Padbury Parish Council

Invitation to tender

Refurbishment and extension of Springfields pavilion

To be submitted no later than Friday 30 June 2023 (4pm)

Late submissions will be disregarded.

General Enquiries
Parish Clerk
07961 827302
padburyparishcouncil@gmail.com

RESPONSIBLE PARTIES

The Council

Padbury Parish Council

Contract Administrator

Parish Clerk, Padbury Parish Council

This invitation to tender consists of this document which includes:

- **Plans**
- **Specifications**

and as separate documents:

- **Building contract**
- **Form of contract**
- **Tender evaluation document**
- **Certificate of bona fide tender**

A complete project timetable is given in section 4.
Please note the request to submit a notification of intent to tender as referred to in section 7.2.
A site visit is recommended. This will enable tenderers to view the existing pavilion and its situation.
Appointments must be made in advance with the Parish Clerk on 07961 827302.

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General Requirements

1.1 Overview

Springfields sports field is used for a variety of recreational purposes and sports such as football. The aim of the work is to update and extend the current pavilion to encourage greater community use. Padbury Parish Council (the Council) is seeking a suitably qualified contractor or contactors (the Contractor) to refurbish the Springfields pavilion including the construction of an extension to the existing building.

This invitation to tender sets out the requirements, the tender process and the commercial terms on which the Council proposes to contract in due course with the successful tenderer.

All costs, expenses and liabilities incurred by the tenderer in connection with the preparation and submission of the tender will be borne by the tenderer.

The tenderer shall have no claim whatsoever against the Council in respect of such costs and in particular (but without limitation) the Council shall not make any payments to the successful tenderer or any other tenderer save as expressly provided for in the Contract and (save to the extent set out in the tender documents) no compensation or remuneration shall otherwise be payable by the Council to the successful tenderer or any other tenderer in respect of the requirement by reason of the scope of the requirement being different from that envisaged by the successful Tenderer or otherwise, including without limitation any costs incurred by any Tenderer in the event this tender process is aborted.

To ensure that the Council will be able to carry out a proper comparison of tenders, no unauthorised alterations shall be permitted to the Tender Documents. Tenders that contain unauthorised alterations or qualifications may be rejected.

The Council is not bound to accept any tender or make any award from this Invitation to Tender. The contract will be awarded on the basis of the Tender Evaluation Criteria and subject the Council's funding approval. Also, as some of the funding is held by Buckinghamshire Council its approval may be needed.

The tenderer may write to the Council requesting any information or raising any query in connection with the Tender Documents. Where appropriate, any such questions will be circulated to all other potential contractors. The Council reserves the right to seek clarification of any matters arising from the Tenderer's submission. The Council reserves the right to make amendments to the text of the Tender Documents during the quoting process and notify tenderer s of any such amendments.

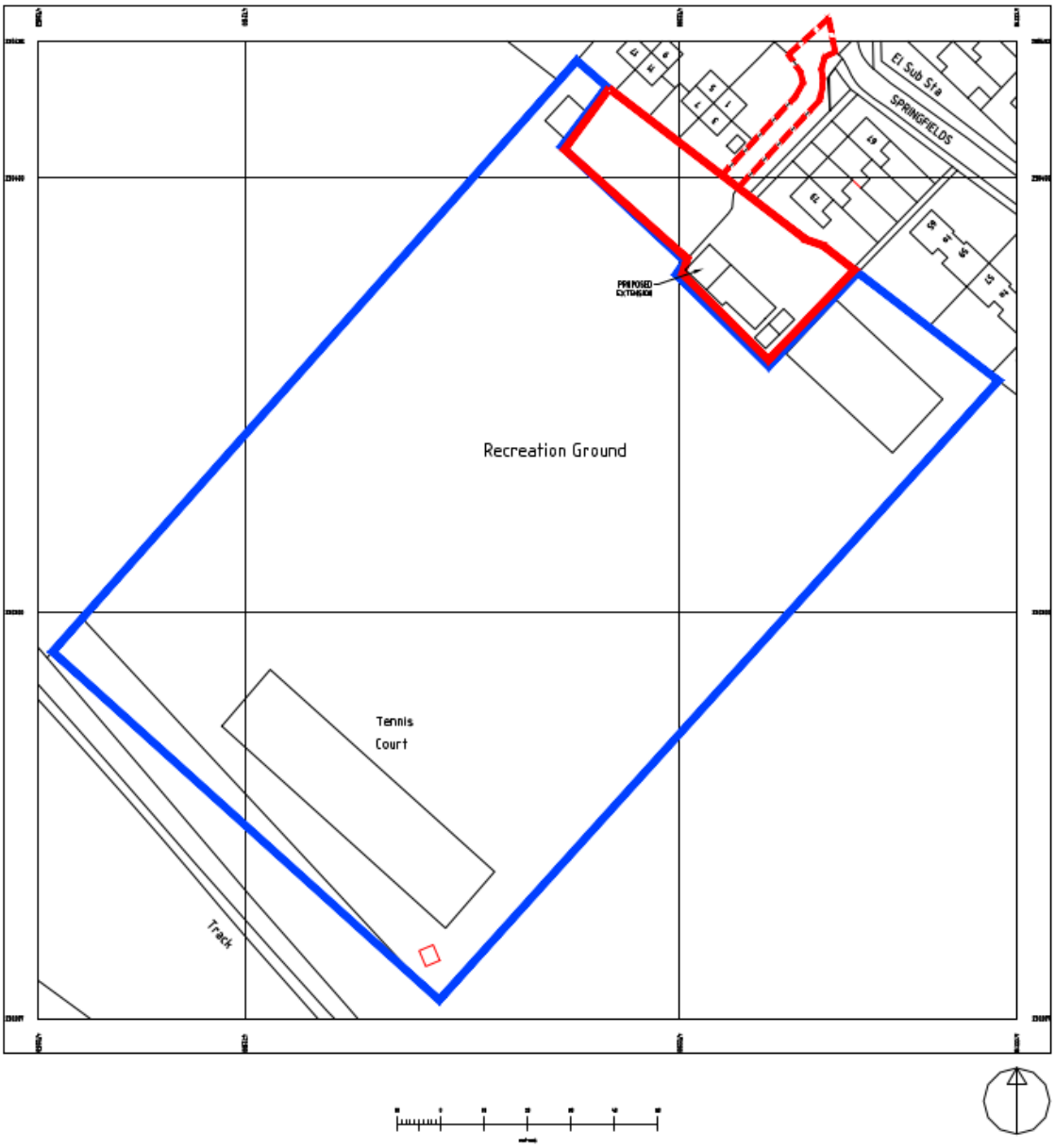
Please note this is not an order. If your tender is accepted, a formal contract (as included with this invitation to tender) will be issued. Tenderers should note the Council will publish the awarded contract value and the name of the successful tenderer.

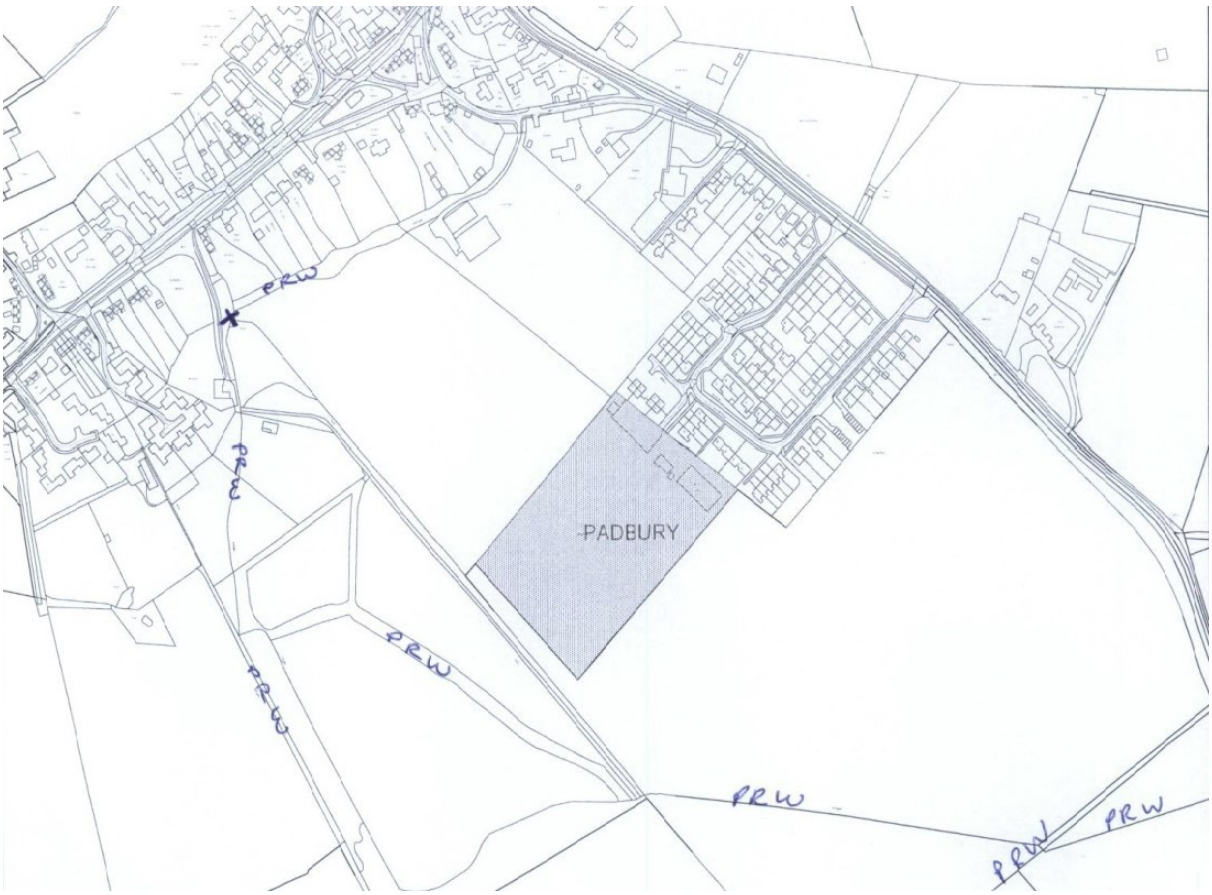
The tender is set out as a series of lots and a separate price is required for each lot, see section 3.

1.2 Location of site

Padbury Pavilion is located at the rear of Springfields estate, MK18 2AT.

The property is a single storey, detached, sports pavilion of traditional construction with a cricket scoring hut next to it.





1.3 Budget and costings

- The Council has set aside a maximum budget of £140,000.00 (ex VAT) for the entire project. Submissions may utilise the full allocated budget but not exceed it.
- Following the receipt of tenders and a preferred contractor being awarded the project any changes made to the final budget as variations or revisions will fall within the permissible range. (Regulation 72 Public Procurement Regulations 2015)
- All pricing should be exclusive of VAT but indicate if VAT is to be chargeable and in GBP (£).
- Pricing to be valid for 180 days from the due date of the response.
- Prices will be fixed and firm for the duration of the contract.

1.4 Non-Consideration of a Tender Response

The Council has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the contractors that have decided to participate.

The Council may refuse a tender response if there has been any attempt to vary or alter the details within the document or the tenderer is not able to provide all the information requested by the Council to make a full evaluation.

Any offence or inappropriate actions by a tenderer, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than “appropriate” contact made to the individuals named within this document for the purposes of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process.

2. Contract Conditions

2.1 Works and Standards

The work is for the refurbishment of the existing pavilion, with the addition of an extension and replacement of the heating system with an air source air to air system and an extension to the car park. Further particulars of the work are given below. All work is required to meet the desired brief and where appropriate conform to the relevant British Standards.

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship is substandard, unsafe or require replacement or repair, this will be completed at the cost of the contractor.

The contractor must follow the Construction (Design and Management) Regulations 2015 and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

The contractor must give an estimate of the number of person days required to complete the works. This is required to determine if the Health & Safety Executive needs to be notified of the works.

2.2 Purchase Order and Contract Agreement

The successful contractor will enter into an agreement by way of a Purchase Order with the Council. In addition, a binding contract, as included with this invitation to tender, with agreed terms and conditions will be provided for both the Council and the Contractor to jointly authorise, the agreement will not be final until both parties have signed this contract.

The contract will refer to all documents received, and communications during the tender process which form the total understanding and obligations of what has been agreed the Contractor will supply the Council.

2.3 Insurance

The successful contractor(s) must be able to provide evidence of:

- Public Liability Insurance of no less than: £10 Million
- Product Liability Insurance of no less than: £5 Million
- Employers Liability Insurance of no less than: £5 Million

The Council may agree different amounts of insurance with the Contractor.

2.4 Health and safety

The Council requires that all contractors, their employees and sub-contractors (where applicable) shall, whilst working for the Council, conform with all requirements of the Health and Safety at Work Act 1974 and with all other Health and Safety Legislation that relate generally or specifically, to their trade, business or undertaking.

2.5 Contractor Documentation

The selected contractor(s) will commit to periodic meetings on site during construction with representatives of the Council until work is completed and handed over. The timing of these site visits to be agreed before work commences but to be varied as appropriate.

The Contractor will provide in advance of any construction the following:

- A Programme of Works with a commencement and completion date
- A Risk Assessment and Method Statement
- A schedule of contacts that are available to remedy any issues that arise during construction

3. Scope of Works

3.1 Objectives for pavilion

Springfields sports field is used for a variety of recreational purposes and sports such as football. The aim of the work is to update and extend the current pavilion facility to encourage greater community use.

The work comprises the following parts:

1. Build an extension to the existing building on the space between the existing building and the existing car park.
2. Create one large function area by removing the wall between the existing building and the extension.
3. Convert the existing toilet/changing room area into a wheelchair accessible toilet & one other toilet. Build a lobby in front of the toilet doors.
4. Remove one of the external toilets and refurbish the other.
5. In the space vacated by one of the external toilets fit an air source 'air to air' heating system & hot water tank for the showers. Make associated changes to existing plumbing/electrical installations.
6. Convert the cricket scoreboard hut into a referee's changing room, with shower, toilet and sink with associated plumbing and electrical installations.
7. Replace any window that is not UPVC double glazed.
8. Fit loft insulation.
9. Replace all fascias & soffits of both buildings.
10. Fit eave trays along front & back of each building.
11. Build a car park to the rear of the pavilion.

The tender is divided into a series of lots to enable the Parish Council to match funding with the cost of each lot. Tenderers should therefore price each lot separately.

The lots are:

Lot 1	Pavilion refurbishment
Lot 2	Cricket scoreboard hut conversion to referee's changing room
Lot 3	Pavilion extension
Lot 4	Space heating and hot water
Lot 5	Car park extension

A planning application (ref 22/04192/APP) for the work was approved on 13 March 2023.

3.2 Plans and specifications

Plans and specifications for the work are set out in the appendices and consist of the following:

Appendix 1	Plan – existing site
Appendix 2	Plan – existing building
Appendix 3	Plan – proposed building
Appendix 4	Plan – proposed site
Appendix 5	Plan – ceiling design
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Lots should not necessarily be read as separate work sequences. The contractor will have to programme the work to achieve the items listed in an efficient manner, which may need consideration of all the work lots.

4. Timetable for Project

Below is the table set out for the project which tenderers will need to confirm they can achieve to ensure the completion deadline is met.

Action:	**Date:**
Tender release date:	Friday 28 April 2023
Site meeting for interested contractors (max 2 people from each contractor):	Week commencing Monday 22 May 2023
Notification of your intention to provide a response:	Friday 9 June 2023
Tender submissions deadline:	Friday 30 June 2023 (4pm)
Decision on preferred contractor:	Friday 4 August 2023
Works to Begin:	Friday 15 September 2023
Works to complete:	Friday 8 December 2023

5. Tender evaluation

Tenders will be evaluated in accordance with the criteria set out in the document 'Tender evaluation criteria'.

6. Procurement Process

The procurement process will be conducted with the objective to be fair, transparent, and proportionate and to select the most economically advantageous tender.

7. Site Meeting with Interested Parties

There will be an opportunity for a site meeting to give contractors the opportunity to meet with the Council and to clarify any questions and to ascertain all relevant conditions and means of access and to thoroughly acquaint themselves with the extent and nature of the proposed works and they will be deemed to have done so prior to submitting their tender. Contractors are welcome to visit the site at their own convenience without penalty so long as the information gathered will ensure a robust response.

7.1 Questions and Clarification

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders. Questions should be emailed to the contract administrator, not by phone or in person other than at the site meeting.

Suppliers are forbidden to approach any person/s outside of the named person within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

7.2 Notice of Intent to Bid

Suppliers should email the contract administrator with a confirmation of your intent to provide a submission by the due date no later than the date provided in Section 4. Only one submission will be accepted.

If notification of your intent to provide a submission is not sent, or you do not attend a site meeting, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

7.3 Short listing of preferred submissions

The Council has the right to short list the submissions for further review and analysis. This may include (but not limited to) conducting:

- ➢ Supplier Presentations
- ➢ Reference Checks
- ➢ Public Consultations or Engagement

Short listing may be used if in the evaluation scoring is equal (highest) for two or more suppliers to warrant further discussions or if the Council otherwise wishes to.

7.4 Revisions and Negotiation

If required, the Council will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed “substantial” changes to the original invitation to tender.

7.5 Decision and Award of Contract

The Council will be responsible for making the final decision based on the scoring criteria set out in the tender evaluation criteria document. All parties who submit a formal tender response will be notified of the outcome. A contract (as included with this invitation to tender) will be provided setting out any specific terms and conditions to be signed by both the Council and the Contractor.

The Council will not enter dialogue with unsuccessful tenderers. Whilst best value is key, we reserve the right not to procure based purely on the cheapest option offered.

7.6 Tenderer Responses

The submissions from a tenderer will not be disclosed to other parties and should not be requested by others. The preferred contractor will be advised when the contract is awarded.

8. Rejection of tender

The Council in its absolute discretion may reject a tender if:

1. the prices submitted are too high to be affordable;
2. the prices submitted are too low to be credible, but only after the Tenderer has been given the opportunity to provide an explanation of the tender or part of the tender which the Council believes to be too low, and where the Council does not accept the explanation;
3. all or part of the Tender Documents are reproduced for submission in a different format from that provided by the Council;
4. the Tender is qualified;
5. the Tenderer makes or attempts to make any variation or alteration to the terms of the Invitation to Tender and associated documents;
6. if the Tenderer discloses to any third party prices shown in its Tender except where such disclosure is made in confidence in order to obtain tenders necessary for the purposes of financing or insurance;
7. if the Tenderer enters into any agreement with any other person that such other person shall refrain from submitting a Tender or shall limit or restrict the prices to be shown by any other Tenderer in its Tender
8. if the Tenderer fixes prices in its Tender in accordance with any arrangement with any person or by reference to any other Tender
9. if the Tenderer offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tenderer or any other person's proposed Tender any act or omission;

10. if the Tenderer in connection with the award of the Contract commits an offence under the Bribery Act 2010 or an offence under Section 117(2) of the Local Government Act 1972
11. if the Tenderer has directly or indirectly canvassed any member or official of the Council concerning award of the Contract or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Tenderer or Tender submitted by any other Tenderer ;
12. if the Tenderer has done anything improper to influence the Council during the Tender period;
13. if the Tenderer has failed to return any of the required documents identified in this Invitation to tender;
14. if the Tenderer has failed to declare any conflict of interest or any circumstances that could give rise to a conflict of interest.
15. For the avoidance of doubt any non-acceptance or rejection in accordance with this paragraph above shall be without prejudice to any other civil remedies available to the Council or any criminal liability that such conduct by a Tenderer may attract.

9. Named Contact for Project

All contact should be with the parish clerk:

Contact: Parish clerk

Mobile: 07961 827302

Email: padburyparishcouncil@gmail.com

10. Supplier Submission Checklist and Instructions

The following documents and information must be completed and returned to the Council as part of the Tenderer's submission:

1.	The tender submission.
2.	The quotation outlining costs associated with each lot. Any changes to the lot specifications must be clearly highlighted. .
3.	Completed tender evaluation document
4.	Signed certificate of bona fide tender
5.	An estimate of the number of 'person days' required to complete the works.
6.	Details of insurances held
7.	Any designs and drawings
8.	Any health and safety plans.
9.	Signed Form of Contract
10.	Any emails or communications from the Contractor during the tender process including revisions to the original submission.

Hard copies of the Tenderer's submission to be posted to:

PADBURY PARISH COUNCIL
c/o Clerk to the Parish Council
8 Arnolds Close
Padbury, Buckinghamshire
MK18 2BG

Please note - Tenders are NOT to be hand delivered by representatives of the contractor bidding, and are to be sent in a plain envelope marked only with:

'Tender – Padbury Pavilion Project' and sent to arrive no later than:

4:00pm, Friday 30 June 2023 .

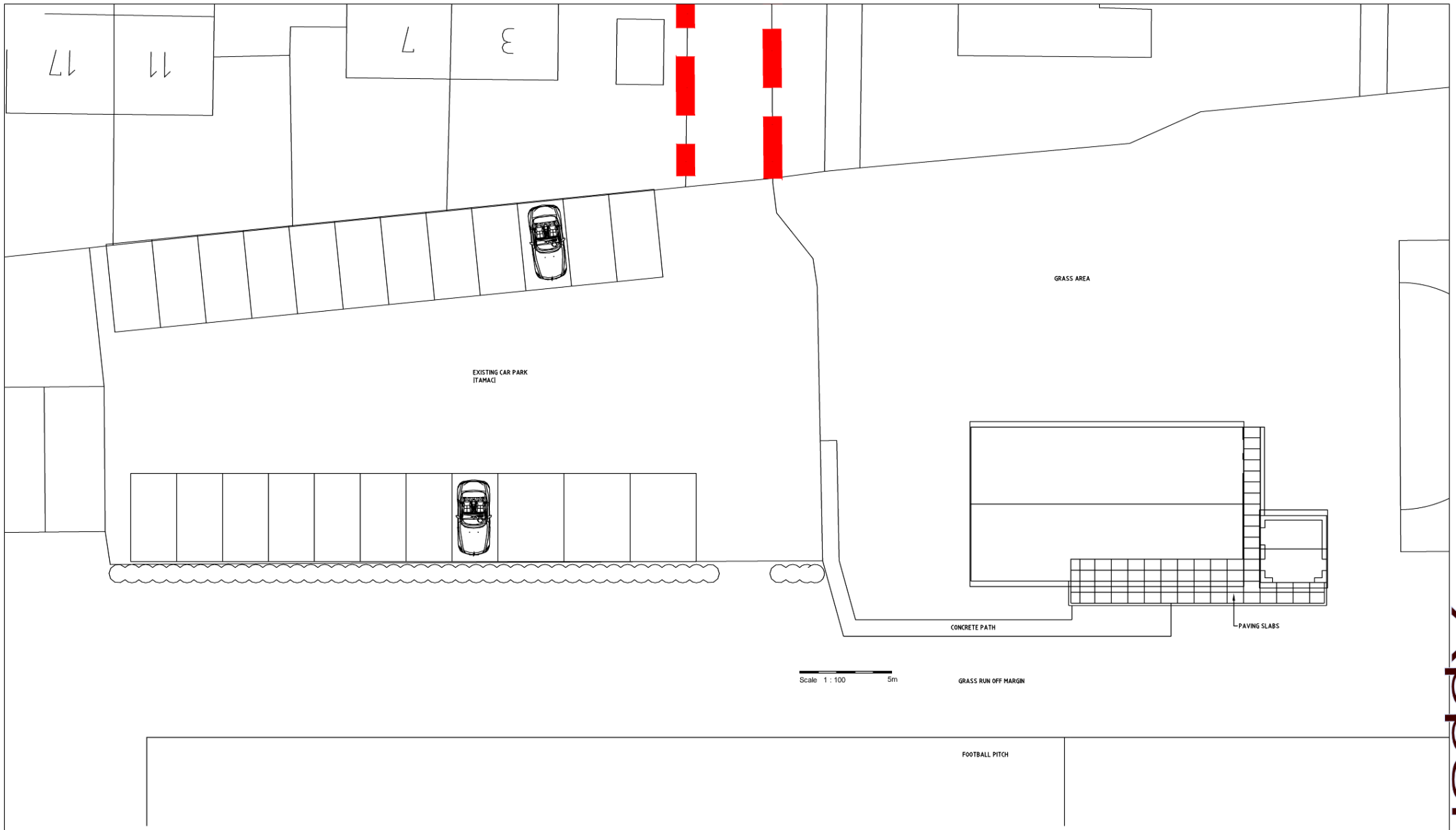
Padbury Parish Council

Invitation to tender

Refurbishment and extension of Springfields pavilion

Appendices – plans

Appendix 1	Plan – existing site
Appendix 2	Plan – existing building
Appendix 3	Plan – proposed building
Appendix 4	Plan – proposed site
Appendix 5	Plan – ceiling design



Appendix 1

NOTES:

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CONTRACTORS RESPONSIBILITY:

IF ONE CONTRACTOR IS TO BE USED HE WILL BE RESPONSIBLE FOR THE HEALTH AND SAFETY FOR THE PROJECT AND WILL BE APPOINTED AS THE PRINCIPAL CONTRACTOR. THIS PROJECT IS SUBJECT TO THE CONSTRUCTION DESIGN AND MANAGEMENT REGULATIONS 2015.

ALL WORKS HAVE BEEN DESIGNED FOLLOWING INITIAL SITE APPRAISAL BUT PRIOR TO OPENING UP / INVESTIGATION WORKS BEING UNDERTAKEN. IT IS THE CONTRACTORS RESPONSIBILITY TO CARRY OUT SUCH OPENING UP WORKS PRIOR TO CONSTRUCTION PHASE.
ANY DISCREPANCIES SHOULD BE REPORTED TO THE ENGINEER IMMEDIATELY.

TEMPORARY WORKS DURING DEMOLITION / ERECTION PERIOD IS THE RESPONSIBILITY OF THE CONTRACTOR. THE CONTRACTOR SHOULD ENSURE ALL PARTS OF THE STRUCTURE IS ADEQUATELY STABILISED VIA PROPPING AND NEEDLES PRIOR TO THE COMMENCEMENT OF THE WORKS. CONSULT OTHER ENGINEERS OR ARCHITECTS DRAWINGS OR NOTES FOR ANY EXTRAORDINARY TEMPORARY WORKS INSTRUCTIONS. ANY TEMPORARY WORKS PROPOSALS SHOULD BE SUBMITTED TO AB DESIGN FOR APPROVAL PRIOR TO DEMOLITION/PROPPING ETC.

IT IS THE CONTRACTORS RESPONSIBILITY TO OBTAIN ACCURATE ON SITE DIMENSIONS OF THE EXISTING STRUCTURE PRIOR TO ORDERING / PURCHASING ANY MATERIALS INCLUDING STRUCTURAL STEELWORK.

CLIENTS RESPONSIBILITY:

CDM 2015:

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015
(CDM 2015) PLACES RESPONSIBILITIES ON A DOMESTIC CLIENT.

IT IS THE CLIENTS RESPONSIBILITY TO ENSURE THESE RESPONSIBILITIES ARE PASSED ONTO THE CONTRACTOR, WHO MUST TAKE ON THE LEGAL DUTIES OF THE CLIENT IN ADDITION TO THEIR OWN AS CONTRACTOR.

IF MORE THAN ONE CONTRACTOR IS TO BE USED THESE RESPONSIBILITIES CAN BE PASSED TO THE PRINCIPAL DESIGNER. HOWEVER, THE PRE-CONSTRUCTION PHASE DESIGNER WOULD NEED TO BE INFORMED AS A WRITTEN AGREEMENT CAN BE ENTERED INTO BETWEEN THE CLIENT AND PRINCIPAL DESIGNER.

BUILDING REGULATIONS:

ALL STRUCTURAL WORK IS SUBJECT TO BUILDING REGULATIONS APPROVAL TO ENSURE WORK IS CARRIED OUT TO A SATISFACTORY STANDARD.

IT IS THE CLIENTS RESPONSIBILITY TO ENSURE A FULL PLANS OR BUILDING NOTICE APPLICATION HAS BEEN MADE TO LOCAL AUTHORITY BUILDING CONTROL OR OTHER APPROVED INSPECTORS PRIOR TO STARTING WORKS ON SITE.

TITLE
EXISTING SITE PLAN

DRAWN:	MRA	DATE:	17.02.2022
CHECKED:	MRA	SCALE:	As shown @ A1

DRAWING STATUS
FOR APPROVAL

DRAWING REF: 3714-ABDS-XX-XX-PL-A-0005
REV C

CLIENT
PADBURY PARISH COUNCIL

IN ASSOCIATION WITH:
PADBURY PARISH COUNCIL

CONTRACT / PROJECT
PADBURY SPORTS PAVILLION

REV.	DATE	DRAWN	CHECKED	DESCRIPTION
C	12.12.2022	MRA	MRA	PLANNING ISSUE
A	23.05.2022	MRA	MRA	SCALE BAR ADDED,

Design Solutions Ltd
Consulting Structural & Building Engineers
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W: www.abdesignsolutions.co.uk
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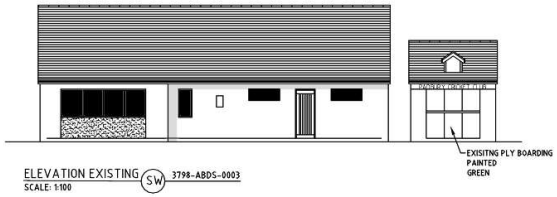
Appendix 2



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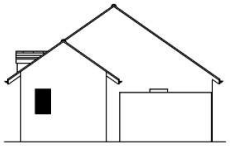

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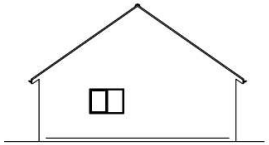
Scale 1 : 100 5m



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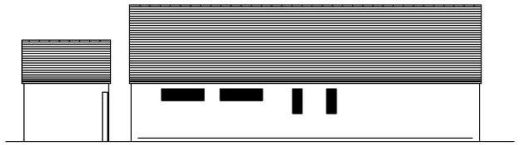
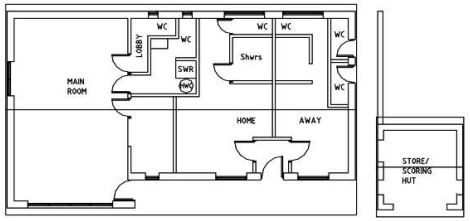


ELEVATION EXISTING (NE) 3798-ABDS-0003
SCALE: 1:100

MATERIALS

	EXISITNG
ROOF	INTERLOCKING TILES
WALLS	RED BRICK
WINDOWS	PAINTED SW
DOORS	PAINTED SW



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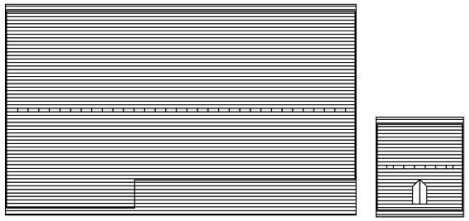

PLAN EXISTING (RF) 3798-ABDS-0003
SCALE: 1:100

REV.	DATE	DRAWN	CHECKED	DESCRIPTION
C	12.12.2022	MRA	MRA	PLANNING ISSUE
A	23.05.2022	MRA	MRA	SCALE BAR AND MATERIALS SCHEDULE ADDED

NOTES

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BUILDING REGULATIONS.

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TITLE
EXISTING PLANS AND ELEVATIONS

DRAWN:	MRA	DATE:	17.02.2022
CHECKED:	MRA	SCALE:	As shown @ A1

DRAWING STATUS
FOR APPROVAL

DRAWING REF: 3714-ABDS-XX-XX-PL-A-0003
REV C

CLIENT
PADBURY PARISH COUNCIL

IN ASSOCIATION WITH:
PADBURY PARISH COUNCIL

CONTRACT / PROJECT
PADBURY SPORTS PAVILLION

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Company No. 6056872

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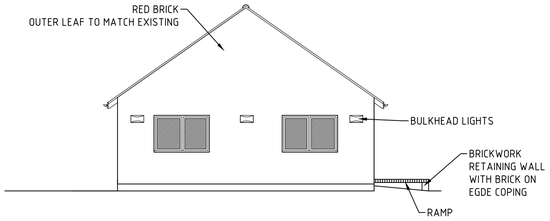
Appendix 3

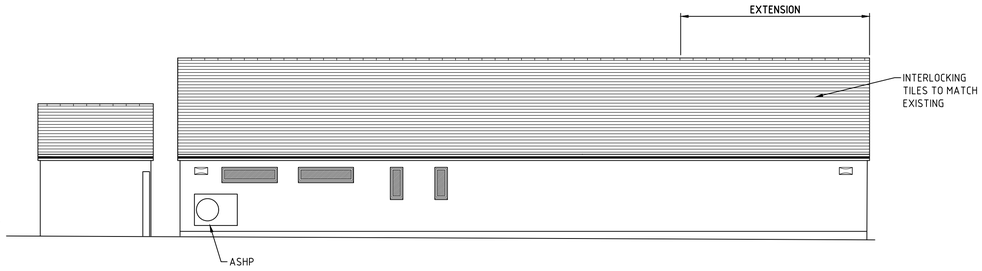
ELEVATION REVISED (SW) 3798-ABDS-0003
SCALE: 1:100

ELEVATION REVISED (SE) 3798-ABDS-0003
SCALE: 1:100

Scale 1 : 100 5m



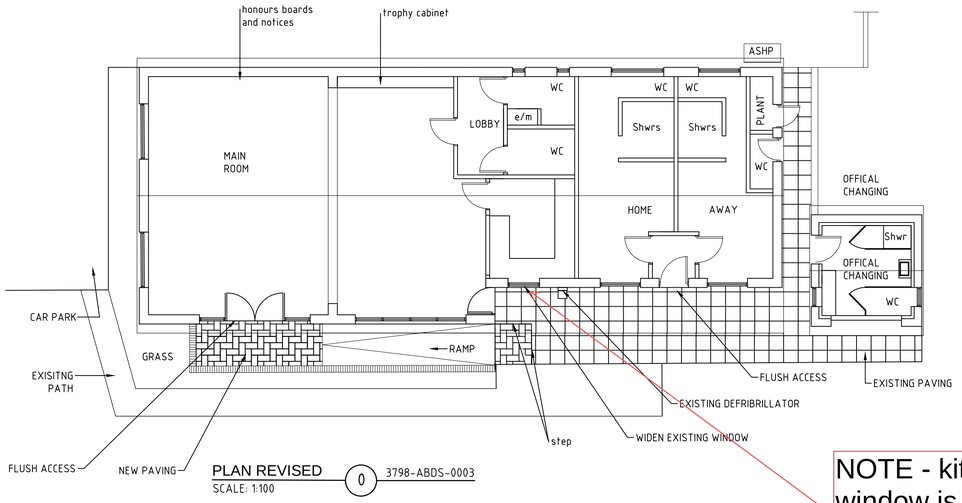
ELEVATION REVISED (NW) 3798-ABDS-0003
SCALE: 1:100



ELEVATION REVISED (NE) 3798-ABDS-0003
SCALE: 1:100

MATERIALS

	EXISITNG	PROPOSED
ROOF	INTERLOCKING TILES	I/L TILES TO MATCH
WALLS	RED BRICK	RED BRICK TO MATCH
WINDOWS	PAINTED SW	UPVC
DOORS	PAINTED SW	ALUMINIUM POWDER COATED



PLAN REVISED (0) 3798-ABDS-0003
SCALE: 1:100

NOTE - kitchen window is NOT to be widened

PLAN REVISED (RF) 3798-ABDS-0003
SCALE: 1:100

REV.	DATE	DRAWN	CHECKED	DESCRIPTION
C	12.12.2022	MRA	MRA	PLANNING ISSUE
B	31.08.2022	MRA	MRA	VARIOUS REVISIONS TO LAYOUT, PAVING,ACCESS
A	23.05.2022	MRA	MRA	LOBBY AND COVERED WALKWAY REIVSED AS REQUESTED BY PPC

NOTES:

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TITLE
PROPOSED PLANS AND ELEVATIONS

DRAWN: MRA
DATE: 17.02.2022
CHECKED: MRA
SCALE: As shown @ A1

DRAWING STATUS
FOR APPROVAL

DRAWING REF: 3798-ABDS-XX-00-PL-A-0004
REV C

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PADBURY PARISH COUNCIL

IN ASSOCIATION WITH:
PADBURY PARISH COUNCIL

CONTRACT / PROJECT
PADBURY SPORTS PAVILLION

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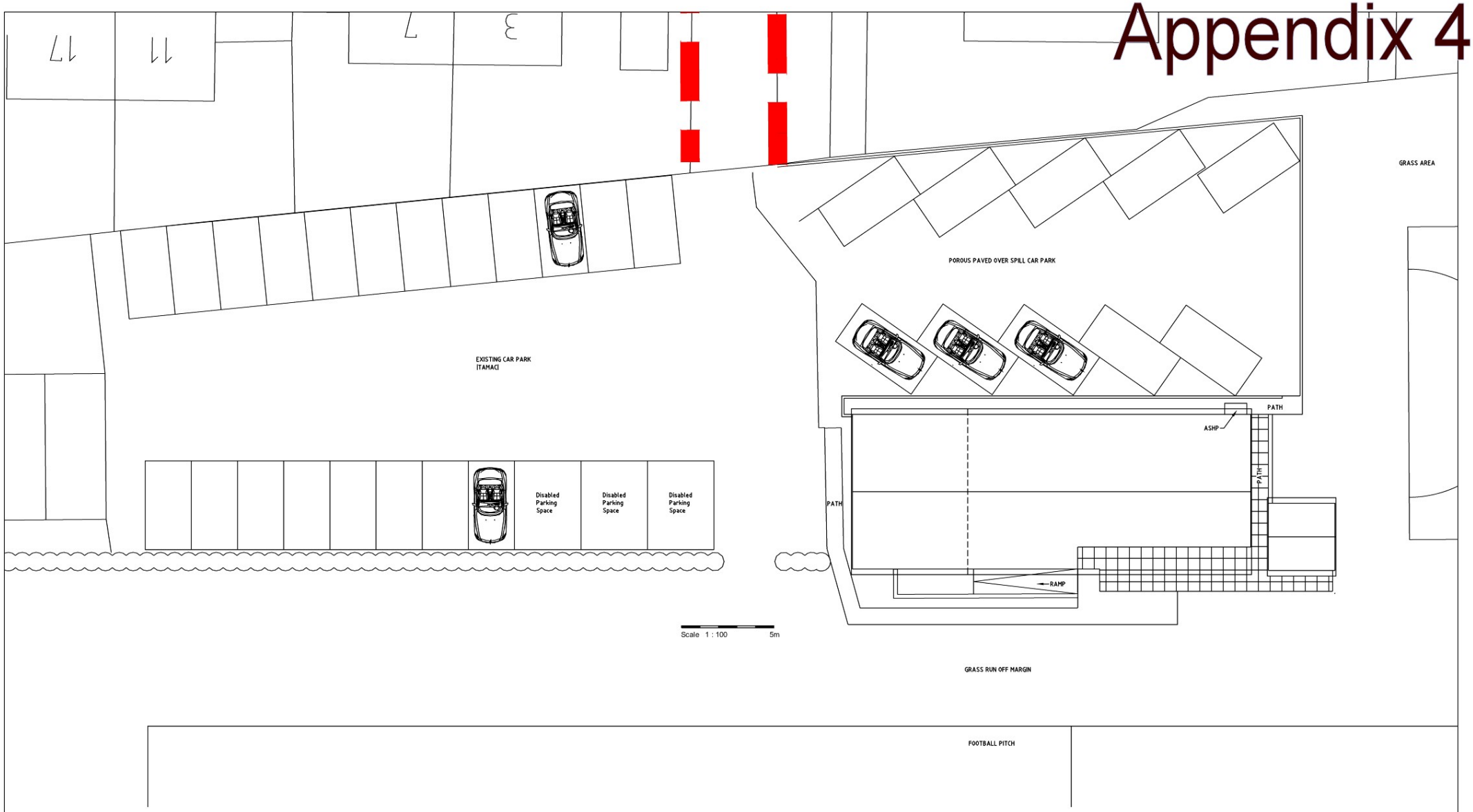
Appendix 4



REV.	DATE	DRAWN	CHECKED	DESCRIPTION
C	12.12.2022	MRA	MRA	PLANNING ISSUE
B	30.08.2022	MRA	MRA	VARIOUS REVISIONS TO LAYOUT
A	23.05.2022	MRA	MRA	LOBBY & COVERED WALKWAY REMOVED AS REQUESTED BY PPC, PARKING SPACES REV'D/SCALE BAR ADDED

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TITLE
PROPOSED SITE PLAN

DRAWN:	MRA	DATE:	17.02.2022
CHECKED:	MRA	SCALE:	As shown @ A1

DRAWING STATUS
FOR APPROVAL

DRAWING REF: 3714-ABDS-XX-XX-PL-A-0006
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IN ASSOCIATION WITH:
PADBURY PARISH COUNCIL

CONTRACT / PROJECT
PADBURY SPORTS PAVILLION

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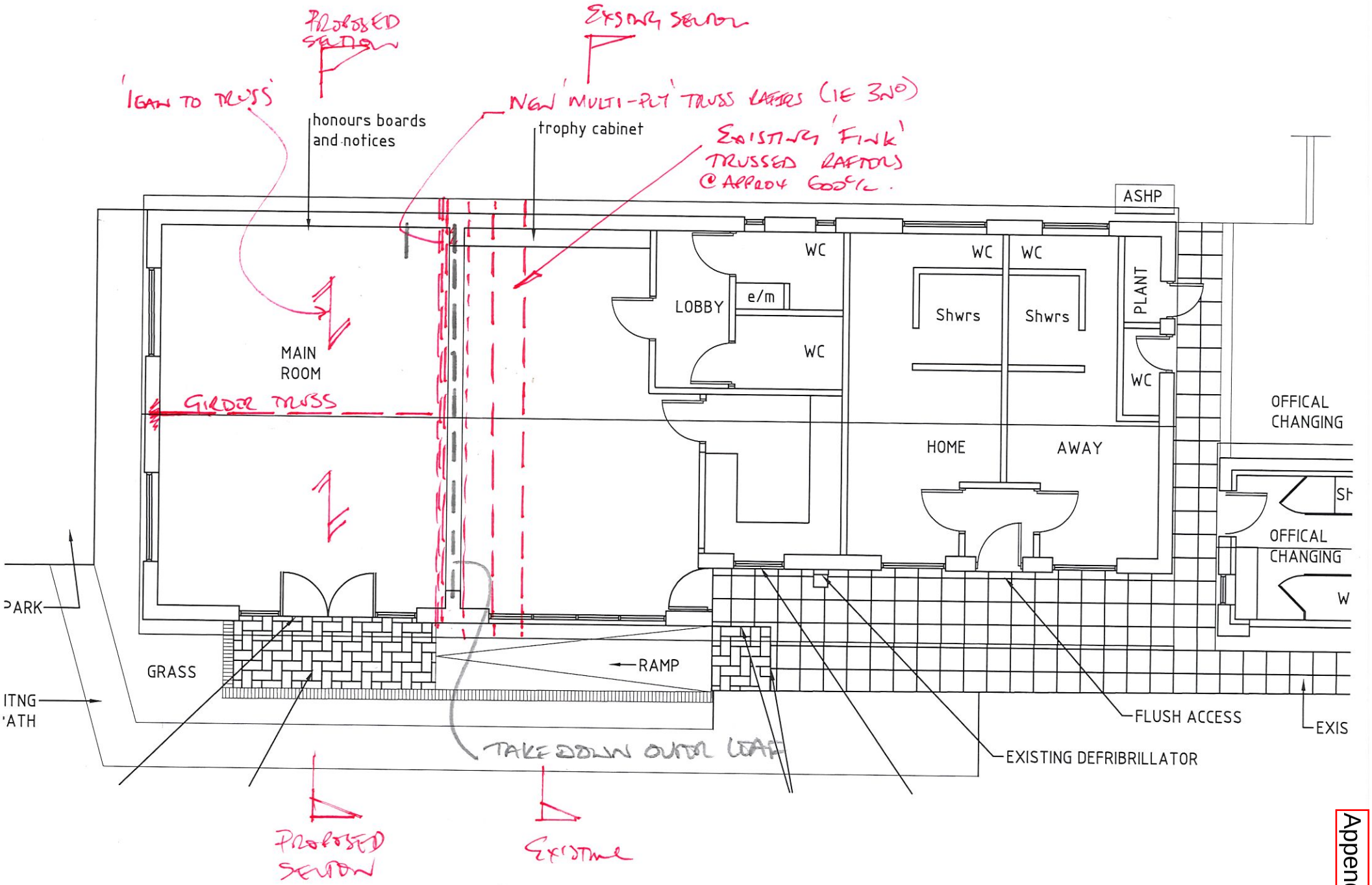
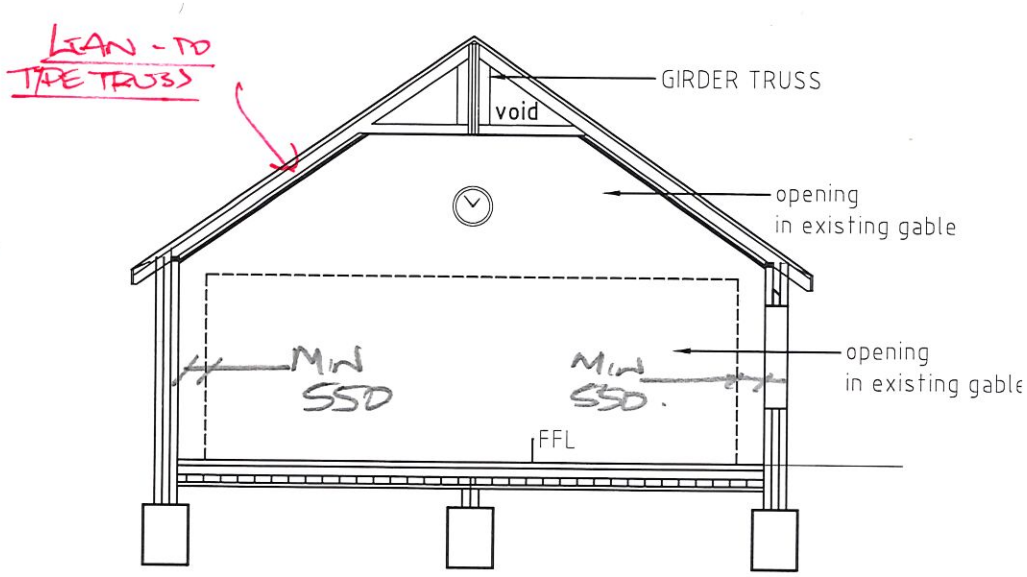
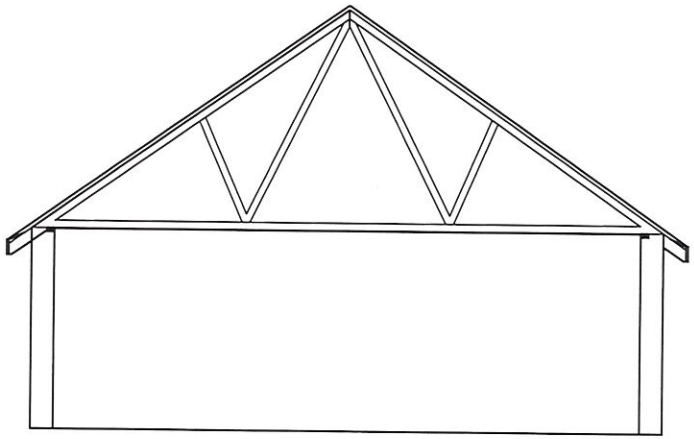

PROPOSED SECTION
EXISTING SECTION
'IGAN TO TRUSS'
honours boards and notices
NEW 'MULTI-PLY' TRUSS RAFTERS (IE 3NO)
trophy cabinet
EXISTING 'FINK' TRUSSED RAFTERS @ APPROX 600c/c.
ASHP
WC
WC
WC
LOBBY
e/m
WC
Shwrs
Shwrs
PLANT
WC
MAIN ROOM
GIRDER TRUSS
HOME
AWAY
OFFICAL CHANGING
OFFICAL CHANGING
PARK
GRASS
RAMP
ITNG 'ATH
FLUSH ACCESS
EXIS
TAKE DOWN OUTER LEAF
EXISTING DEFRIBRILLATOR
PROPOSED SECTION
EXISTING

Appendix 5



SECTION PROPOSED (A) 5000-ABDS-0001
SCALE: 1:50



SECTION EXITING (B) 5000-ABDS-0001

SCALE: 1:50

Padbury Parish Council

Invitation to tender

Refurbishment and extension of Springfields pavilion

Appendices – specifications

Appendix 6	Lot 1 - Pavilion refurbishment
Appendix 7	Lot 2 - Cricket scoreboard hut conversion to referee's changing room
Appendix 8	Lot 3 - Pavilion extension
Appendix 9	Lot 4 - Space heating and hot water
Appendix 10	Lot 5 - Car park extension
Appendix 11	Specification notes and requirements

Lots should not necessarily be read as separate work sequences. The contractor will have to programme the work to achieve the items listed in an efficient manner, which may need consideration of all the work lots.

Lot 1 – Pavilion refurbishment

Overall objective is to replace the damaged walls in the kitchen area, refurbish the kitchen, and replace the existing toilet/shower area with a disabled access toilet & one other toilet.

Changing rooms

1. Replace existing windows with UPVC double glazed (opening) units.
2. Replace existing toilets & basins.
3. Make good damaged ceiling in home changing room.
4. Replace external door with solid UPVC door and frame.
5. Fit external security grills over windows, to allow windows to be opened.
6. Internal doors for changing rooms to remain in situ.

Toilet/shower area

7. Remove shower.
8. Remove and store CCTV system.
9. Reconfigure area to accommodate 1 toilet (use existing door) and 1 disabled access toilet (with wheel chair accessible door) with lobby area and wheel chair accessible door as shown on plan. Door to be fully glazed.
10. Requires removal of walls & building new ones. All new walls to be stud & plasterboard. Wall between lobby and function area to be insulated.
11. Replace all ceiling plasterboard in this area.
12. Plaster all new walls and ceilings.
13. Lay vinyl sheet flooring, including to lobby area, with upstands to wall
14. Fit out disabled toilet with Part M pack of fittings and equipment to include toilet, basin and grab rails. Connect to cold water supply and drainage, tile splash backs as appropriate.
15. Fit Part M compliant alarm system for disabled toilet, notification panel to be located in kitchen.
16. In disabled toilet area fit a baby changing platform.
17. Fit ventilation to disabled toilet, to be operated when the light is turned on.
18. Fit new toilet and basin in other toilet, connect to cold water supply and drainage and white tile splash backs as appropriate.
19. Fit LED lights into toilets and foyer, using existing fittings if possible.
20. Replace existing windows with UPVC double glazed/frosted units, one opening and other fixed.
21. Fit external security grills over windows, to allow windows to be opened.
22. Fit 2x electrical double sockets, at least 450mm above floor level to new lobby wall, 1 outside the lobby and 1 inside.

Existing function area

23. Replace fluorescent tubes with LED equivalents.
24. Fit 2x surface mounted double electrical sockets, at least 450mm above floor level. One along rear wall and 1 to right of window.
25. Fix hole in rear wall.
26. Note the plan shows that the kitchen window is to be widened, this change is not to be made and the window is to stay its current size.

Other

27. Paint all new walls and new ceiling with a mist coat and 2 full coats of white vinyl emulsion.
28. Paint all other walls and ceiling with 2 full coats of white vinyl emulsion.
29. Replace doors and frames to external toilets with lockable steel doors. Door to plant room to open outwards, hinged on right of frame. Door to external toilet to open inwards, hinged on left, to be lockable from the inside but with facility to open lock from outside.
30. Replace all fascias & soffits with UVPC products.
31. Fit eave trays along front & back of building.

Lot 2 - Cricket scoreboard hut conversion to referee's changing room

Overall objective is to turn this hut into a referee's changing room, equipped with shower, toilet and sink.

There is a 13amp power supply but no water supply.

1. Replace dormer roof to merge into existing roof.
2. Build internal ceiling with hatch to roof space and plaster ceiling. Insulate loft space.
3. Remove cricket score equipment and fill in front of building with a stud wall. Internally plasterboard (& plaster), externally with weatherboard cladding painted green, insulate internally.
4. Create a raised floor to take plumbing for shower, sink and toilet. Insulate under floor.
5. Replace external door and frame with lockable steel door, opening inwards, hinged to the left of the frame. Note, as floor is to be raised, create an inner step to avoid need to raise lintel,
6. Replace existing window nearest to main building with UPVC double glazed/frosted unit.
7. Fit security grill to window that allows for window to be opened for ventilation.
8. Fill in existing window nearest to MUGA with a stud wall. Internally plasterboard, externally with weatherboard cladding painted green, insulate internally.
9. Fit water supply from main building.
10. Fit shower cubicle, electric shower, sink & toilet into corner of changing room. For shower cubicle use a prefabricated unit to avoid need to tile, otherwise tile splash back as appropriate.
11. Shower to be electric unit may need more than 13amps so fit appropriate electrical supply/ fuse box in main building.
12. Fit ventilator that is operated by a pull cord but with a timer so that it turns off automatically.
13. Connect drainage to 'inner' toilet in main building, with a rodding hatch in pathway.
14. Replace toilet in 'inner' toilet.
15. Fit a stop cock in away changing room so that external toilet can be water isolated.
16. Fit a stop cock in away changing room so that cricket hut can be water isolated.
17. Fit a switch in away changing room so that cricket hut can be electrically isolated.
18. Replace existing light fitting with LED lights and change light switch to pull cord operation.
19. Lay vinyl sheet flooring with upstands to wall.
20. Replace all soffits and facias with UVPC products.
21. Fit eaves trays along front and back of building.
22. Paint new walls and ceiling with a mist coat and 2 full coats of white vinyl emulsion.
23. Paint all other walls with 2 full coats of white vinyl emulsion.

Lot 3 – Pavilion extension

Overall objective is to create an extension to the existing building and so create one large function area. Ceiling for extension to be vaulted to provide a more welcoming space.

1. Remove all of end wall to access extension, insert lintel (see ceiling design drawings) to hold up gable.
2. Refit gable with stud & plasterboard wall, fit insulation to loft side of wall. Plaster. Include a 'door' to allow access to loft space.
3. Behind door access to loft space create a small 'room', floor area 2m x 2m, fully insulated (with 100mm of insulation) from rest of loft, including under floor of room.
4. Build extension according to plan and diagram of roof/ceiling. Roof to match roof of existing building, external wall to match existing wall.
5. Interior wall to either be Thermalite (or similar) block or SIPs, contractor to suggest most cost effective solution. If SIPs are used, then these to be plastered and painted, if Thermalite then just painted.
6. Fit roof insulation.
7. Fit cavity wall insulation.
8. Fit vinyl sheet flooring to area of extension only.
9. Wall facing field to have a double glazed UPVC door or similar wide enough for wheel chair access with double glazed windows as shown on plans. Fit security grills over windows that allow for windows to be opened for ventilation.
10. End wall (facing car park) to have 2x UPVC double glazed windows. Size of windows to be similar to existing window. Fit security grills that allow for windows to be opened for ventilation.
11. Create path/ramp as per plan to allow wheelchair access to new entrance on front of building.
12. Fit LED lights to ceiling, with a switch next to exit by kitchen.
13. Fit surface mounted electrical sockets, at least 45cm above floor level. Six pairs of double sockets, two either side of door, two either side of windows and two along rear wall.
14. Fit skirting board.
15. Paint walls & ceiling.

Lot 4 - Space heating and hot water

Overall objective is to replace the existing electric storage heaters and immersion water heater with air source heating equipment. Approximate capacities for heating are included below. Equipment to allow for each area can be individually heated to specified temperature and period of time. Hot water to also have a timer.

External toilet (outer)

1. Remove toilet and cap off water supply/drainage (note drainage will still be used by other toilet so not to be blocked).
2. Air source equipment to be fitted into space created by removal of external toilet (see plan).
3. On external wall fit air source heat exchanger to be MCS accredited or similar approved (details to be provided by contractor). Exact position to be advised by contractor. Weather compensator to be fitted.
4. Efficiency and controls, must be designed, installed and commissioned in strict accordance the 'Non Domestic Building Services Compliance Guide 2013' published by the NBS.
5. Fit security cover over heat exchanger.
6. Fit hot water storage tank (400l) into space created by removal of external toilet.

Away changing room

7. Approximate cubic volume 49m^3
8. Remove existing storage heater & cap off wiring.
9. Fit and connect ‘air to air’ heating unit.
10. Remove existing shower pipework. Replace with 4 push button timed showers & connect to new hot water pipes. Repair tiles in shower area as necessary.

Home changing room

11. Approximate cubic volume 53m^3
12. Remove existing storage heater & cap off wiring.
13. Fit and connect ‘air to air’ heating unit.
14. Remove existing shower pipework. Replace with 4 push button timed showers & connect to new hot water pipes. Repair tiles in shower area as necessary.

Toilet area

15. Remove immersion heater water tank and adjust pipework as necessary.
16. Remove all electrical connections, including in meter cupboard, associated with storage heaters.

Existing hall

17. Approximate cubic volume 84m^3 (note, kitchen and toilet area are linked to the hall and each have a cubic volume 22m^3).
18. Remove existing storage heaters & cap off wiring.
19. Fit ‘air to air’ heating unit(s).

Extension

20. Approximate cubic volume 115m^3
21. Fit ‘air to air’ heating unit(s).

Roof insulation

22. Supply & fit roof insulation to existing building to meet current building regulations. Approx area – 90m^3. (Roof insulation for cricket scoreboard hut & extension to be fitted as part of that work.)

Other

23. Cold water tank in roof space to be disconnected and water supply rerouted accordingly. We have been advised that water pressure to building is sufficient.

Lot 5 - Car park extension

Overall objective is to create an extension to the car park to provide additional parking spaces.

1. Lay car park surface into area as shown by plans.
2. Surface to be porous pavers or rolled material, and not needing a sub-base.
3. Exact positioning of surface to be agreed on site, to avoid the manhole covers. Approximate size of area avoiding manhole covers is 220sqm.
4. Note. The proposed site plan shows a path between the building and the car park extension. This path is NOT to be constructed.

SPECIFICATION NOTES AND REQUIREMENTS

1.0 GENERAL CONDITIONS

1.1 On completion of the works, the contractor will provide a full handover to the parish council including a demonstration of the operation of all electrical and mechanical installations and provide information on products and services to form part of a Building Handbook containing all information necessary to successfully operate and maintain the building.

1.2 If a great crested newt is encountered during the works, all works must cease and the Parish Council informed.

2.0 GENERAL WORKMANSHIP

2.1 Prior to start of work the contractor must be aware of any special planning conditions e.g. type and colour of materials to be used and any sample panels and examples of materials that may have been imposed on the Parish Council as part of the planning approval.

2.2 Adequate protection should be given around all trees, planting and general landscaping near the building works, in strict accordance with Local Authority recommendations throughout the construction period. Under no circumstances may the sports pitches or other grassed areas be used by vehicles or for storage.

2.3 All works are to be constructed in accordance with current applicable legislation including:

(i) Building Regulations including all subsequent revisions
(ii) British Standards and Codes of Practice
(iii) CDM Regulations
(iv) Health and Safety at Work Legislation

2.4 All construction shall meet the requirements of Approved Document 7 – Materials and workmanship; building work shall:

(i) be undertaken with adequate and proper materials which
  a. are appropriate for the circumstances in which they are used
  b. are adequately mixed or prepared, and
  c. are applied, used or fixed so as adequately to perform the functions for which they are designed; and

(ii) carried out in a workmanlike manner.

2.5 Materials and workmanship are to be in accordance with BS 8000-0:2014 (Workmanship on construction sites) codes of practice and to be of a trade, quality and type suitable for the use intended. All materials and workmanship should be selected based on their suitability for the project, construction methods and environmental conditions local to the site and shall be to a good standard as normally expected for this kind of project.

2.6 All building tolerances are to be in accordance with BS 5606:2020 (Accuracy and tolerance in design and construction).

2.7 Structural timbers all to be GS grade, external timber to be treated with an approved preservative.

2.8 All carpentry work is to be carried out in a proper manner and to comply with relevant BS standards and codes. All nails, screws and other steel fixings to be galvanised.

2.9 When propping elements of structure, ensure props are based on suitable structure / ground in accordance with good building practice.

2.10 Any structural steel to be encased in a minimum 18mm Gypsum plaster to give minimum half hour fire resistance.

2.11 Contractor must take care during construction to avoid any 'cold bridges' at junctions between roof/wall/floor insulations as condensation could occur at these points.

3.0 SITE FACILITIES/WORKS

3.1 The Contractor may use the pavilion for welfare and storage (if required), at own risk.

3.2 The main car park will be open to the public and cannot be used for the storage of materials. The contractor may, at its own risk, park vehicles in the car park during the week. The contractor will be responsible for rectifying any damage caused to the pathway, the car park and surrounding grassed areas.

3.3 Mains electricity and water services are connected – there is no gas service on site.

3.4 Working hours

a) Work on and deliveries to site can be undertaken between Monday to Friday - 08.00 to 16.00 (excluding bank and public holidays):

b) Due to the proximity of residential property, the Contractors MUST NOT play music that can be heard outside the building.

3.5 Health & safety: safe working is a fundamental requirement of this contract. The contractor will:

a) take all measures necessary to protect the works during the construction period and ensure no member of the public can access the site until the works are complete and handed over.

b) be responsible for any damage caused to the building, its surrounding landscaping and accident or injury caused to the public.

c) always comply with the Health and Safety at Work Act 1972 and all other relevant regulations. The use of unsafe means of access will not be permitted in any situation.

4.0 EXCAVATIONS

4.1 Trenches for drainage runs (if required) to be excavated in straight lines.

4.2 Excavations in the existing concrete floor shall be fully re-instated with particular care taken to backfill properly to avoid later subsidence and also to re-instate the damp proof membrane.

5.0 STEEL STRUCTURE

No new steelwork necessary (except lintels).

6.0 DRAINAGE

6.1 The site has an existing separate foul and surface water drainage system connected to public sewer in Springfields. The new drainage in the Pavilion will make use of existing underground drainage pipes. New gulleys to be roddable with connection to existing drain.

6.2 Rodding access points to be fitted at on the pipework between the referee's changing room and the main building.

7.0 WALLS

7.1 Most external walls to remain; note existing walls are cavity construction formed from 2 skins of brick.

7.2 Where forming new openings, these should be to brick dimensions and openings toothed into existing brickwork.

7.3 DPCs to be 150mm above the ground level. DPC material laid over lintels to form cavity tray, pre-formed stop ends.

7.4 Internal walls to be generally 75mm x 50mm studwork full height max 600mm centres with full length head/sole plates.

8.0 CEILINGS

8.1 All new ceilings to be over boarded with 12.5mm plasterboard & skim.

9.0 OPENINGS (all site dimensions to be checked prior to ordering)

9.1 Internal doors to be reused.

9.2 Glazing to be double glazed sealed units. All frames, fully draught proofed. Trickle ventilation to be fitted.

9.3 Where security grills are fitted over windows these should allow for windows to be opened for ventilation.

9.4 New doors and windows to be glazed in accordance with AD Part K4 of the Building Regulations and BS 6206: 1981 and BS EN 12150:2002. All glass below 800mm and within 300mm horizontal distance of a door to a max height of 1500mm above finished floor level and in doors must be safety glass with CE mark.

10.0 HEATING AND DOMESTIC HOT WATER

10.1 Wash hand basins in toilets in main building and referee's changing room to be cantilever type, cold water supply only. No sink is required in the external toilet.

10.2 Hot water in kitchen to be supplied by refitting existing electric water heater by sink.

11.0 VENTILATION

11.1 Unless otherwise stated, room ventilation will be provided by natural means along with controllable trickle vents.

11.2 Mechanical ventilation will be required in the disabled toilet, kitchen area and referee's changing room.

12.0 ELECTRICAL WORKS

12.1 All electrical work is required to meet the requirements of part P (electrical safety) and must be designed, installed, inspected and tested by a person competent to do so in accordance with BS 7671 and the latest edition of the Electrical Regulations.

12.2 A copy of the test certificate should be forwarded to the Parish Council immediately following the completion of the electrical installation. A competent person would normally be a member of a Competent Persons Scheme e.g. NICEIC, ECA, NAPIT or STROMA.

12.3 Internal lighting to be fittings for LED lamps, using existing fittings if possible, as set out in the lot specifications.

12.4 Power sockets to be IP65 double sockets as set out in the lot specifications.

12.5 Alarm system and signage to be fitted later by others.

13.0 DECORATION WORKS

As set out in individual lot specifications.