

**INVITATION TO TENDER FOR  
OLD SCHOOL HOUSE 1<sup>ST</sup> FLOOR**

**SITE LOCATION:  
OLD SCHOOL HOUSE, ST JOHNS ROAD, HEDGE END, SO30 4AF**

Hedge End Town Council are looking to convert a former commercial premises to residential above a Community Hall at the Old School House. The building is Victorian and has had various modifications over time. Relevant planning permissions have already been obtained and architects drawings and structural survey reports are available.

We are seeking a principal contractor to carry out a sympathetic conversion to fit with the surrounding area and the larger footprint of the building.

Please refer to the 'site information' section of this tender for the background information to the site. A map of the location is attached.

All prices are to be **net, excluding VAT**.

Ideally companies will be registered with a reputable trade association and have CHAS. Please supply copies of current certificates/ accreditations for the membership plus any details of any other relevant accreditations.

A timescale for commencing this project will be agreed between Hedge End Town Council and the chosen contractor. Ideally this would take place as soon as possible after award.

**Building Regulation** – Is applicable to these works with the following reference number - **TBC**

**NOTE:** The contractor is to allow for liaising with the Local Authority Building Control and for being in attendance when planned inspections are due.

**Project Information**

<b>Name of Project:</b>	Old School House 1 <sup>st</sup> Floor
<b>Project Budget:</b>	between £80,000 and £100,000
<b>Location:</b>	St Johns Road, Hedge End, SO30 4AF

**Name / Address of Owner:** Hedge End Town Council, 2000 Centre, St John's Road, Hedge End, SO30 4AF

**Project Sponsor:** Sarah Jelley, [townclerk@hedgeend-tc.gov.uk](mailto:townclerk@hedgeend-tc.gov.uk)

**Operations Manager:** Brett Athow, [opsmanager@hedgeend-tc.gov.uk](mailto:opsmanager@hedgeend-tc.gov.uk)

**IMPORTANT:** A site visit is advisable to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. To arrange a site visit please contact Brett Athow on 01489 780440 or preferably by email [opsmanager@hedgeend-tc.gov.uk](mailto:opsmanager@hedgeend-tc.gov.uk)

## **1. Tender Process**

- 1.1. Hedge End Town Council wishes to employ a Principal Contractor to carry out the conversion of the Old School House 1<sup>st</sup> Floor.
- 1.2. Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided in this document.
- 1.3. Tenders should be returned in a sealed envelope bearing no company identification and marked **TENDER FOR Old School House 1<sup>st</sup> Floor** to the Town Clerk, 2000 Centre, St John's Road, Hedge End, Southampton, SO30 4AF by **25 February 2025 (noon)**.
- 1.4. Hedge End Town Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expense incurred by the tenderers in submitting a tender.
- 1.5. Tenderers should liaise with Brett Athow, Operations Manager Tel 01489 780440 or [opsmanager@hedgeend-tc.gov.uk](mailto:opsmanager@hedgeend-tc.gov.uk) during the tender period regarding any queries or concerns on the content of this specification.
- 1.6. The successful contractor will need to show the following at the time they submit expressions of interest:
  - A copy of your certificate of public liability insurance
  - A copy of your company's Health and Safety policy.
  - A copy of your company's accreditation certificates.

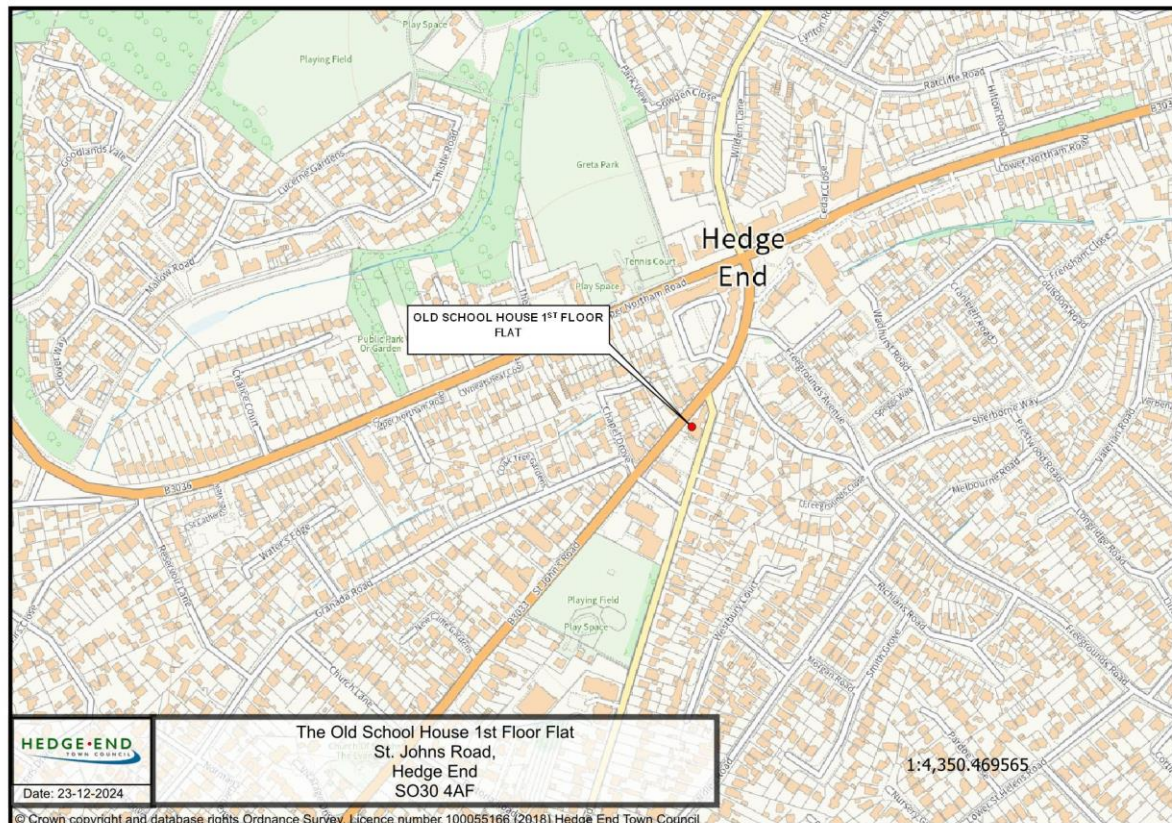
## **2. Project Aims**

- 2.1. To provide a one-bedroom residential accommodation.
- 2.2. To arrange separation of the mains water feed.
- 2.3. To arrange moving the electricity meter and fuse box.
- 2.4. To supply and install a heating and hot water system, bathroom and kitchen.

2.5. To work with the Town Council on the interior decoration.

### 3. Site Information Project

3.1. The Contractor should visit the site at their own expense to satisfy themselves as to any conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.



### Compound

A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on the building or facilities. The council reserve the right to determine the final location of the compound.

### Scaffold

If required, the contractor is to provide compliant scaffold for the duration of the works. Any alterations required to the use of the scaffolding for construction and material storage use must be agreed and undertaken by the scaffolding provider to ensure compliance with Health and Safety legislation.

All scaffolding must be inspected for safe use and tagged before it is used and must have safe access to all lifts and safety gates.

**NOTE:** No proprietary fixing brackets will be permitted into the existing structure of the Old School House

## **Building Regulations**

An application for Building Regulation approval has been made, the application number is TBC during the pre-construction meeting. However, the Contractor is to make provision for site visits by the Local Authority.

## **Waste Management**

The Contractor is to allow for the removal of all waste. Where items are referred to as being “disposed of off-site” this will be in all instances to an approved and traceable source with waste transfer notes provided. Supply all documentation to Contract Administrator for Health and Safety file.

## **4. Design Brief**

- 4.1. The design brief has been determined in consultation with an architect and structural surveyor. Both are available during the conversion for clarification questions.
- 4.2. The design drawings form part of the invitation to tender pack.
- 4.3. The design specification is attached as a separate document with additional information, which may be subject to change based on building regulations.

## **5. Maintenance and aftercare**

- 5.1. A full schedule of maintenance requirements is to be provided once the conversion is completed. This should include a breakdown of items installed, specifications and maintenance requirements to assist with future management.
- 5.2. Copies of all relevant warranties and guarantees should be provided on completion of the project at/or before project handover and sign off.
- 5.3. The contractor is responsible for re-instatement of any damage caused.

## **6. Timeline**

Anticipated pre-contract timeline:

***Invitation to Tender opened***

***2 January 2025***

***Indications of interest received from contractors which should include costs, timeline of project, and***

***Received no later than 12.00 noon – 25 February 2025***

<b><i>credentials of the project and company.</i></b>	
<b><i>Presentations of designs to the council by contractors (if required)</i></b>	<i>4 March 2025</i>
<b><i>Final Tender closing date (12:00 noon) Incorporating any design changes</i></b>	<i>Received no later than 12.00 noon – 21 March 2025</i>
<b><i>Award contract (following tender being presented to Policy &amp; Resources and to Full Council)</i></b>	<i>1 April 2025</i>
<b><i>Works on site can begin 17 April 2025</i></b>	

## **7. Site Management during installation**

- 7.1. A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.
- 7.2. Access to the site for the Contractor will be limited to the specified works area only, and the contractor should not block the entrances to the adjoining property. There are no welfare services on the site and therefore the contractor will have to provide external welfare facilities for the duration of the works.
- 7.3. The availability of electricity and water have been confirmed to be available for use for the proposed works.
- 7.4. Footpaths and access must remain open and safe at all times.
- 7.5. All equipment and machinery should be fit for purpose and maintained in accordance with current legislation i.e. MOT, Tax, LOLER, PUWER etc. The Contractor shall ensure that any construction noise does not cause nuisance to any users of the building, adjacent buildings or roads etc. outside the site boundary.
- 7.6. Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance to the adjoining properties and no smoking is permitted at any times.
- 7.7. The Contractor shall keep the site tidy at all times. Skips and rubbish must be kept within the agreed compound area and should be inaccessible to the public. Nothing is to be stored outside of the compound without prior written agreement by HETC.



- 7.8. The Contractor will need to supply the Town Council with a copy of their site risk assessment, method statement and a copy of their public liability insurance at least 14 working days before the start of the project.
- 7.9. The Contractor shall advise the Town Council immediately of any deficiencies in the Method Statements of Risk Assessments, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.
- 7.10. The Contractor shall take all precautions as are necessary to protect the Health and Safety of all persons employed by him and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Council and all other persons.
- 7.11. The Contractor shall allow the Town Council representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this contract.
- 7.12. The Contractor shall be required to attend such meetings as the Operations Manager or their nominated representative may require for the administration and successful completion of this Contract.
- 7.13. The Contractor will be held accountable for, and shall make good any damage whatsoever caused as a result of these works during the conversion of the Old School House 1<sup>st</sup> Floor to adjoining buildings, gates, paths, roadways, walls, fences, gardens, trees, etc. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Town Council.

## **8. Limitation of working hours**

- 8.1. Works are permitted to be carried out during normal working hours, 0800 and 1700 Monday to Friday. Out of hours' work may be permitted by the Town Council, subject to the nature of works. Noisy works will generally not be permitted at weekends.

## **9. Pricing and Payment**

- 9.1. The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.
- 9.2. Payment will be upon satisfactory completion of the works and following receipt by the Town Council of any warranties and guarantees.

**FORM OF TENDER**

**CONVERSION OF OLD SCHOOL HOUSE 1<sup>ST</sup> FLOOR FROM COMMERCIAL TO RESIDENTIAL**

Supplier Name:

I/We the person named below hereby offer and agree on the acceptance of this Tender or any part thereof by the Council to provide the Goods / Services to the Council as described in and in accordance with the Invitation to Tender.

I/We hereby offer to provide the said services for the sums properly due under the Contract as calculated in accordance with the Pricing Schedule attached.

**Tendered Total Cost (in GBP): £.....**

I/We confirm that:

- (a) I/We are fully conversant with all the contract documentation included in the Invitation to Tender; and
- (b) This tender is submitted strictly in accordance with that contract documentation and is without any conditions or qualifications whatsoever; and
- (c) On being called upon to do so by the Council, I/We shall execute the form of Agreement acknowledging our willingness to be bound by the Contract.

I/We offer to execute the complete work within.....weeks from start date on site.

I/We undertake to start on site within ..... weeks of receipt of an order.

**Person authorised to submit the Tender:**

**Name:** .....

**Position:** .....

**Dated:** .....