

**SWANLEY TOWN COUNCIL
TENDER BRIEF
Sports Hub – The Olympic**

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1. Contact Details

Chief Executive Officer : Mr Ryan Hayman

Swanley Town Council
Civic Centre
St Marys Road
Swanley
Kent
BR8 7BU

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E-mail: rhayman@swanleytowncouncil.gov.uk
Web Site: www.swanleytowncouncil.gov.uk

The Client: Swanley Town Council

Prepared by: Ryan Hayman – CEO

Date: 06th May 2022

2. Overview

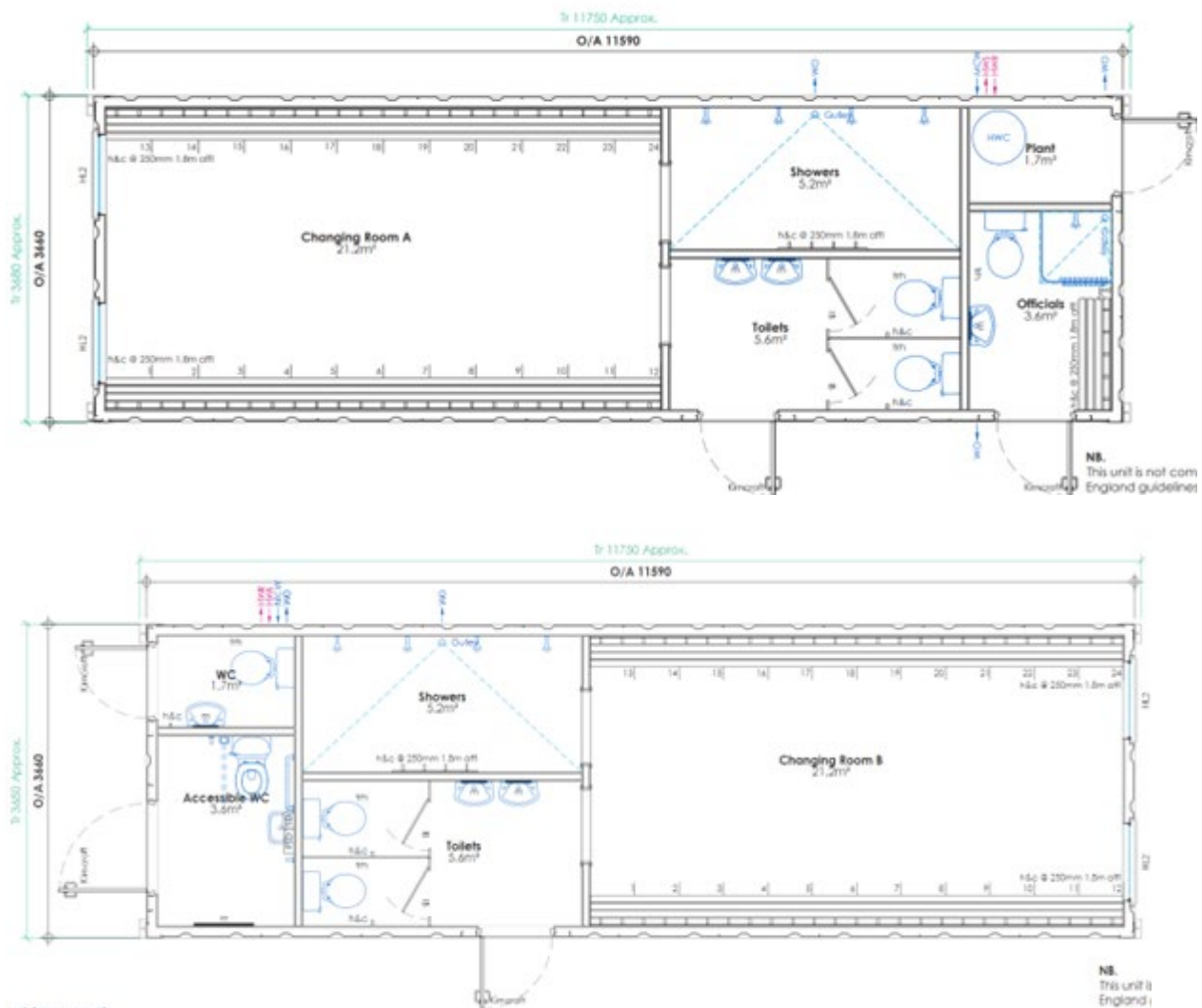
Swanley Town Council is seeking to appoint a preferred contractor to source, fit and install two containers with multiple functionality. The units will include two large changing rooms fitting up to 24 player seats/pegs, five general public toilets, one disabled user friendly toilet, two shower blocks and an officials. The outcome of the tender process and decision will be to identify and select a single contractor to take the project forward from consultation to a final design and completed installed containers. All this must be considered whilst still working within the site's constraints.

'Tender to provide drawings, leading to provide and building new facilities on the site of the current golf driving range'

3. Requirements

The Town Council is requesting the following:

Creation of two changing rooms, toilets, showers and an officials changing room on the old golf driving range at the back of the Olympic Sports Centre. The specification should be the same as the design below outlines.



The price includes the items listed below.

- To supply two container structures - Length 11750 Approx / WidthTr 3680 Approx.
- To fully fit the units with all necessary components required.
- To supply all small tools required for completing the works.
- To supply all plant required to carry out the works.
- To supply all labour required to complete the works.
- Works to be carried out within a 5 week timeframe.
- All signing and guarding whilst work is carried out.
- Ten Year Structural Warranty
- £10 Million Public Liability
- £10 Million Employers Liability

4. Location

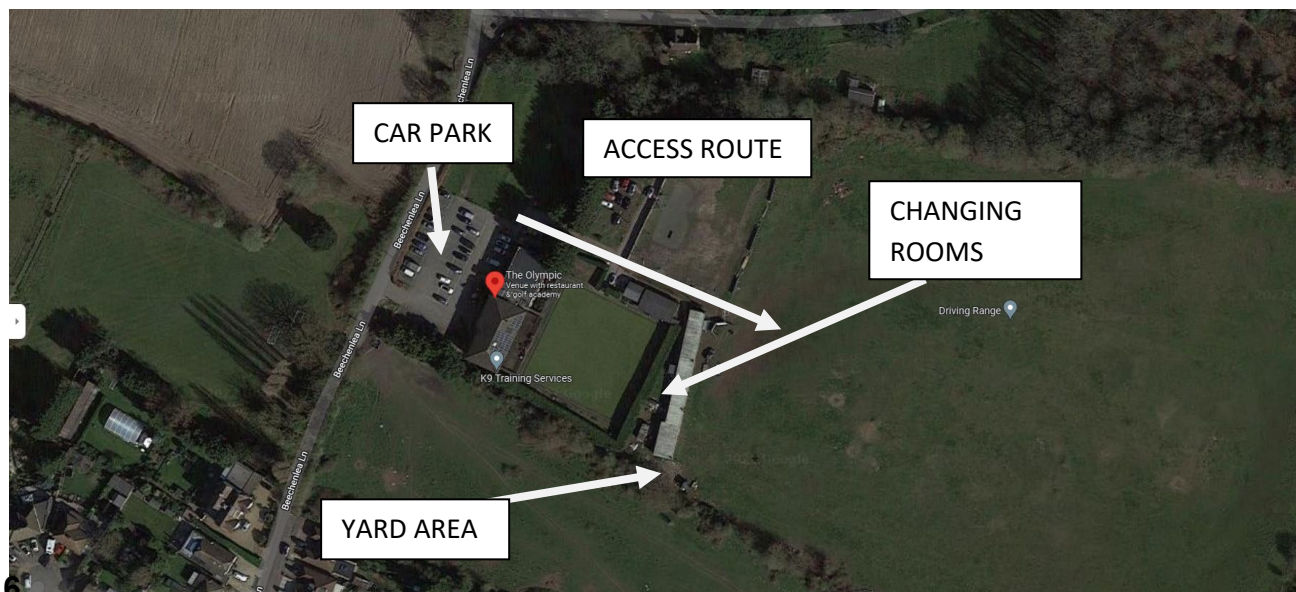
The site is situated within a popular site The Olympic:

Address: The Olympic, Beechenlea Lane, Swanley, BR8 8DR

Entrance to the field is narrow and access to the driving range facility is across a field. Careful planning will be required to ensure that damage is limited to superficial only on the areas not being worked on.

There is sufficient parking and construction materials can be placed by the 'Yard Area' which is next to the site being developed.

5. Maps



6. Declaration

If any tender organisation has a personal, business, or financial interest or link with Swanley Town Council, its Councillors, or staff then this must be declared when the tender is submitted. Failure to declare a personal or business interest at this time may result in the immediate termination of the contract or lease agreement and a financial penalty being sought by Swanley Town Council against the winning tender.

See attached Declaration 7a which must be signed and returned. If the declaration is not returned with the required paperwork, then your submission will not enter the tender selection.

7. Agent Requirements

To be considered in the opening of Tender Documents the following information must be provided:

- A copy of Public Liability and other insurance against works
- A method statement outlining time scales for the project
- Bank details and proof of available funds
- 3 references and/or examples of works undertaken
- Qualification or experience of person who will manage the project

Terms Returns	31 st May 2022
Agent Information	31 st May 2022

Send in single envelope marked 'The Olympic Tender' to Mr. Ryan Hayman, Swanley Town Council, Civic Centre, St Marys Road, Swanley, BR8 7BU



7a TENDER DECLARATION

This document does not exclude you from being included in the Tender process if you do in fact already have a relationship with any member of the council and its staff, whether socially or through previous service provision.

However, if you fail to disclose any such relationship or previous service provision to this council, its staff and councillors and it is later discovered that a relationship business or otherwise did already exist then Swanley Town Council confirm its right to immediately cancel the contract.

Such a declaration is also expected to be given by any councillor involved in the selection process and it is a Criminal Offence' for a councillor to fail to declare such an interest.

Company Name			
Name of Person Completing form			
Title / Position			
Address of Company			
Telephone			
E mail			
I confirm that no relationship whether business or otherwise exists between myself or our company with any member of staff or councillors at Swanley Town Council			
Signed		Date	
I confirm that a relationship does exist in the following capacity (circle as appropriate): <ul style="list-style-type: none"> • Previous Service Provider • Personal Business / Service Provider • Friend or Relative • Other 			
Name of Individual (s)			
Signed		Date	