

## Great Massingham Parish Council

# Invitation to tender

Phase 2 play area improvements at Jubilee Field  
behind the Village Hall, Station Road, Great Massingham, Norfolk

<b>Project scope</b>	Design, supply and installation of phase 2 play area works only
<b>Budget envelope</b>	£217,000
<b>Procurement status</b>	Re-tender of phase 2 only. All submissions in this exercise will be assessed afresh
<b>Issued by</b>	Great Massingham Parish Council, with support from the Play Area Working Group
<b>Submission deadline</b>	17/04/2026
<b>Submission address</b>	To: Clerk <a href="mailto:clerk@greatmassingham-pc.gov.uk">clerk@greatmassingham-pc.gov.uk</a> and copy: Cllr Pete Harries <a href="mailto:cllr.pete.harries@greatmassingham-pc.gov.uk">cllr.pete.harries@greatmassingham-pc.gov.uk</a>

### Important note

This document is drafted as a fresh invitation to tender for phase 2. The Council is inviting previous tenderers and may also invite additional suppliers. No bidder will receive any preference from the earlier process, and the Council reserves the right to appoint any tenderer, or not to award, following evaluation.

## 1. Project overview

Great Massingham Parish Council is seeking a suitably experienced playground contractor to provide the design, supply and installation of phase 2 improvements to the village play area at Jubilee Field, behind the Village Hall, Station Road, Great Massingham.

This tender follows the earlier two-phase procurement and now focuses on phase 2 only. Tenderers are invited to submit a fresh proposal based on the requirements in this document and the budget envelope stated below. The Council wants a scheme that is exciting, inclusive, robust, easy to supervise, and appropriate for a Norfolk village setting.

## 2. Background and tender position

- The previous procurement covered two phases and used a collaborative design approach following selection
- This re-tender is for **phase 2 only** and supersedes any earlier phase 2 pricing or concept submissions
- The successful contractor will be expected to work collaboratively with the Council and the Play Area Working Group to finalise the layout and specification after appointment
- The play area sits on land associated with the Village Hall playing field and the final arrangement must work safely alongside other users of the site

## 3. Phase 2 required scope

The Council is seeking a compliant proposal that includes, as a minimum, the following elements:

- Removal and disposal of existing equipment to be replaced, including old zip / slide / swing elements as necessary
- A major tower or multi-play structure with slides and access from the existing mound, described in the project as the "Hilltop Adventure" element
- Two zip wires, as now required by the Lottery funding position
- One baby zip wire suitable for younger children
- One in-ground rectangular trampoline designed with disabled access in mind
- One group swing
- Additional swing sets as part of the wider phase 2 play offer
- A covered outdoor classroom pergola
- A fireman's pole
- Appropriate inclusive safety surfacing and accessible paths
- Signage, bins and seating where appropriate and as required
- Trees and landscaping sufficient to complete the scheme in a coherent way
- RoSPA post-installation inspection support, snagging resolution and handover information

## 4. Design principles and employer's requirements

- Create a visually strong destination play offer for a wide age range, while remaining practical for day-to-day use and supervision
- Design for inclusivity, accessibility and shared play, not just minimum compliance
- Use durable, low-maintenance materials and details suitable for a parish council asset
- Provide safe and legible circulation, including accessible routes to key features

- Make good use of the existing mound and wider site layout rather than treating the new equipment as isolated items
- Incorporate seating, resting points and informal gathering space for carers and families
- Keep the design appropriate to the village setting, with a preference for natural, landscape-led and non-cluttered solutions
- Provide clear information on warranties, expected asset life, inspection needs and maintenance requirements
- Comply with BS EN 1176 and BS EN 1177 and all other relevant legislation, standards and good practice

## 5. Budget and pricing requirements

Tenderers must provide a clear pricing breakdown against the headings below. The Council is seeking a compliant base submission within the overall project budget of **£217,000** excluding VAT, unless clearly stated otherwise in the tender return.

Budget heading	Allowance	Tenderer response
Removal and disposal of old equipment (zip / slide / etc)	£2,000	[insert]
Supply and install appropriate safety surfacing, with accessibility in mind	£45,000	[insert]
Supply and install additional play features including inclusive play, zip wires, swings and roundabout elements where proposed	£136,500	[insert]
Signage, bins, seating where appropriate and as required	£3,000	[insert]
Design and project management fees	£22,500	[insert]
RoSPA post-installation inspection, report and snagging	£1,000	[insert]
Trees and landscaping	£4,000	[insert]
Signage artwork	£3,000	[insert]
<b>Total</b>	<b>£217,000</b>	<b>[insert]</b>

- Tenderers should identify any exclusions, qualifications or assumptions in a separate schedule
- Any optional enhancements should be priced separately and must not replace the compliant base submission
- The Council reserves the right to seek clarification on value engineering, provided play value, accessibility and safety are not reduced

## 6. Submission requirements

Tenderers should submit a concise but sufficiently detailed tender pack including the following:

1. A covering letter/email confirming acceptance of the tender conditions and validity period
2. A written design statement explaining the play offer, accessibility approach, materials, and how the proposal responds to the mound and wider site (this can be what was provided in a previous tender if already provided)

3. A pricing schedule against the Council budget headings, plus any assumptions, exclusions and optional items
4. A named contact for clarifications and day-to-day project delivery

## 7. Evaluation criteria

This re-tender will be assessed afresh using the original evaluation structure carried through from the earlier process, adapted to a phase 2-only submission.

Criterion	Weighting	What the Council will look for
<b>Design and play value</b>	50%	Quality, imagination and suitability of the design, inclusive play offer, appeal across age groups, supervision lines, relationship with the mound, and overall fit with the village setting
<b>Costs and value for money</b>	35%	Clarity of pricing, cost-effectiveness against the £217,000 budget, durability, maintenance efficiency, and whether the proposal delivers the best overall value rather than simply the lowest price
<b>Delivery, experience and flexibility</b>	15%	Relevant experience, programme realism, references, willingness to work collaboratively with the Council, and post-installation support including snagging and maintenance information

## 8. Tender process and timetable

Stage	Date / detail
<b>Issue of invitation to tender</b>	11/04/2026
<b>Deadline for clarification questions</b>	15/04/2026
<b>Tender submission deadline</b>	17/04/2026
<b>Council decision / award notification</b>	20/04/2026
<b>Target delivery period</b>	By 1 <sup>st</sup> Aug 2026

## 9. Clarifications and communications

- All communications about this tender must be made through the Parish Clerk using the formal clarification route only
- Tenderers must not canvass parish councillors, members of the Play Area Working Group, staff or volunteers outside the formal process
- The Council may circulate clarification responses to all tenderers where the answer could affect bidding
- The Council may seek clarification from tenderers after submission but is not obliged to do so

## **10. Conditions of tender**

- This is a new tender exercise and all bids will be assessed afresh against the stated criteria
- The Council is not bound to accept the lowest tender or any tender
- The Council may appoint any supplier that, in its judgement, offers the best overall outcome for the project
- Tender costs are to be borne by the tenderer
- The successful tenderer will be expected to enter into a formal contract before works commence
- The final design may be refined after award in consultation with the Council, provided the core tender commitments are maintained
- Any contract award remains subject to council approval and satisfactory clarification of price, scope, programme, insurance and references