



**Knutsford Town Council  
Tender for:**

# Creation of a Changing Places Toilet Facility at the Bexton Road Toilets

**Issued June 2016**

## CONTENTS

Introduction.....	2
Requirements .....	2
Tender Submission .....	2
Tender Timeframe.....	3
Evaluation Procedure .....	3
Plans .....	4

## INTRODUCTION

The Town Council operates two public toilet buildings under contract with a leading public toilets provider. At one of these sites an area of the building which housed toilets before a redevelopment of the building has been earmarked for the installation of a Changing Places facility.

The Town Council is seeking tenders to convert the vacant space into a fully functional Changing Places facility.

## REQUIREMENTS

The Town Council seeks to have a Changing Places<sup>1</sup> toilet for Knutsford installed at its Bexton Road toilet building. The unit will be accessed by RADAR key only. The external finish shall be the same as that of the existing public toilets and the door shall include the Changing Places symbol.

The interior shall be finished to the same quality as the existing public toilets. Potential contractors are expected to arrange a site visit to view the space.

The Town Council seeks a turnkey tenderer to manage all aspects of the project including building regulations, CDM and Health and Safety requirements. Appropriate certification of electrical and plumbing works must be supplied.

## TENDER SUBMISSION

Tenders must be submitted in hard copy by ordinary post. Tenders shall comprise one paper copy of all information and a digital submission contained on either a USB stick or CD. The tender pack will be sealed so as to prevent the contents becoming known. The packs shall not have any external means of identifying a potential supplier.

The envelope must be addressed to:

The Town Clerk  
Changing Places Tender Submission  
Knutsford Town Council  
Council Offices, Toft Road, Knutsford, WA16 6TA

---

<sup>1</sup> [http://www.changing-places.org/install\\_a\\_toilet/design/changing\\_places\\_standards.aspx](http://www.changing-places.org/install_a_toilet/design/changing_places_standards.aspx)

**NB:** Tenderers must disclose, as part of their submission, if they are known to any Member or Officer of Knutsford Town Council and the nature of that relationship. Failure to do so may result in disqualification from the process.

The tender shall be in four parts:

- 1) Technical specification, details of experience, proposed approach to works etc
- 2) Costing and specification for the building works required to convert the redundant space into a Changing Places toilet and the installation of the required equipment
- 3) Costing and specification of the equipment proposed to be installed
- 4) The names and contact details of three referees who have received a similar service in the past 12 months.

## TENDER TIMEFRAME

<b>June 27 2016</b>	Issue of tender
<b>June 27 to July 20 2016</b>	Site visits for interested contractors by appointment
<b>July 20 2106</b>	Deadline for expression of interest
<b>July 31 2016</b>	Deadline for submission of tenders

No contact shall be made other than via email between 20<sup>TH</sup> July and 31<sup>st</sup> July. Any queries and questions raised at this point will be shared with all parties that have expressed an interest to tender.

## EVALUATION PROCEDURE

Submitted tenders shall be assessed by a panel of councillors who shall score each tender as follows:

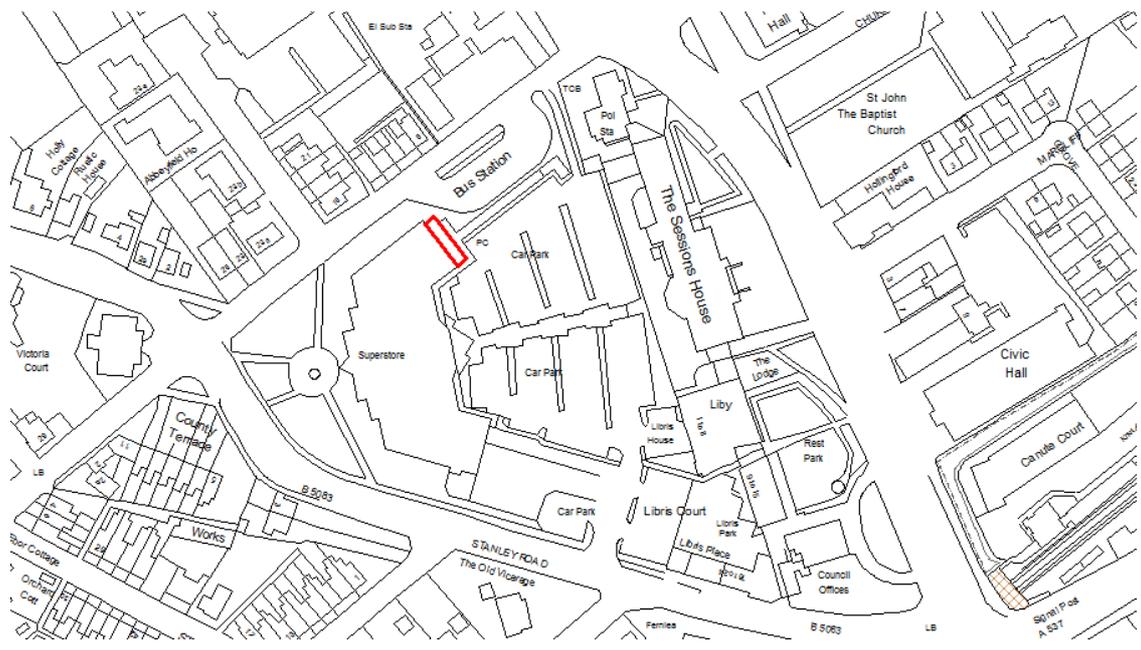
- 1) **Price** lowest priced tender shall score ten points, second lowest nine points and so on until zero is reached when all remaining tenders shall score zero.
- 2) **Locality** Companies based in Knutsford (parish) shall score an additional two points; companies based in Cheshire shall score an additional one point.
- 3) **Perceived quality** – the highest perceived quality of finish shall score ten points, second highest nine points and so on until zero is reached when all remaining tenders shall score zero
- 4) **Guarantee** – the best guarantee, judged by time period and coverage shall score ten points, second best nine points and so on until zero is reached when all remaining tenders shall score zero
- 5) **Experience** – Experience in similar projects and satisfactory references shall score a maximum of five points.

Subject to contract the tender will be awarded to the supplier scoring the highest number of points.

The Council reserves the right not to award the contract.

# PLANS

## Location Plan



Maps based on Ordnance Survey MasterMap or 1:25000 Mid-Scale data with the permission of the Controller of HMSO. © Crown Copyright

## Building Plan

Area for Changing Places facility highlighted in red.

