



## THETFORD TOWN COUNCIL

Monday, 13 November 2017

### **Thetford Town Council is seeking tenders for the annual maintenance and improvements to their play parks**

Please find a request to quote for the maintenance of play equipment, fencing and surfacing at the following play areas in Thetford.

1. Bergamont Close - IP24 2XE
2. Castle Park – IP24 2DL
3. Edinburgh Way – IP24 1DS
4. Fairfields – IP24 1JN
5. Guildford Way – IP24 1DH
6. Harriet Martineau Close IP24 1TR
7. Pine Close IP24 3LA
8. Richard Easten Way IP24 1ED

The Town Council is putting out an annual contract for maintenance and improvements to the play parks within the town. The details of the repairs and maintenance are related to our ROSPA reports which are attached for your information. Location maps for each site are also attached.

For more information please contact Roz Barnett, Amenities Land and Property Officer, (01842) 754247.

#### **Tender requirements:**

- Written quotation for the works without the additional items.
- A separate quote for the additional items.
- An estimated completion date.
- Copy of public liability insurance.
- Copy of company Health and Safety Policy ( If company has more that 5 employees).
- Example Method Statement
- Example Risk Assessments
- Details of 3 references
- A brief statement of how you will work with the Town Council and ensure the works are completed to a high standard if awarded the contract.

**Failure to supply any of the above will result in the Tender being rejected.**

**Tenders to be received by 12.00pm, Monday the 15th of January 2018.**

Payment will normally be made on successful completion of tender. If a staged payment would be required please state the details within the tender.

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



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**Sealed Inner envelopes to be clearly marked 'Tender – Play park maintenance, For the Attention of the Town Clerk, Thetford Town Council.'**

Postal Address: Kings House, King Street, Thetford, Norfolk, IP24 2AP.  
Tel: 01842 754247.

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

Should you require further information over and above the quote requirements then please do not hesitate to call.

Yours sincerely

Roz Barnett

Enclosures: 1. Details of maintenance and repair works  
2. Site Location plans  
3. ROSPA reports

### Thetford Play Parks Specification for Repairs and Maintenance.

- For all sites wash down equipment and clean signage

1.	Bergamot Close	<ul style="list-style-type: none"><li>• Install mechanism to make the two access gates self-closing</li><li>• Provide a quote to install safety cover underneath seesaw</li><li>• Small patch surface repair</li><li>• Replace the two swing seats for older children</li></ul>
2.	Castle Park	<ul style="list-style-type: none"><li>• Sand down and re-stain wooden noticeboard outside under 8's area.</li><li>• Ensure or bark levels are of an appropriate level under equipment refilling if necessary</li><li>• Repair surface matting and replace rubber seal under Supanova</li><li>• Remove the Frame surfacing and post for the carousel climber. Turf over the area.</li><li>• Replace play panel on climbing frame in under 8's area.</li><li>• Repair slide frame damage</li><li>• Replace bolt and handrail on the train</li><li>• Replace one of the skate pads on the Rigid Skate</li><li>• Reset Cage seat to correct height as per ROSPA report</li><li>• Replace the two infant seats.</li></ul>

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3.	Edinburgh Way	<ul style="list-style-type: none"> <li>• Replace missing infant swing at Edinburgh Way.</li> </ul>
4.	Fairfields	<ul style="list-style-type: none"> <li>• Replace burnt balls on X And O frames ( Or replace whole panel if balls not available)</li> <li>• Replace play panel with spinning triangles</li> <li>• Repair joint lifting on surface by rocking car</li> <li>• Replace swing bushes on swings for older children</li> <li>• Loosen the swing shackles on the toddler swing to appropriate tension</li> </ul>
5.	Guildford Way	<ul style="list-style-type: none"> <li>• Removal of residue of equipment and level the site.</li> </ul>
6.	Harriet Martineau Close	<ul style="list-style-type: none"> <li>• Replacement of short stretch of bow top fencing and installation of a self-closing accessible gate. (next to main access gate by Ethel Colman Way)</li> <li>• Replacement and repair of the bricks at the top of the kickwall</li> <li>• Removal and repaint of graffiti on the kickwall.</li> <li>• Replace chain bushes on swings and set the seats to the correct height.</li> </ul>
7.	Pine Close	<ul style="list-style-type: none"> <li>• Replace bow topped damaged fencing panel.</li> <li>• Replace Bushes on the swings for bigger children and rehang swings (Council has swings)</li> <li>• Loosen shackle bolt on infant swings to appropriate tension</li> </ul>
8.	Richard Easten Way	<ul style="list-style-type: none"> <li>• Surface patch next to carousel bowl and under infant swing</li> <li>• Replace bushes on swings</li> <li>• Provide a price to replace as is wooden knee rail fencing around the perimeter of the play area, ensuring that access to cars on the site is limited. (Approximate length is 270).</li> </ul>
9.	Additional Items	<ul style="list-style-type: none"> <li>• At Bergamot Close please could you provide a quote to replace the current seesaw with a more modern suitable replacement (Maximum cost £2000). Then then council can decide whether to repair or replace this piece of equipment.</li> <li>• At Richard Easten Way could you provide alternative quote for replacement of the existing wooden knee rail fencing with Broxap 'Weaver single PU Rail post and rail fencing' (Or equivalent to be approved by the council). So the council can choose the best option of the two.</li> </ul>

