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**Woodford Park Leisure Centre**

**Invitation to Tender**

**Electrical works**

**Client:**  Woodley Town Council (WTC)

 The Oakwood Centre

 Headley Road

 Woodley

 Berkshire

 RG5 4JZ

 0118 969 0356

 Contact: Colin Holland – Maintenance Manager

 Email: colin.holland@woodley.gov.uk

**Site:** Woodford Park Leisure Centre (WPLC)

 Haddon Drive

 Woodley

 Berkshire

 RG5 4LY

***Site description –***

Woodford Park Leisure Centre, Haddon Drive, Woodley, Reading, Berkshire, RG5 4LY.

The site has easy access with car parking and site location for skips if required. The leisure centre is fully operational with a gym, sports hall, changing room, reception, function rooms on ground and 1st floor with living accommodation on 1st floor which is also in use. All works must take this into consideration and offer a schedule of works that include fitting in around operations at the leisure centre and tenants living within the rented accommodation.

***Site visits for tendering –*** For access to the site for tendering purposes please contact Colin Holland on colin.holland@woodley.gov.uk

***Environment –***

Woodley town council declared a climate emergency in October 2019 with a commitment to becoming a carbon neutral organisation by 2030. Tender submissions should give consideration to this and provide appropriate information and environmental policy documents for your company, including details of sustainably sourced materials and waste disposal.

***Equality –***

Woodley town council considers equality impacts in the procurement and provision of goods and services. Your company equality policy should be included within this submission.

***Format of submission –***

Colin.holland@woodley.gov.uk Marked **TENDER-CONFIDENTIAL**

Or via post marked **TENDER-CONFIDENTIAL**

Colin Holland

Woodley town council

The Oakwood centre

Headley road

Woodley

Reading

Berkshire

RG5 4JZ

***Please provide the following –***

* A fully costed specification with bills of quantities
* Last set of your companies audited accounts
* Details of any enforcement action under health and safety legislation
* Brief description with contact details for references of 2 recent/similar scale projects that you have undertaken within the last 36 months
* Details of project timings and length of programme, which you can confirm to if your submission for tender is successful.
* Details of company’s insurance.
* Health and safety policy statement
* Equality policy statement
* Environmental policy statement
* Payment terms which also must include a 12 month retention at 5%

***Form of contract –***

The successful supplier will enter into a contract by way of JCT Design and Build with Woodley town council.

***Materials –***

All materials and systems shall be in accordance with the appropriate British Standards. Full details should be included with the tender submission.

***Guarantee –***

All works need to be guaranteed. Information on guarantees to be granted with the works should be submitted within the tender documentation.

***Site works –***

Confirmation of work hours, storage of materials, access, location of skips, final programme of works, risk assessment and method statements (RAMS) will need to finalised and agreed with Colin Holland before commencement of works.

The supplier must state if storage containers or welfare facilities are required and agree a location which is secured and surrounded in Heras fencing, with appropriate safety notices. If required this needs to be included within pricing.

***Pricing –***

All pricing should be exclusive of VAT and valid for 12 months from the due date of submission, with the inclusion of 5% retention and payment schedules, which will need to be agreed with Woodley town council.

***Waste –***

All waste shall be stored safely while on site and removed from site from the contractor as per their environmental policy.

***Inspection –***

The works are to be finalised with a 5 year fixed wiring certificate and all H&S certification and documents to show that all electrics within the building are operational, safe and to current British Standards.

***Evaluation –***

Tender submissions will be evaluated on the basis of meeting the criteria set out in this document

* Suitability of materials
* Company profile
* Price
* Supplementary documentation
* Program and schedule of works

***Timetable –***

Tender submissions to be received by Colin Holland by midday on **Friday April 1st 2022**

Project completion before September 2022

***Scope of works –***

**Exterior Lighting**

To include Labour, materials, access equipment, safety precautions, works to be carried out within normal working hours, test existing wiring to existing fittings are operational and to current standards, removal of all waste from site.

* Carry out testing to all exterior cabling and remove any that are redundant
* Replace existing high level sodium floodlight at rear of kitchen
* Replace 2no. high level sodium floodlights at roof level at the front of the building
* Replace 2no. post mounted lights at the rear of the sports hall
* Replace 12no. external bulkheads at low level around the perimeter with LED

**General supply**

To include Labour, materials, access equipment, safety precautions, works to be carried out within normal working hours, test existing wiring to existing fittings are operational and to current standards, removal of all waste from site, to include schedule of works to reduce disruption to the leisure centre and accommodation on 1st floor

The site is currently supplied with a 100amp 3 phase TNS supply from the local network operator. This consists of a Merlin Gerin 3 phase panel board rated at 250amp. This splits to 9 other distribution boards throughout the building. The building also has solar panels connected to distribution boards which feeds power back to the national grid.

Replace following Distribution boards

* Main Merlin Gerin board requires replacement
* DB Reception area
* DB kitchen
* DB Boiler room
* DB sports hall
* DB gym (Recently added but circuit breakers doubled up and separation required)

**General works**

* Evidence of poorly connected cables at light fittings through out with no junction boxes and taped connector blocks, requires tidying and bringing up to code
* Emergency lighting in poor condition (see below)
* Evidence of poor practices ie lack of phase indicators and earth sleeving
* Poor labelling and no evidence of accurate circuit charts
* Carry out a full detailed installation condition report

**Upgrade lighting to LED throughout building where required**

To include Labour, materials, access equipment, safety precautions, works to be carried out within normal working hours, test existing wiring to existing fittings are operational and to current standards, removal of all waste from site.

* Kitchen remove lights and supply and fit 12no. LED Recessed panels
* Function room remove existing lights and supply and fit 6 recessed LED panel lights
* Function room high level Remove existing lights and supply and fit 12 recessed LED panels
* Rear corridor in Optalis area Remove existing and replace 1no. surface mounted LED panel
* Optalis offices 1-3 Remove existing and replace with 5no. surface mounted LED panels
* Optalis office lobby remove existing and replace with LED circular bulkhead
* Optalis reception Remove existing and replace with 1no. LED surface mounted LED panel
* Optalis room off from corridor, remove existing and replace with 2no. LED surface mounted panels
* Optalis store off from corridor, remove existing and replace with 1no. LED surface mounted panels
* Committee room stairs remove existing and replace with 1no. recessed LED panel
* Committee room remove existing and replace with 5no. recessed LED panel
* Committee corridor remove existing and replace with 1no. circular bulkhead
* committee lobby Replace existing light with 1no. LED circular bulkhead
* Sports hall stairs Remove existing lights and replace with 2 LED circular bulkheads
* Sports hall viewing gallery Remove existing and replace with 4no. totally enclosed LED linear fittings
* Sports hall remove high level existing lights and replace with 39no. totally enclosed LED linear fittings. Lighting to be badminton England approved
* Gym corridor remove and replace with 1no. totally enclosed linear fitting
* Beauty room remove existing and replace with 2no. surface mounted LED panels
* Plant room remove existing and replace with 1no. totally enclosed LED linear fitting
* Store by plant room remove existing and replace with 1no. totally enclosed LED linear fitting

**Emergency lighting repairs**

To include Labour, materials, access equipment, safety precautions, works to be carried out within normal working hours, test existing wiring to existing fittings are operational and to current standards, removal of all waste from site.

* Replace 27no. faulty emergency lights fittings with LED versions
* Replace 4no. exit signs with LED versions
* Replace 7no. emergency spot lights with LED versions
* Replace 2no. high level twin spot lights with LED versions
* Find and rectify wiring faults to emergency lighting locations top of stairs to flat, corridor leading to stairs, corridor leading to Optalis, 2x in main corridor, reception area, outside front fire escape to gym and investigate and locate key switches/test points for unidentified circuits
* Finalise with a annual full duration test of all emergency lighting.

All works must be subject to a full 5 year fixed wiring completion certificate for entire electrics to building and to ensure carrying out these works will bring all electrical works up to current certified standards.