

Horniman Museum and Gardens

Client requirements: Café Toilets Refurbishment

Client Requirements:

Introduction:

In 1901 Frederick Horniman gave the Horniman Museum and Gardens as a free gift to the people for their education, recreation and enjoyment, this vision still remains central to the Horniman today. A blend of high quality collections spanning the natural, multicultural and musical worlds; 16 acres of well managed urban open space; community based educational and leisure programmes and a wide range of performance, events and activities provide an unrivalled opportunity for a diverse range of visitors to encounter and understand the richness and variety of the World in which we live.

The Horniman' audience is local, national and international and it actively seeks to attract users of all ages, backgrounds and abilities. It is a much loved community resource for London and the South East. It has an exceptional record of educational achievement and works with a range of partners to co-design its learning programmes, events and activities with as wide a range of people as possible. We currently welcome over 900,000 visitors to our site each year, with over 780,000 visiting the Museum.

Café Toilets Refurbishment:

These toilets were built in 2002 as part of an extension project to expand the Museum and make it more accessible for visitors. The extension was designed to accommodate 250,000 visitors a year but we now welcome over 750,000. They are the most well used toilets on site because of their proximity to the café.

Although the toilets are well maintained, they have reached the end of their life and require total refurbishment. Tender bids are required for the strip-out and complete refurbishment of the male, female and accessible toilet on the ground floor of the Museum according to the scope of works listed below.

1.3 Health and Safety:

Please note that the café toilets are located next to our public café which is open from 9am to 5.30pm, seven days a week. Work must ensure the minimum disruption to the operation of the café or those wishing to visit the museum. The toilets border a public locker area that will need to remain open at all times.

The museum and gardens are visited by large numbers of children and families, including school groups. Care must be taken to ensure the works site is secure.

The works should be designed to involve the minimum amount of hot works. Hot works is subject to a permit to work issued by the museum upon receipt of suitable RAMS.

Please see the 'Rules for Visiting Contractors' document in the appendix for further information regarding controls on site.

The Horniman museum will provide access to welfare facilities within the museum at no-cost to the appointed contractor.

Waste and deliveries:

There is limited room for the storage of waste within the works area. Waste should be removed from site outside of public opening hours, which for the Café toilets is 9am – 5.30pm, Sunday to Monday. There is room for a skip to be located within the grounds, please see Skip location drawing within the appendix.

All site traffic, including waste collections and deliveries should be undertaken outside of the museums opening hours (10am – 5.30pm) where possible.

2 Tender requirements:

2.1 Tender Programme:

- Tenders Issued: 01/02/18
- Tender returns due: 22/02/18
- Tender Review Period: 23/02/18 – 28/01/18 (potential interview date 27th February)
- Appointment: 28/02/18
- Site available for works from: 05/03/18

Please indicate in your tender submission your preferred start on site date.

Please note, due to funding constraints, the work must be completed by the 31st March 2018.

2.2 Conditions:

Bidders should note that the Client is not bound to accept the lowest or any tender submitted.

A bond may be required depending on the preferred tenderers financial status. Please see a copy of the Horniman Museum and Gardens Conditions in the appendix.

2.3 Scoring Scheme:

Tenders will be assessed as follows:

Price 40%

Quality: 40%

Programme: 20%

2.4 Tender Queries:

Tender queries are to be submitted via email to the following persons:

Paul Williams (Facilities Manager) pwilliams@horniman.ac.uk

Tim Hopkins (Head of Estates) thopkins@horniman.ac.uk

Kirsten Walker (Director Collections Care and Estates) kwalker@horniman.ac.uk

2.5 Site Visits:

Escorted site visits are available by appointment until the 16/02/18. Please note that the café toilets are within the public area of the museum and can be accessed without an appointment during Café opening times (9am – 5.30pm Sunday to Monday).

To arrange an escorted site visit please contact Paul Williams on the email above.

2.6 Submission details:

Tenders are to be submitted via post to arrive by 5pm on Thursday 22nd February 2018, to the following address;

For the attention of Tim Hopkins – Estate Manager

The Horniman Museum & Gardens

100 London Road

Forest Hill

Lewisham

London

SE23 3PQ

Please provide 1 hardcopy and a CD/USB copy with your submission.

We suggest that all bidders obtain proof of posting as late tenders will not be considered.

Please ensure that you include with your submission a total price for the works identified. Noting any exclusions.

Confirmation of receipt of tenders can be sent if requested.

2.7 Supplementary information to be provided with tender:

- Proposed contract programme.
- Company accounts for the last three years.
- Confirmation of insurances held.
- Company History.
- CV's/Details of the proposed team.
- Examples of two relevant projects.
- Names, addresses and telephone numbers for two referees.
- Health and Safety Policy.
- A proposed waste and delivery management plan for the area.
- Environmental policy.

2.8 Cost Breakdown:

Please provide your tender sums in the following formats:

- Itemise costs per room, (Male, female and accessible)
- Total cost for the work as identified within the scope of works and Venesta specification documents within the appendix.
- Please note any exclusions.

2.9 Contract Award:

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new contract with a publicly funded body, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

3. List of Appendices:

- a) Café Toilets Scope of Works.
- b) NBS Horniman Museum (Venesta Specification)
- c) NBS Horniman Museum Rev B (Venesta Specification)
- d) Skip Location drawing.
- e) Rules for visiting contractors.
- f) Terms and Conditions of the Horniman Museum.
- g) PDF of Level 2 floorplan showing Café Toilets.
- h) DWG of Level 2 floorplan showing Café Toilets.