Addingham Parish Council



Sugar Hill Toilets Refurbishment

INVITATION TO TENDER

Addingham Parish Council

The Old School, Main Street, Addingham, West Yorkshire, LS29 0NS

Tel: 01943 831758 Email: clerk@addingham-pc.gov.uk

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# SECTION 1: TENDER PROCESS INSTRUCTIONS

* 1. **Addingham Parish Council**

Addingham Parish Council is the local authority for the parish of Addingham, in the Wharfe Valley. The population of Addingham is approximately 3,800

Further information about the Council can be found at <https://addingham-pc.gov.uk>

Addingham Parish Council wishes to procure a contractor for the following:

* To act as mains contractor, overseeing the refurbishment of the toilet block on Sugar Hill, Addingham,
* To complete works described in section 7

This document sets out the requirements, timetable and process for the procurement of the service and details of the information required to be submitted in order to be considered for the contract.

To arrange a site visit, please contact Addingham Parish Council on 01943 831756 and speak to the Clerk, Sallie Lloyd

# Timescales

The contract will commence as soon as possible, with agreement of both parties.

# Contract Award

Once the council has reached a decision in respect of the contract award, it will notify all tenderers of its decision as soon as is reasonably practicable.

# Tender Timetable

Completed tenders must be returned, along with all supporting documents to the Clerk, Addingham Parish Council, The Old School, Main Street, Addingham, West Yorkshire, LS29 0NS to be received **no later than 12.30 pm on Friday 8th December 2023.**

Tender documents must be sealed in a plain envelope with ‘*Lengthman Duties Contract Tender Response’* written clearly on the front. Tenderers should note that this is a timetable that may be subject to change. Any changes will be communicated to all known tenderers as soon as possible.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Issue of Invitation to Tender |  2nd November 2023 |
| Receipt of any queries from prospective tenderers | No later than 1st December 2023 |
| Submissions of tenders | By 12.30 pm on Friday 8th December 2023 |
| Decision on award of contract by Full Council on 13th December 2023 | 13th December 2023 |
| Commencement of contract | As soon as is practical |

# Clarifications

Any queries or requests for clarification relating to this tender must be made by email to clerk@addingham-pc.gov.uk no later than 8th November 2023. Addingham Parish Council will endeavor, so far as is practical, to respond to all clarifications as soon as possible.

# Tender Evaluation

Tenders will be evaluated in accordance with the details specified in this document. Addingham Parish Council does not bind itself to accept the lowest or indeed any of the tenders submitted.

# Contract Terms

By submitting a tender, tenderers are agreeing to be bound by the terms of this tender document without further negotiation or amendment.

# Addingham Parish Council reserves the right to:

* Seek clarification or additional documents in respect of any tender submission.
* Disqualify any tender which has been deemed not to meet the Parish Council's requirements.
* Discount evasive, unclear tenders.
* Withdraw this tender at any time or to re-invite tenders on the same or any alternative basis.
* Choose not to award any contract as a result of the procurement process.
* Make whatever changes it sees fit to the timetable, structure or content of the procurement process depending on approvals, processes or any other reason.

# Warranties and Disclaimers

While the information contained within this tender document is believed to be correct at the time of issue, tenderers should not rely on the information and should carry out their own due diligence checks and verify the accuracy of the information.

The council will not accept any liability for its accuracy or completeness, nor with any express or implied warranty given. This exclusion extends to liability in relation to all information including any statement, opinion or conclusion contained in, or any omission from, this tender including its Appendices and in respect of any other written or verbal communication transmitted or made available to any tenderer.

# Costs

Addingham Parish Council will not be liable for any bid costs, expenditure work or effort incurred by a tenderer or any third party acting under instructions from them in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the council.

# Confidentiality of Data

Addingham Parish Council will ensure that the information and data provided by the tenderers is kept strictly confidential and only utilised for the assessment of this tender.

# SECTION 2: REQUIREMENTS

* 1. **Introduction**

This section sets out the requirements of Addingham Parish Council in terms of the delivery of the contract.

# Safety, Health and Welfare

The contractor will ensure that all activities are carried out in accordance with existing Health and Safety regulations, in particular, but not limited to, the following:

* Health and Safety at Work Act 1974
* Management of Health and Safety at Work Regulations 1999
* Provision and Use of Work Equipment Regulations 1998
* Control of Substances Hazardous to Health Regulations 2002

The successful contractor will be required to satisfy Addingham Parish Council as to the knowledge, understanding and compliance with these regulations. Spot checks may be carried out by an authorised officer while work is being carried out. Machinery should be operated by suitably qualified and experienced workers. Contractor staff should wear the required personal protective equipment (PPE) when required.

The contractor should inform Addingham Parish Council of any unsafe feature or any matter of cause of public concern at any location at which the services are being provided.

The contractor is to be responsible for the Health and Safety of their employees and the public liability towards the general public. Evidence of licenses and compliant health and safety training must be made available to Addingham Parish Council.

The contractor to keep a record of all risk assessments and to supply a copy to the parish council upon request.

# Insurance

The contractor is to put in place and maintain its own public liability insurance against its work.

# Standards

The contractor will supervise their staff appropriately to ensure that the performance standards are met, and to ensure that they perform their duties in a way that reflects positively on Addingham Parish Council as a commissioning organisation. This may, on occasion, necessitate the need for spot checking by a manager or equivalent.

Documented evidence of these managerial checks must be provided on request.

Addingham Parish Council requires that the contractor ensures that none of its employees smoke in any Parish Council facility. The contractor is to ensure that all staff have the relevant training and ability to carry out the tasks set out on the specification.

# Accident Reporting

In the event of an accident, incident, potentially dangerous or dangerous occurrence, the contractor will inform the council within 48 hours of the occurrence.

# Precautions to Prevent Nuisance

The contractor shall take all reasonable precautions to prevent nuisance from noise and disturbance during the provision of this service under the contract.

The contractor shall take all reasonable precautions during the carrying out of any service under this contract to prevent damage to property and shall be held responsible for any damage resulting from the services and shall make good such damage at its own expense.

# Tool and Plant

The contractor shall provide all equipment and machinery necessary for the proper execution of the services and clear away on completion. Equipment and chemicals should always be used in the correct manner and for the correct purpose. Any equipment shall be satisfactorily maintained, and records of maintenance shall be made available for inspection.

# Materials

All vehicles and equipment to be used shall be supplied by the contractor and included within its rates. This must include the following:

* Labour
* Equipment and plant
* Materials

# Reinstatement of Damage

The contractor will be liable for any damage to any equipment, property, vehicles etc damaged at any location because of its operations. Reinstatement of the damage shall be to the satisfaction of the council and entirely at the contractor's expense.

# Provision of Advice

The contractor is required to provide general advice and recommendations to the council based on its expertise and knowledge and to alert the council to any damage done to, or found in the property, and any other hazards such as blocked drains etc that are identified.

# Pricing

The pricing set out in the tender response shall be final.

# SECTION 3: TERMINATION/NOTICE PERIOD

The Parish Council will be using a Minor Works Contract from the JCT.

# SECTION 4: THEFT/BREAKAGES AND DAMAGES

The contractor will be solely responsible for damage, breakages or theft by its employees or agents.

# SECTION 5: DEDUCTIONS/PENALTY CLAUSE

Renovations to the Public toilets are being funded by Council funds, Addingham Parish Council has an obligation to the tax payer to ensure that contracts are being delivered as specified. This will, on occasion, require spot checks on the activities to be undertaken.

Should it be established that the prescribed standards are not being maintained, the matter will be dealt with by the Parish Council’s authorised officer.

# SECTION 6 – QUALIFYING INFORMATION

Tenderers are required to complete the application and provide the following documentation:

* Certificate of Public & Product Liability Insurance of £10m indemnity.
* Certificates of competency/training for equipment operators (if applicable).
* Copies of site safety training certificates (if applicable).
* The completed contractor declaration (copy supplied).
* Any other information relevant to the safe completion of the work.

# SECTION 7: SPECIFICATION

* 1. **Schedule**

Suggested Scope of Works

Site Set Up

* Secure area with Herras fencing.
* Supply and install site signage.
* Supply and maintain site facilities in accordance with H&S legislation.

Demolition

* Remove and dispose of all existing cubicles, sanitary ware, electrics and defunct plumbing; stripping out existing pipes for supply of water and waste.
* Remove and dispose of internal walls as per drawing.
* Remove and dispose of internal ceilings
* Remove and dispose of water tank in Gents
* Remove all existing floor tiles.
* Make good floors and level off. Remove all debris.
* Remove existing guttering if necessary, retain and re-attach. Making good where necessary.
* Partially remove bricked privacy wall on exterior of existing and Ladies entrance. Leaving none on the southern facing side, towards Main Street. Retaining approx. 120cm of wall on the west facing side, adding coping stones to match the existing short wall on the south of the site, in between the toilet block and Main Street.
* Remove small hedge/ivy between the toilet and Sugar Hill (street) to the west of the toilet block. Purpose to expose the path, ready for re-surfacing.
* Remove all foliage from the eastern side of the toilet block. Purpose to expose the area, ready for re-surfacing.

Building Works – Ladies Area

* Remove Door to Ladies, Improve Entrance and repoint. Install new door as specified. Outward opening, away from pathway.
* Install altro safety flooring with cap and cov. Maintain Floor Drain, replace as necessary.
* Clad all walls with vinyl sheeting such as altro whiterock or similar.
* Create false wall behind the toilet to conceal plumbing and pipework. Using IPS panels or other solution to create the concealed space.
* Create access panels for plumbing within the internal false wall.
* Create ceilings, with appropriate insulation and make good.
* Install back to wall toilet Pan as per image (Armourlight)
* Install toilet back rest cushion mounted on stainless steel rail (Armourlight)
* Install hand dryer as per image (Armourlight)
* Install stainless steel washbasin as per image (Armourlight)
* Install push time flow tap with automatic shut off (Armourlight)
* Install concealed cistern system with no touch flush configuration.
* Install twin toilet roll holder and liquid soap dispenser. (Armourlight)
* Install Wallgate Solid surface single bin
* Install anti ligature mirror (Wallgate)
* Install Babypoint fold down babychange unit as per drawing
* Install 2 Stainless steel coat pegs

DDA cubicle compliance:

* Install Low-level & mid height alarm pull cord to activate audible warning signal plus activates external flashing red light – with internal cubicle reset. *\*subject to confirmation from Building Inspector*
* Install 5 high visibility coated steel support-rails.
* Install 1 steel hinged drop down arm

Building Works – Service Area (currently gents)

* Remove Door to gents, Improve Entrance and repoint. Install new steel door from Healthmatic to match other side. Outward opening. Mortice locks for security. No requirement for auto opening as staff use only.
* Create ceilings, with appropriate insulation and make good.
* Install altro safety flooring with cap and cov.
* Clad all walls with vinyl sheeting such as altro whiterock or similar.
* Install heavy duty cleaners/janitors sink
* Box in pipes and meters, make good and leave tidy.

Electrics

* Supply and install new consumer unit.
* Supply all new electrics necessary for Sanitary equipment lights and smoke alarm.
* Twin energy saving 6W 2D opal polycarbonate low energy bulkhead style lights
* Auto illuminate/switch off using internal PIR and ambient light setting– Emergency back-up
* Supply new ventilation system.
* Extraction ventilation, triggered by PIR on entry, and delay off timer.
* External lights next to both doors. Low energy consumption, controlled by programable timers.
* Maintain the electrical supply on the apex of the gable end facing Main Street. Fit new power point if necessary.

Plumbing

* Fit new pipes as necessary.
* Replace soil pipe from toilet block to main man hole connection
* Plumb in new sanitary ware to manufacturer’s instructions
* Improve floor drain as appropriate and install new grill.
* Improve external drains and grills where necessary connecting to downpies.

Windows

* Replace existing windows with new powder coated aluminum frames and non-opening double glazed opaque panels. Laminated glazing should be used in all windows EXCEPT one of the windows within the new service area (currently the Gents) which should be fitted with louvred vents and a fly screen.
* The glazing behind the IPS (false wall) should be look alike double-glazed panels,

Other works

* Improve outside area to accommodate smooth level access.
* Create a tarmac path around the 4 sides of the toilet block. Gradual incline will be necessary on the eastern side of the toilet building to provide disabled access to the toilet entrance. The gradient will eradicate the current step up and a hand rail will be necessary along this section of the path.
* Maintain and refresh the steps from Sugar Hill (street) to the West.
* Create a new step to the southern section of path. See drawings.
* Pin curb edging is to be used with a square top to avoid trip hazards and all levels brought up to blend in.
* All manholes to be maintained and made level with new access pathway.
* Ceilings to be finished with 2 coats of white paint.

**Door and Cubicle Specification**

* Healthmatic Specialist Public Toilet Door with options for free entry, coin, contactless and access pad entry
	+ Galvanised and powder coated in RAL Colour
	+ Integrated closer
	+ Strike Lock 12/24V DC door monitoring – improved for user safety & security
	+ Twin Deadlocks to close down cubicle
	+ Auto lock (am) and unlock (pm), fully adjustable to suit requirements
* https://www.disabled-toilets-uk.co.uk/armourlight-vandal-resistant-back-to-wall-doc-m-disabled-toilet-pack-152-p.asp?v=0&variantid=2917 DVS Sensor Flush & Cistern
* <https://www.disabled-toilets-uk.co.uk/dtuk21-stainless-steel-automatic-hand-dryer-97-p.asp>
* <https://www.disabled-toilets-uk.co.uk/stainless-steel-disabled-toilet-dispenser-pack-471-p.asp>
* https://www.wallgate.com/products/washroom-accessories/alm-anti-ligature-mirrors
* Baby Change Table, wall mounted using security fixings: Babypoint Limited model CT/1H https://www.babypoint.co.uk/produit/compact-horizontal-table/
* Disabled alarm connected to an exterior alarm lamp and sounder. 2 No. push button alarms and 1 No. reset button mounted into wall finish.
* Fold-away, wall mounted handrails and grab rails to be provided in accordance with Part M of the Building Regulations 2004
* Smooth steel disabled handgrip rails on door and walls

Council will appoint mains contractor to project manage and subcontract all trades using minor works contract from jct https://www.jctltd.co.uk

# APPLICATION FOR TENDER

|  |  |
| --- | --- |
| Name of organisation |  |
| Contact name for enquiries about this bid |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Website address (if applicable) |  |
| Company registration number (if applicable) |  |
| Address of registered company if different from above |  |
| VAT Registration number (if applicable) |  |
| Price Quoted for work as detailed in the specification |  |
| **Health and Safety / Insurance****The following documents will need to be supplied:** |
| **Item no.** | **Document** | **Enclosed** |
| 1 | Certificate of Public & Product Liability Insurance of £10m indemnity |  |
| 2 | Method Statement for each aspect of the work |  |
| 3 | Copy of your written Health and Safety Policy |  |
| 4 | Completed Risk Assessment Forms |  |
| 5 | Certificates of competency/training for equipment operators |  |
| 6 | Copies of site safety training certificates i.e., CITB card etc |  |
| 7 | MOT test certificates and insurance policies for vehicles being used |  |
| 8 | Details of hazardous substances being brought onto site |  |
| 9 | The completed Declaration (copy supplied) |  |
| 10 | Copy of Waste Carriers Licence |  |
| 11 | Any other information relevant to the safe completion of this project |  |

Please complete and return this form to Addingham Parish Council, The Old School, Main Street, Addingham, West Yorkshire, LS29 0NS

# DECLARATION STATEMENT

* We accept the provisions of the Invitation to Tender and offer to provide services in accordance with the prices, terms and conditions stated herein.
* We have checked our Tender before submission, as amendments to or withdrawals of the Tender submitted, if received by the Council after the time specified for receipt of tender, may not be considered.
* We undertake, and it shall be a condition of any Contract that the following is a ‘bona- fide’ Tender, intended to be competitive and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any other person.
* We understand that no variations in, or acceptance of any Invitation to Tender, or Tender shall be binding unless agreed in writing.
* The Tender shall remain open for acceptance for a period of thirty (30) days from the final date for the submission of Tenders.
* Unless and until a formal agreement is executed this Tender, together with your written acceptance thereof, shall constitute a binding agreement between us.
* We undertake that any of our employees, or agents providing the services under the Contract, where so required, will enter into and abide by a Confidentiality Agreement in an acceptable form.
* We understand, and it is agreed, that the Council shall retain the right to reject any/ and all Tenders in whole or in part and it is furthermore agreed that the Council shall be under no obligation to select the lowest or any other Tender.
* We understand that the Council reserves the right to alter or cancel any requirement stated in the contract at any time during the period of the contract.
* We have taken all the necessary steps to inform ourselves regarding this requirement and we understand and agree that the Council shall not be liable for any inaccuracy or insufficiency in the information available to us in connection with this Tender.

|  |  |
| --- | --- |
| Name: |  |
| Job Title: |  |
| Company: |  |
| Address, including Postcode: |  |
| Telephone: |  |
| Email: |  |
| Signed: |  |
| Dated: |  |