



COLNE TOWN COUNCIL

FORM OF TENDER - GM3

**INSPECTION OF PLAYGROUNDS AND MULTI-USE GAMES AREA (MUGA)
EQUIPMENT AND CLEANING AND MAINTENANCE OF PLAYGROUNDS AND
MUGAS AND MISCELLANEOUS GRASSED AREAS IN COLNE**

THREE YEAR CONTRACT WITH A POTENTIAL TWO YEAR EXTENSION

Tender Documentation

Tender date sent out:
Tender date due back:

Prepared by:

Gina Langley
Town Clerk and Responsible Financial Officer
Colne Town Council

**FORM OF TENDER FOR THE
INSPECTION OF PLAYGROUNDS AND MULTI-USE GAMES AREA (MUGA)
EQUIPMENT AND CLEANING AND MAINTENANCE OF PLAYGROUNDS AND
MUGAS AND MISCELLANEOUS GRASSED AREAS IN COLNE**

To: Gina Langley
Town Clerk and Responsible Financial Officer
Colne Town Council
Colne Town Hall
Albert Road
Colne
Lancashire
BB8 0AQ

1. I / We the undersigned do undertake to provide inspection, cleaning, repair, and maintenance of Play Areas, MUGAs and grassed areas as specified as belonging to Colne Town Council as detailed in Appendix 3A, 3B, 3C and 3D and to carry out such works in order to comply with the output specification contained within this tender document and execute and complete the works as described therein for the following Tender Sum:

Tender Sum: £ 1st April 2026 to 31st March 2029
(3-year contract)

_____ (In Words)

Pricing to remain open for acceptance by Colne Town Council for a period of 12 weeks from submission of this tender.

2. If you are successful in your tender contract, Colne Town Council may be prepared to extend this contract for a further 2 Year period subject to good performance across all areas of contract awarded.

Indication of a desire to extend, must be provided in writing to the Town Council approximately 12 months prior to the contract end date. The contract extension will be awarded at the discretion of the Town Council and subject to a successful contract review, which will be carried out shortly after receipt of the extension request.

3. And I / We also agree to execute an agreement/contract to be prepared by the Town Clerk/RFO of Colne Town Council in accordance with the basis of this Tender submission.
4. All Tenders shall be made subject to the Council's Standing Orders in so far as the same are applicable to the supply of goods or materials or the execution of the works.
5. And I / We hereby declare that this Tender is a Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuation in materials used.

6. I / We undertake to commence the works **on 1st April 2026**
7. In tendering for this contract Colne Town Council will not be liable for any pre-contract costs, howsoever incurred, associated with this tender should the contract not be awarded to you, or Colne Town Council decide to subsequently withdraw this contract from tender offer or decide to re-tender in the future.
8. All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only.
9. In tendering for this contract, any tenderer should note that as part of the process there will be specific information requested, that if not provided will automatically lead to disqualification in this Tender process regardless of the tender price submitted.
10. The decision to award this contact is entirely at the discretion of Colne Town Council, and no further discussion or correspondence will be entered into unless at the discretion of Colne Town Council.

Signed:

For and on
behalf of:

Address:
.....
.....

Dated:

**INSPECTION OF PLAYGROUNDS AND MULTI USE GAMES AREA (PMUGA) EQUIPMENT
BILL OF QUANTITIES**

Item	Description	Quantity	Cost (£)
1.0	Project Location		
1.1	Within Colne Town and the surrounding areas including Alkincoates Park, for which the principal administration offices are based at: Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ T: 01282 861888		
2.0	Contract timescales		
	Fixed Price Tender Submission deadline:		
	Works on sites commence:		
	1 st April 2026		
	Works on site ongoing from:		
	1 st April 2026 until 31 st March 2029		
3.0	Project Administrator		
3.1	Gina Langley Town Clerk and Responsible Financial Officer Colne Town Council Tel: 01282 861888 E: g.langley@colnetowncouncil.org.uk		
	All items should be considered in accordance with any accompanying notes. Where outputs are defined, Tenderers should price to achieve the output stated, not offer alternative frequencies that they feel are necessary to achieve the desired outcome – it is for contractors to manage their own resources accordingly to achieve these outputs.		

4.0	Schedule and specification of works		Annual costs
		Item	£
4.1	To visually inspect on a fortnightly basis all equipment contained within each PMUGA, as specified in Appendix 3A, 3B, 3C and 3D. Any bolts requiring tightening or joints lubricated should be dealt with on-site with any other faults discovered to be reported immediately and, following each visit, to provide an electronic condition report and safety inspection checklist. N.B One or two members of the Contractor's staff will be expected to attend a course on visual playground inspections and pass the associated test administered by the course provider. More complicated repairs and maintenance will be carried out by Colne Town Council's specialist playgrounds contractor and inspector.		
4.2	To ensure that the whole surface area of each PMUGA and Small Kick-about Area in Alkincoates Park are kept clear of litter, debris and general rubbish and that litter waste receptacles are regularly emptied to enable use by the public between 6 am and 8 pm excluding bank holidays and that all such waste and rubbish is safely disposed of (including disposal of sharps) and that plastic bin liners will be replaced on each occasion of removal and to provide evidence of proper waste disposal.	Item	£
4.3	To keep all grassed areas within PMUGA sites as defined by boundary fencing, free of litter, bottles, cans, stones and other debris and to ensure before any cutting of grass takes place such areas are cleared in this way.	Item	£
4.4	To cut all grass in PMUGA areas and remove cuttings – maintaining the height between 30mm and 50mm at all times and in periods of strong growth, noting that one-off grass cuts requested by the Council are to be made without additional cost.	Item	£
4.5	To ensure that a programme of effective weed killing is implemented at all sites, including the areas immediately outside of the boundaries and where such treatment has failed, the contractor shall at their own cost cut down weed growth or diseased plants, replant, and remove all detritus from the site.	Item	£

	(Only chemical free weed killing solutions to be administered, unless specifically authorised by the Town Clerk.)		
4.6	To power wash bounce matting bi-annually for all sites.	Item	£
4.7	To provide signage to each area providing contact details for members of the public to report their concerns to your company.	Item	£
4.8	To provide Monday – Friday, between 8am and 5pm daily as and when by email and/or telephone, details of each time of report and type of incident with an indicative cost of material cost and time involved to repair such incident.	Item	£
	<i>Total carried forward to Tender Summary</i>		
5.0	Miscellaneous Works		
5.1	Indicative pricing as part of Tender marking – will be contracted as separate items		
5.2	“Out of hours” response to reported dangerous issues (6pm to 8am and weekends). Response time being within 4 hours.	Per call out	£
5.3	Periodic deep clean of all equipment within sites as specified in Appendix 3B	Per deep clean	£
5.4	Surface preparation and repainting of equipment	Per hour	£
5.5	Hourly rate for any miscellaneous works	Per hour	£
5.6	Mark up percentage on materials used – evidence of cost may be required.	Material mark up	%
5.7	Fixed-rate for removal of non-obscene or offensive graffiti within two days of notification including the provision of materials	Per Callout	£
5.8	Fixed rate for removal of obscene or offensive graffiti within one day of notification including the provision of materials	Per Callout	£
6.0	Compliance – Failure to exhibit satisfactory paperwork will result in disqualification		

6.1	Production of a valid copy of Public Liability insurance in an amount of at least £10 million pounds.	Item	Required
6.2	Production of a copy of your Business Health and Safety Policy.	Item	Required
6.3	Production of Task-Specific Risk Assessment and Method Statements including reference to relevant HSE guidance and safe systems of work, including any other businesses who may be used on a sub-contract basis.	Item	Required
6.4	Work-related qualifications and certificates of competence.	Item	Required
6.5	Proof of having carried out similar types of work to good standards – This must include, as a minimum, two references with examples of work carried out and referees' contact details.	Item	Required
6.6	A proposal as to how electronic proof of the level of service being provided will be submitted to Colne Town Council. (For example, the Town Council uses the iAuditor system, this, or a comparable system would prove useful.)	Item	Required
6.7	Certificate of Registration under the Waste (England and Wales) Regulation 2011 to be provided by the main contractor or sub-contractor	Item	Required
6.8	Protective measures for staff involved in waste disposal.	Item	Required
7.0	Desirable – failure to provide will not disqualify, but marks will not be included within overall tender scoring matrix if not provided.		
7.1	Member of Constructionline register	Item	Desirable
7.2	Member of Contractor Health and Safety Assessment Scheme –“CHAS” or similar organisation.	Item	Desirable
		Item	Desirable

7.3	Details of welfare facilities		
7.4	Evidence of continuing professional development	Item	Desirable
7.5	Proposed response time to visit site from initial advice of repair needed to completion of repair	Time taken	Days Hours
7.6	Awards/Accreditations	Item	Desirable
7.7	Playground inspection qualifications.	Item	Desirable
8.0	Penalties		
8.1	The response time to respond to damaged/dangerous equipment and make safe is within 4 hours	Item per hour delay	-£15 per hour
8.2	The response time for providing electronic proof of the level of service being provided is 120 hours/5days. <i>Per day delay will attract a penalty of £15 per day</i>	Item	-£15 per day
8.3	The response times for the removal of obscene or offensive graffiti is within one day of notification or non - offensive graffiti within two days. <i>Per day delay will attract a penalty of £15 per day</i>	Item	-£15 per day
8.4	The response times for additional grass cuts or additional clean up in the play areas is within 48 hours. <i>Per day delay will attract a penalty of £15 per day</i>	Item	-£15 per day
The Town Clerk may consider suspending or reducing the application of penalties in a particular instance where the contractor is able to demonstrate reasonable cause for a delay. Such provision is at the sole discretion of the Town Clerk.			

9.0	Marking criteria for Tender	Percentage attributed	
9.1	Price	75%	The lowest tender price will attract 80%- highest price 20% and pro rata between
9.2	Response time	10%	The speediest response will attract 10% - slowest will attrat 0%
9.3	Electronic reporting methods proposed (Examples are available upon request to the Project Administrator.)	5%	
9.4	Compliance paperwork	Mandatory	Mandatory
9.5	Desirable	2%	
9.6	Hourly rate for miscellaneous ad hoc works	5%	
9.7	The percentage mark up on materials	3%	
9.8	Two written references as to professional competence , reliability and quality of work	Disqualification if not provided with tender submission	
10.0	Contractor Skills Experience, Qualifications and Resources.		
10.1	The tenderer should provide evidence of their competence, ability and resources to be able to respond to the needs of the contract in terms of: Transport Equipment and tools Proficiency in surface preparation Woodworking /Metalworking skill Physical attire when attending work on behalf of Colne Town Council Completed apprenticeships in painting, decorating, joinery and metalwork Groundsmanship,		

	Cleaning
11.0	Return of Tenders
11.1	Tenders should be submitted in an unmarked sealed A4 brown envelope addressed to: Colne Town Council, Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ Clearly marked in CAPITAL Letters “PLAYGROUNDS AND MULTI-USE GAMES AREA (MUGA) TENDER” No mention of who has submitted the tender must be visible.
11.2	It is the responsibility of the Tenderer submitting the Tender to ensure that it is received in time on or before the Tender Closing Date and Time specified in the Tender brief.
11.3	Any tender received after the closing time and date will not be considered.
11.4	Any tender not returned in the format as presented will not be considered.
11.5	All decisions surrounding this tender remain at the discretion of Colne Town Council.
12.0	Notes to Tender
12.1	This tender will be evaluated on the basis of Tender submission only. No prior knowledge of the tenderer will be considered.
12.2	All pricing is to be submitted on the Form of Tender as indicated.
12.3	Responses should make reference to the Bill of Quantities item in order for this to be easily identifiable.
12.4	Where supporting documentation is also enclosed, this should be clearly annotated to refer to the Bill of Quantities Item it relates to.

12.5	All queries regarding this Tender should be made to the Project Administrator.
12.6	It is not possible for a representative of Colne Town Council to accompany any initial site visits.