



St Clears Town Council

TENDER DOCUMENT

Accessible Community Play Area Redevelopment – Welfare Field

1. Introduction

St Clears Town Council invites tenders from suitably qualified and experienced contractors for the redevelopment of the community play area at Welfare Field, St Clears, SA33 4BT. The Council has secured grant funding to deliver this project.

The works include removal of existing equipment and surfacing, sustainable disposal, ground preparation, installation of new safety surfacing, and installation of new accessible and inclusive play equipment.

2. Key Dates

- **Tender closing date:** 23 October 2026 (12:00 noon)
- **Council decision:** 6 November 2026
- **Latest completion date:** 19 March 2027

Contractors must confirm they can meet the required completion date.

3. Site Information

Location: Welfare Field, St Clears, Carmarthenshire

Approximate area: ~459 m²

Dimensions:

- Length: 32–36 m
- Width: 9–18 m

Contractors must verify all measurements on site.

4. Scope of Works

4.1 Removal Works (Sustainable Disposal Required)

Contractor must:

- Remove all existing play equipment
- Remove all existing surfacing
- Segregate materials for recycling
- Ensure rubber surfacing is sent to an approved recycling facility
- Minimise landfill use
- Provide waste transfer notes and recycling certificates
- Comply with all relevant waste legislation

4.2 Ground Preparation

- Excavate to required depth
- Remove spoil
- Level and compact ground
- Install geotextile membrane
- Install Type 1 MOT stone base
- Ensure correct falls for drainage
- Prepare foundation points for equipment

4.3 New Surfacing

- Install wet-pour safety surfacing compliant with EN1177
- Depth to suit equipment CFH
- Provide colour options
- Provide surfacing samples

4.4 Installation of New Equipment

Contractor must install the new accessible-friendly equipment selected by the Council, including:

- Inclusive multi-unit
- Swing frame with inclusive seat options
- Carousel
- Spinner
- Multi seesaw
- Cableway (to be installed outside of location/dimensioned area)
- Accessible benches and picnic tables
- Any required fencing/gate adjustments

All equipment must comply with EN1176.

4.5 Post-Installation Requirements

- RPII Post-Installation Inspection
- All warranties and certificates
- Maintenance manuals
- Site reinstatement and final clean
- Handover documentation

5. Contractor Requirements

Contractors must demonstrate:

- Experience delivering similar playground projects
- Compliance with EN1176 / EN1177
- Public liability insurance (minimum £10m)
- Relevant qualifications (CSCS / SSSTS / SMSTS)
- Compliance with waste and environmental regulations
- Ability to meet the March 19th, 2027, deadline

6. Payment Terms

St Clears Town Council has secured the necessary funding (grant) to deliver the works.

Contractors may submit three invoices spaced appropriately across the project duration, with the timing of each invoice to be agreed upon award of contract. All payments will be made in accordance with the Council's financial procedures and subject to satisfactory progress.

7. Tender Submission Requirements

Contractors must submit:

1. Completed **Contractor Response Form** (see below)
2. Itemised cost breakdown
3. Programme of works
4. Sustainable disposal plan
5. Surfacing specification
6. Method statements
7. Risk assessments
8. Evidence of similar projects
9. Warranty information
10. Confirmation of ability to complete by 19 March 2027

8. Evaluation Criteria

Tenders will be assessed using the criteria below. Each criterion will be scored against the quality and completeness of the contractor's submission, with weighting applied as shown.

Criterion	Weight
Compliance with specification	25%
Quality of materials & installation	20%
Price	20%
Programme & ability to meet deadline	20%
Sustainability & recycling plan	10%
Experience & track record	5%

How the Council Will Assess Each Criterion

Compliance with Specification (25%)

The Council will assess how well the tender meets the full scope of works, including removal, sustainable disposal, ground preparation, surfacing, equipment installation, and post-installation requirements. Submissions that clearly demonstrate understanding of the specification and provide detailed, realistic methods will score highest.

Quality of Materials & Installation (20%)

Contractors must demonstrate that all proposed materials, equipment, surfacing systems, and installation methods meet relevant standards (EN1176 / EN1177). Higher scores will be awarded for durable, high-quality materials, robust installation approaches, and clear evidence of long-term performance.

Price (20%)

Price will be evaluated on overall value for money, not lowest cost alone. The Council will consider the clarity of the itemised breakdown, proportionality of costs, and whether the pricing aligns with the proposed programme and quality standards.

Programme & Ability to Meet Deadline (20%)

The Council will assess whether the proposed programme is realistic, achievable, and aligned with the required completion date of 19 March 2027. Higher scores will be awarded for clear timelines, logical sequencing of works, and evidence of capacity to deliver within the timeframe.

Sustainability & Recycling Plan (10%)

The Council will assess the contractor's approach to sustainable removal and disposal of existing surfacing and equipment. Higher scores will be awarded for strong recycling commitments, minimal landfill use, clear waste segregation processes, and evidence of responsible waste carriers or recycling facilities.

Experience & Track Record (5%)

Contractors must demonstrate experience delivering similar playground projects. The Council will consider past performance, references, examples of completed works, and evidence of compliance with safety and quality standards.

9. Submission Instructions

Tenders must be submitted by **12:00 noon on 23 October 2026** to:

St Clears Town Council Email: clerk@stclearstowncouncil.co.uk

Late submissions will not be considered.

CONTRACTOR RESPONSE FORM

St Clears Town Council – Accessible Community Play Area Redevelopment

Please complete all sections.

1. Contractor Details

Company name: Address: Contact name: Telephone: Email: Website (if applicable):

2. Project Delivery

Can you complete the works by 19 March 2027? ☐ Yes ☐ No ☐ With conditions (please specify):

3. Cost Breakdown

Please attach a full itemised cost breakdown.

4. Programme of Works

Please attach your proposed programme/timeline.

5. Sustainable Disposal Plan

Brief Summary:

(Full plan may be attached.)

6. Surfacing Specification

Brief summary:

7. Method Statements

Please attach method statements for:

- Removal
- Ground preparation
- Surfacing
- Equipment installation

8. Risk Assessments

Please attach relevant risk assessments.

9. Experience & Evidence

Provide details of similar projects completed in the last 3 years:

Attach photos or references if available.

10. Insurance

Public liability insurance level: £_____ (minimum £10m required)

Attach certificate.

11. Warranties & Aftercare

Brief summary:

12. Declaration

I confirm that the information provided is accurate and that our company agrees to the requirements set out in the tender document.

Name:

Position:

Signature:

Date: