- l) Supply and fit six activity play panels to either existing fence or new posts. At least 50% must have an educational element.**
- m) Supply and install two Novelty Bins on grass surface.**
- n) Supply and install six posts around the park for information signage.**

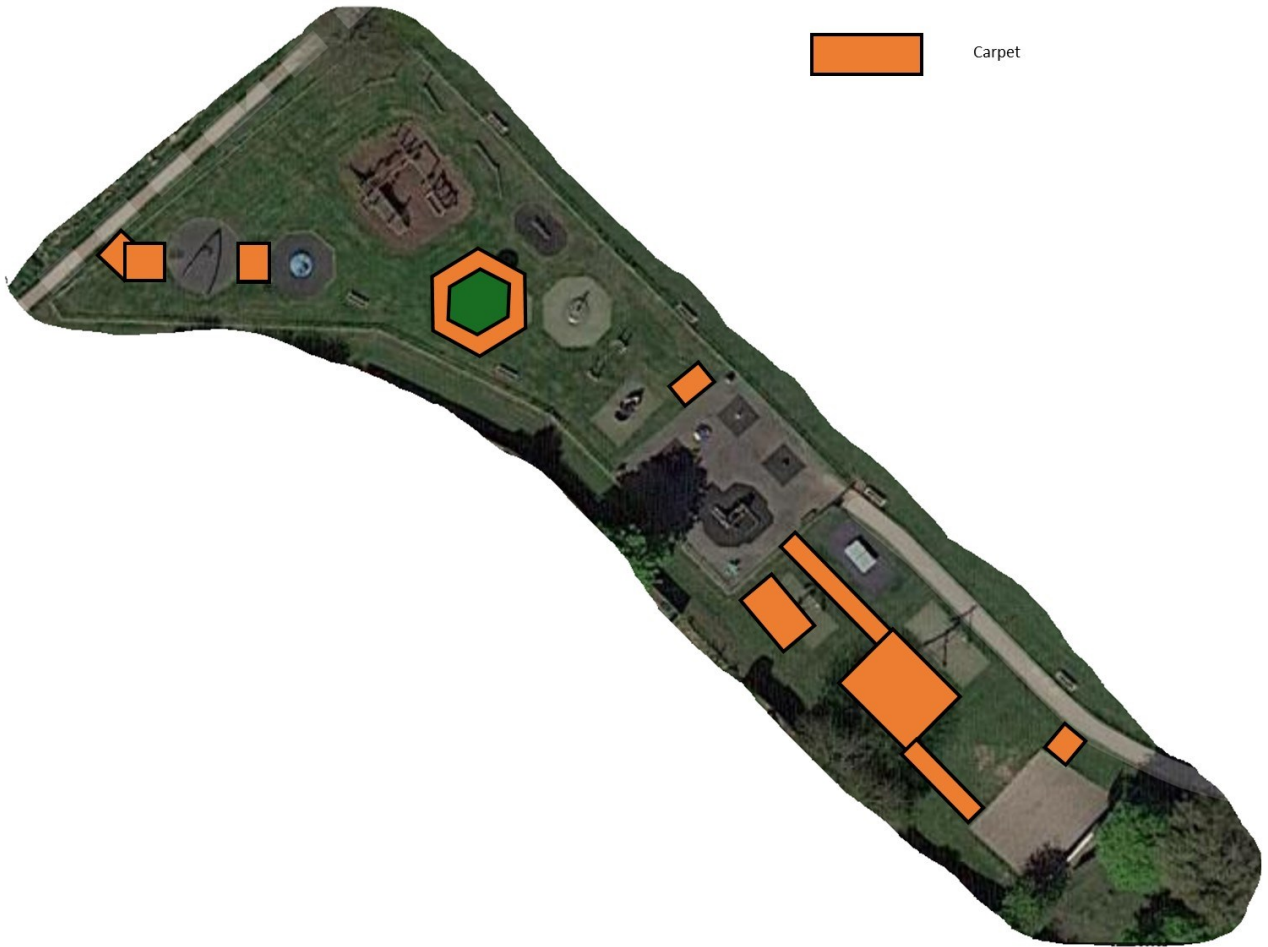
On completion: -

- o) All surfaces to be made good. All edges to be back filled, compacted and any holes to be filled / covered to avoid trip hazards.**
- p) All spoil and waste to be removed from site**
- q) Independent post installation inspection to be undertaken of new play equipment by RPII accredited inspector and certificate provided before commissioning.** (Final payment will NOT be made until this certificate has been received by Cosby Parish Council.)


Les Phillimore
Parish Manager.
Cosby Parish Council
E: Clerk@cosbyparishcouncil.gov.uk

Appendix A

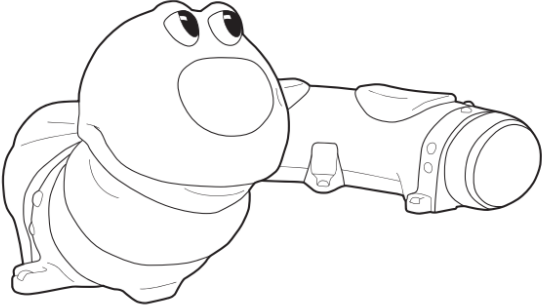
Map showing where Play Carpet is to be installed. (Guidance only)



Appendix B



Children's Novelty Seat
INSTALLATION INSTRUCTIONS AND USER MANUAL



For Concrete Foundation Fixing Instructions Please Refer to Pages 1-3.
For Optional Sand Ballast Instructions Please Turn to Page 4.
For PVC Feet Fixing Instructions Please Refer to Pages 4-6.

IMPORTANT NOTE: PLEASE ENSURE THAT ALL RELEVANT PERSONNEL READ THE POINTS LISTED WITHIN THIS LEAFLET AND THAT A COPY IS GIVEN TO STAFF INVOLVED WITH THE INSTALLATION AND MAINTENANCE OF THIS PRODUCT.
SAFETY NOTE: PLEASE REFER TO 'THE MANUAL HANDLING OPERATIONS REGULATIONS 1992' DURING HANDLING.

CONCRETE FOUNDATION FIXING INSTRUCTIONS

Important information to consider prior to assembly and positioning of 'Munchy':

- An established concrete base area must be a minimum of 50mm deep (approx. standard concrete paving thickness). If concrete paving is the chosen base material ensure that the fixing holes to be drilled (ø16mm) are positioned no closer than 100mm to any edges of the slab area. This can be determined by placing the sections together on the surface without using any part fixings.
- During drilling of 16mm holes in pavement thickness concrete it is advisable to use the hammer action of the drill only part way through the drilling operation hole depth. The remaining depth to drill is best done without the hammer action applied. This will enable the fixing to set correctly when tightened.
- When drilling the fixing hole points through the mouldings into the concrete surface care should be taken to drill as central as possible to avoid damaging the plastic surrounding the hole point.
- When drilling into concrete all concrete dust formed is best cleared from the holes as much as possible as large amounts of dust that remain in the hole could prevent the fixing setting down in the correct position.

KIT CONTENTS		TOOLS REQUIRED
A- Hex Head Screw M10	x9	- Hammer Drill (Electric version recommended)
B- M10 Grip Washer	x27	- 16mm Masonry Drill (to drill 120mm deep)
C- M10x40 Washer	x9	- Med Size Metal Hammer
D- Spacer	x9	- Nylon or Rubber Hammer
E- M10x60mm Anchor Shield	x9	- 17mm Tube Spanner and Wrench
F- Cover Cap Upper	x26	- Safety Goggles
G- M10x20 Washer	x26	
H- Cover Cap Lower	x26	
I- Socket Button Screw M10	x18	
6mm Allen Key	x1	

FIXING 1

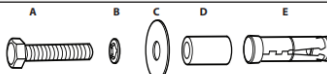


Figure 1

FIXING 2

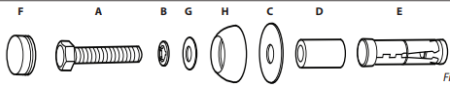


Figure 2

FIXING 3

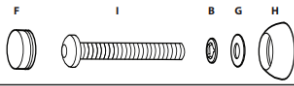
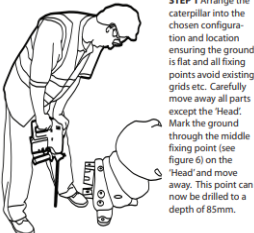
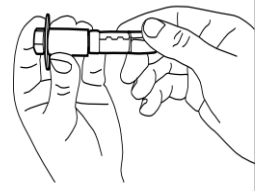


Figure 3



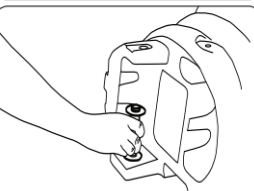
STEP 1 Arrange the caterpillar into the chosen configuration and location ensuring the ground is flat and all fixing points avoid existing grids etc. Carefully move away all parts except the 'Head'. Mark the ground through the middle fixing point (see figure 6) on the 'Head' and move away. This point can now be drilled to a depth of 85mm.

Figure 4



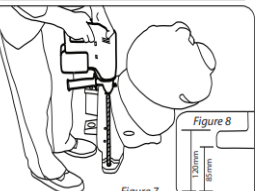
STEP 2 Assemble the parts for Fixing 1 in the order shown opposite.

Figure 5




STEP 3 Relocate the 'Head' and insert the fixing (a hammer should be required) into the middle fixing point hole (see diagram above). Now ensure the 'Head' is in the correct position and tighten fixing using a 17mm tube spanner (maximum torque 15N.m - 12lb.ft).

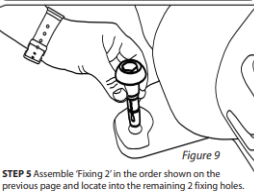
Figure 6



STEP 4 Now drill through the remaining two 'Head' fixing holes to a depth of 85mm. Figure 8 shows the required depth of the drill from ground level and including the product. This time the 'Head' does not need to be removed as the hole can be drilled through the moulding as shown above.

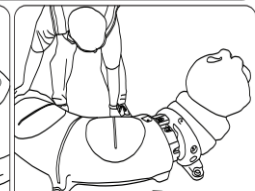
Figure 7





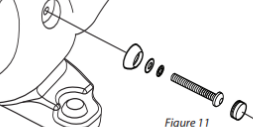
STEP 5 Assemble 'Fixing 2' in the order shown on the previous page and locate into the remaining 2 fixing holes. Care should be taken when tapping the fixing down not to damage the cover cap 'K'. Tighten using a 17mm Tube Spanner (max. torque 15N.m-12lb.ft) and repeat for the other remaining 'Head' fixing point. When the fixings are secure the upper cover caps 'F' can be snapped firmly into the lower cover caps 'H' (using a rubber hammer if required).

Figure 9



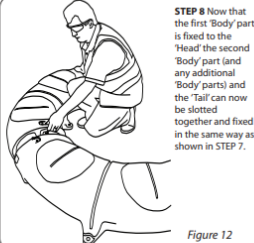
STEP 6 The first 'Body' module can now be moved into position as shown above. The 'Body' module will locate into the 'Head'.

Figure 10



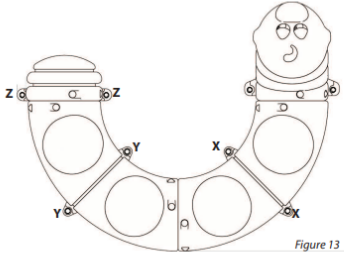
STEP 7 The first 'Body' module is attached to the 'Head' using 'Fixing 3'. Fixing 3 is used for all six fixing points around the 'Head' and 'Body'; loosely tighten all fixings as they are inserted and fully tighten (max. torque 5N.m-3.6lb.ft), using the 6mm Allen key provided, once all fixings are in place. Alignment at this point of both parts is essential when inserting screw 'I'. If any fixing thread will not engage correctly, lifting or shaking the 'Body' or 'Tail' part at the same time as rotating the screw will assist in the correct alignment.

Figure 11



STEP 8 Now that the first 'Body' part is fixed to the 'Head' the second 'Body' part (and any additional 'Body' parts) and the 'Tail' can now be slotted together and fixed in the same way as shown in STEP 7.

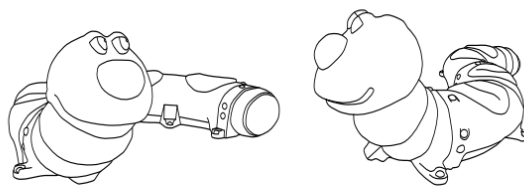
Figure 12



STEP 9 Now all parts are attached to one another, the 'Body' parts and 'Tail' need to be fixed to the ground in the same way as the 'Head'.

Please follow STEPS 4 & 5 in relation to the fixing holes on either side of the 'Body' (see diagram to the left-fixing points X), then follow STEPS 4 & 5 for fixing points Y and finally for fixing points Z located on either side of the 'Tail'.

Figure 13



STEP 10 After first checking that all fixings are secure ensure that all cover caps 'F' are pushed and snapped firmly into place (a rubber hammer may assist). Munchy is now fully assembled and fixed securely to the ground. Any concrete dust on and around the product may now be cleared up, any remaining will clear naturally over time.

Figure 14