

Replacement and refurbishment of the sports pavilion

1. Project Overview

This document has been prepared by Ulleskelf Parish Council for the purpose of inviting proposals from a suitably qualified company to replace the sports pavilion located on the sports field, New Road, Ulleskelf, LS24 9EY

2. Budget

The Council has agreed a budget of £60,000 (Ex VAT) for the project. All pricing should be exclusive of VAT and in GBP (£). Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

3. Timetable for Project

Applicants will need to adhere to the timescales set out below.

Action		Date
Issue invitation to tender	The Council will publish on: <ul style="list-style-type: none">• Ulleskelf.com website• Find a Tender	20th January 2023
Deadline to receive tenders	Tenders should be submitted in line with the guidance below.	Wednesday 1 st March by 5pm
Approval of contractor	PUSH Committee to make recommendation and Contractor to be approved at Parish Council meeting	9 th March 2023
Work to take place	Work should commence by and be completed by	April/May 2023

4. Tender Instructions and Guidance

Contact for Project

All questions relating to this tender must be raised by email to Debi Meir (Clerk) at ulleskelfpc@hotmail.com

ULLESKELF PARISH COUNCIL
12 Waddle Road, Micklefield, LEEDS, LS25 4EP
07890017674 e-mail: ulleskelfpc@hotmail.com

Site Visit

Interested contractors are welcome to visit the site at their own convenience but this is not mandatory. If you would like a member of the project team to be available for a site visit, please email the clerk to make an appointment

Decision and Award of Contract

The Council will use the scoring criteria set out within this document to make a decision on the contract. All suppliers who have submitted a formal tender will be notified of the outcome by email.

Supplier Submissions

The tender submissions received by the Council will not be shared with other suppliers.

Non-Consideration of a Tender Response

The Council has the right to refuse tenders and withdraw the project without suppliers being able to claim compensation. All costs related to the tender process are the responsibility of any tenderers who wish to apply.

The Council may refuse a tender response if the information required by the Council to make a full evaluation has not been provided.

5. Contract Conditions

Works and Standards

All works should comply to British Standards and must be fit for purpose for the intended use. A JCT Minor Works Contract will be used for these works.

Health and Safety

The contractor must comply with all relevant health and safety regulations and is responsible for securing the site and their equipment during construction. The Parish Council will not be held liable for any loss or damage to equipment or injury to members of public during construction. The Construction Design Management Regulations 2015 (CDM) will apply to this project. Principal designer for this project is not yet appointed.

Insurance

The successful contractor must have the following cover in place:

- Public Liability Insurance of no less than: £10 Million
- Product Liability Insurance of no less than: £5 Million
- Employers Liability Insurance of no less than: £5 Million
- Professional Indemnity Insurance of no less than: £1 Million

Evidence of this cover must be provided at the initial quotation stage.

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Additional Documentation

A Schedule of Works, detailed programme and a small works construction phase plan which includes risk assessments and method statements must be provided prior to work commencing.

6. Specification of works

Ulleskelf Parish Council is looking to appoint a contractor to:

- Remove the existing modular buildings on the West side (7.2m x 6m total area) leaving in place the existing container module on the East, dispose of site and offer any scrap value as a deduction to the contract sum.
- Supply and install three replacement modular containers (7.2m x 6m total area) and seamlessly link to part of the existing container module that is to remain including all footings and ensure levels are maintained after any settlement period.
- Supply and Install electrical supply to the new building from the existing MUGA terminal, ensuring the supply is capable of meeting the needs of the pavilion (heating/lighting/cooking etc).
- Supply and install Electric Roller Shutters on all doors and windows with quotation for manual operation and maintenance costs
- Supply and install electric wall heating, Cooker point, sockets (likely 8 double sockets) and appropriate LED lighting throughout
- Supply and install PIR LED floodlights around building perimeter.
- Supply and install CCTV and alarm system remotely controllable and Wi-Fi enabled (assume 5g Wi-Fi will be available)
- Electric hot water in toilets and kitchen on appropriate system
- Installation of new windows/apertures per the render below and replacement of existing windows to rear
- Reline the internal where necessary (white food grade cladding in kitchen) removing current storage cupboard next to kitchen to have a large open plan L-shaped area
- Maintain existing kitchen serving hatch.
- Install new doors internally including locking door to old referees room (opposite toilets) and kick and push plates
- Refurbish the interior of the new building including installing new flooring (suitable for studded boots and easy clean, darker colour preferred) throughout and interior painting and decoration to all walls.
- Refurbish Kitchen area to include sink unit, extraction system and some wall cupboards, exact specification to be provided with quote.
- Install new toilet/handwashing/handdrying facilities to a good aesthetic standard.
- Maintain ramp access including a handrail to current building regulation requirements per render below
- Demolish, remove and dispose the existing pre-fabricated garage (including removal of tree/shrub close by) to the rear of the pavilion and replace with a watertight container module.
- Respray the exterior of the entire building including storage containers with a paint suitable for long term exterior use with a suitable guarantee
- Ensure roof is watertight with appropriate painted finish on visible sections, also ensuring suitable drainage from roof to soakaway
- Provide perimeter paving (c600mm) around entire building and patio paving to full length of main container (East Side) extending out to a depth of 3m
- Make good any landscaping damaged as a result of works.

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7. Scoring Criteria

Description	Evidence	Scoring
Tender received on time	Confirmation of receipt of tender	Pass/Fail
Ability to deliver project within the specified timeframe.	Confirmation of expected timescales	Pass/Fail
Insurance at the specified level	in-date Certificates	Pass/Fail
Two Business References	Result of enquiries to references	Pass/Fail
Health and Safety Policy	Copy of policy	Pass/Fail
Quality of Design	Compliance with specification.	40%
Materials	Quality of materials used.	15%
Environmental credentials	Evidence of sustainable approach	5%
Price/Value for money	Quote for current project Warranty cover Aftercare service	40%

8. Submission checklist

Please ensure the following are included with your submission:

- Pavilion design and quotation, using the costing document provided.
- Product details
- Warranty details
- Copies of Insurance Certificates
- References
- Project delivery timetable.

Tenders and all the requested information should be sent by the submission deadline to ulleskelfpc@hotmail.com or hard copies should also be sent to:

Debi Meir
Ulleskelf Parish Council Clerk
12 Waddle Road
Micklefield
Leeds
LS25 4EP