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**Woodley Town Centre**

# Invitation to Tender

## Pergola – The Oakwood Centre

## Client: Woodley Town Council (WTC)

Oakwood Centre

Headley Road

Woodley

Reading

Berkshire

RG5 4JZ

Tel: 0118 9690356

Contact for enquiries:

Email: townclerk@woodley.gov.uk

**Submission deadline: 12:00pm (midday) Friday 30 May 2025**

Tenders to be marked **CONFIDENTIAL TENDER** and returned as follows;

**By post to**;

Town Clerk

Woodley Town Council

The Oakwood Centre

Headley Road

Woodley

RG5 4 JZ

**By email to;**

[Townclerk@woodley.gov.uk](mailto:Townclerk@woodley.gov.uk)

Late tenders will not be considered.

# A. Description of works

Overview

Woodley town council are inviting tenders for the installation of a freestanding pergola to the front of the building, with incorporated screens, lighting, heating and glass balustrade.

We will require all works to meet the current regulations and standards and **it must be stated in the tender submission how the proposal meets these requirements.**

|  |  |
| --- | --- |
|  |  |
| **Size** | 10m width x 7m projection from building |
| **Style** | Freestanding pergola |
| **Structure** | Aluminium grey framed |
| **Roof** | Louvred or glazed options |
| **Blinds** | Powered retractable blinds |
| **Balustrade** | Low height safety glass side screening / balustrade |
| **Heating** | Provide options |
| **Lighting** | Provide options |
| **Other** | Weather flashing between structure and building |
| **Price to include:** | Installation  Planning consent preparation and submission |

**The Council intends to enter into a formal contract with the successful tenderer. This will be a JCT minor works with contractor’s design.**

Requirements

**B. The site**

**The Oakwood Centre**

**Headley Road**

**Woodley**

**Berkshire**

**RG5 4JZ**

**Grid reference:**

Easting /Northing 476225 / 173354

Description of building/function/setting & restrictions

The Oakwood Centre is a public building housing the Council Offices, hireable meeting rooms, coffee shop, theatre and public toilets. The centre is in use 7 days a week and works will need to take account of access requirements and minimising disruption to the centre.

The frontage of the centre is also on a busy pedestrian route between the town centre and Woodford Park.

Method statements should indicate the level of disruption expected in terms of access/noise etc.

**C. Pricing**

**Price to include;**

* All materials, labour, access and equipment costs
* Supply and installation of as per specification
* Materials and works guarantees along with relevant certification upon completion.
* Details of aftercare support, callouts
* Planning consent application and associated drawings and information

**The total price and any proposed options should be clearly shown on the form APPENDIX A and returned with the submission.**

**The Council intends to enter into a formal contract with the successful tenderer. This will be a JCT minor works with contractor’s design.**

**D. Submission information**

**Submissions to include;**

* detailed design drawings
* detailed costing including options as appropriate – use form **APPENDIX A**
* detailed specification and manufacturer information
* details of compliance with the appropriate British Standards
* Lead time and indication of potential start date and install duration
* Details of support, call out and ongoing maintenance

**E. Additional Information**

**Please ensure you have included the following with your submission;**

* Fully Costed proposal and completed APPENDIX A
* Last set of your company’s audited accounts
* Details of any enforcement action under Health & Safety legislation
* Brief details of two current, similar scale projects undertaken by your company
* Confirmation of the delivery timescale
* Details of your company’s public liability and employee insurance cover
* Your company’s equality policy
* Your company’s environmental policy

**F. Arranging a viewing for tender purposes**

**Only tenders from companies who have visited the Oakwood Centre site will be considered.** Site visits are by appointment only with the Amenities Manager - via email.[colin.holland@woodley.gov.uk](mailto:colin.holland@woodley.gov.uk)

**G. Tender Evaluation**

Tenders will be evaluated as follows:

|  |  |
| --- | --- |
| **Cost Effectiveness** | **30%** |
| Overall value for money, including clarity of pricing, inclusion of all required elements (e.g., planning, installation), and any cost-saving options. | |
| **Design Quality & Technical Merit** | **30%** |
| Suitability and aesthetics of the proposed pergola design, quality of materials, innovation, and compliance with British Standards and regulations. | |
| **Project Delivery & Methodology** | **20%** |
| Realism and clarity of the proposed timeline, mobilisation plan, and method statements addressing disruption, access, and safety. | |
| **Experience & Track Record** | **10%** |
| Relevant experience with similar projects, references, and evidence of successful delivery. | |
| **Aftercare/support/maintenance** | **10%** |
| Quality and responsiveness of aftercare services, warranties, and ongoing maintenance provisions. | |

All tenders must meet the requirements set out in this document. Tenders that do not meet the requirements, including having visited the site as stated, will not be considered. This includes the provision of additional information set out in section E.

**APPENDIX A**

**Please complete this form and return with your tender submission information.**

|  |
| --- |
| **PROJECT** |
| Pergola – The Oakwood Centre |
| **COMPANY NAME** |
|  |
| **COMPANY CONTACT** |
|  |
| **TENDER PRICE** |
| Net £ |
|  |
| TOTAL (inc VAT) £ |
|  |
| **PRICE OPTIONS (DETAIL)** |
|  |
| **DATE OF SUBMISSION** |
|  |