



# **BROMYARD AND WINSLOW TOWN COUNCIL**

**Invitation to Tender  
Renovation of  
Bromyard Public Toilets,  
Bromyard,  
Herefordshire**

**August 2024**

## **BROMYARD & WINSLOW TOWN COUNCIL**

### ***Opportunity to tender for the renovation of The Public Toilets, Bromyard***

#### **Renovation of Public Toilets, Bromyard**

**August 2024**

Bromyard and Winslow Town Council is seeking qualified contractors to submit bids for the complete renovation of the existing public toilets in Tenbury Rd car park, Bromyard.

Interested parties are invited to submit their qualifications, relevant experience, and a detailed proposal outlining their approach to completing this renovation project. The successful contractor will be expected to work closely with Bromyard and Winslow Town Council and comply with all relevant building regulations and sustainability standards.

For more information or to obtain the full tender documents, please contact the Town Clerk at the address below, or via email.

**Completed submissions should be in writing marked Private & Confidential  
Addressed to  
The Town Clerk at The Council Offices, Old Vicarage**

**Application deadline: Monday 16th September 2024 at 12 noon**

Karen Mitchell  
Town Clerk

Bromyard & Winslow Town Council  
Council Offices  
The Old Vicarage  
1 Rowberry Street  
Bromyard  
HR7 4DU

Tel: (01885) 482825  
E-mail: [clerk@bromyardandwinslow-tc.gov.uk](mailto:clerk@bromyardandwinslow-tc.gov.uk)

**To make an appointment for an internal inspection of the toilet block, please  
contact the offices on 01885 482825**

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### *Encl*

- Existing & Proposed Plans
- Materials Guide
- External Door Requirements
- Plan of additional storage area – appendix D

## **BROMYARD & WINSLOW TOWN COUNCIL**

### **Renovation of Public Toilets, Tenbury Road Car Park, Bromyard**

Bromyard and Winslow Town Council is inviting tenders for the complete renovation of the Public Toilets located in the Tenbury Road car park, Bromyard. The scope of works includes the following:

#### **Summary of Works**

- Renovation of the existing toilet building to create new toilets consisting of separate ladies', men's and disabled toilets, and a cleaner's store.
- New drainage will be installed as the current drainage system beneath the toilets is unsuitable and cannot be reused.
- Removal and disposal of existing external doors, internal sanitary ware, and cubical partitions.
- Strip back wall and floor finishes, make good walls, and clean back to a flush surface.
- Removal and sealing up of the old drainage system and redundant pipework beneath and to the front of the existing toilet building.
- New drainage to be connected to existing Welsh Water drains at the rear of the building. Use 100mm drainage pipes from the WC surrounded in pea gravel. Wash hand basins to have 38/22mm waste pipes connected back to new soil and vent pipes or sub-stacks. 38mm waste outlet in floors to allow adequate drainage from cleaning, where indicated on the plan.
- Removal of existing ramp access and railings.
- Alteration of doorways to accommodate new layout – making good all brickwork surrounds of the doorways.
  - Render may be required – please provide a provisional sum for render to the façade of the building.
- Construction of new steps to access the newly created cleaning store, gents' and ladies' toilets, and a graduated slope to the newly created disabled WC
- Construction of new internal partitions using 100mm lightweight concrete blocks. – as per the proposed plans
- Installation of automatic sensor lights Arcchio Solomia or similar to all ceilings and installation of electric points for electrical goods.
- Supply and installation of new wall lining using Propclad Premium white panels, fitted in accordance with manufacturers' instructions. Joints to be filled flush.
- Supply and install new ceiling lining using Aquaclad white PVC clad panels and fitted following manufacturer instructions.
- Supply and installation of internal cubicles to Ladies' and Gent's Toilets.
- Supply and installation of new external doors with locks and hardware, kick plates, push plates, and a porthole. (**see External Doors Requirements attached**)
- Supply and installation of Velux sun tunnels VELUX TWR/TLR to bring in natural light.
- Supply and installation of all sanitaryware, grab rails, and electrical goods (as per materials guide).
- Provision of hot & cold water supply to all sinks.
- Electrical Installation to be per BS 7671 and Approved Document P of the Building Regulations (England & Wales).

- Supply and install fence and gates to the rear of the building (see additional plan appendix D) to create a fenced storage area.
- All waste is to be disposed of correctly and removed from the site.

### **Site conditions**

1. As residential housing is close to the site, work hours are restricted to the hours of 8 am to 6 pm Monday to Friday and 8am to 1pm on Saturdays. No work is to be carried out on Sundays or Bank Holidays. The contractor is to ensure that the occupier at the neighbouring property 21 Kirkham Gardens has a safe access route to their gate to enter their property.
2. It is expected that contractors will visit the site to satisfy themselves they have all the information required. Site visits can be arranged with either the Properties Officer or the Clerk.
3. The car park site is a public space and will remain open during the works. The site is adjacent to the Leisure Centre and the Conquest Theatre, which are in use every day. All pedestrian routes and footpaths must be kept clear of debris.
4. Sufficient site signage must be provided to ensure safe operation of the site.
5. The contractor must ensure that no damage is caused to any existing footways, paths and landscaped/grassed areas including existing trees. The contractor shall ensure that no damage is caused to the fixed appliance car parking meter and fixed signage.
6. The contractor shall ensure that accidental spillage or leakage of fuel or contaminants is prevented within the site. In the event of an accidental spillage, this must be contained, and the contamination minimised at the expense of the contractor.

### **CONDITIONS OF CONTRACT**

1. Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.
2. The Town Council shall not be obliged to accept the lowest or any tender. Tenders will be assessed on their quality and completeness in accordance with the requirements.
3. Contractors are strongly advised to visit the site to satisfy themselves that they have all the information required. By arrangement, either the Clerk or Properties Officer and a councillor can attend to discuss any questions the contractor may have.
4. It is expected that the contractor will provide a reasonable 'warranty' for the works subject to normal wear-and-tear.

5. The contractor agrees to work following the site requirements as stated in this agreement.
6. Contractors will be deemed to have inspected the sites concerned and allowed in the tender for all degrees of difficulty. No claim for extra payment will be entertained arising from the contractor's ignorance of the site conditions.
7. Insurance  
Minimum Amount of insurance - £5,000,000 for any one incident. Number of incidents unlimited. Contractors will be asked to submit their Third-Party Insurance for inspection before commencement of the work.
8. Financial Arrangements
  - i) Type of Tender - Fixed
  - ii) The Contractor shall not include any sum for V.A.T. Payment will be made of this tax according to the current rate for services at the time of execution of the work.
  - iii) Any variations to the specification deemed to be thought necessary by either the Contractor or the Town Council during the works, **to be agreed** by the council and contractor and confirmed in writing, once agreed these to be settled by payment on completion of works. (Terms see item 10.)
  - iv) In the event that the Contractor fails to carry out the work to the total satisfaction of the Council, that the Council may (by giving fourteen days' notice, in writing) cancel any agreement made between the Contractor and the Council and arrange for another Contractor to fulfil the terms of the specification and that any monies outstanding shall be used to defray any additional expenses which the Council may incur by reason of the default.
9. Defective Workmanship  
The Town Council reserves the right to withhold payment for defective work until it has been carried out to its representatives' satisfaction in accordance with the specification. Contractors must adhere to the Contracts and any deviation in any way will result in financial forfeit.
10. Payments  
Payments will be made within 30 days of receipt of an official invoice from the contractor under the terms of the bid.
11. Health and Safety  
The attention of Contractors is drawn to current legislation including the Health and Safety at Work etc. Act in place at the time the Contract is let with which they shall comply. In particular, the contractor shall at all times maintain safe and healthy working conditions at all sites and comply with the requirements of Codes of Practice which apply to the work being undertaken and ensure that all operatives comply with this clause.

**BROMYARD and WINSLOW TOWN COUNCIL**  
(copies to be submitted with the Form of Tender)

Contractors Insurance

Name of Contractor .....

Address .....

.....

.....

I certify that I hold the following Insurance Policies: -

1) Public Liability Policy No. ....

Renewal Date .....

Issued by .....

2) Employers Liability Policy No. ....

Renewal Date .....

Issued by .....

I enclose relevant copies of these certificates

Signed .....

On behalf of .....

Date .....

Please note that acceptance of this Certificate does not imply that this Council  
accepts, or has checked as adequate, your insurance details.

You are reminded that it is the responsibility of each Contractor to check their  
insurances satisfy the Town Council's requirements.

(Note that the Council's minimum requirement for public liability is an  
indemnity of £5,000,000).

**BROMYARD & WINSLOW TOWN COUNCIL**  
**FORM OF TENDER**

Renovations to Bromyard Public Toilets  
Tenbury Road Car Park  
Bromyard

To: Mrs Karen Mitchell – Town Clerk  
Private & Confidential  
The Old Vicarage  
Rowberry St  
Bromyard  
Herefordshire  
HR7 4DU

Dear Sirs

**Renovations to Bromyard Public Toilets, Tenbury Rd Car Park, Bromyard,  
Herefordshire**

**NAME OF CONTRACTOR**\_\_\_\_\_

Telephone Number\_\_\_\_\_

Email Contact\_\_\_\_\_

Having fully examined the specifications and drawings /we hereby Tender and  
undertake to execute and complete the works required for the sum of

**Option A)** incl Manually locking external doors

Total Tender for works.....(excl VAT)

**Option B)** incl Automatic timed locking external doors

Total Tender for works.....(excl VAT)

***Extra***

Additional provisional sum for the cost of rendering the façade if required

.....(excl VAT)

Approximate start date if successful

\_\_\_\_\_

\*Please attach your quotation



## BROMYARD & WINSLOW TOWN COUNCIL

### Evaluation Guidance

The Council will evaluate the tenders submitted against the criteria listed below.

The tender evaluation will allow the Council to primarily select the tender that represents the best value for money. The Council shall not be bound to accept the lowest-priced tender.

Tenders submitted without all the information required for the evaluation criteria will be considered incomplete and may therefore be rejected.

The Council may reject your tender if it contains caveats, conditions, or any other statement or assumption qualifying the tender response, meaning that, in the reasonable opinion of the Council, the tender response is not capable of evaluation following the published evaluation criteria, or requires changes to any documents issued by the Council in any way.

The Council will consider submissions based on a combination of quality, cost, and value for money.

<b>Pass/Fail Criteria</b>	
Response received on time – received in the office by the closing date	Pass/Fail
Insurance Levels Acceptable – copy of insurance provided and in-date	Pass/Fail
<b>Scoring Criteria</b>	
<b>General expertise and performance</b> Experience of similar projects – examples provided Efficiency and effectiveness of operations – H & S/Quality Standards/Accreditation Written quotation of how work is to be carried out	<b>60%</b>
<b>Value for money</b> A score will be given for the tender price submitted	<b>40%</b>

<b>Score</b>	<b>Criteria</b>	<b>Tender Requirements</b>
0	Unsatisfactory	Not addressed or no information provided
1	Poor	Major deficiencies in the requested information and only minimally addresses the requirements
2	Partial	Partially satisfies the requirements
4	Satisfactory	Mostly satisfies the requirements
7	Good	Completely satisfies the requirements
10	Excellent	Exceeds the requirements