



Broseley Town Council
The Library Building, Bridgnorth Road, Broseley, Shropshire, TF12 5EW

Invitation to Tender
Conversion of Storage Unit to Toilet Facility – Cemetery Grounds

CONTRACTOR DETAILS:

Name:	
Position:	
Address:	
Telephone:	
Email:	

TENDER NOTICE

Conversion of Storage Unit to Toilet Facility – Cemetery Grounds

Project Title: Conversion of Existing Storage Unit to Public Toilet Facility

Location: Cemetery Grounds

Proposed Start Date: From 1 April (subject to agreement)

Closing Date: 13 March 2026.

1. Introduction

Broseley Town Council invites suitably qualified and experienced contractors to submit a tender for the conversion of an existing storage unit into upgraded toilet facilities within the cemetery grounds.

The Council is content in principle to proceed with the works, subject to confirmation that all required elements are included within the quoted costs and that full compliance documentation is provided.

2. Scope of Works

The works shall include, but not be limited to, the following:

A. External & Enabling Works

1. Traffic management arrangements.
2. Council fees for any required road closures.
3. Severn Trent connection fees (where applicable).
4. Road and ground reinstatement to existing conditions.

B. Drainage & Groundworks

5. Installation of foul drainage pipe from the toilet block to the main sewer in the main road, including:
 - Excavation of trench
 - Supply and installation of gravel bedding
 - Pipework and fittings
 - Installation of manholes (as required)
 - Reinstatement to current ground conditions
6. Foul pipework from toilet and basin to external drainage system.

C. Plumbing & Sanitary Installation

7. Supply and installation of toilet and hand basin.
8. Water connections to toilet and basin.
9. Plumbing in of water supply to the new toilet and sink.

D. Internal Alterations

- Alterations necessary to convert storage unit to compliant toilet facility.
- Compliance with current Building Regulations and water authority requirements.
- Provision of adequate ventilation and welfare compliance where applicable.

3. Contractor Requirements

The successful contractor must act as Principal Contractor and demonstrate compliance with the **Construction (Design and Management) Regulations 2015 (CDM 2015)**.

Tender submissions must include:

A. Health & Safety Documentation

- Confirmation of Principal Contractor compliance with CDM 2015
- Construction Phase Health & Safety Plan (CPP), outlining:
 - Site risk management
 - Welfare arrangements
 - Sequencing of works
 - Site control and public protection measures
- RAMS (Risk Assessments and Method Statements) relevant to all aspects of the works.

B. Insurance

- Public Liability Insurance (minimum £5 million or as specified)
- Employers' Liability Insurance
- Professional Indemnity Insurance (if applicable)

C. Accreditation & Certification

- Relevant trade certifications
- Operative tickets (e.g., CPCS/NPORS for plant, confined space where required)
- Evidence of competency for drainage and water connections

D. Programme of Works

- Detailed programme/time plan outlining:
 - Proposed commencement date (from 1 April, subject to agreement)
 - Key milestones
 - Anticipated duration
 - Sequencing of works

4. Pricing Requirements

Tenderers must provide:

- A full breakdown of costs clearly identifying all elements included.
- Confirmation that all items listed in Section 2 are fully included within the quoted price.
- Identification of any exclusions or provisional sums.
- Confirmation of whether statutory fees and utility charges are included.

5. Clarifications

Once scope and costs are confirmed, the Council will discuss and agree a suitable start date.

Any queries relating to this tender must be submitted in writing to:

[Insert Contact Name & Email]

All tenders received will be considered by the Town Council and will receive a response from the Town Council week commencing 23 March 2026.

To arrange a site,
visit please
contact:

Jenna Munday, Town Clerk
01952 882172
townclerk@broseley-tc.gov.uk

PLEASE PROVIDE A COPY OF THE FOLLOWING DOCUMENTS

Please tick
the box below
for all
documents
included

Current public liability certificate

Highway Electrical Registration Scheme

Health and Safety Policy

Details of proposed LEDs and product warranty	
Any other pertinent documents/certificates	

TENDER PROCEDURE

The following procedure must be followed when submitting quotations:

All invitations to tender are subject to the Town Council’s Standing Order number 17 and the terms of the Bribery Act 2010.

No contractor shall contact councillors or staff to encourage or support their tender outside the prescribed process.

Tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk. The envelope should be clearly marked “Tender”.

Tenders shall be opened by the Town Clerk in the presence of at least two councillors after the deadline for submission of tenders has passed.

Tenders will be reported to and considered by the Town Council at a properly convened meeting.

For office use only

Date approved:	
Approved by:	Town Council
Minute number:	