

General Considerations for a conversion at the Town Council Building Champions Manor Hall January 2025

Introduction

- 1.1 The Town Council building is in South Woodham Ferrers in the Chelmsford City Council district. The Town Council operates several facilities including hall hire, recreation ground/open spaces, bowling green, allotments and a Garden of Remembrance. It is the overall objective of the Town Council to maintain the facilities under its control to the highest possible standard. It is to be recognised that the facilities are public spaces.
- 1.2 The Council is seeking to enter into a contract for the supply and installation of an existing extension to Champions Manor Hall.
- 1.3 Tenderers should be aware that, particularly in view of the financial pressures currently being faced by Central and Local Government, the Town Council places considerable importance on the financial aspects of this project. There is an expectation within the Town Council that significant savings will be achieved through the Public Realm competitive tendering programme.
- 1.4 This Invitation to Tender sets out how your organisation can tender for the changes to the existing storage area for community use.
- 1.5 The tenderer must demonstrate that they can provide a comprehensive service for the benefit of the town.
- 1.6 The standard of facilities within the South Woodham town plays an important part in maintaining the visual and economic wellbeing of the area. The tenderer shall ensure that the highest standards of service delivery are provided. Presenting a positive image is seen as an important aspect in helping maintain the visual wellbeing and local economy.
- 1.7 The Town Council will appoint an Authorised Officer (The Clerk) for the purpose of the management of this Contract. The Council reserves the right to change the Authorised Officer at any time. The Authorised Officer may delegate duties to the Environment Officer.
- 1.8 For the avoidance of doubt, no individual member (Councillor) of the Town Council or hirer/community group is authorised to instruct the Contractor in relation to this contract.
- 1.9 The tenderer shall be expected to have familiarised itself with the Town Council Hall. **A site visit will be required.** In doing so it shall be deemed to have assessed any problems likely to be encountered in accessing the facility, e.g., parking or other obstructions such as gates and ramps etc. No payments will be made in respect of additional cost incurred by the Contractor in coping with any obstruction or access problems.

1.10 All work detailed in the specification shall be deemed to be included in the fixed Contract Price for Programmed Work unless specific reference is made in the tender submitted.

1.11 Tender Timetable

The key dates in the tender timetable are set out below. However, please note that these dates may be subject to changes due to unforeseen circumstances beyond the control of the Town Council.

Deadline for questions regarding the tender	31st January 2025
Tender Submission Deadline	17th February 2025
Awarded Contract Decision by	30 th March 2025
Mandatory Standstill Period ends	16 th April 2025
Anticipated Contract Commencement Date	May/ June 2025

The Service and Works

2.1 The service and works required are outlined in the specification. The tenderer must provide details of how each service will be delivered and the level of quality standards that will be provided.

2.2 The tenderer is requested to submit a quotation for providing all the services, together with an individual breakdown for each of these elements.

2.3 The tenderer must supply.

- 1) Details of up to five clients within the last three years that can be asked for references, to include preferably at least two from the public sector, preferably local government. The public sector/local government references are desirable but not essential.
- 2) Evidence of valid insurance cover, including Public Liability Insurance and Employers Liability Insurance, both with a suitable value of cover
- 3) A copy of a Health & Safety Policy and Procedures together with risk assessments and method statements to ensure workplace health and safety practices are identified and associated risks eliminated or controlled.
- 4) A copy of an Equality and Diversity Policy and Procedures together with risk assessments to ensure workplace discrimination practices are identified and associated risks eliminated or controlled.
- 5) An Ethical Trading Policy and Environmental policy is required.
- 6) A method statement to evidence the way in which the service will be provided.
- 7) Details of the staff who will be carrying out the work, with a record of their relevant qualifications and a copy of a training plan to ensure that they are up to date with relevant legislation.

Performance Monitoring

3.1 The service will be provided in accordance with the specification for the contract, supplied separately and also in accordance with the terms and conditions, a copy of the Conditions of Contract for the Council is attached.

Public Relations

4.1 The Service Provider shall be polite, approachable and helpful whilst working for the Town Council. If the Service Provider is unable to help a member of the public with a particular enquiry, they must be referred to the Town Clerk.

If a member of the public wishes to make a complaint about the Service provider or the work in progress, the Service Provider shall refer the person(s) to the Town Clerk.

Tender Evaluation Process

4.1 All tenders will be subject to a tender evaluation process to objectively compare each bid against a scoring matrix consisting of criteria as set out below.

The tenderer must provide a quotation and the supporting documentation as outlined in 2.3.1 to 2.3.7 above and in the Conditions of Contract.

Item Number	Evaluation Criteria	Points	Score
1	Cost of Service. The highest number of points will be awarded to the bid which represents the best value for money.	80	
2	Adequate documentation submitted	10	
3	Proven track record in providing similar services	10	
TOTAL		100	

N.B. Please note best value does not necessarily mean the lowest price bid but cost balance against quality.

4.2 The Council reserves the right not to accept the lowest or any tender submitted.

4.3 The Council reserves the right to undertake further discussions with any Contractor in order to clarify the details of the submissions.

Response Requirements

5.1 Any questions regarding the tender should be submitted via e-mail to the Town Clerk, Karen Atkins katkins@southwoodhamferrersc.gov.uk

5.2 All information sought by any tenderer will be circulated to all tenderers unless the question is specific to a particular contract.

5.3 Failure to provide all the information requested may result in your tender not being considered.

Only hard copies of the paperwork will be accepted and returned to the office in a plain sealed envelope marked with "CMH Conversion Tender" and addressed to the Town Clerk, Mrs Karen Atkins. All tenders must be received no later than 15th February 2025.

The address to send the tenders to is:

Attn The Town Clerk
South Woodham Ferrers Town Council
Champions Manor Hall
94-104 Hullbridge Road
South Woodham Ferrers
Chelmsford
CM3 5LJ