



Invitation to tender for refurbishment of Granwood sports flooring

SITE LOCATION FOR REFURBISHMENT

1. Gang Warily Recreation Centre

Deadline for receipt of tender: 10:00 hours on 27 February 2025



LANDOWNER AND CLIENT: Fawley Parish Council

GENERAL REQUIREMENTS

Fawley Parish Council is looking to refurbish the existing Granwood floor in the main sports hall at Gang Warily Recreation Centre, including the application of new court markings.

Experienced sports flooring installers are invited to tender for the contract, with their recommendations for the most cost-effective approach to improve the appearance, performance, and durability of the existing floor.

It is anticipated that work will be carried out starting March/April 2025

Please refer to the 'site information' section of this tender for the background information to the site.

All prices should be itemised individually and be net, excluding VAT

A timescale for commencing this project will be agreed between Fawley Parish Council and the chosen Contractor.

PROJECT INFORMATION

Name of project: Gang Warily Sports Hall Flooring

Project budget: £20,000 - £30,000

Location: Gang Warily Recreation Centre, Newlands Road, Fawley, Hampshire SO45 1GA.

Responsible Officer: Joshua Bond, Assistant Clerk (Sports & Services)

IMPORTANT: A site visit is recommended to assess access the current state of the flooring, as well as gain detailed measurements. Site visits should be booked with the responsible officer.

1. TENDER PROCESS

1.1 Fawley Parish Council wishes to employ a Principal Contractor to carry out the refurbishment of the main sports hall floor at Gang Warily Recreation Centre.

1.2 Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided with this document.

1.3 Tenders should be returned in a sealed envelope - bearing no company identification and marked **TENDER FOR GANG WARILY SPORTS HALL FLOORING** to:

**Finance Officer
Gang Warily Recreation Centre,**

**Newlands Road, Fawley,
Hampshire, SO45 1GA**

Alternatively, tenders can be emailed to **danni.alexander@fawley-pc.gov.uk** ensuring no company identification and must be marked TENDER FOR GANG WARILY SPORTS HALL FLOORING. Failure to adhere to any of the above may result in your tender being disqualified from the process.

The following documents should be submitted with the Tender:

- Quotation Breakdown form
- Details of your Proposed Solution
- A copy of your certificate of Public Liability Insurance
- A copy of your company's Health and Safety Policy

The Council would also welcome references from recent projects undertaken

1.4 Fawley Parish Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender.

1.5 Tenderers should liaise with the Responsible Officer during the tender period regarding any queries or concerns on the content of this specification. Any questions about the project are to be sent to the Assistant Clerk by 12:00 hours on 20 February 2025, any responses after this will not be responded to. All questions asked will be shared to all interested parties via the council's website.

1.6 Sustainability

Priority will be given to Contractors who can demonstrate low impact on the environment and must submit an Environmental Statement and outline how they and their suppliers are minimising environmental impact including:

- Sourcing materials
- Manufacture
- Packaging
- Transport
- Disposal and product end of life options

Priority will be given to sustainable and easy/affordable maintenance.

Contractors and any companies involved in the refurbishment of the flooring must comply with the Modern Slavery Act 2015, wherever it applies.

2. PROJECT AIMS

2.1 To refurbish the existing Granwood floor to provide improved performance, appearance, and durability.

2.2 To install updated court markings for the following sports:

Badminton

Basketball

Netball

Hockey Ds

Volleyball (as optional extra)

Five-a-side (as optional extra)

Cricket (as optional extra)

3. SITE INFORMATION

3.1 The Contractor should visit the site at their own expense to satisfy themselves as to the conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.

4. DESIGN BRIEF

4.1 The design brief has been determined by the Parish Council

4.2 The existing floor is a traditionally laid Granwood composite block floor system with a Maplewood finish and measuring approximately 496 square metres.

4.3 The contractor must provide a solution that will refurbish (Not replace) the existing Granwood floor to improve performance, appearance, and durability for multi-use sport. If the proposed solution would cover the existing floor then any colours/finish must be agreed with the Council prior to installation.

4.4 The contractor must specify any preparation work required and a clear timeframe for the refurbishment process.

4.5 The contractor must confirm and install the required line markings as listed under Project Aims, with colours to be agreed with the Council prior to installation.

4.6 The flooring must have a matt finish and meet BS7044 and European DIN 14909 Standards for the safe undertaking of sporting activity. The finish must be durable enough to cater to high wearing sports such as Roller Derby.

4.7 The contractor must provide and install new skirting for the perimeter of the hall

4.8 The site must be left in a clean and tidy condition with all waste appropriately disposed off.

5. SITE MANAGEMENT DURING INSTALLATION

5.1 A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.

5.2 The area must be kept secure during construction and until completion.

5.3 The Contractor will note that there are welfare toilet and shower facilities available within the Recreation Centre.

5.4 All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e., M o T. Tax etc. The Contractor shall ensure that any construction noise does not cause unnecessary nuisance to the adjacent offices and bar.

5.5 Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance

5.6 The Contractor will need to supply the Parish Council with a copy of their site Risk Assessment, Method Statement, and a copy of their public liability insurance at least 14 working days before the start of the project.

5.7 The Contractor shall advise the Parish Council immediately of any deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.

5.8 The Contractor shall take all precautions as are necessary to protect the health and safety of all persons employed by them, and shall comply with all the requirements of any Acts, Regulations, orders, or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons.

5.9 The Contractor shall allow the Parish Council representatives such access as may be required in relation to this project.

6. MAINTENANCE AND AFTERCARE

6.1 A full schedule of maintenance requirements is to be provided once the flooring is completed. This should include a breakdown of items, specifications, and maintenance requirements to assist with the future site management, inspections, and maintenance.

6.2 Please provide details of your own and manufacturer guarantees and warranties on surface and installation works with the Tender.

6.3 The works will be subject to a Post-Installation Inspection (PII) before the project is signed off. The Contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost.

7. LIMITATION OF WORKING HOURS

7.1 Works are permitted to be carried out during normal working hours, 8.30am – 5pm Monday to Friday. Out of hours work may be permitted by the Parish Council, upon written request and will be subject to the nature of works. Noisy works will generally not be permitted in the evenings.

7.2 Site working hours to be agreed with the Parish Council.

8. PRICING AND PAYMENT

8.1 The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

8.2 On completion of the work, including the satisfactory completion of any remedial work identified in the Post-Installation Inspection, the Contractor should issue an invoice to the Council via email, and payment will be made in full within 14 days of the invoice being received.

8.3 If the contractor wishes to receive payment following completion of the work, but before the Post-Installation Inspection takes place, then the Council reserve the right to withhold 5% of the total project cost until the inspection has taken place, and any remedial work has been satisfactorily completed.

9 TIMETABLE FOR PROJECT

Tender Submission Closing Date: 10:00 hours on 27 February 2025

Publish tender using Contract Finder and by email notification to previously utilised companies: 30 January 2025

Publish tender on Parish Council Website: 30 January 2025

Deadline for questions on the project to the Parish Council: 12:00 hours on 20 February 2025

Question responses distributed to all parties throughout process

Full Evaluation of anonymous tenders to select shortlist of preferred designs as per evaluation criteria: 27 February 2025

Meeting to select preferred supplier: 28 February 2025

Contractor to be notified following Committee/Council decision.

10. EVALUATION CRITERIA

To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

Scoring system

Performance 30%

Durability 30%

Appearance 20%

Cost (Within Budget) 20%

A standard 0–5-point scoring system will be used and is detailed below:

0 Unacceptable: Non-compliant / deficient for the criteria used

1 Poor: Limited response which is lacking sufficient detail or is inaccurate

2 Below expectations: Minimal achievement of requirements with weaknesses or omissions

3 Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)

4 Good: Comprehensive response, detailed and relevant with no inconsistencies

5 Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$2/5 \times 50 = 20\%$ for that section

Each section will then be added together for an overall mark out of 100%.

11. PROCUREMENT PROCESS

The procurement process will be conducted and in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent, and proportionate based on the type of project, and to ultimately select the most economically advantageous tender that delivers the aims of the project.

The tender process will be by Open Tender.

All questions and requests for clarification should be by email and will, subject to there being a confidentiality issue, which cannot be resolved, be posted to a dedicated page on the Parish Council's website for all potential bidders to see.

12. EVALUATION AND AWARD CRITERIA

Appendix 19

All Tenderers shall provide all the information requested in the tender pack in order that it be included in the process.

To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly reference to specific evaluation criteria.

The Parish Council will collate its findings and make the final selection of the preferred Contractor.

The Parish Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

Quotation Breakdown - To be included with your Tender

Preliminaries £

Cost of Refurbishing Floor £

Cost of Line Marking £

Cost of New Skirting £

Reinstatement Works £

Contingencies £

Project Total: £