



10 Melrose Road, West Mersea, Colchester, Essex CO5 8JD
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Invitation to tender for a Changing Places toilet in West Mersea for West Mersea Town Council

West Mersea Town Council requires a Changing Places (CP) toilet on the Victoria Esplanade Car Park on the town's seafront.

Scope of the contract

The contract will include the building of a CP toilet facility which is compliant with the following two documents which outline the standards necessary, and will be registerable under the Changing Places scheme on the national website:

- BS8300, and
- Changing Places: A Practical Guide. (This document can be found on the Changing Places website <https://www.changing-places.org/>)

The Contractor will be required to demonstrate that all insurances, health and safety procedures and risk assessments necessary for the smooth and safe fulfilment of the contract are in place.

Tender documents

This tender includes the following documents to enable you to bid for this tender. If you find any documents missing or you are unable to open any, please contact us immediately.

- Invitation to Tender (this document)
- General specification notes

To bid for this tender, please submit the following:

- 1) Your cost for the Changing Places toilet, including two quotes, detailed in the tender document
- 2) Lead in time from receipt of order to commencement of works
- 3) Evidence of public liability insurance (up to £2,000,000)
- 4) Evidence of employers' insurance if relevant (up to £2,000,000)
- 5) Professional Indemnity insurance (£1,000,000)
- 6) Details of similar projects/services undertaken including references to clients or links to relevant web pages
- 7) Information on key personnel likely to be involved if you are awarded the contract
- 8) Responses to the 4 Quality Questions in the tender document

Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.

Reporting procedure

A preliminary meeting will be held between West Mersea Town Council and the selected Contractor to ensure that all are fully aware and in agreement with what needs to be done to fulfil the terms of the contract.

West Mersea Town Council will examine the outputs of the contract and the Contractor may be called upon to correct any errors or answer queries regarding any of the outputs at their own expense.

Criteria for award of contract

West Mersea Town Council is not bound to accept the lowest tender bid for the work required. The following criteria will be taken into consideration:

- Demonstrated ability to deliver similar projects to a high quality
- Price fit within budget
- Quality and value for money
- Use of local resources and skills where possible

How to submit your bid

Tenders are to be submitted via email to Vanessa Allen, Town Clerk at town.clerk@westmersea.org and followed up with a hard copy in a sealed marked envelope to Vanessa Allen, Town Clerk, at the above address by 1pm on Monday 4th October 2021. Submissions received after this date and time will not be considered.

West Mersea Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

Tender bids will be treated as private and confidential.

Bids for this contract will be opened on Monday 4th October 2021.

The Council will notify applicants of the outcome of their tender by end of October 2021.

For further information, please contact Vanessa Allen, Town Clerk – town.clerk@westmersea.org