



HASLEMERE TOWN COUNCIL

INVITATION TO TENDER: Town Meadow Playground Extension

Project: Town Meadow Playground Extension and Upgrade

Location: Town Meadow, Tanners Lane, Haslemere GU27 2PB

Issued by: Haslemere Town Council

Date Issued 18 August 2025

Deadline for Submission: 5:00 PM, Monday 13 October 2025

Expected Award Date: Friday 21 November 2025

Expected Completion Date: Friday 8 May 2026

Contact: Pippa Auger Deputy Town Clerk, deputy.clerk@haslemeretc.org, 01428 654305

Contents

1. BACKGROUND	3
1.1. Haslemere	3
1.2. Haslemere Town Council	3
1.3. Location of project	3
2. The Project	4
2.1. Project cost	4
2.2. Project vision	4
2.3. Timeline	4
2.4. Planning permission	4
2.5. Pricing and payment schedule	4
2.6. Inspection – 3rd party inspections at cost of contractor	4
3. Consultation	4
3.1. Key messages from the consultation	4
3.2. Neighbours’ concerns	5
4. Specification	5
4.1. Equipment maintenance	5
4.2. Equipment warranty	6
5. Work considerations	6
5.1. Site works	6
5.2. Removal of existing items and waste	6
5.3. Insurance	7
6. Making the most of your bid	7
6.1. Scoring and evaluation	7
7. Format of submission	8
8. Appendix 1 – Extract of Haslemere Town Council’s Financial Regulations	10

1. BACKGROUND

1.1. Haslemere

The civil parish of Haslemere is in the borough of Waverley in southwest Surrey, close to the borders of both Hampshire and West Sussex. The parish includes the villages of Grayswood, Shottermill & Critchmere, Hindhead and Beacon Hill as well as the town of Haslemere.

1.2. Haslemere Town Council

Haslemere Town Council (HTC) serves the residents of the recently revised wards of Haslemere West, Haslemere North, Haslemere South, Hindhead and Beacon Hill, and Nutcombe.

The Council comprises 18 elected councillors all of whom are unpaid volunteers, supported by five full and part-time officers.

1.3. Location of project

Town Meadow is in Haslemere itself and has an existing fenced-in playground with the following:-

Play equipment: - See-saw, Spring Dino, Multi-play unit, overhead rotator, 2 bay of swing (2 flat & 2 cradle).

Surfacing – predominantly woodchip, with wet-pour around the swings.



Fig 1 (area in purple is where the playground could be extended)

2. The Project

2.1. Project cost

The total project cost for this bid shall not exceed £130,000.00.

2.2. Project vision

HTC would like to upgrade and expand the playground at Town Meadow, replacing old equipment and adding new. It will provide for children of all ages – including the very young and older children – and all abilities and needs, including those with limited mobility. Not all items of equipment need be within the fenced-in area.

2.3. Timeline

Contracts published on Govt. Find a tender portal	18 August 025
Deadline for submissions (see format for submissions)	5pm, 13 October 2025
Proposed tender evaluation	20 October 2025
Proposed date of decision to award contract	21 November 2025
Project completed	8 May 2026

2.4. Planning permission

At a Council meeting, members resolved to proceed without obtaining full planning permission on the basis they consider it is permitted development.

2.5. Pricing and payment schedule

All pricing should be listed exclusive of VAT and valid for 6 months from the date of submission. Payment will be made upon completion and the RPII report, less 5% retention for 12 months. Once the snagging is complete and HTC is satisfied that there are no ongoing issues, the last 5% will be settled. For an extract of the HTC Financial Regulations specifying the Tender Process to be followed, see Appendix 1.

2.6. Inspection – 3rd party inspections at cost of contractor

All equipment shall be inspected by a Register of Play Inspectors International Ltd accredited inspector on completion, to the standard of BS EN1176 and in accordance with equipment manufacturer's maintenance and inspection instructions. This is arranged at the expense of the contractor.

3. Consultation

HTC ran a consultation with residents and users from 25 November to 6 January 2025, via email to schools and Facebook.

3.1. Key messages from the consultation

1. **Swing provision is non-negotiable.** It attracts the widest age spread and scores highest for both enjoyment and value-for-money. Consider upgrading the current swing bay, adding an inclusive basket swing.

2. **Climbing structures are the next priority.** Responses highlight a desire for more vertical climbing nets / frames that “look adventurous but are safe”. A modest timber-net combination would meet this demand without dominating the site.
3. **Slide options remain popular.** Where space allows, integrating a slide into a mound or multi-play tower could satisfy this preference and create natural zoning within the play area.
4. **Balancing elements add variety.** Low-level balance beams or stepping logs are inexpensive and complement both swinging and climbing zones.
5. **Rocking and spinning should be present but not extensive.** A single seesaw (possibly inclusive) and one modern spinner would cater for children who enjoy motion play without compromising space for higher-ranked equipment.
6. **Design aesthetic.** Over 70 % of free-text comments favour a *natural* wood-and-rope look, noting that it “fits Haslemere’s green setting” and “tones down visual impact”.
7. **The existing equipment.** Is geared towards under 7-s, so provision should be made to cater to older children as well.

3.2. Neighbours’ concerns

There were no responses to the consultation from any neighbours.

4. Specification

The work specification is not exhaustive but stipulates the minimum requirements. Bidders are encouraged to submit imaginative proposals which consider the results of the public consultation. Bidders are expected to make suggestions to inspire play and exercise to the users of the playground and are strongly encouraged to visit the playground in advance of submitting their bid.

Location	Same site as existing with opportunity to extend (see fig 1)
Surface	Remove existing wetpour and wood chip/level the area Lay new surfacing across the site (with explanation why the proposed surfacing is suggested over any other)
Materials	Natural and sustainable where possible (Robinia/timber effect) Any metal to be completely galvanised
Fence & gates	New fence with accessible gates
Current Equipment	Re-use Spring Dino and 3 x benches All others to be removed and disposed of off site
Proposed equipment	Swings to include 3 cradle, 2 flat and 1 pod/basket swing (inclusive) An adventure multiplay unit to be the main item of play equipment with the balance of equipment suggested by supplier to complement

4.1. Equipment maintenance

Submissions must include a separate schedule for the expected maintenance costs for the 15 years for each item of equipment and surfacing. The schedule should be laid out as follows:

Item	Year 1 costs	Year 2 costs	Year 3 costs	Year 4-15 costs	15 year total maintenance costs

4.2. Equipment warranty

Please state the warranty period for each piece of equipment, and the surface, together with the expected lifespan of each and set out in a quick at a glance table within the submission document.

5. Work considerations

5.1. Site works

Confirmation of working hours, storage materials, access, location of skips, final programme of works and Risk Assessment and Method Statements (RAMS) will be agreed with HTC before work starts.

Heavy vehicles should use ground protection mats in all but the driest conditions to minimise impact on the recreation ground. Vehicles must drive along the side of the meadow and not across it. A contractor in high-viz must support all vehicle movements on the recreation ground.

There are large mature trees around the work area. These do not have TPOs but should be protected nonetheless as they are a valuable feature to the meadow. Materials and machinery should not be stored beneath tree canopies, again to minimise root compaction.

During installation, the contractor should secure a work area for the build, ensuring that the public cannot gain entry to the construction site, but access to the pathway around the meadow must be maintained at all times for pedestrians and dog walkers. Locked Heras fencing would be appropriate. The contractor should take all reasonable action to ensure the new apparatus is not used until a practical completion is confirmed.

Machinery left overnight must be immobilised. The contractor will be held responsible and liable for any damage caused by, or to, machinery and materials left on site, and any vandalism caused by, or to, machinery and materials left on site.

The contractor will be held responsible for, and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, drives, fences, drains, sewers, service mains, landscaping etc.

Before the project's completion any area that has been damaged during the installation must be made good and returned to new, or as a minimum to the original condition, at the contractor's expense. The contractor must protect Town Meadow against unauthorised persons, vehicles and encampments by ensuring the vehicular access point is locked when not in use. The contractor shall bear the costs incurred in the removal of unauthorised encampments due to the contractor's negligence.

5.2. Removal of existing items and waste

Any existing play equipment that is not being re-used, together with the surfacing, will need removing from site.

Any ground works undertaken by the contractor, resulting in spoil/debris/rubble will need removing from site and the costs to form part of this tender.

All waste should be stored safely while on site and then removed from site by the contractor. Please supply a copy of Waste Carrier Licence.

5.3. Insurance

The successful contractor will need to provide evidence of current insurance cover to include public, employers, and professional liability.

6. Making the most of your bid

6.1. Scoring and evaluation

Tender submissions will be assessed on whether they meet the following criteria – MET or NOT MET. Submissions which fail to meet these criteria will be rejected outright.

Criteria	
Total project costs not to exceed £130,000	MET/NOT MET
Satisfactory references with respect to installation (2 within last 12 months)	MET/NOT MET
Satisfactory references with respect to maintenance (2 within last 12 months)	MET/NOT MET
Satisfactory company and financial checks	MET/NOT MET
Evidence of insurance cover (Public min £10m, Employer's min £5m, Professional £5 min)	MET/NOT MET

The following criteria will be scored on a scale of 0-5, and each weighted as shown.

$$\text{Weighted score} = (\text{criteria score}/5) \times \text{criteria weighting \%}$$

Score	Definition
0	No response or fails to meet minimum requirements
1	Poor – meets some requirements with major concerns
2	Weak – meets most requirements but with deficiencies
3	Satisfactory – meets requirements to acceptable standard
4	Good – exceeds requirements in some areas
5	Excellent – fully meets or exceeds all expectations

The criteria weightings are as follows:

Criteria requirement	Weighting %
Cost effectiveness Total cost including installation and maintenance, best value not just lowest bid	30
Design and accessibility Inclusive design suitable for all ages and abilities, including DDA compliance.	20
Play Value & educational Benefit & Design The Client will evaluate the play value of each proposed item of new equipment, the range of play disciplines, age range, challenge and excitement, and the proposed safety surfacing.	20
Compliance with Specification The Client will evaluate how closely the design matches the tender specification	10

Quality and durability, maintenance and aftercare costs Compliance with British Standards. Demonstrated longevity of materials Length and coverage of warranties	10
Environmental sustainability Maintenance and lifecycle sustainability	5
Delivery and Installation Time Ability to meet the Council's timescales	5

7. Format of submission

The tenders must be submitted in line with provisions outlined in section 4 of appendix 1 of the HTC Financial Regulations at the end of this document or www.haslemeretc.org/financial-information/2025 Financial Regulations

In short, the tenders must be emailed to administrator@haslemeretc.org & marked "Town Meadow Tender – CONFIDENTIAL", on or before 5pm on Monday 13 October 2025. The council are not obliged to accept the lowest tender but are bound to assess 'best value'.

Please make sure your delivered submission includes: [not exhaustive/pick and choose]	/ or x
A developed scheme with 2D CAD of the project area, along with individually costed items, with visuals, of each proposed item of equipment together with the play value of each. The successful bidder will be asked to provide 3D CAD visuals after the contract is awarded, and the final design is approved.	
Evidence to address the criteria listed in Scoring and Evaluation Two satisfactory references with respect to similar installations from the last 3 years Two satisfactory references with respect to similar maintenance from the last 3 years	
A table specifying equipment maintenance costs.	
A table showing individual equipment warranty details and expected life span (full copy warranties will be required in due course).	
Recent set of the bidding company's audited accounts.	
Details of any enforcement action under the Health and Safety legislation.	
Confirmation that the bidder will be able to meet the timetable - complete by DATE.	
Waste carrier licence	
Health and safety policy statement	
Equality policy statement	
Environmental policy statement	
Evidence of Public liability insurance (minimum £10 million)	
Evidence of Product liability insurance (minimum £5 million)	
Evidence of Employers' liability insurance (minimum £5 million)	
Evidence of Professional indemnity insurance (minimum £5 million)	

Bidders must ensure they fully understand this document and the work requirement and specification. If you have any queries, please email – deputy.clerk@haslemeretc.org or call 01428 654305 and ask for the deputy town clerk.

Submissions should be marked 'Town Meadow Tender – CONFIDENTIAL' and emailed to administrator@haslemeretc.org no later than 5pm Monday 13 October 2025.

8. Appendix 1 – Extract of Haslemere Town Council's Financial Regulations -

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken .