

Ware Town Council Contract Tender
New air conditioning units

23/11/2021

TENDER: New air conditioning units in Ware Priory Conservatory





On behalf of Ware Town Council I have the pleasure of inviting you to submit a fixed price tender for the replacement of the air conditioning unit in Ware Priory conservatory.

I would be grateful if you would indicate your willingness to submit a tender and by the due date, have the necessary resources to carry out the works and provide the documentation requested as part of the tender process.

Tenders should be submitted in an envelope marked, " Air conditioning Tender" and on the enclosed FORM OF TENDER to the address below :

Ware Town Council
The Priory
High Street
Ware
Herts
SG12 9AL

In addition to this please enclose the following:

-  Details of your environmental policies and procedures
-  Contractors will provide details of Public Liability Insurance cover with the tender papers
-  COSHH assessments for all chemical substances to be used while working on the contract.
-  Method Statements detailing how the various elements of the contracted work will be undertaken

Tenders should be returned to my office by Noon on 4th of January

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

If you have any queries or require additional information please get in contact with me.

Yours faithfully,



Mr. Terry Philpott Sean Higgins
Clerk to the Council Responsible Finance Officer

SPECIFICATION FOR THE NEW AIR CONDITIONING UNITS IN THE CONSERVATORY

To remove and dispose of all existing spiral ducting installed in the conservatory and the outside openings to be closed off and weather proofed.

Contractor to install a system that can heat and cool the conservatory to the desired temperature. System to be installed in such a way that that preserves the character of a listed building.

Tender to include installation of mains electrical supplies from local fuse board.




Tender to include duration of installation.

Tender to include 5 year guarantee on parts.

Contractor to confirm their availability to start and the time expected on site.

CONDITION OF CONTRACT

The Council require assurances from all potential contractors through the provision of appropriate documentation that:

-  All operatives will be 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 and display safety signage as necessary
-  Operatives will be aware of and trained on all H&SE aspects of working with any machinery used in carrying out this contract and working on the public areas

- 🏠 Contractors will provide details of Public Liability Insurance cover with the tender papers
- 🏠 COSHH assessments for all chemical substances to be used while working on the contract.
- 🏠 Method Statements detailing how the various elements of the contracted work will be undertaken
- 🏠 Timescales will be provided for installation

**FORM OF TENDER
AIRCONDITIONING WORKS AT WARE PRIORY**

Please price excluding VAT.

All work as indicated in the specification:

AIRCONDITIONING WORKS AT WARE PRIORY

AREA 1 £..... (+VAT)

Thank you.

**FORM OF TENDER
AIRCONDITIONING WORKS AT WARE PRIORY**

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

Name of Contractor:

Address:

Date:

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 work Training / Qualifications / Experience Please provide names of referees related to existing contracts of a similar nature	30		
Reliability (equipment strategy / contingency plans)	10		
Proximity to Ware (location of equipment / contractors)	5		
Environmental factors (please attach environmental policy)	5		
Total	100		

Contractor Name: _____

References:

Please provide two References below....

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

Contractor Name: _____