**Project Location** The Prince of Wales Hospice, Halfpenny Lane, Pontefract, WF8 4BG

**Project Title** Patient Garden Refurbishment Invitation to Quote (ITQ)

**Project Manager** Amanda Darley

1. **Introduction**

The Prince of Wales Hospice is regulated by the Care Quality Commission that is an independent regulator of care providers in England. The Hospice must undergo unannounced inspections from the CQC, the last inspection was on the 4 October 2016 at which time the provision was rated as Good**.**

The Prince of Wales Hospice cares for and supports patients with life limiting illness and their families. Caring for local people within the “Five Towns” community offering around the clock care, helping approximately 900 local people each year. The Hospice does not only treat patients with cancer diagnosis, but also cares for people with a wide range of life limiting illnesses, many of whom return home after their symptoms have been managed.

The Prince of Wales Hospice is running this procurement exercise to appoint a contractor with experience of the required activities to design and construct a patient garden area in line with the brief and project budget.

**2.0 Background to the project**

The Hospice is fortunate to have extensive garden and grounds which can be enjoyed by patients, visitors and staff, offering a safe haven in which to spend time in outside space.   Whilst we have been commended on the outside environment on many occasions it is recognised that much of the development of the gardens and grounds over the years has been done on shoestring budgets with little in the way of professional designs and planning.

This project is to create an improved facility for our patient’s outlook from their rooms into the garden area along with quiet reflective outside spaces which can be enjoyed by both patients and their families, which allows us to extend our care beyond the physical presence of the room.

**3.0 Services Required**

We are looking to appoint a contractor that will have the skills and abilities to create a design and construct a garden that fulfils our objectives. The contractor we are looking to appoint must be able to demonstrate.

* References from customers where they have completed similar works.
* Details of relevant insurance cover for this type of project.
* Health and Safety documentation that include sample risk and method statements.

The attached images and dimensions supplied within this ITQ are for reference only. It is essential that contractors visit site and be responsible for their measurements of the area before submitting a quote. The Hospice will invite all interested parties to the site on the morning of Wednesday 28 April 2023. No alternate site visits are planned or allowed within this procurement exercise.

The key objectives of this project are.

* The view to the gardens from the patient rooms should be stimulating in both colour of planting and floral aroma that is viable within each season.
* Features added to the garden that encourage wildlife and insects.
* Create a peaceful environment.
* Create spaces that allow the patients (in wheelchairs or beds) to use external spaces with their families and friends for quiet enjoyment giving consideration to privacy from neighbouring rooms.
* Create a collective area centrally to the garden that can be accessed from each room.
* Provide viable protection from the sun or rain through fixed or furniture provision.
* Provide lighting features to subtly illuminate the garden during the hours of darkness.

It is essential that the following services and provisions are maintained and adhered to.

* The existing walkway to the perimeter of the building must be maintained within your design.
* Maintaining level access from each bedroom through the existing patio windows.
* The existing central housing for the air conditioning equipment that is shielded by wooden fencing must be maintained (and enhanced where applicable).
* Proposed paths and walkways must be suitable to allow hospital beds to be pushed and manoeuvred within existing risk assessment requirements (attached).
* Join seamlessly with the adjacent garden area to the rear of the Hospice grounds

**4.0 Milestones and activities of this procurement exercise**

The table below identifies the key dates of activities for this procurement exercise. Please note that the contract period has not been identified and we would ask that within your quote you provide project plan for the construction of the garden that takes into account the availability of materials.

|  |  |
| --- | --- |
| ITQ issued to selected providers and Contract Finder portal | 14 April 2023 |
| Site visit of interested parties | 26 April 2023 |
| Final date for clarifications | 28 April 2023 |
| Clarifications issued  | ~~3~~ May 2023 |
| Quote return date  | 12 May 2023 |
| Appointment  | 17 May 2023 |
| Project period | To be confirmed |

**5.0**

**Supplementary information**

There are a number of supporting documents that can be obtained from the governments contract Finder portal for this project.

Within each quote, you may submit a variation that you believe would benefit the Hospice and improve on the services identified. You must clearly identify such items under a heading of “Alternative Options”.

A condition of tender is that you confirm acceptance to these conditions and in the event that you are successful in this ITQ, sign the document before commencement of your services.

The Hospice is committed to paying invoices within 28 days.

**6.0 Quote submission information**

Quotes will be accepted in either hard copy or by email in PDF format. Receipt of quotes will be provided within three working days of the submission date.

The Return date for this procurement exercise is 12:00 noon on 12 May 2023 to the contact and address below:

**Hard copy**

A Darley

The Prince of Wales Hospice

Halfpenny Lane

Pontefract

WF8 4BG

**Electronic copy**

adarley@pwh.org.uk

Note. The return date is 12;00 noon on 12 May 2023.

Proof of sending will not be taken as proof of receipt.

Please mark the envelope or emails **“Patient Garden Refurbishments”.**

Please note quotes received after this time will **NOT** be considered within this procurement exercise.