Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

01920 460316

**WARE TOWN COUNCIL TENDER SPECIFICATION**

On behalf of Ware Town Council, I have the pleasure of inviting you to submit a fixed price tender for the following project.

Yours faithfully,

Terry Philpott

Town Clerk

|  |  |
| --- | --- |
| **Project name**  | **Priory Grounds Toilet refurbishment**  |
| **Project objective**  | To install three x public toilet cubicles, plus a technicians workshop into an existing building. . |
| **Project location**  | The Priory Park High Street Ware SG12 9AL  |
| **Contract value**  | £80K to £130K  |
| **Timescales**  |  Build works to commence November 2024, completion February 2025. |
| **Contact details for further information and site visits**  | Matt Watkins, Maintenance Manager. Email matthew@warepriory.co.ukPhone: 01920 460316Mobile: 07988624510 |
| **Contact details for invoice queries**  | Sean Higgins, Finance Manager sean@waretowncouncil.gov.ukPhone 01920 460316 |
| **Primary contact details during the project period.**  | Matt Watkins, Maintenance Manager. Email: matthew@warepriory.co.ukPhone: 01920 460316 |
| **Contractor requirements essential**  | As per tender specification. |
| **Contractor requirements desirable**  | Previous experience of similar projects  |
| **Return date for tender submissions**  | Tenders need to be returned by 30th of September Preferred method by email to tenders@waretowncouncil.gov.uk . If large documents such as maps or visuals are submitted, please provide a paper copy to Ware Town Council The Priory High Street Ware SG12 9AL Postal tenders or additional information should be submitted in an envelope marked , Confidential: Ware Town Council Public Toilets refurbishment. Please do not submit enquiries of a general nature to tenders@waretowncouncil.gov.uk as the inbox is only monitored at the time a tender is due to close.  |
| **Detailed specification**  | See attached documents  |
| **Access and possible restrictions in the delivery phase of the project.**  | Access to the Priory Grounds available seven days per week from 8am to 5pm. Liaison with the Priory Operations Manager to avoid noisy works that may coincide with occasional events.   |
| **Progress reporting**  | The council will require reporting as required and in particular any impact on the project timescale, plus anything that may cause reputational damage to the council.  |
| **Payment terms**  | Please specify in the pricing schedule the requirement for any phased payments. WTC seek to pay all correct invoices within 30days.  |
| **Retention value / period**  | WTC will retain 0% of the contract value for a period of X months.  |
| **Penalty clauses**  |  |
| **Conditions of contract**  | The Council require assurances from all potential contractors through the provision of appropriate documentation that:* All operatives are suitably trained and qualified to use any machinery involved in the work.
* Operatives will at all times wear suitable protective clothing and high viz jackets.
* Safety and advisory signage will be required as necessary
* Contractors will be required to supply details of public liability insurance with the tender papers.
* Contractors will be required to undertake a COSHH assessment for all chemicals used during the delivery of the contract.
* Contractors will be expected to provide a method statement detailing how the various elements of the work will be undertaken.
* Project timescales will be provided where applicable.
 |
|  |  |

**Pricing schedule**

|  |  |
| --- | --- |
| **Contractor name**  |   |

|  |  |
| --- | --- |
| **Project name** **.**  | **Priory Grounds Toilet refurbishment**   |
|  | Pricing (excluding VAT) for all works as included on the specification, in the component parts as requested.  |
| **A** |  |
| **B** |  |
| **C** |  |
| **Total**  |  |
|  |  |
|  | The council seek to pay invoices within 30days of the receipt of a correct invoice after completion or delivery of the project. If there is a requirement for phased payments, please detail below.  |
|  |  |

I / We hereby offer to carry out the works as scheduled and contained in the attached specification.

Signed

Dated

|  |  |
| --- | --- |
| **Contractor name**  |  |
| **Address**  |  |
| **Name of primary contact**  |  |
| **Email**  |  |
| **Office phone number** |  |
| **Mobile phone number** |  |

|  |  |
| --- | --- |
| **Contractor name**  |   |

**Contract Evaluation**

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors may be invited to an interview

|  |  |  |  |
| --- | --- | --- | --- |
|  | Max score | score  |  |
| Price  | 50 |  |  |
| Quality of workTraining / Qualifications / ExperiencePlease provide names of referees related to existing contracts of a similar nature | 30 |  |  |
| Reliability (Equipment strategy / contingency plans/ method statement / project plan)  | 10 |  |  |
| Proximity to Ware(Location of equipment / contractors)  | 5 |  |  |
| Environmental factors(Please attach environmental policy) | 5 |  |  |
|  |  |  |  |
| Total | 100 |  |  |

The Council reserve the right to not accept any or the lowest tender.

|  |  |
| --- | --- |
| **Contractor name**  |   |

**References:**

*Please provide two References below....*

|  |  |  |
| --- | --- | --- |
|  | Reference 1 | Reference 2 |
| Organisation |  |  |
| Contact name |  |  |
| Contact phone  |  |  |
| Contact email |  |  |
| Address |  |  |
| Type of contract |  |  |

**Tender submission checklist**

|  |  |
| --- | --- |
| **Contractor name**  |   |

|  |  |  |
| --- | --- | --- |
|  |  | Office use  |
| Cost breakdown (excluding VAT)  |  |   |
| References  |  |   |
| Environmental policy  |  |   |
| Public liability insurance  |  |   |
| Method statement detailing how the various elements of the work will be undertaken.  |  |   |
| Project timescales.  |  |   |
| Further information to support the tender evaluation as required  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |