



Dodington Parish Council
Dodington Parish Hall, Finch Road,
Chipping Sodbury, South Gloucestershire BS37 6JZ
Tel: 01454 866546
E-mail: clerk@dodingtonpc.org.uk
Website: www.dodingtonpc.org.uk

COUNCIL CHAMBERS & PARISH OFFICE REORDER **TENDER OPPORTUNITY**

Dodington Parish Council would like to invite interested parties to tender for the opportunity of Council Chambers and Parish Office Reordering / Refurbishment.

The following documents have been prepared to assist as part of the tender:-

- Design Brief (to be read alongside plans)
- Form of Tender, Anti-Collusion Certificate and Climate Declaration

The anticipated budget for the works is £80,000 excl VAT.

LOCATION :- Finch Road, Chipping Sodbury, BS37 6JZ (on site of Raysfield School).

August 2023



HOW TO TENDER:-

Please review the attached Design brief and return the following documents as part of our tender submission:-

- Signed Form of Tender, Anti Collusion Certificate and Climate Emergency Declaration
- Drawings, plans, illustrations
- Detailed specification of works
- Written description
- A priced and timed schedule of works items, listing individual elements with potential time frames
- Allowance for any inspections required (to be paid for by the contractor)
- Provide a method statement, prior to beginning work on site, to describe how the work will be managed on site, including safety provisions and protection of public
- A minimum of 3 references, from projects of similar scale / financial value

NB* Financial checks may be undertaken on selected contractors, post tender and prior to appointment, depending on contract value

Tenders will be assessed using the terms set out in the design brief, please see item 5 for further information.

It is prohibited for prospective contractors to contact Dodington Parish Councillors or Staff to encourage or support their tender outside of the prescribed process outlined below.

The tender process will open on Friday 1st September 2023 and run for 6 weeks until Thursday 12th October 2023.

The decision process and key dates will then be as follows:-

- All tenders will be opened and reviewed within 7 days Friday 13th October 2023.
- We may contact you at this point if we have any queries about your tender or require any clarification.
- A synopsis of the tenders will be presented to the Parish Chambers / Office Reordering Working Group to review and offer recommendations to Full Council.
- The contract will be formally awarded at Full Council Meeting on 23rd October 2023.
- We will respond to everyone who submitted a valid tender to notify you of the outcome no later than **5pm on Tuesday 24th October 2023.**

Please return all tenders via email to :- info@dodingtonpc.org.uk no later than noon on Thursday 12th October 2023.

Please get in touch with me directly should you have any questions regarding the details of the tender.

My email address is:- hannah@dodingtonpc.org.uk

HOWEVER, please ENSURE the actual tender is submitted to the specific email address in the document above. Tenders submitted via any other email address or by post will not be considered.

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Tel:- 01454 866546

Website:- www.dodingtonpc.org.uk

1. LOCATION OF SITE

Googlemaps link to location :- [Dodington Parish Hall](#)

2. CLIENT DETAILS

Dodington Parish Council
Dodington Parish Hall
Finch Road
Chipping Sodbury
S Glos
BS37 6JZ

FAO Mrs Hannah Saunders

Tel:- 01454 866546

Email:- hannah@dodingtonpc.org.uk

3. CONTRACT ADMINISTRATOR

Dodington Parish Council

Dodington Parish Hall
Finch Road
Chipping Sodbury
S Gos
BS37 6JZ

FAO Mrs Hannah Saunders

Tel:- 01454 866546

Email:- hannah@dodingtonpc.org.uk