



Lancing Parish Council
Invitation to Tender

The Replacement of the Boiler for the Parish Hall

Deadline for tender submissions: 13th February 2023

11th January 2023

Version 1

Invitation to tender

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Introduction

Lancing Parish Council are inviting invitations to tender to remove the old boilers and replace with modern and more energy efficient boilers for the Parish Hall. With around 27,000 residents and covering 3.65 square miles, Lancing is often referred to as the largest village in England.

Conditions of Tender

This tender document is issued for and on behalf of: Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

All contractors tendering will ideally have at least 3 years previous experience as gas engineers and commercial boiler specialists.

All tenders must be signed by a company director or the named sole trader or partnership, dated and returned in a sealed envelope to the above address by either post, courier or delivered by hand no later than 5pm on 13th February, 2023. Any tenders delivered by hand must be in a sealed envelope, marked 'boiler tender' and signed as received by one of the Parish Office staff.

The Contractor is recommended to visit the site and shall be deemed to have made all necessary allowances in the Tender Price for access, storage, arising disposal etc.

Bidder's must provide copies of the last three years of audited accounts.

Specifications

1. Description of works

To disconnect and remove the existing boilers and associated pipework currently in situ and supply new boilers to at least equal Kw output as the existing boilers.

To assess the associated upgrades required to ensure the safe and efficient ongoing use of the boilers.

2. Site clearance

The work site is within a public building and the safety of the public must be the highest priority when removing and bringing in old and new material. Care must be taken to eliminate any damage to the fabric of the building and any damage will be made good at the cost of the approved contractor.

3. Building Management System

A separate quote should be added to supply a BMS with time and temperatures controls for individual rooms/zones and sequence the running of the boilers.

4. Quality

All new assets and fittings must follow British Standards and Regulations and must use quality and safe materials they must be of high quality construction. All assets and fittings must come with a good length guarantee.

5. Personnel

The contractor shall provide a list of approved operatives and their experience and shall confirm how the works will be carried out.

6. Costs to include:-

- Labour;
- Disconnection and removal of existing equipment;
- Install two new boilers of at least equal Kw output to original;
- Assess potential upgrades to ensure new boilers work as efficiently as possible;
- Assess and ensure that the aspects of the system that are left in position are in good condition and will work with the new system
- Supervision of operatives completing work to an accepted standard;

The Contractor shall provide all necessary equipment, plant, machinery and consumables as required to carry out the contract at their own cost. It is the responsibility of the Contractor to choose the equipment most appropriate to the specific function and as part of the tender the contractor must provide a detailed specification of all equipment to be used for each function.

Scoring And Evaluation Criteria

Bidder responses will be scored against the following criteria -

Delivery Quality	Compliance with specification and ability to complete the job at the highest specification.	30%
Local Business	Finding and supporting local companies.	30%
Experience and Capability & Sustainability of Company	Demonstrated previous experience delivering work in this area, financial checks and customer feedback.	15%
Price/Value for money	Value for money offered.	15%
Equipment	Quality of equipment used, control measures in place if equipment fails.	10%

The scoring and evaluation process will be used to identify the most suitable contractor to provide the best service via a shortlist, after which consultations will take place and the appropriate contractor selected.

Conditions of Contract

- 1) The contract shall be between the contractor and Lancing Parish Council and no Sub-Contracting is permissible without prior agreement.
- 2) The Contractor must keep noise to a minimum, especially when working early in the mornings and no mechanical equipment is to be used before 7.00am.

- 3) During the contract period all equipment must be maintained according to the manufacturer's instructions and shall meet the current Health and Safety and Environmental Health requirements. Maintenance records of all equipment must be documented and available for inspection on request.
- 4) Any damage caused during the work will be put back to previous condition by the contractor at the contractors cost.
- 5) The contract will be monitored by the Council. Following inspection by the Council, any work deemed not to have been carried out, or not to have been carried out satisfactorily will be reported to the contractor who will be given the opportunity to rectify the work within 48 hours. If the work is not rectified within the given timescale, payment for that work will not be made.
- 6) All bidder's must provide the following with their tender:
 - 1) Evidence of Public Liability Insurance of no less than £10 Million;
 - 2) Professional Indemnity Insurance of no less than £10 Million;
 - 3) The Company's Health and Safety Policy statement and plan for the contract;
 - 4) A risk assessment of the schedule of works;
 - 5) Details of the equipment to be used; and
 - 6) Continuity Plan to cover personnel sickness/leave.

Under no circumstances is any equipment to be stored on site without the Parish Councils express permission.

Health And Safety

Prior to the commencement of the work, the successful contractor shall confirm the Health & Safety Plan that will be employed in the public spaces and must not commence work until this has been approved in writing by the Council. The following minimum Health and Safety conditions shall apply and are not intended to limit what further arrangements may be appropriate to the circumstances, which are for the Contractor to decide upon :

- 1) The contractor will ensure that all relevant legislation pertaining to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations 1989 and any other applicable legislation which comes on the Statute Book during the course of this work, is adhered to.
- 2) It is the Contractor's responsibility to ensure that all staff are provided with suitable safety clothing for the tasks that they are undertaking and that site users' safety is maintained as a priority at all times.
- 3) It is the Contractor's responsibility to ensure that when working on site proper signage is in place to warn both operatives and public of the work in progress in order to ensure that safety is maintained as a priority at all times.
- 4) Where there is any conflict, site users' safety should always have priority and the Contractor should refer any such matter to the Clerk/ Operations Manager as soon as possible after any event in writing. The Contractor must ensure that tools and equipment is not left lying around at any time.
- 5) The Contractor must ensure that at all times during the course of the contract that adequate insurance is held, both employers and Public Liability (as detailed above) and that the Certificate of Insurance must be shown to the Council prior to commencement of the contract. The Council is to be notified of the policy excess. Should the insurance lapse then the Contractor must show the Council the new Certificate. A copy of the current Certificate is to be supplied with the quotation.
- 6) Where any substances to be used are covered under COSHH Regulations, then a copy of the COSHH Assessment must be produced and provided to the Council.
- 7) A copy of the relevant risk assessments carried out by the Contractor should be supplied in relation to all works in order to ensure that safety is being both maintained and updated should the need arise.
- 8) The Council reserves the right to ask the Contractor not to allow an employee of the Contractor to re-appear, should that employee cause danger, demonstrate bad or abusive conduct, or other problems.

Communication/Instructions

The contractor shall during the term of the work only communicate with and accept instruction from the Clerk or Operations Manager. In the absence of the Clerk or Operations Manager, this responsibility will be delegated to the Deputy Clerk in conjunction with Chair or Vice-Chair of the Parish Council.

Terms of Payment

Payment will be made in full once the work has been completed to the specification and signed off by the Clerk or Operations Manager once all snagging has been completed.

Tender Timescale

Published Date: 11th January 2023

Tender Returns: 13th February 2023

Parish Council to consider applications: 22nd February 2023

Preferred Bidder Announcement: 24th February 2023

Contract Start: 1st March 2023

Contract End Date: On completion of works.

Bidders must provide a suitable Point of Contact (PoC) for clarification questions during the period between the Tender Return and Preferred Bidder Date; and bidders must also provide a PoC for the preferred Bidder announcement if different.

Clarifications and queries must be addressed to: oliver.last@lancingparishcouncil.gov.uk

Bidder tender returns should be submitted in writing in a sealed marked envelope addressed to Celia Price PSLCC, Cert Ed (Comm Gov), Proper Officer, Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

Site Meeting

There are opportunities to attend a site meeting with the Operations Manager, along with other interested contractors on the following dates:

Wednesday 18th January 2023 (9am – 12noon)

Tuesday 24th January 2023 (9am – 12noon)

Otherwise contractors are welcome to visit the site at their own convenience. This is not mandatory.

If you would like to book a site visit with the Operations Manager, please email oliver.last@lancingparishcouncil.gov.uk