

EPHING TOWN COUNCIL

JACK SILLEY PAVILION – STONARDS HILL REFURBISHMENT PROJECT 2017

- **Important information:**

Please note this is a request for quotations.

Tenders will be formally invited using this document, once an indication of costs has enabled Epping Town Council to fine-tune requirements.

1) Summary Information

Reference: 2017/ETC/JSBUILD

Title: Stonards Hill Refurbishment Project

Advertisement of tender: July/August 2017
Closing Date:

Contract Start Date: Autumn 2017 (approx)

Contract End Date: Summer 2018 (approx)

Work schedule installation: T/C

Pre assessment: July/August 2017

Value of tender:

Lowest value: £15,000

Highest value:

The contract may fall over the OJEU thresholds and if so, will be subject to the use of Contracts Finder under the Public Contracts Regulations 2015 (It may be a contract with a value over £25,000).

SME enterprise suitability: Yes
(Small and Medium Enterprises)

VCSE enterprise suitability: No
(Voluntary Community and Social Enterprise)

2) Location & industry

Location: Epping

Industry: Local Government (Town Council)

3) Description

Description: External and internal building works to the Jack Silley Pavilion at Stonards Hill Recreation Ground, Epping, CM16 6SP

Part A) Summary:

Epping Town Council require a building contractor to provide a quotation for a external and internal building works to the Jack Silley Pavilion at Stonards Hill Recreation Ground, as part of a refurbishment project.

The successful contractor will be required to meet Epping Town Council on site by arrangement, to discuss the specific requirements.

The successful contractor will be required to work in conjunction with Epping Town Council to deliver the project.

Part B) Detailed description of works:

Works to be undertaken are as follows:

1) External repairs:

- Brickwork repairs to Pavilion building:

Repointing: 20sqm only

Renewal of fillet to DPC: 20m

- Removal of debris and vegetation to all elevations
- Redecoration and isolated repairs to timber windows

2a) Internal repairs:

- Repairs to floor in Essex Room

Removal of existing floor covering

Hack up screed

Provision of dehumidifier

Concrete mortar repair

Provision of new sheet of vinyl floor covering: 10 sqm only

- Internal plasterwork repairs and isolated redecoration: 10 sqm-25 sqm only & any repairs works to the open fracture above the Essex Room kitchen doorway
- Essex Room ceiling repairs 5 sqm
- Designate a cleaning cupboard to store any hazardous substances
- Complete repaint internally
- **Install two fire compliant doors and treat fire doors with fire paint where necessary**
- **Check width of internal doors for access compliancy**

2b) Internal alterations:

Relocation of bar in Essex Room to facilitate an extension (see proposed design)

Relocate doors to two outside toilets (see proposed design)

3) Building services:

- Installation of external security lighting
- Replace internal wall lighting in Essex Room and new fluroscent in Forest Room
- Replace existing metal cold water storage tanks with modern GRP tanks
- Strip out water services dead legs and carry out full chlorination
- Replace existing redundant extract fans and install new to all internal spaces
- Remove life expired 'Ideal' boiler, replace with a 'Vailant' boiler with internal pump and modify pipework to serve radiators in Essex Room and toilets
- Water supply from loft to two public toilets: repipe with blue piping and four new toilet cisterns (three flush and one autofill)
- Replace main switchgear and upgrade switch room and earth protection
- Associated mechanical power upgrades
- Drainage

Isolated repair to surface water drainage system

CCTV camera survey

Clear and flush through system

- Water meter for the band hut (adjacent building)
- Electric meter for the band hut (adjacent building)
- Replace external sewer lids with fixed lids

Plus: Scaffold tower for works

4) Certification: Two

- **Electrical Installations safety certification (IET Wirings Regulations). BS 7671**
- **Display Energy Certificate (DEC) – (Energy Performance of Buildings (Certificates and Inspections) (Amendment) Regulations 2011**

Please see attached designs

4) Methodology

- Contractors will be required to have the necessary building and associated qualifications and certification
- Use of protective health and safety clothing, including high visibility jackets and safety helmets
- The contractor must comply with Regulations regarding the use of ladders/scaffolding equipment and have the necessary qualifications to use them
- Contractors are required to have £10 million of public liability insurance (to include themselves)

- Any work to be subcontracted must be notified to the Town Council in advance, the contractor being responsible for contracting to qualified parties with Public Liability Insurance of £10 million
- Contractors are required to work in accordance with any method statements provided by Epping Town Council. Council pride themselves on excellent relationships with our partners and residents and all contractors are respectfully reminded that whilst working for Epping Town Council, those standards must be upheld.
- Any instructions issued by the Town Clerk or Town Supervisor are final.

5) Contact details

Contact name: Beverley Rumsey, Town Clerk, Epping Town Council
 Email: brumsey@eppingtowncouncil.gov.uk
 Address: Epping Hall, St Johns Road, Epping, Essex. CM16 5JU. England
 Telephone: 01992 579444
 Website: www.eppingtowncouncil.gov.uk

6 Submission of tenders

Tenders to be submitted in writing, by post, addressed to the Town Clerk and sent to the address above. If you wish to tender, please request a pre-marked envelope from Epping Hall on 01992 579444. This will remain sealed until after the closing date in accordance with Council procedures.

7) Requirements in addition to tender

Epping Town Council request two references from contractors' current or previous clients in a related field.

8) Evaluation criteria

- Tenders will be evaluated by full Council, giving consideration to Epping Town Council's Procurement Policy.
- Preference will be given to the tenders which most closely match Council's requirements and those which will provide a high level of customer service to Epping Town Council.
- References will be used in the evaluation process.

9) Contract details

Terms and conditions of the contract to include termination, delivery, service monitoring and reviews will be determined once the contract has been awarded.

10) Notification

The successful contractor will be notified as soon as possible after the full Council meeting which follows the closing date. Bidders will be notified of any delays. Unsuccessful bidders will also be notified once the contract has been awarded. Feedback will be available.