



Invitation to Tender

Conversion of changing room facilities to café

September 2024

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Introduction

This invitation to tender (ITT) has been prepared by Weston Turville Parish Council (The Council) inviting proposals for the conversion of changing rooms to café.

Information about the Parish Council can be found at www.westonturville-pc.gov.uk

This Invitation to Tender is subject to the following instructions.

Tender Instructions

1. Questions

Queries relating to this tender must be raised in writing no later than noon on 30th September 2024 and should be addressed to the Clerk by email to clerk@westonturville-pc.gov.uk.

2. Site Visits

The Contractor is assumed to have visited the site to assess the nature of the work, access, topography etc and carried out relevant services checks. Should site visits be required with the Parish Council then this should take place well in advance of the tender close date, contact clerk@westonturville-pc.gov.uk to arrange.

3. Insurance

The Contractor must have the following minimum insurance cover in place:

£10m Public Liability Insurance
£5m Employer's Liability Insurance
£1m Professional Indemnity Insurance

4. Deadline for receipt of tenders

All tenders must be received in a sealed envelope by the Clerk to the Council by midday on 7th October 2024. Please write the name of the contract being tendered for on the outside of the envelope.

The envelope should be sent to Clerk to the Council, Weston Turville Parish Council, Village Hall, School Approach, Weston Turville HP22 5RW.

5. Pricing

Tenders must include for all work shown or described in the tender documents and plan.

The price quoted must be fully inclusive of all the work described, including all costs and expenses which may be required to provide a satisfactory service in accordance with the Specification. Prices should be submitted exclusive of VAT. Tenderers should clearly state any assumptions made in the pricing of their tender.

6. Supporting documents

Please note to be considered, tenders must include all the criteria listed below:

- Paper copies and a copy of all submitted documents on a USB data stick.
- A detailed breakdown of all costs for the conversion of the changing rooms and external landscaping
- Start date and completion timescales
- Evidence of insurance cover for Public Liability, Employer's Liability and Professional Indemnity
- Health and Safety Policy
- Waste Transfer Certificate, along with confirmation that all waste generated will be taken off site

7. Business References

In addition to your tender, please include two business references obtained in the last 2 years. Please include the contact names and telephone numbers of referees.

8. Additional Information

Tenderers may be required to attend a meeting at the Council to be interviewed or give a presentation to Councillors as to how the contract would be carried out if the tenderer were successful.

9. The Decision

The expected value of this tender is below the OJEU threshold. The process will be a single stage process. The Council is not bound to accept the lowest priced, or any, tender.

10. Canvassing

Contractors tendering for this contract must not canvas Members of the Council or its Officers. Any effort to do so will immediately disqualify any tender submitted.

11. Notification of Outcome

The Clerk will notify all parties of the outcome of this tender process by email on 21st October.

12. Freedom of Information

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, because of judicial order, order by any court or tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked “confidential” or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

13. Tender Timescales

Action	Date
Issue of Invitation to Tender	9 th September 2024
Deadline for return of Tender document	7 th October 2024
Evaluation of Tenders by Weston Turville Parish Council	17 th October 2024
Notification of award decision	21 st October 2024

Specification of Works

The contractor will tender for works at Weston Turville Village Hall and Parish Office to convert and fully fit the existing changing rooms into a café with kitchen, toilet and storeroom in accordance with the plans provided.

Building Works

1. Removal of doors, windows and brickwork and installation of supporting steel in accordance with structural engineers drawings and new bifold patio doors – contractors proposal, colour tbc. Make good where required.
2. Installation of secondary meters for gas, electric and water supplies to the café
3. All required plumbing, including:
 - a. Removal/Relocation of existing radiators through the café
 - b. Cap off supplies to existing toilets, sinks, showers and make good penetration points.
 - c. Install new supplies for the kitchen and toilet
4. All required electrical work, including the supply and installation of:
 - a. Provisional sum if electrical board require upgrading.
 - b. New sockets – in kitchen, store room and around the main café area as required.
 - c. New ceiling lighting and switches
 - d. External lighting
 - e. Security and Fire alarm/smoke detectors to be supplied & installed – Internal security cameras?
 - f. Alarm/pullcord in accessible toilet
 - g. Relocation of cables which are in trunking down the outside of the building to the side of the new bifold doors
5. Removal of existing interior Blockwork and stud walls and install new stud walls/doors in accordance with the plans, make good ceiling and walls
6. Decoration (painting) of walls, ceilings, skirting boards and any other woodwork including making good.
7. Supply and install of skirting boards
8. Removal and disposal of existing vinyl floor and make good to floor as required
9. Supply and installation of hardwearing vinyl flooring – Samples to be provided prior to install. Final colour TBC.
10. Remove all existing sanitaryware – Save and store onsite where possible.
11. Supply and installation of stainless-steel kitchen worktops, Under counter units, sink, dishwasher, fridge and oven/hob/extractor with splashbacks to walls - All to be compliant and fit for purpose of use within a café/kitchen environment – Contractors proposals to be approved prior to installation.
12. Provisional sum to supply and install 2nr full height storage cupboard in staff/store room.
13. Supply and Installation of café servery/counter with fridges below – Again fit for purpose – contractor proposal to be approved prior to install.
14. Supply and Installation of toilet facilities, including toilet, sink/taps and hand dryer, radiator – Note – To be an accessible, wheelchair friendly toilet – Door, sink, handrail.
15. Provisional Sum for Supply and installation of exterior roller blind for bifold doors

Exterior landscaping works

1. Patio to be created outside the rear of the building to be level with the bifold doors a step down to the grassed area and ramp to allow for wheelchair access – Slabs to be contractors proposal. Approval required prior to install.
2. Hard wearing, low maintenance picket fencing to be installed around the raised patio area (eg metal or recycled plastic)
3. Existing bike racks to be removed from current location and re-installed away from patio
4. Patio area to be sufficient for 5-6 external picnic benches – these will be sourced separately but the contractor will be required to anchor these into the ground when the patio is installed

The contractor must provide a single point of contact to the parish council for the project.

Tender Response Form

Weston Turville Parish Council

TENDER RESPONSE DOCUMENT For Conversion of changing room facilities to café

Please submit this Tender Response Document and all supporting material by midday on 7th October 2024. Any tenders received after this time will be excluded from the tendering process.

Tenders should be sent to: The Clerk, Weston Turville Parish Council, Village Hall, School Approach, Weston Turville HP22 5RW.

Details of Tenderer

Organisation Name
Legal status (sole trader, limited company etc)
Company registration number
Registered Address
Primary business (if different)
VAT registration number
Organisation Name
Date of business formation
Are there any court actions and / or industrial tribunal hearings outstanding against your organisation? YES / NO If yes, please give details on a separate sheet.

To: Weston Turville Parish Council

I/We having read the condition of the contract and specification delivered to me/us and having examined the site, do hereby offer to execute, and complete the whole of the works described for the sum of:
.... (£)

I/We hereby undertake to commence and complete the works within the time specified if my/our tender is accepted.

I/We agree that should obvious errors in pricing or arithmetic be discovered before acceptance of this offer in the priced Specification submitted by me/us these errors are to be corrected in accordance with Alternative 1 contained in Section 6.3 of the code of practice for selective tendering 1989.

I/We understand that I/we are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted and that Weston Turville Parish Council reserves the right to call for fresh tenders should they consider this desirable.

Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I/We agree that this tender shall remain open for consideration for 12 weeks from the date of the receipt of the tenders.

Signed _____ Date _____

Name _____ Position _____

For and on behalf of _____

Address _____

Email address _____

Telephone number _____

Details of referees for whom I/we have provided comparable services within the last three years and who are prepared to be contacted by the Council are:

Name: Address: Telephone: Email: Value of contract:	Name: Address: Telephone: Email: Value of contract:
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CERTIFICATE OF BONA FIDE TENDER

Conversion of changing rooms to café at Weston Turville Village Hall

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender, any of the following acts:

- Communicating to a person other than that the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, of the approximate premium quotations required for the preparation of the tender.
- Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender bid submitted.
- Offering or paying or giving or agreeing to pay or give any sum of money 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 tender or proposed tender for the said work any act or thing of the sort described above.

In this certificate, the word "person" includes any persons, anybody, or association, corporate or unincorporated and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signed (as in form of tender) _____ Date _____

For and on behalf of _____