**1. Introduction**

This Invitation to Tender is for the design and construction of a new football pavilion incorporating changing facilities at Butterfield Road Wheathampstead.

**2. Tender Acknowledgement**

You are required to acknowledge receipt of this document by e-mail to [julia.warren@wheathampstead-pc.gov.uk](mailto:julia.warren@wheathampstead-pc.gov.uk) confirming whether you intend to submit a Tender.

1. **Tender Period and Submission requirements**

* The tender should be sent to the Parish Council by email to [contracts@wheathampstead-pc.gov.uk](mailto:contracts@wheathampstead-pc.gov.uk)
* The email should be headed **“Tender for Butterfield Pavilion – To be opened by the Clerk only”.**
* The tender should arrive with the Parish Council no later than **12:00 (Noon) 6th November 2023**

Receipt of your tender will be acknowledged by email by The Clerk.

The tender submission is to include the following.

1. The tender sum and contract duration on headed notepaper delivered as per the instructions above.
2. Completed and Priced schedule of Works Breakdown via email
3. Completed Tender Qualification Questionnaire
4. Copies of Insurance certificates in line with proposed contract conditions
5. Any relevant supporting information
6. **Tender Validity**

The Tenders are required to remain open for acceptance by the Parish Council with no price or other adjustment for up to 120 days.

**5. Assumptions**

All bids shall be compliant, but any assumptions that have been made in respect of completing this document by the Tenderer should be outlined in writing with their submission document.

**6. Award of Contract**

The Parish Council reserves the right not to accept the lowest or any tender. The Parish Council will not be liable for any losses or expenses incurred by the Tenderer in relation to the preparation and submission of this tender.

Tenderers should submit their best pricing offer for all products and / or services covered by their Tender. The *Employer* expects to select a supplier who offers the best value.

The criteria for award of contract shall be based on most economically advantageous tender.

**7. Tender Drawings and Documents**

Planning permission and Buildings regulations approved has obtained on the basis of the tender drawings referenced below. The tenders should be based upon providing the works in accordance with the drawings below. Please note that it is anticipated that the foundation works that involve piling will be carried out under a separate contract – this is reflected in the Schedule of Works.

|  |  |
| --- | --- |
| **Drawing Ref** | **Title** |
| 617-BR01B | Foundation and Drainage Plans as Proposed |
| 617-BR02B | Plans and Elevations as Proposed |
| 617-BR03A | Working details |
| 617-PL010 | Landscaping / Tree Removal |
| 617-EX01C | Existing Site Plan |
| 617-LV01 | Site Levels and Sections |
| 617-PL01F | Plans and Elevations / Visualisation |
| 617-PL02E | Site Plan as Proposed |
| 617-PL03G | Site Location Plan |
| 617-PL04A | Site and Parking Plan as Proposed |
| 3076\_01 | Foundations and Floor |
| 617 – B Regs Spec Rev A | Specification Notes |

**8. Specification**

Specification Notes are contained within the document reference **617-B Regs Spec REVA 02-112021**

**9. Schedule of Works**

Refer to the embedded Document.

****

**10. Site Information**

A number of surveys and Information has been collated which is detailed and is included within the tender pack for information.

|  |  |
| --- | --- |
| **Document Reference** | **Details** |
|  |  |
| 8228 – AIA – WWFC | Tree Survey and Arboriculture Assessment |
| 8228-D-AIA – WWFC | Tre Survey Drawing |
| EAL.60.21 – Wheathampstead Pavilion | Ground Investigation Survey |
| WPC Existing Site Photos | Photos |
| V1 Practical Ecology Ltd - PEA Report - Wheathampstead Wanderers FC | Ecology Report |
| WPC Thames Water | Existing Sewer Utility Plan |
| WWFC Gas Location | Existing Gas Utility Plan |
| Affinity Water | Existing Water Utility Plan |
| 44198-1-E-C-revD | Existing Electricity Utility Plan |

**11. Contract**

Contract will be based upon - JCTMWD 2016 Minor Works Building Contract with contractor’s design 2016, with contract terms as set out below.

**Agreement**

* The Employer: Wheathampstead Parish Council
* The Contractor: TBC

**Recitals**

* Works: Construction of new build sports facility with associated services works
* Design: Roof trusses, Finalisation of drainage, mechanical and electrical installations
* Documents: As tender invitation

**Articles**

* Architect: Alan Lamb Associates
* Contract Administrator: Wheathampstead Parish Council
* Principal Designer: The successful tendering contractor
* Principal Contractor: The successful tendering contractor
* Contract Particulars
* Base date: tbc
* CIS: Employer is not a contractor.
* CDM: the project is notifiable.
* Framework Agreement: n/a
* Collaborative working: Applies.
* Health & Safety: Applies
* Cost savings and value improvements: Applies.
* Sustainable development and environmental considerations: Apply.
* Performance indicators: Does not apply.
* Notification and negotiation of disputes: Applies.
* Employer’s nominee: TBC
* Contractors’ nominee: TBC
* Arbitration: Applies
* Works Commencement: TBC Spring 2024
* Completion: TBC (39 weeks approx.)
* Liquidated damages: £1,500 per week or part thereof
* Rectification Period: 6 months
* Interim valuation: end of each calendar month
* Payments due: 95%
* Payment at Practical Completion: 97.5%
* Fluctuations: Does not apply
* Supply of documents: 3 months
* Public Liability Insurance: £1m
* Insurance: By contractor
* % addition for fees: 15%