



Invitation to tender for a Changing Places toilet at Gang Warily Recreation Centre for Fawley Parish Council

Fawley Parish Council requires a Changing Places (CP) toilet to be installed within the current accessible changing area located on the ground floor of Gang Warily Recreation Centre.

Scope of the contract

The contract will include the installation of a CP toilet facility which is compliant with the following two documents outlining 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).
- Changing Area Dimensions (.jpg)
- Changing Area Photo's (.jpg).

To bid for this tender, please submit the following:

- 1) Your cost for the Changing Places toilet installation.
- 2) A full breakdown of the proposed work required for the installation.
- 3) A draft contract covering the scope of the works.
- 4) Evidence of public liability insurance (up to £1,000,000).
- 5) Evidence of employers' insurance if relevant (up to £1,000,000).
- 6) Details of similar projects/services undertaken including references to clients or links to relevant web pages.

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 Fawley Parish 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 Assistant Clerk, Joshua Bond, will have overall responsibility for the project on behalf of Fawley Parish Council.

Fawley Parish 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

Fawley Parish 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	30%
Price fit within budget	30%
Quality and value for money	40%

How to submit your bid

It is recommended that any prospective bidders conduct a site visit prior to submitting a bid. Site visits can be arranged by contacting the Assistant Clerk, Joshua Bond whose email address is listed below.

Tenders are to be submitted in hard copy in a sealed marked envelope addressed to Dannielle Alexander, Finance Office, at Gang Warily Recreation Centre, Newlands Road, Fawley, SO45 1GA by 10am on Friday 28th June 2024. Submissions received after this date and time will not be considered.

Bids for this contract will be opened on Friday 28th June 2024. Fawley Parish Council reserves the right not to award any contract as a result of this tender. The Council will notify applicants of the outcome of their tender by end July 2024.

All tender bids will be treated as private and confidential.

Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This can be found along with the tender documentation in the Projects and Tenders section of the Parish Council's website (www.fawley-pc.gov.uk).

For further information, please contact Joshua Bond, Assistant Clerk (Sports & Services) - Joshua.bond@fawley-pc.gov.uk