



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT number: 830 7558 23

11th April 2019

Dear Sir or Madam,

INVITATION TO TENDER – TO CONVERT THE GROUND FLOOR ACCOMMODATION TO PROVIDE DIRECT ACCESS PUBLIC TOILET CUBICLES AND A LARGER GROUND FLOOR RECEPTION AREA FOR TOWN COUNCIL USE IN THE KING GEORGE V PLAYING FIELD, RAYLEIGH

I am writing to invite you to submit a tender in accordance with the enclosed specification to convert the ground floor accommodation to provide direct access public toilet cubicles and a larger ground floor reception area for Town Council use at the above address.

I enclose a plan of the current layout for your information highlighting the area to be utilised for public toilets and Town Council accommodation. The Town Council expects to be able to have at least four unisex Direct Access toilets from the existing ladies and gents. Each cubicle should house its own toilet basin, cistern, mirror, hand washing/drying facilities. At least one cubicle should include a baby changing facility and space to wheel in a pushchair. There is no need to consider facilities for the disabled as the existing disabled toilet on the site will remain unchanged.

The Town Council has been instructed by the Local Planning Authority Rochford District Council that it will be necessary for it to seek planning approval before this work can commence. It will therefore be necessary for your tender submission to include a lay out plan to scale of the new Direct Access cubicles and an exterior view plan showing the positions of the replacement doors and windows. Both plans must be suitable for the Town Council to submit as part of its planning application. **Please note that the project will not proceed if RDC does not approve the planning application.**

The Town Council office is open Monday to Friday from 9.00am to 4.00pm and you may arrange to visit during this time. If you would like clarification on the specification or to discuss any other options please telephone or email any enquiries, details above.

Tender documents must be returned sealed, in the envelope provided, to the Town Clerk, Rayleigh Town Council, the Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD by no later than:

12.00noon Friday 31st May 2019

Please note that:

1. If a person submitting a tender is to his knowledge related to any member(s)/employees of Rayleigh Town Council he/she and the person he/she is related to shall disclose the relationship in writing to the Town Clerk
2. Canvassing of members of the Town Council or any committee or sub-committee or employee(s) for any contract under the Town Council shall disqualify the contractor from such a contract.

Please request for the appropriate return envelope to be sent to your postal address if you have accessed the specification electronically.

Yours faithfully

A handwritten signature in black ink, appearing to be 'K Cumberland', written in a cursive style.

Mrs K Cumberland
Town Clerk

RAYLEIGH TOWN COUNCIL

**TO CONVERT THE GROUND FLOOR ACCOMMODATION TO PROVIDE DIRECT ACCESS
PUBLIC TOILET CUBICLES AND A LARGER GROUND FLOOR RECEPTION AREA FOR
TOWN COUNCIL USE IN THE KING GEORGE V PLAYING FIELD, RAYLEIGH**

I/We understand that you are not bound to accept the lowest or any quotation you may receive.

I/We understand that no increased cost of labour and or material will be allowed during the period of the contract.

If this quotation is accepted I/We agree that these quotation documents together with your written acceptance and order shall constitute a binding contract between us.

This agreement is made between the undersigned contractor and Rayleigh Town Council.

CONTRACTOR DETAILS

Signed.....

Print Name

For and on behalf of.....

Address.....

.....

Post Code.....

Telephone.....

Mobile Telephone no.....

E-mail Address.....

Date.....

SPECIFICATION TO CONVERT THE GROUND FLOOR ACCOMMODATION TO PROVIDE DIRECT ACCESS PUBLIC TOILET CUBICLES AND A LARGER GROUND FLOOR RECEPTION AREA FOR TOWN COUNCIL USE IN THE PAVILION, KING GEORGE V PLAYING FIELD, RAYLEIGH

- To remove area existing public toilets, changing room toilets, corridors and referee room as highlighted in the plan attached.
- To leave existing disabled toilet and baby change in current location.
- To install one toilet and washbasin per changing room, which can be accessed by public or Town Council when facilities are not in use.
- Double doors to be installed into Town Council Reception Area in order to create easier disabled access (doors to open inwards or be sliding doors). Depending on the type of doors installed a window may be necessary to allow natural light into reception area.
- Access to Town Council area to be by use of intercom only.

SPECIFICATION FOR DIRECT ACCESS TOILET CUBICLES

1. Build stud walls to convert toilets into at least 4 single unit Direct Access cubicles.
2. Remove windows and walls as necessary to provide and install new steel security doors to match existing and paint. Reposition the 2 existing steel security doors as required.
3. Tile all walls from floor to ceiling in the new cubicles.
4. Provide and install new WCs, mirrors, basins with hand driers and soap dispensers and any alterations for plumbing. Use existing equipment where possible. Install toilet roll dispensers. All equipment to be vandal proof.
5. Painting to any surfaces that is required i.e. ceilings and woodwork
6. Provide and install new lighting and extractor fans to each new cubicle
7. Install baby change facilities in 2 of the cubicles using existing equipment
8. One cubicle to be large enough to be able to accommodate a pushchair (should also have a baby change unit in this cubicle)
9. Remove existing heaters from toilets and disconnect electricity connections
10. Box in Pipework. Install larger waste pipes capable of dealing with the amount of use for a public toilet (existing waste pipes are inadequate).
11. Remove tiled flooring in all areas and install flooring as used in the lift lobby area on the ground floor of the Pavilion. No joins or uneven surfaces for cleaning.
12. Additional locks on all doors for staff to gain access to all cubicles in an emergency.
13. Apply for Building Regulations.
14. Produce lay out and exterior view plans for the planning application that will be submitted to the District Council by the Town Council.

15. Change water heating system, which is currently from tanks on the first floor of the Pavilion, to supply and fit water heaters to individual sinks (or provide hot water for more than one cubicle) with controlled hot taps, either by pir or pressure controls. Taps to be vandal proof and unable to be left running.

16 Means to isolate water supply for toilet and washing facilities if needs turning off in separate cubicles.

17. Remove all rubbish from site

Proposed Plan for Ground Floor

Green – New direct access public toilets 3 cubicles and disabled.

Red – New town council reception, interview room and storage for town council and contractor.

Blue – If members want to provide toilets in changing rooms – could have access via existing door on match days for left side changing room and lock door for public, for right side changing room install one toilet in area next to shower cubicle. This toilet could have access via reception also on week days only.

KING GEORGE V PLAYING
FIELD

