



ITT SCHEDULE 1

**INVITATION TO TENDER FOR
REFURBISHMENT OF THE ELDER
CHILDRENS PLAY AREA AT EDGESIDE
PARK**

Rossendale Borough Council

**INVITATION TO TENDER FOR REFURBISHMENT OF THE ELDER CHILDREN'S
PLAY AREA AT EDGESIDE PARK**

SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
Contract Description:	Rossendale Borough Council (RBC) is seeking tenders from competent suppliers to refurbish the elder children's play area at Edgeside Park. The improvement works encompass the removal of existing play equipment and surfacing and the design and installation of a new play scheme within a £140k budget. The tenderer has the option to reduce the size of the area occupied by the play equipment, play surfacing and fencing to maximise the budget, impact and value delivered. All surfaces within the current fenced area need to be suitably finished with appropriate materials, for example - play surfacing, tarmac, turf etc. One entrance gate requires repair or replacement. This scheme will enhance the play offer for residents and visitors in Rossendale. This procurement is conducted using a single-stage open Competitive Tendering Procedure under Section 19 of the Procurement Act 2023. You are receiving this Invitation to Tender following the publication of the Tender Notice (UK4) on the Find a Tender digital platform, which formally commenced this competitive tendering procedure under Section 19 of the Procurement Act 2023. The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in the tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.
Insurance Requirements:	All adequate insurance to run the alongside the contract as required and stated in ITT2 Rossendale Borough Council Terms and Conditions Please submit a certificate of public liability insurance.
Completion of Contract:	Friday 22 nd January 2027
Procuring Officer:	Any queries must be addressed to; David McChesney

	Rossendale Borough Council Henrietta Street Bacup, OL13 0BB Tel:- 07483 192193 email: davidmcchesney@rossendalebc.gov.uk before: Wednesday 26th August 2026 at 17:00
Clarifications:	On-site appointments will be available on Thursday 6th August between 9.00am and 13.00 to clarify the scope and answer any questions. If you are interested in attending, please register your interest with David McChesney by email by 12.00pm on Friday 24th July 2026. Other than the registered officer, David McChesney no other Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this Tender, or any other matter relating to the Contract. Any attempt to lobby for or against to Members or Officers of the Council or media during the tender process may be considered grounds for exclusion.
Submission instructions:	Send all required documents to: tenders@rossendalebc.gov.uk The documents must be attached in PDF form or equivalent and not links to file hosting sites. No paper tenders will be accepted.
Date/time for Tender return:	12:00 noon on Friday 18 th September 2026

Timetable

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage	Date(s)/time
Submission of Tenders	12:00 noon on Friday, 18 th September 2026
Evaluation of Tenders	Two weeks commencing 21 st September 2026
Assessment Summaries issued to all Tenderers	By Friday 2 nd October 2026
Contract Award decision (estimated)	By Friday 2 nd October 2026
Standstill Period (begins day after Contract Award Notice & Assessment Summaries Issued))	8 Working Days
Contract award confirmation and signing	Thursday 15 th October 2026
Contract mobilisation/start date	TBC
Completion Date	Friday 22 nd January 2027

CHECKLIST FOR TENDERERS

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

No	Item	Included in Tender?
1.1	Itemised Bill of Quantities, final price and favoured payment phasing for the refurbishment project	
1.2	A layout plan of the play scheme	
1.3	Specifications and construction drawings for the equipment and features to be installed and repaired.	
1.4	A risk assessment and methodology statements for the site and works, including location/details for the proposed compound.	
1.5	Warranty details for the equipment, features and workmanship	
1.6	Public liability insurance certificate of £10,000,000 or greater. Including company registration number.	
1.7	A project management structure, main point of contact and information on any operatives and resources to be used in delivering the project.	
1.8	A realistic project timeframe including pre-start meeting, site set up, various works and project completion.	
1.9	2 references from previous similar schemes delivered within the past 2 years	
1.10	Details of 2 similar schemes delivered within the past 2 years – plans and photos of the completed facilities.	
1.11	Completed certificate of non-canvassing and non-collusion.	
1.12	Completed Social Values Section – Appendix A - ITT3	
1.13	Agreement to Rossendale Borough Council T&C's (ITT2) and signed Appendix B	
1.14	Agreement to Rossendale Borough Council's Working with Partners Agreement and signed Appendix C.	
1.15	Completed Creditors Registration Form (ITT7)	
1.16	Agreement to Modern Slavery & Ethical Conduct (ITT8)	
1.17	Agreement to Data Protection (ITT9)	

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SCHEDULES

1. ITT1 Project brief
2. ITT2 Part 1 - contract particulars / Part 2 - standard terms and conditions /
Part 3 - special terms and conditions
3. ITT3 Social Values Questionnaire (appendix A – ITT1)
4. ITT4 Non-Collusion Certificate
5. ITT5 Edgeside Park play area photographs
6. ITT6 Working with Partners Certificate
7. ITT7 Creditors Registration
8. ITT8 Modern Slavery & Ethical Conduct
9. ITT9 Data Protection
10. ITT10 Pricing Schedule
11. ITT11 Edgeside Park Masterplan

IMPORTANT NOTICE

This Invitation to Tender ("ITT") is issued to those shortlisted to tender ("Tenderers") to Rossendale Borough Council (the "Council") for the refurbishment of the elder children's play area in Edgeside Park, (the "Contract"), their professional advisers and other parties essential to preparing a tender for this Contract (the "Tender") and for no other purpose.

The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

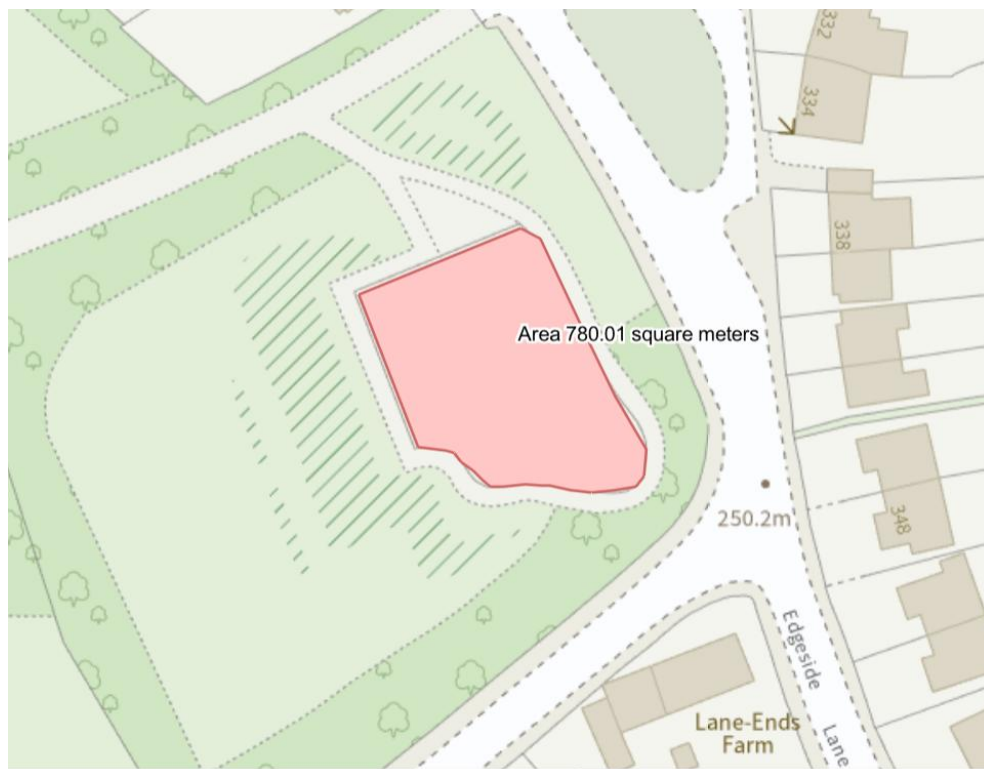
This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

This procurement is governed by the Procurement Act 2023 and relevant secondary legislation. It replaces previous EU and UK procurement regulations.

1. BACKGROUND

- 1.1 Rossendale Borough Council have secured funding to refurbish the elder children's play area at Edgeside Park, Waterfoot.
- 1.2 Rossendale Borough Council have secured **£140,000** for the project and this is exclusive of VAT. Bids exceeding this amount will be disqualified.
- 1.3 Improvements in the park are currently being guided by a park masterplan. The masterplan has been formed through extensive community consultation and partnership working and therefore reflects the wants and needs of the local community and park users. The elder children's play area is a priority for the community and is part of the early phase of improvements.
- 1.4 The site for the improvement works is the children's play area, which is located towards the East of Edgeside Park. The easiest contractor access to the play area is via a wide footpath off Edgeside Lane, Waterfoot, BB4 9TY. The space is approximately 780m² in area, as highlighted on the map below. Some clearance of vegetation may be required to access the site and provide adequate clearance for new equipment. This can be completed by Rossendale Borough Council employees upon request.
- 1.5 Coordinates for the site are: 53.697982, -2.241591



1.6 The overall aim of the new facility is to provide a wide variety equipment that challenges, entertains and develops children aged 8 and above. A brief description of the improvements required is shown below.

- 1) Removal and disposal of all existing play equipment and surfacing within the fenced play area.
- 2) Repair / removal / relocation of faulty entrance gate to South East corner of play area.
- 3) Option to relocate fencing to reduce the area occupied by the play space.
- 4) Installation of new surfacing appropriate to the use of the space and choice of new equipment / features. Bonded rubber mulch should be used where fall height requirements need to be met.
- 5) Removal and disposal of existing signs located at each entrance to the play area.
- 6) The supplier is able to choose a mix of play equipment within a cohesive design that meets the criteria in section 1.7. A minimum of two large impactful items of play equipment should be included within the design.
- 7) New sign – the contractor will be required to design, supply and install signage for the play area. This should welcome users and include any relevant health and safety information. The Council will provide the logo and any other graphics to be included within the design. The sign should be a minimum A1 size.
- 8) Install a minimum of 1 inclusive picnic bench and 1 bench within the fence boundary.

Photos of the existing play area are provided in the supporting document ITT5:

1.7 The play area should;

- Be inclusive, catering for the wants and needs of girls and varying abilities.
- Be constructed using durable materials that are efficient and cost effective to maintain / replace.
- Consider the potential for anti-social behaviour, including graffiti and arson.
- Maximise the available space and compliment the parks current layout, existing uses (play area, skatepark, football pitch, pump track and MUGA) and proposed features in the masterplan (attached).
- The final completed project will be subject to a thorough ROSPA playground inspection organised and funded by the successful contractor. Any high-risk issues raised, over and above those expected in such a facility, should be dealt with and rectified by the contractor.
- The contractor should provide arrangements for a weekend opening event upon completion of the works. Officers from RBC will assist with the organisation and will be present at the event.

- 1.8 The Bill of Quantities should itemise all site set-up and preliminary costs, design time, all materials required, labour for construction, earthworks and any other associated costs. It must also include the costs of making good any areas of ground disturbed by the works and an amount to cover contingencies.
- 1.9 The specification, warranty details and relevant construction drawings of each new item of equipment or feature should be included within the tender. This schemes design including each item of equipment or feature should be clearly displayed on a layout plan.
- 1.10 The information provided should include a layout plan for a proposed compound/storage and working area, including details on how this will minimise disturbance and ensure the safety of park users and workers.
- 1.11 All new equipment and all materials connected to the successful delivery of the play area will remain the responsibility of the successful contractor until handover.
- 1.12 The information provided should include a realistic project timeframe. This will include proposed dates for a pre-start meeting, site set up, start of work, any on-site milestones and completion/handover. The tender will be favourably judged if practical completion is anticipated to occur before Friday 22nd January 2027
- 1.13 The information provided should include a project management structure, main point of contact and the position, skills, knowledge and experience of the operatives involved in delivering the contract. This may also include the tools, machines and equipment that will be used to undertake the works.
- 1.14 The Tender should include risk assessments and methodology statements about the site and the specific tasks required to deliver the project.
- 1.15 The Tender should include details of the social, economic and environmental value that will be realised delivering this project. The Tender will be judged favourably if the value is gained in Waterfoot and the wider Rossendale Valley.
- 1.16 Council Officers will choose a preferred contractor based on the criteria set out below in the evaluation and award section.
- 1.17 If you have any questions or require any clarifications, please contact David McChesney, The Business Centre, Futures Park, Bacup, OL13 0BB Tel:- 07483 192193 / email: davidmcchesney@rossendalebc.gov.uk before Wednesday 29th July 2026 at 17:00.
- 1.18 Other than the person or persons identified above, no Council employee or member of the Council has the authority to give any information or make any

representation (express or implied) in relation to this ITT or any other matter relating to the Contract.

- 1.19 Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all Tenderers.
- 1.20 The Council reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.
- 1.21 Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.

A site visit is recommended to get a feel for the surroundings to better inform the equipment choices, scheme design and accuracy of the quotation. It will provide an enhanced understanding of the topography of the site in relation to other park features. The site is open to the public at all times.

- 1.22 Under the Contract, the Council will require compliance with its policies. Tenderers are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.
- 1.23 The Tender must be received in accordance with the relevant instructions no later than the time and date indicated.

2 TENDER SUBMISSION REQUIREMENTS

- 2.1 Tenders must be written in the English language.
- 2.2 Tenders must provide responses referring back to the numbering format as set out in section 5 of this ITT.
- 2.3 Only one Tender is permitted from each Tenderer. If more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded.
- 2.4 The Tender (including price) should remain valid for a minimum period of 90 days.
- 2.5 The Tender must not be qualified in any way.
- 2.6 Any signatures must be made by a person who is authorised to commit the Tenderer to the Contract.
- 2.7 Your full registered business/name and main office address must also be provided on all documents.

- 2.8 This procurement does not include negotiation. Clarifications may be requested but must not change the substance of tenders.
- 2.9 Exclusion Grounds (Procurement Act 2023) – Tenderers must complete a self-declaration confirming whether any mandatory or discretionary exclusion grounds apply. This includes (but is not limited to):
- Debarment List status;
 - Misconduct by the organisation or any connected person;
 - Relevant criminal, financial, professional or ethical grounds. Failure to provide accurate declarations may result in exclusion.
- 2.10 Conflicts of Interest (Section 13, Procurement Act 2023) – Tenderers must declare any actual, potential or perceived conflicts of interest involving:
- The organisation;
 - Any connected persons; or
 - Any subcontractors. The Council will assess all declared conflicts and apply mitigation where appropriate. Where conflicts cannot be managed, the Tenderer may be excluded.
- 2.11 Transparency and Statutory Notices (Procurement Act 2023) – This procurement will include all mandatory notices required under the Procurement Act 2023, including:
- Tender Notice;
 - Assessment Summary (issued to each Tenderer following evaluation);
 - Contract Award Notice;
 - Contract Details Notice. Where required, Contract Performance Notices will also be published.
- 2.12 Pass/fail compliance requirements

Before progressing to the scored evaluation stage, the Council will apply a series of Pass/Fail compliance checks based on the requirements set out in Section 2 of this ITT. These checks confirm whether a Tender is eligible for full evaluation and include (but are not limited to):

- Completion of all mandatory declarations
- Confirmation of no mandatory exclusion grounds under the Procurement Act 2023
- Acceptable conflict of interest position in accordance with Section 13 of the Procurement Act 2023.
- Satisfactory financial standing
- Acceptance of the Council's Terms and Conditions
- Confirmation that all minimum service requirements in the Specification can be met

Only Tenders that successfully meet all Pass/Fail requirements outlined in Section 2 will proceed to the scored evaluation stage.

The Finance, Legal & Procurement Compliance scored criterion assesses the quality and robustness of the Tenderer's governance, policies and compliance arrangements. It does *not* form part of the initial Pass/Fail eligibility assessment.

2.13 Sub-contracting

When submitting a quote, the bidder must notify the Council of any parts of the services which it proposes to subcontract. Failure to do so will invalidate any such quotation.

The Council's prior written approval must be obtained before any part of the services is subcontracted. The Council reserves the right to refuse such approval at its absolute discretion.

An approved sub-contractor must give a direct warranty and undertaking to the Council, but the Contractor will nonetheless remain primarily liable for the provision of the Services.

2.14 FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT

The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").

As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.

If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party), then it should be clearly marked as **"Not for disclosure to third parties"** together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request for information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

- has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or in cases where there is no absolute statutory duty to withhold information, then, notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

3 CONTRACT DOCUMENTS

- 3.1 Any resulting Contract will consist of the Contract Particulars (to be completed), the Standard Terms and Conditions, the Special Terms and Conditions (all as set out in Schedule 2) and the successful Tender. The Contract will be subject to English law and the exclusive jurisdiction of the English Courts.
- 3.2 This Council is bound by procurement rules and cannot enter into any negotiations on the Tender or Contract.
- 3.3 Any contract award will be conditional on the Contract being approved in accordance with the Council's internal procedures and the Council being generally able to proceed. Following evaluation, the Council will issue an Assessment Summary to each Tenderer and publish a Contract Award Notice. A mandatory standstill period will then commence. Contract signature will take place only after the standstill period has ended and internal approvals are in place.

4 TENDER RESPONSE REQUIREMENTS

Tenderers must submit the following as part of their tender. Only the information requested below will be evaluated.

4.1 Design Proposal

- A layout plan of the proposed play scheme
- Images, visuals and/or drawings illustrating the design
- Specifications and construction details for all proposed equipment and features
- Statement explaining how the design meets the Council's requirements and enhances the play offer

4.2 Methodology and Delivery

- Risk assessments and method statements for the works
- Proposed programme including key milestones and completion date
- Site setup arrangements including compound and access
- Approach to health and safety and minimising disruption

4.3 Project Management and Experience

- Project management structure and key personnel
- Relevant experience, including details of similar projects and references
- Resources and equipment to be used

4.4 Pricing

- Completed Pricing Schedule (ITT10)
- Bill of Quantities and cost breakdown
- Proposed payment phasing
- All prices must be in pounds sterling and exclusive of VAT.

4.5 Compliance and Declarations

- Completion of all mandatory documents including:
- ITT2 (Terms and Conditions)
- ITT3 (Social Value)
- ITT4 (Non-Collusion)
- ITT6 (Working with Partners)
- ITT7 (Creditors Registration)
- ITT8 (Modern Slavery)
- ITT9 (Data Protection)

5. TENDER EVALUATION AND AWARD CRITERIA

- 5.1 The Council does not undertake to accept the lowest or any Tender and reserves the right to accept the whole or any part of any Tender submitted.
- 5.2 Tenders will be checked for compliance and then evaluated based on the Most Advantageous Tender (MAT) as defined by Section 24 of the Procurement Act 2023.
- 5.3 During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.
- 5.4 The Council may decide to interview Tenderers or hold clarification meetings to assist its tendering process, and Tenderers will be notified in due course.
- 5.5 Tenders will be evaluated taking into consideration the award criteria and weightings shown in the table below. You should ensure you cover the specific points.
- 5.6 The evaluation criteria are derived from the specification and will assess the extent to which tenders demonstrate how their proposals meet the Council's requirements.

Questions	Maximum Potential Score	Weighting	Total Maximum Score
Design - 50%			
Number and inclusivity of items of equipment and features	5	4	20.0
Size, quality, and impact of the equipment and features	5	6	30.0
Constructuion and Safety - 25%			
Construction detail including methodology and a project plan	5	2	10.0
Approach to health and safety including experience/competency of the team,insurances, risk assessments and site management.	5	2	10.0
Project timeframe	5	1	5.0
Other -15%			
Warranty details	5	1	5.0
Quality of tender submission and financial checks. Please ensure all check list items are included	5	1	5.0
Value for money	5	1	5.0
Social Value - 10 %			
Rossendale Borough Council is committed to delivering social value through commissioning and procurement activity, and includes the wider social, environmental and/or economic benefit from procuring services. Important considerations are the % of your supply chain within a 25 mile radius, opportunities for apprentices, attendance to local jobs fairs/schools careers events. Contributions to anything that adds value to the wider community.	5	2	10.0
Total			100.0

5.8 **Scores** will be awarded in each area based on the following:

0	No response
1 Inadequate	Significant indications that the proposal lacks certain requirements in this area to achieve the required standard of service delivery/information are totally inadequate
2 Concerns	Some concerns that the proposal may lack certain requirements in this area to achieve the required standard of service delivery
3 Minor Concerns	Information indicating potential to deliver outcomes with minor concerns
4 Potential	Information indicating potential to deliver outcomes
5 Capable	Comprehensive and strong information indicating a proposal capable of delivering outcomes to the required standard with added benefits

5.9 Quality Score weightings will be calculated using the raw score (0–5) for each criterion will be converted to a weighted score using the calculation:

- The raw score (0–5) will be multiplied by the weighting for that criterion.
- For example, if the weighting against a criterion is 2 the maximum score for that criterion is 10 points (5 × 2).
Example 2, if the weighting against a criterion is 0.5 the maximum score for that criterion is 2.5 points (5 x 0.5)

5.10 Assessment Summary

Following evaluation, the Council will issue an Assessment Summary to each Tenderer who submitted an assessed tender. The Assessment Summary will explain how the Tender was scored against each criterion, in accordance with Section 50 of the Procurement Act 2023.

5.11 Contract Award

After issuing Assessment Summaries, the Council will publish a Contract Award Notice on the Digital Platform Publication of the Contract Award Notice will commence the mandatory standstill period required under Section 50 of the Procurement Act 2023.

5.12 Contract Details Notice

Following contract signature and completion of the standstill period, the Council will publish a Contract Details Notice in accordance with Section 53 of the Procurement Act 2023. For contracts with an estimated value over £5 million, this notice will also include the key performance indicators and a copy of the Contract.

Appendix A - ITT SCHEDULE 3

SOCIAL VALUES QUESTIONNAIRE

A - Please state how your organisation provides quality local employment and training opportunities:

Please state in fewer than 50 words

B - Please state how your organisation supports other local businesses:

Please state in fewer than 50 words

C - Please state how your organisation takes steps to reduce its environment impact and reduce energy usage and waste

: Please state in fewer than 50 words

Appendix B: Standard Terms and Conditions of Contract

Please see RBC Standard Terms and Conditions in the attached download ITT2 Standard T&Cs:

Please sign below to indicate you have read and accepted these terms & conditions:

Signature:.....

Date:.....

Position:.....

Appendix C: Working with Partners

The Council's Procurement Strategy commits us to making sure our contractors, suppliers and funded service providers promote equality and diversity.

We will achieve this by:

Ensuring that contractors, suppliers and partners have an Equality Policy in place to support the Council's commitment to equality, diversity and inclusion.

Challenging and taking appropriate action against any discriminatory behaviour or our contractors, suppliers and partners.

Please sign below to indicate you have read and have these policies in :

Signature:.....

Date:.....

Position:.....