

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## **Invitation to tender for a Changing Places toilet in Bingley town centre for Bingley Town Council**

Bingley Town Council requires a Changing Places (CP) toilet on the grassed area to the south of the existing toilets in the town centre.

### **Scope of the contract**

The contract will include the building of a CP toilet facility which is compliant with the following two documents which outline the standards necessary, and will be registerable under the Changing Places scheme on the national website:

- BS8300, and
- Changing Places: A Practical Guide. (This document can be found on the Changing Places website <https://www.changing-places.org/>)

The Contractor will be required to demonstrate that all insurances, health and safety procedures and risk assessments necessary for the smooth and safe fulfilment of the contract are in place.

### **Tender documents**

This tender includes the following documents to enable you to bid for this tender. If you find any documents missing or you are unable to open any, please contact us immediately.

- Invitation to Tender (this document).
- Draft contract.
- Certificate of non- collusion.

To bid for this tender, please submit the following:

- 1) Your cost for the Changing Places toilet.
- 2) Evidence of public liability insurance (up to £1,000,000).
- 3) Evidence of employers' insurance if relevant (up to £1,000,000).
- 4) Details of similar projects/services undertaken including references to clients or links to relevant web pages.
- 5) Information on key personnel likely to be involved if you are awarded the contract.

Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.

### **Reporting procedure**

A preliminary meeting will be held between Bingley Town Council and the selected Contractor to ensure that all are fully aware and in agreement with what needs to be done to fulfil the terms of the contract.

The Town Clerk, Eve Haskins, will have overall responsibility for the project on behalf of Bingley Town Council.

Bingley Town Council will examine the outputs of the contract and the Contractor may be called upon to correct any errors or answer queries regarding any of the outputs at their own expense.

#### **Criteria for award of contract**

Bingley Town Council is not bound to accept the lowest tender bid for the work required; the following criteria and scoring will be applied to the bids received. The bid with the highest score will be awarded the contract for the work.

Demonstrated ability to deliver similar projects to a high quality	25%
Price fit within budget	25%
Quality and value for money	30%
Use of local resources and skills	20%

#### **How to submit your bid**

Tenders are to be submitted in hard copy in a sealed marked envelope to Eve Haskins, Town Clerk, at the above address by 10am on Friday 1<sup>st</sup> October 2021. Submissions received after this date and time will not be considered.

Bingley Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

Tender bids will be treated as private and confidential.

Bids for this contract will be opened on Friday 1<sup>st</sup> October 2021.

The Council will notify applicants of the outcome of their tender by end October 2021.

Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in the Documents section of the Town Council's website ([www.bingleytowncouncil.gov.uk](http://www.bingleytowncouncil.gov.uk)) and will be updated regularly.

For further information, please contact Eve Haskins, Town Clerk – [townclerk@bingleytowncouncil.gov.uk](mailto:townclerk@bingleytowncouncil.gov.uk).