



The Oakwood Centre

Invitation to Tender

Installation of new male, female and disability toilets

Client:

Woodley Town Council (WTC)

Oakwood Centre

Headley Road

Woodley

Reading

Berkshire

RG5 4JZ

Tel: 0118 9690356

Email: colin.holland@woodley.gov.uk

Contact: Colin Holland

Site:

The Oakwood Centre

Headley Road

Woodley

Berkshire

RG5 4JZ

Tel: 0118 9690356

Deadline for submissions:

Deadline: **12:00pm (midday) 15 December 2023.**

Decision January 2024.

Tenders to be marked **CONFIDENTIAL TENDER** and returned as follows;

By post to;
Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
RG5 4 JZ

By email to;
Townclerk@woodley.gov.uk

Late tenders will not be considered.

A. Description of works

Woodley town council are inviting tenders for complete removal and reinstatement of new toilet facilities to our multi use community building.

Currently this consists of;

- Female rest room with 6 cubicles, sinks, hand dryers,
- Male rest room with 2 cubicles, 3 urinals, sinks and hand dryers and 2
- Disability restroom with 1 toilet, sink and sundries.

We are looking to change the layout of the current rest rooms to include;

Female
X3 regular cubicles X1 ambulant cubicle with child changing facilities
Male
X1 ambulant cubicle with baby changing facilities X2 urinals
Disability
X1 compliant toilet plus baby changing facilities

We will require all works to meet the current regulations and standards and **it must be stated in the tender submission how the proposal meets these requirements.**

Works to include electrical alteration to current lighting with upgrades to PIR systems.

Rest rooms will require new flooring and hygienic wall systems, along with cubicles and fittings and fixtures which will need to include toilet roll dispensers, soap and moisturising dispensers, hand insert hand dryers, sanitary disposal etc.

Suggestions on hygiene improvements and energy reducing solutions will be welcomed and should be included as options where appropriate.

We are looking for robust, modern, clean, spacious, low maintenance, low environmental impact restrooms that will last in a public environment that also houses wedding functions, on site café, business meetings and theatre goers.

Companies applying should be capable of carrying out all the works from start to finish, with handover being complete ready to use restrooms with all certification and testing carried out.

The Council intends to enter into a formal contract with the successful tenderer. This will be a JCT minor works with contractor's design.

Provisional start date for works is 5 August 2023

B. The site

The Oakwood Centre;

The Oakwood centre is a multipurpose building which houses the main town council offices, café, theatre and hireable rooms. We have a number of function rooms which cater for occasions which can range from wedding receptions of 150 people to business meetings with 3 people. The building was built in 2003 and the restrooms are original from the initial build. There is no asbestos in the building construction.

Access to the building is good with parking to the rear.

Areas of the building other than the toilets will be in use during the work period.

C. Pricing

Price to include;

- All materials, labour, access and equipment costs
- Removal and appropriate disposal of existing and all waste associated with the new installation
- Supply and installation of all agreed fixings, fittings, flooring, plumbing and electrical works.
- Materials and works guarantees along with relevant certification upon completion.

The total price and any proposed options should be clearly shown on the form APPENDIX A and returned with the submission.

The Council intends to enter into a formal contract with the successful tenderer. This will be a JCT minor works with contractor's design.

D. Submission information

Submissions to include;

- detailed design drawings
- detailed costing including options as appropriate – use form **APPENDIX A**
- detailed system specification and manufacturer information
- detailed water/energy consumption information as appropriate
- Lead time and indication of potential start date
- Project duration (this will be taken into consideration due to the potential impact of the works on the operation of the centre. Any detail you can provide regarding your proposed duration of works, will be taken into consideration in the tendering assessment.

Please include samples of finishes and colours to various surfaces, which are to include;

- Hygienic wall panelling
- Flooring
- Cubicles
- Images of sinks, taps, toilets and other fixings
- All can be sent via post clearly labelled, or can be handed in person to the Amenities Manager when visiting site.

E. Additional Information

Please ensure you have included the following with your submission;

- Fully Costed proposal
- Last set of your company's audited accounts
- Details of any enforcement action under Health & Safety legislation
- Brief details of two current, similar scale projects undertaken by your company
- Confirmation of the delivery timescale
- Details of your company's public liability and employee insurance cover
- Your company's equality policy
- Your company's environmental policy

F. Arranging a viewing for tender purposes

Only tenders from companies who have viewed the premises and reviewed the work area will be considered.

Viewings are by appointment only with our Amenities manager via email.

Colin.holland@woodley.gov.uk

Please allow up to 24 hours for response

APPENDIX A

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