



**Littlehampton
Town Council**

Manor House- Church Street- Littlehampton- West Sussex BN17 5EW
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Town Clerk - Peter Herbert

Invitation to Tender

Please return your submission by **5pm on THURSDAY 22ND FEBRUARY 2018.**

You are requested to submit separate prices for the areas of work detailed in the specification, accompanied by form Appendix 1 and the Conditions of Tender Form Appendix 2 attached. Any representations of regarding similar projects carried out by your organisation or additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the bid.

All submissions are to be sent by post. **PLEASE NOTE NO TENDERS WILL BE ACCEPTED ELECTRONICALLY.**

All tender submissions should be sent in a plain sealed envelope which should bear the word "Tender" followed by the subject to which it relates, but shall not bear any name or mark indicating the sender. The envelopes will remain the custody of the Town Clerk until the appointed time of opening on Monday 26th February 2018.

The successful company will be required to enter into a contract with Littlehampton Town Council for the work to be completed by the end of July. This will require the production of all relevant certification including Risk Assessment of the work to be carried out and copies of Public and Employee Liability Insurance. You may wish to submit these documents with your tender.

Please provide the contact details of three organisations for whom you have carried out similar work.

Persons or organisations submitting a tender are advised that the canvassing of Councillors or the members of a committee or sub-committee either directly or indirectly shall disqualify them from the tendering process.

Any additional questions or for further information, please contact:

Juliet Harris

Major Projects Manager

Littlehampton Town Council

Tel: 01903 732063

Email: jharris@littlehampton-tc.gov.uk





Summary

Quotations are requested from appropriately qualified companies to repair minor cracks in rendering and cornices and to repaint the exterior of the Manor House building in Littlehampton.

The Manor House

The Manor House is a Grade II Listed Building in the heart of Littlehampton. It is the administrative base for Littlehampton Town Council and also the home of the Littlehampton Museum (Appendix 3 – location map and exterior photographs). The Manor House also accommodates several rooms for hire including the impressive Millennium Chamber which is licenced for weddings and civil ceremonies. The ornamental garden to the front of the building is used as the main location for wedding photography and contains several trees and memorial plaques.

In 2008 a survey of all Town Council properties was carried out that identified faults in the buildings and provided recommendations for repair over a 30-year period. In 2017, extensive works were carried out on the southern elevation of the building to repair structural defects and the Town Council would like to commission the repainting of the building. In addition, we will be looking to repair a minor leak in the roof that was identified when the structural repairs were carried out (see separate survey, Appendix 4). Work is also required to repaint lettering on the building, and to clean an ornamental bell and shield. Interested parties are also requested to indicate whether they can provide these services and if so, the costs should be detailed separately within the quotation.

This a public building, which regularly hosts public meetings and civic events. Preference will therefore be given to applications that demonstrate flexibility and an understanding of this and have innovative suggestions for managing the work to accommodate this requirement. EG: - It is considered that three sides of the building can be easily accessed by a cherry picker which minimises the need for scaffolding.

Specification

Your submission should include costs, including all provisional and contingency sums, for:

1. Repair of a minor leak in the roof (see separate survey) including the temporary protection to existing roof coverings, gutters and the parapet in the works area and provide protection to prevent water penetration during the roof repair works and to leave the gutters clear and free flowing on completion of works to the roof.



2. Clean and remove all plant growth from all elevations using an approved system before any further work is carried out.
3. Carry out localised repairs to the gutters and external cast iron drainage pipework on all elevations on a like for like basis.
4. Repairs to minor cracks in the render, chips and cracks in cornices of the exterior walls and the roof plinth.
5. Provision, erection and maintenance of all necessary access aerial work platform (e.g. cherry picker or hoist)/ scaffolding / ladders to safely carry out the works, including arranging scaffolding licences if required, to meet the Town Council's requirements as explained in the methodology statement.
6. Repaint the rendered external wall elevations in accordance with the current colour scheme.
7. Provision to identify and address minor defects or omissions in the works that will need to be rectified by the contractor, i.e. "snagging".

Optional:

- Repaint lettering on the building.
- Conservation cleaning of an ornamental bell.
- Conservation cleaning of a Shield.

Your submission should also include:

1. The methodology statement on how the works will be carried out taking into consideration the following factors:
 - This is a public building and it is essential to provide and maintain protection to all entrances in public areas as the building must remain fully accessible to disabled and ambient users during the day and for evening meetings.
 - The building also hosts weddings, meetings and other civic events which may require the removal of scaffolding and equipment for aesthetic reasons.
 - Site security and contractors on site welfare provisions.
 - The contractor and any sub-contractors that are appointed by them, will be experienced in carrying out works on buildings with a listed status.



- Whilst planning consent is not required for the works, you will be expected to provide information on products and materials used to the Conservation Officers at the Local Planning Authority throughout the works.
- A period starting the beginning of April and ending no later than 31st July 2018 has been allocated for the completion of the works.

2. References including any case studies of similar work.

Health & Safety:

1. The contractor and any sub-contractors that are appointed by them, will provide an adequate risk assessment relating to the above tasks to the Town Council.
2. The contractor, and any sub-contractors that are appointed by them, will hold sufficient (£10 million pounds) Public Liability and Employers Liability Insurance policies.

Tender submission documentation:

See appendices 1 & 2.

Appendix 1

LTC REPAIRS TO AND REPAINTING OF THE EXTERIOR OF THE MANOR HOUSE PROJECT REQUIREMENTS

Description of work and weighting	Costs (including all provisional and contingency sums)	Costs (including all provisional and contingency sums)	Duration of work (including contingency)
Manor House – external elevations (Essential = 50%)	Materials	Labour	Days
Repair of minor leak in the roof			
Clean and remove plant growth from all elevations			
Localised repairs to gutters and external drainage pipework			
Repair cracks in the render			
Repair chips and cracks in cornices			
Repairs to roof plinth			
Repaint the rendered external walls			
Provision to identify and address minor defects or omissions in the works			
Manor House – access arrangements during works (Highly desirable = 40%)			
Aerial work platform (e.g. cherry picker or hoist) / scaffolding / ladders to safely carry out the works as required			
Manor House – additional works and conservation objects (Optional = 10%)			
Repaint lettering on the building			
Conservation cleaning of ornamental bell			
Conservation cleaning of Shield			
Totals			
TOTAL FINAL COST			



Appendix 2

CONDITIONS OF TENDER FOR REPAIRS TO AND REPAINTING OF THE EXTERIOR OF THE MANOR HOUSE PROJECT

To: The Town Clerk, Littlehampton Town Council

We, *having inspected the site, read the Conditions for Contract and Specification and other information referred to therein, hereby offer to execute and complete in accordance with the Conditions of Contract, the whole of the works described in the tender documents for the sum of *£..... (in figures) (in words), including all Provisional and Contingency Sums mentioned in the tender documents but exclusive of VAT.

We hereby certify that if successful we would be able to commence on site *....days after appointment and complete the whole of the works within *..... weeks thereafter.

This tender has been prepared in accordance with the Conditions of Tender and that we will abide by them. This is a bona fide tender intended to be competitive. We have not fixed or adjusted the amount of tender by, under or in accordance with any agreement or arrangement with any person or company. We have not entered into any agreement or arrangement with any other person or company that they shall refrain from tendering or fix or adjust the amount of any tender submitted. We have not offered or agreed to pay or give any sum of money or other valuable consideration, directly or indirectly, to any person for doing or causing to be done any act in relation to this Tender or the proposed works.

This tender shall remain open for consideration and acceptance (unless previously withdrawn) for 13 weeks from the date stated for the receipt of tenders in the conditions of tender. In event of acceptance, we undertake to execute with you a Form of Contract embodying all Conditions of Terms contained in this offer.

Signature.....Date.....

For and on Behalf of.....
Address
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N.B. Items marked * are to be completed by the tendering contractor.