



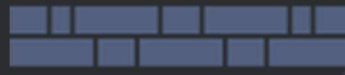
# Ramsgate Town Council

in partnership with



CONSTRUCTION CONSULTANTS

STANDARD  
HERITAGE



## Radford House Community Centre Appointment of a Repair and Maintenance Contractor

Invitation to Tender (ITT)

Instruction Document

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## **Separate Documents**

Appendix A - Pricing Schedule (inclusive of Prelims and Preambles)

Appendix A - Photos

Appendix B - Building Survey

Appendix C - Structural Information

Appendix D - Asbestos Survey (NOTE - Another asbestos survey is being undertaken to areas not investigated upon this survey - Will be issued after tender process)

Appendix E - Measured Survey

Appendix F - Drainage Survey

### **The Brief**

Ramsgate Town Council is seeking to appoint an experienced heritage Contractor to undertake several urgent repairs/investigations works as instructed by the Building Surveyor and the Structural Engineer. The works are located on the existing Radford House building in Ramsgate - previously the Old Fire Station, at 18-21 Effingham Street, Ramsgate, CT11 9AT.

The requirement of the repair and maintenance works is to ensure the existing building becomes watertight and that existing structural elements are investigated to ensure the designers can record and action any further works to repair/maintain the building to ensure the life of this building is extended further for the local community for years to come.

The contractor is to undertake investigation works, repair and maintenance works as listed within the attached documents. All works shall be undertaken in accordance with the client's consultant's approval.

The works need to be undertaken by an experienced contractor that have the necessary skills and experience to undertake the works as required. The contractor will need to demonstrate their experience as part of their tender return.

### **Background**

Ramsgate Town Council (RTC) purchased the Grade II listed redundant fire station at 18-21 Effingham Street, Ramsgate, CT11 9AT in 2019 with funds bequeathed to the Council by Mr Radford, a local resident. The council renamed the building 'Radford House' in honor of this benefactor. The site provides over 300m<sup>2</sup> of internal space as well as a sizeable external area to the rear and side of the building. The Council wishes to develop Radford House as a community centre providing access to activities and services not currently available in the centre of Ramsgate, whilst also restoring and protecting the physical fabric of this historic building (the latter being part of this tendered works - Contractors are NOT tendering for the main works at this time). The Council seeks to appoint an appropriate Contractor to undertake the required repair and maintenance works as listed within this documentation whilst working with the existing design team.

Currently the client has engaged with AP Cost Consultants in partnership with Standard Heritage as the Client's Project Manager. The client also has appointed an Architect, Structural engineer, Principal Designer, Building Control representatives and an M&E Consultant.

### **Introduction**

Ramsgate Town Council (“the Employer”) wishes to appoint a suitable Contractor for the provision of repair and maintenance works and invites prospective tenderers to submit a bid to meet the Employer’s requirements.

The specific requirements for the required services are stated below. It should be noted that by submitting a Tender the tenderer confirms that they understand all client requirements associated to this scheme.

The repair and maintenance works are required to be completed as soon as possible and the client requires the tenderers to confirm their anticipated lead in and programme upon submission of their tender.

### **What service is required?**

Ramsgate Town Council seeks to appoint a suitably experienced heritage contractor to undertake the repair and maintenance works as detailed within the documentation stated above.

The contractor must allow for all required access and health and safety requirements to undertake their works. The client has appointed a Principal Designer/health and safety representative to act upon their behalf. Therefore, the contractor must make allowance for working with the PD to ensure all safety measures are put in place before the works commence and also for liaison through to completion. The works require a number of repair and maintenance works that require initially just opening up works and then recording of the findings and waiting for consultants to review before making good works (may experience waiting times until works can be checked - contractor must price for this eventuality). Therefore, the contractor must make all due allowance to work in this manner (all works of this nature are listed within the pricing schedule). The works listed by the client may be extended (at an agreed price) and also maybe reduced as required and the contractor must be aware of this. The contractor must visit site before pricing these works, tenderers that do not visit site will not be selected.

### **What is required to be returned**

Please note, the expenditure associated to preparing the tender bids are solely the Tenderers responsibility and the client is not responsible for paying any monies associated to the tenderers time in the preparation of their tender bids (whether successful or not).

Please provide the following information within your tender return:

1. History of company
2. Evidence of copies of insurances
3. Evidence of similar Listed building repair and maintenance works undertaken by your company only (min of 3 number projects)
4. Project references associated to the above
5. CV's of team members that will be working on this project
6. Confirmation as to how works will be undertaken as well as confirming what has been priced for with regards to accessing to the works i.e. platform lifts, safe access points or scaffolding etc.)
7. Confirmation of Lead in from instruction
8. Confirmation of amount of weeks the works will take
9. Provide all associated known risks as you see it associated to this scheme
10. APPENDIX A filled out with your 'FIXED' price
11. Please list exclusions of your fixed sum
12. Please confirm when payments are required to be made associated to your tender sum
13. Please confirm if you are VAT registered
14. Please confirm any further surveys that you require to be completed prior and during your works that you will require but will not undertake yourselves

### **Tender Timetable**

Please refer to Contractor's Finder for deadlines.

### **Instructions/assistance to Tenderers**

The tenders are required to submit their FIXED PRICE tenders via the deadlines stated on Contracts Finder, no tender received after this time and date will be accepted.

Tenderers should ensure they produce all information as required for this tender. It is the tenderers responsibility to ensure that their tender return is fully complete and compliant. Failure to comply with the requirements within this invitation to tender may result in the rejection of the Tender.

All tenders received shall remain open for client acceptance for 60 days from the tender return date.

The Client holds the right to add and amend this tender at any point. It is the Tenderers responsibility to ensure the correct and relevant information is priced.

The tenderers are advised to visit the site prior to submission of tendering, if no site visit is undertaken the Client will exclude the tender from the process. All site visits may be arranged via contacting Andrew Hadden (AP Cost Consultants (Kent) Ltd) via email only on Andrew@apcost.co.uk.

All clarifications should be issued to Andrew Hadden (AP Cost Consultants (Kent) Ltd) via email only on Andrew@apcost.co.uk; All clarifications will try to be answered before the proposed tender closing date, although this cannot be guaranteed.

The council reserve the right to reject any Tender and/or to abort the tender process at any time and/or not to award the contract to any prospective supplier without incurring any liability to the affected suppliers. The tenderers accepts that they are pricing these works at their own risk and can not claim any expenditure from the client in the drafting of their submission.

Bidders must not qualify their tender or add any conditions or statements to it whatsoever that might be construed as making the bid equivocal and/or placing the bid on a different footing to those of other bidders.

The employer will review tenders within the recommendation period (within two weeks of submission) and ask for further clarification as deemed required. If information is not provided the employer may choose to disqualify the tenderer. Please note the client's approval process maybe take longer than expected however AP will ensure all tenderers have been informed if they have been successful or not.

All information as part of this tender is deemed confidential and the tenderers are required to ensure that no documents are shared outside of their organisations.

The price provided to the Client must be based upon knowledge of the proposed scheme and no extra claims for additional monies for unpriced required works will be given. Only works that are different to the tender documents will be instructed as additional works. All additional works must be quoted and provided to the client and approval awaited prior to commencement of extra works. No additional expenditure will be paid for works undertaken without instruction unless works are safety critical in which the client would rely on the contractors best judgment at the time of the emergency.

### **Evaluation Criteria**

There are no specific tender evaluation criteria. The employer will choose the most cost effective and experience contractor.

The Employer does not bind themselves to accept the lowest, or any, Tender nor to incur any costs in the preparation thereof.