

# EPHING TOWN COUNCIL

## JACK SILLEY PAVILION – STONARDS HILL REFURBISHMENT PROJECT 2017

- **Important information:**

**Please note this is a request for quotations.**

**Tenders will be formally invited using this document, once an indication of costs has enabled Epping Town Council to fine-tune requirements.**

### **1) Summary Information**

**Reference: 2017/ETC/JSCAFE**

**Title: Stonards Hill Refurbishment Project**

**Advertisement of tender: July/August 2017**  
**Closing Date:**

Contract Start Date: Autumn 2017 (approx)  
Contract End Date: Summer 2018 (approx)

Work schedule installation: T/C  
Pre assessment: July/August 2017

**Value of tender:**

Lowest value: £25,000

Highest value:

The contract will fall over the OJEU thresholds and will be subject to the use of Contracts Finder under the Public Contracts Regulations 2015 (It will be a contract with a value over £25,000).

SME enterprise suitability: Yes  
(Small and Medium Enterprises)

VCSE enterprise suitability: No  
(Voluntary Community and Social Enterprise)

### **2) Location & industry**

Location: Epping  
Industry: Local Government (Town Council)

### **3) Description**

**Description: Extension to the rear elevation of the Jack Silley Pavilion at Stonards Hill Recreation Ground, Epping, CM16 6SP, to be used as an independent café.**

**Part A) Summary:**

Epping Town Council require a building contractor to provide a quotation for an extension to a section of the rear of the Jack Silley Pavilion at Stonards Hill Recreation Ground, as part of a refurbishment project.

The successful contractor will be required to meet Epping Town Council on site by arrangement, to discuss the specific requirements.

The successful contractor will be required to work in conjunction with Epping Town Council to deliver the project.

**Part B) Detailed description of works:**

Works to be undertaken are as follows:

**Café extension:**

- Brick extension to the existing rear of the Jack Silley Pavilion which can be used as an independent unit as a café. Timber windows and doors fronting Stonards Hill Recreation Ground. Door/s opening out onto the main recreation ground.
- Provision of paved area to allow outdoor seating, respecting the existing green space
- Wooden shutters over the windows/doors, dependant on design.
- Relocation of external red boxed water tap to the rear of the ladies toilets

**Please see attached designs.**

**Plus:** Any ladders/towers for works

**4) Methodology**

- Contractors will be required to have the necessary building and associated qualifications and certification
- Use of protective health and safety clothing, including high visibility jackets and safety helmets
- The contractor must comply with Regulations regarding the use of ladders/scaffolding equipment and have the necessary qualifications to use them
- Contractors are required to have £10 million of public liability insurance (to include themselves)

- Any work to be subcontracted must be notified to the Town Council in advance, the contractor being responsible for contracting to qualified parties with Public Liability Insurance of £10 million
- Contractors are required to work in accordance with any method statements provided by Epping Town Council. Council pride themselves on excellent relationships with our partners and residents and all contractors are respectfully reminded that whilst working for Epping Town Council, those standards must be upheld.
- Any instructions issued by the Town Clerk or Town Supervisor are final.

### **5) Contact details**

Contact name: Beverley Rumsey, Town Clerk, Epping Town Council  
 Email: [brumsey@eppingtowncouncil.gov.uk](mailto:brumsey@eppingtowncouncil.gov.uk)  
 Address: Epping Hall, St Johns Road, Epping, Essex. CM16 5JU. England  
 Telephone: 01992 579444  
 Website: [www.eppingtowncouncil.gov.uk](http://www.eppingtowncouncil.gov.uk)

### **6 Submission of tenders**

Tenders to be submitted in writing, by post, addressed to the Town Clerk and sent to the address above. If you wish to tender, please request a pre-marked envelope from Epping Hall on 01992 579444. This will remain sealed until after the closing date in accordance with Council procedures.

### **7) Requirements in addition to tender**

Epping Town Council request two references from contractors' current or previous clients in a related field.

### **8) Evaluation criteria**

- Tenders will be evaluated by full Council, giving consideration to Epping Town Council's Procurement Policy.
- Preference will be given to the tenders which most closely match Council's requirements and those which will provide a high level of customer service to Epping Town Council.
- References will be used in the evaluation process.

### **9) Contract details**

Terms and conditions of the contract to include termination, delivery, service monitoring and reviews will be determined once the contract has been awarded.

### **10) Notification**

The successful contractor will be notified as soon as possible after the full Council meeting which follows the closing date. Bidders will be notified of any delays. Unsuccessful bidders will also be notified once the contract has been awarded. Feedback will be available.