1. **Introduction and Background**
   1. **Introduction**Companies are invited to quote for pointing works to our Church in the cemetery on Hallfield Lane – there are two near identical buildings here however only the building named ‘Church on the Corner’ will works be quoted for.
   2. **Background**Wetherby Town Council (WTC) in its current form, was created as part of the Local Government Act 1972 and covers the main town centre and an area up to the boundary with North Yorkshire, east towards the young offender’s institute and racecourse, then southwards to Collingham. The parish is divided up in to three wards, each represented by 5 Councillors. We are one of the largest parish councils in the Leeds city area but are separate from Leeds City Council.

1.3 **Requirements**

Works to be undertaken on council-maintained site includes but is not limited to:

Undertake Pointing and refurbishment to the external walls of the building including but not limited to eroded stone replacement where required, removal of cement pointing, galletting and repointing in haired lime mortar.

1. **Current Status**

The Council currently is following on from the hiatus of the covid pandemic and has recently undertaken a significant staffing review. This has led to the council putting in place a facilities management team and a review of council’s building conditions.

1. **Requirements**

The contractor shall adhere to the councils wishes in respect of the works required to the church building and undertake relevant refurbishments of the buildings external structure.

1. **Contract Management**

The supplier will provide a works supervisor as a main point of contact. This person should have the authority to resolve any issues or problems encountered.

The supplier must provide clearly defined escalation route in the event problems remain unresolved.

Before the commencement of these works the supplier will be expected to complete a written procedure which covers all duty of care, health and safety at work and environmental requirements, and which must include a risk assessment for the relevant activities carried out when on sites.

* 1. **Management information**

The works supervisor will be expected to attend a planning meeting before commencement of the works with regular onsite updates with the councils Facilities Manager, these will be ad-hoc due to the nature of the works.

* 1. **Access and Security**

Access to the church building will be given to the contractor to enable them to undertake required works in specified areas.

The Contractor will be expected to create safe working areas and be always aware of the general public within the vicinity of the works.

* 1. **Supplier’s Responsibilities**

The appointed Contractor shall:

* + Provide regular updates regarding progress of works and advising WTC Facilities Manager of any issues that may require urgent attention.
  + Be aware of planned events including but not limited to burials at the cemetery.
  + Provide all necessary equipment, tools and consumable materials.
  + Ensure full compliance with all statutory Health & Safety legislation and provide a contractor health and safety policy which includes the provision of appropriate method statements, risk assessments and relevant certifications.
  + Ensure all appropriate Environmental and Waste Regulations are adhered to, providing evidence if requested to do so and to show a willingness to reduce impact on the natural environment whenever possible.
  1. **Wetherby Town Council (WTC) Responsibilities**

WTC shall:

* Not prevent reasonable access and provision of security codes and keys to the Church Building.
* Provide a nominated person for all queries and act as the Council representative (Facilities Manager)
* Make the contractor aware of all known hazards and risks.
* Provide relevant drawings and site information where possible.
* Make the contractor aware of fire and evacuation policies and procedures within council buildings.
* Provide a safe working area at the location.

1. **Sub-contracting**

The successful supplier may choose to sub-contract elements of this project. Your response should include details of any such situations. The council requires advance notice of any intention to sub-contract. The council reserves the right to approve all sub-contractors in advance. No sub-contractor may undertake any works on property/spaces without the prior approval of the council.

1. **Skills/Experience**  
   It is essential that the appointed Contractor shall have:

* Proven knowledge and experience of working in public spaces or similar which are operational 365 days per annum and be aware of the constraints this brings.
* Membership of a recognised industry body.

1. **Contract Deliverables**

The appointed Contractor will be required to:

* Provide a Schedule of Works over the course of the project highlighting dates of working areas on the building are expected to be undertaken.

1. **Tender Deliverables**

**Financial submission**

The financial submission should consist of:

* Cost of works
* Scheduled start and timescale for works including schedule of costs.

1. **Timescales**  
   The dates below are for guidance purposes. Wetherby Town Council reserves the right to change these accordingly.

|  |  |
| --- | --- |
| Activity | Date |
| Tender Advertised | 25 May 2023 |
| Last date requests for site visits | 2 June 2023 |
| Site visits | 8 June 2023 |
| Tender Return | 24 June 2023 |
| Tender Evaluation | 5 July 2023 |
| Tender Award | 8 July 2023 |
| Contract Start Date | 1 August 2023 |

1. **Site Visits**

To be scheduled with Town Councils Facilities Manager

1. **Evaluation Weighting**

Each of the requirements below will be considered fundamental in the selection of a supplier.

In scoring your response The Council will use the following weightings:

|  |  |
| --- | --- |
| Project management and methodology including works schedule | 25% weighting. |
| Cost | 75% weighting |