

# **MALVERN TOWN COUNCIL**



**INVITATION TO TENDER FOR  
REFURBISHMENT / ENHANCEMENT  
OF THE PLAY AREA  
AT ADAM LEE, MALVERN  
March 2025**

## INTRODUCTION

**Malvern Town Council is looking to appoint a company to provide play equipment to improve and enhance the play area at Adam Lee, Malvern**

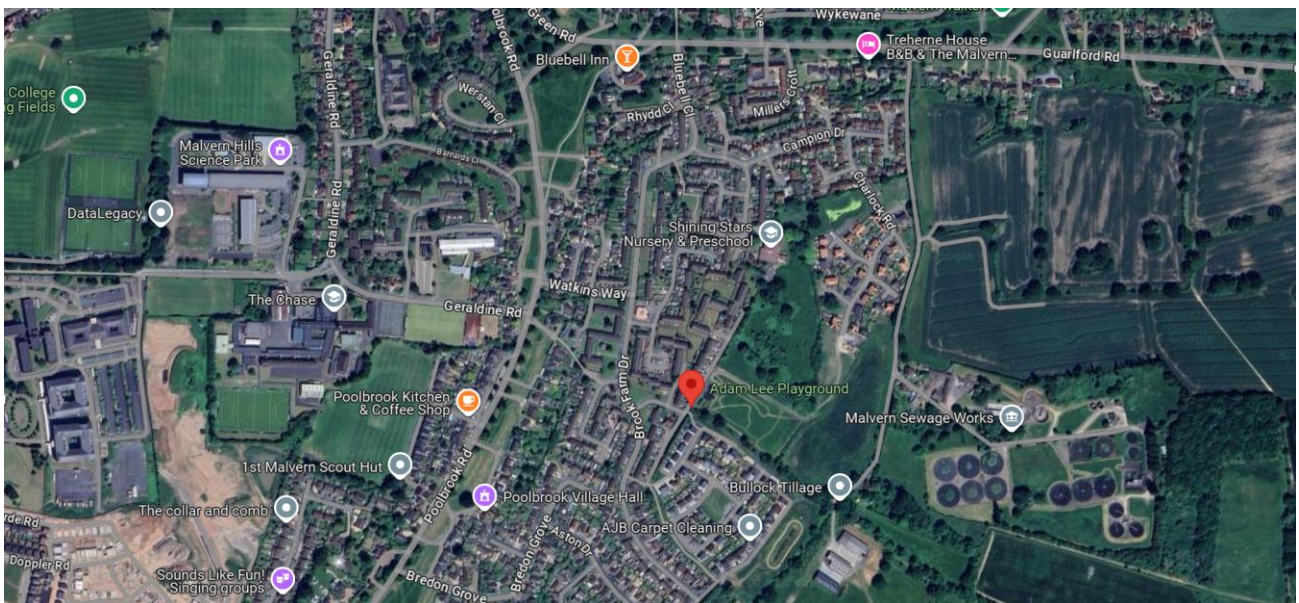
## BACKGROUND

Malvern Town Council owns and maintains the children's play area at Adam Lee, off Meadowsweet Court, Malvern WR14 3SF.

The Town Council budget for 2023/24 includes funds to refurbish this play area, with Section 106 funding being available to improve and enhance the play area facilities.

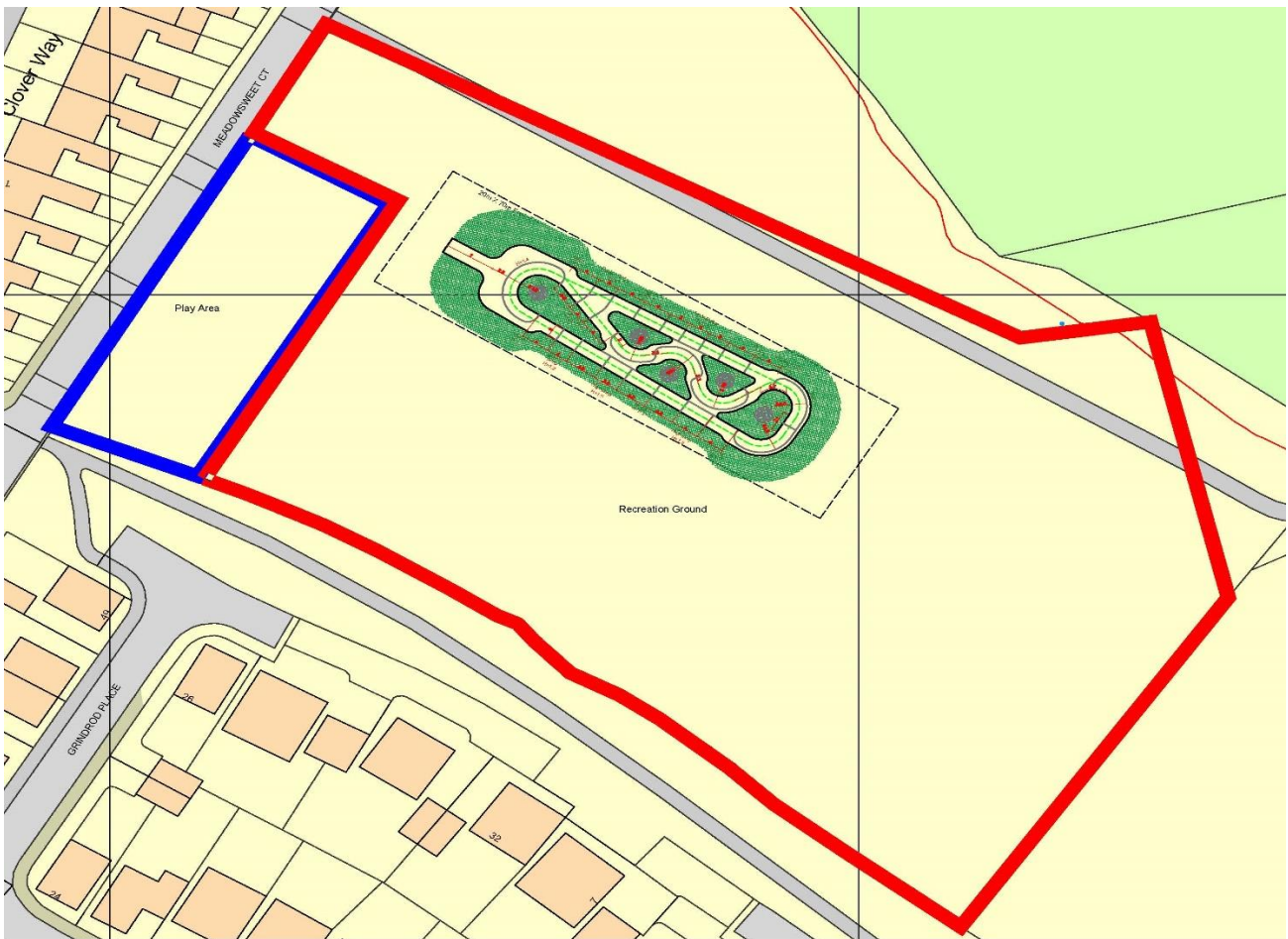
Malvern Town Council also owns and manages the green and open space immediately adjacent to the play area and there are plans to install a bike pump track and a wetland area on this land.

## THE SITE



## SITE VISITS

Adam Lee play area is a public area and can be visited at any time. However, if you would like to meet with the Operations Manager on site, please telephone Malvern Town Council offices on 01684 566667 to arrange a time and date.



The blue line indicates the boundary of the current play area which is surrounded by hoop top fencing. The location of the future bike pump track is also shown.

It is anticipated that the enhancement of play area facilities at this site will also include play equipment being installed outside of, but immediately adjacent to the current play area boundary.

The interaction and relationship between the current play area site and the adjacent green and open space should be taken into consideration when designing the layout.

## REQUIREMENTS

Refurbishment/renewal of play equipment at Adam Lee working to an overall budget of £40,000.

The main user group is expected to be from five years old up to twelve years of age.

### New equipment within existing Play Area

- To supply and install, 1 wheelchair accessible roundabout to comply with the Equality Act 2010.
- To supply and install, 1 basket swing and frame to comply with the Equality Act 2010. and to supply and install, 1 swing set complete with cradle seat / flat seat.  
OR supply and install a 3 bay swing set to incorporate a swing basket, flat and cradle seat.

### New equipment to be sited immediately adjacent to the south-east of the existing play area

- To supply and install 1 x 30 metre zipwire.
- To supply and install a wooden climbing frame / net climbing structure with no sheltering areas.

### The tender price to also include

- Removal of existing swings and deteriorated rubber safety surfacing.
- Installation of new rubber safety surfacing for both new swings.
- Installation and possible extension of new rubber for the new wheelchair roundabout.
- All arisings to be cleared off site.
- Areas must be Heras fenced off during works.

### Safety surface:

- The use of rubber grass matting and wetpour is acceptable dependent on the siting of the play equipment.

## ADDITIONAL INFORMATION

All equipment will be subject to a RoSPA inspection, and this should be included as part of the quotation.

Your tender should be based on this document and include the following:

- Illustrated design
- A statement of how your design would meet user needs
- A clear breakdown of your fees and overall costings, stating any exclusions and inclusions
- Estimated build time

## BUDGET

Guideline budget is £40,000 excluding VAT.

## ANTICIPATED PROJECT DATES

This project is planned for completion in mid-2025.

## INSURANCE REQUIREMENTS

The appointed contractor must be willing to obtain the following levels of insurance:

- Employer's Liability Insurance: £5 million
- Public Liability Insurance: £5 million
- Professional Indemnity Insurance: £1 million (for each and every claim)

## EVALUATION CRITERIA

Quotations will be evaluated on price, play value and learning value as the main criteria as follows:

- Price: 40%
- Play and learning value: 40%
- Quality and sustainability value: 20%

## SUBMISSION OF TENDER

The tender deadline is 1pm on Monday 31 March 2025. Any tenders received after this time will not be considered.

Tenders will be reviewed and assessed with the final decision on a successful contractor being made by Full Council on 9 April 2025.

All quotations should be marked for the attention of Charles Porter, Operations Manager and sent by email to Linda Blake, Town Clerk, [lblake@malvern-tc.org.uk](mailto:lblake@malvern-tc.org.uk) or by post to Malvern Town Council, Community Hub, Victoria Park Road, Malvern, WR14 2JY

The Council reserves the right to carry out post-tender negotiations should this be felt to be beneficial. Please contact Charles Porter, Operations Manager at Malvern Town Council, 01684 566667 if you have any queries.

**This project has been delayed from 2024 and for those companies who submitted a tender in October / November, please let us know if you wish to keep your current tender or submit an updated one.**