



RYDE TOWN COUNCIL

TENDERING DOCUMENTATION FOR ST THOMAS'S CHURCH, RYDE FOR NETWORK RYDE HERITAGE WORKS CONSERVATION AND INTERPRETATION

Issue date: 30/01/2023

Return date:22/02/2023

CONTENTS

Preamble

Section 1 – Project Overview

Section 2 – Contract Dates

Section 3 – Contract Specification

Section 4 – Health & Safety

Section 5 – Insurance and Competency

Section 6 – Other general specifications

Section 7 – Form of tender

Appendix 1 – Data Protection Policy

Appendix 2 – Due Diligence Checklist

Appendix 3 – References

Appendix 4 – Pricing schedule / Bills of quantities checklist

Background

RYDE TOWN COUNCIL

Ryde Town Council is a progressive, forward-thinking town council looking for opportunities to benefit and support the town's diverse community. Ryde Town Council provides a wide range of services to the town including: Running Ryde Marina, Community Events, Civic Events, Maintaining Public Facilities, Allotments, Skate park, Network Ryde.

Facilities, building and areas.

ST THOMAS' CHURCH – OVERVIEW

The building known as Ryde Heritage centre was formerly St Thomas' Church and is a Grade II listed building. It was built by Thomas Player in 1719 and rebuilt in 1827 by George Player in the rudimentary gothic style with tall windows and perpendicular tracery. The church was in use until 1959 as a place of worship when its doors were closed for the final time. Since that time it has been used as a Heritage Centre and for temporary exhibitions, but has remained empty for at least the last ten years. Ryde Town Council purchased the disused building in January 2021. Ryde Town Council owns the St Thomas Church building and land surrounding it on a Freehold basis

The site covers 1,066 m² (11,474 ft² just over a quarter of an acre) and the building has footprint of approximately 447 m² (4811 ft²). The building itself comprises the main area of worship with some original pews still in place. The main area on the ground floor covers approximately 340m² (3,659 ft²) and it currently has a derelict toilet area to the rear. In the main entrance hall to the church there are 2 stone staircases allowing access to the first floor galleries which run along both sides of the church measuring approx.185 m² (1,991 ft²).

Hand washing and cloak room facilities are available on site.

Access to site will be during normal working hours 8.30 to 5pm. However, access at weekends and evening if required can be arranged.

The building will be secured and alarmed overnight.

Limited parking is available on site and vehicle access to main church doors for removal/delivery is available.

General requirements

The Company tendering must be able to clearly demonstrate an expertise and proven track record in the area of heritage works and working on listed and heritage buildings. This must include cleaning, repair, maintenance, renovation, and interpretation. Tenderers must supply full CV and details of their website and ideally several project reports from similar projects.

Contract duration

12 months

PREAMBLE

Ryde Town Council's Project Plan for St Thomas –

The new home for Network Ryde

The project's aim is to provide a safe, welcoming and inclusive space for young people where they feel comfortable and confident to be themselves. Network Ryde will strive to provide opportunities and, signposting to other agencies to all young people who access us.

Site Address.

St Thomas Church
St Thomas Street
Ryde
Isle of Wight
PO33 2JQ

THE ST THOMAS' CHURCH PROJECT FOR NETWORK RYDE- OVERVIEW

The project will convert the disused St Thomas's Church, located in the very centre of the seaside town of Ryde on the northeast coast of the Isle of Wight into a community hub for young people under the management of Network Ryde - Ryde Town Council's award-winning youth service.

It will offer support, advice, and guidance to all young people (11-18 years old), along with supplying a safe space offering a variety of different sessions with room for adaption and flexibility based on the needs and wants of the young people. Youth Workers and trained volunteers are on hand during sessions to provide advice, guidance and support. There will also be purpose built confidential rooms which can also be used by other agencies to see young people such as Children's Social Care, Youth Offending Team and CAMHS. These agencies currently use our space at Network Ryde when sessions are not running however it is not ideal due to the full glass frontage.

The plan is to provide a safe, warm, welcoming, and confidential space for young people to spend time with their friends and to meet new people. They will have washing and showering facilities and cooking facilities and the opportunity to learn in a purpose built and designed kitchen area. The centre will also offer managed entertainment including Xbox, Wii, iPads, PCs, book, arts & crafts and board games.

Please note the project is high profile, being funded via a Government agency and of great importance to Ryde and the community. Successful suppliers will be advised of press and PR opportunities and requirements.

Instruction, information and service level agreement

Tenders are sought by Ryde Town Council for the

**HERITAGE WORKS.
CONSERVATION AND INTERPRETATION
At ST THOMAS CHURCH RYDE FOR NETWORK RYDE**

The tenderer MUST tender for all specifications listed below.

The tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as is otherwise provided in the Contract) cover all the Contractor's obligations under the Contract and the Contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Contractor's tender.

The contract will be awarded based on the most economically advantageous tender received. The assessment will be based on the following criteria:

- 70% on Price
- 20% on Qualitative Criteria
- 10% on Social Value

The qualitative criteria will be based on the additional information to be provided by the contractor as detailed in the Tender Submission contained within this document.

Ryde Town Council will consider track record of contractors that have provided previous satisfactory work for Ryde Town Council and will evaluate references for similar contracts.

It is to be noted that the Council is not bound to accept the lowest tender and if no tenders are received or if the assessment of the tenders of all tenders based on the above criteria are equal, then the Council may make such alternative arrangements for procuring the goods or services or executing the works as it thinks fit.

Once completed a signed copy of the form of tender document, a filled-out pricing schedule and any other additional information you think might help your tender should be returned in the enclosed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. Ryde Town Council cannot be held responsible for non-delivery. The sealed envelope can be hand delivered to the office during the normal RTC office hours.

The sealed tender must be returned to Ryde Town Council at the address given in the Form of Tender by: **12:00 midday 22/02/2023**

SECTION 1 – PROJECT OVERVIEW

The capital works will employ a sympathetic conversion, restoration and some conservation of the building to meet the needs of Network Ryde into the 21st Century while still retaining the heritage and history of the original building alongside that. Its stained glass windows will be fully restored and its plaques and memorials conserved but a new chapter will be written by the addition of new heating and lighting systems, a full rewire, modern fully accessible showers and toilets with washing and drying facilities.

A kitchen and recreation area, dedicated “pods” for meeting and private areas and a new front office facility. The exiting pews will be utilised as high speed internet and computer access areas and a new propose built kitchen area will allow teaching and children to cook meals. The current floor has 2 dropped aisles which need to be filled in so the floor is a flat surface for both mobility access and no longer a trip hazard.

The building will be fully insulated, with a new heating system, extensive solar panels with battery system and low energy flexible lighting. The project will also significantly improve the external image of the church and develop the surrounding area as a quiet and traffic free meeting and relaxation area for residents and visitors to the town. In addition, this space will also be available for dedicated fairs and external events. As such we considerate to be a unique combination of the old and the new and a rare opportunity to utilize and reuse an amazing space for the community for decades to come.

SECTION 2 – CONTRACT DATES

ST THOMAS CHURCH RYDE FOR NETWORK RYDE

HERITAGE WORKS. CONSERVATION AND INTERPRETATION

This project is intended to conserve, clean (where required), preserve and protect the existing heritage assets within the grade II listed church as listed below. Further the supplier will be required to establish a heritage area and display to be open by arrangement with Network Ryde to the General Public. As part of this the supplier may consider that production of a revised history of the church would be useful. The supplier will be expected to answer question on the history of the church supporting the project manager and council team and undertake/organise/prepare a history of the church to the present day as an illustrated lecture.

If required a photographic package is available. However interested parties are strongly advised to arrange a site visit to inspect the windows. Email clerk@rydetowncouncil.gov.uk.

Procurement timetable -

Activity	Deadline date & time
Publication of advert	31/01/2023
Closing date for submission of tenders	22/02/2023
Tender opening process	23/02/2023
Report to Council	28/02/2023
Notice of contract award	01/03/2023
Contract award date	01/3/2023
Contract start date	TBA
Contract end date	TBA by tenderer but not later than March 2024
Ratification of decision at committee meeting	

**SECTION 3 –
CONTRACT SPECIFICATION**

FOR HERITAGE WORKS. CONSERVATION AND INTERPREATION.

Tender must include a work and method statement.

1. Package Overview

1. 39 wall plaque conservation (marble, painted timber and some brass)
2. Window Screen conservation
3. Gold commandments screen conservation
4. Coat of arms conservation
5. Thomas Player Armiger plaque conservation
6. Lower Pew cleaning and conservation Inc. wall panels
7. Upper Pew (all) cleaning and conservation
8. Conservation of loose objects and loose plaques
9. Two Sea chest cleaning and conservation for display
10. Brier conservation for display
11. Font conservation (two off)
12. Heritage interpretation area with information boards.
Supplier to provide description of Proposed Heritage display area with information boards.

It is anticipated that many of these objects will be cleaned and conserved in the same way concluding with different final finishing methods;

1. A dry soft brush with vacuum cleaning to remove any loose dust and debris.
2. Gentle wet clean to remove stubborn dirt. This will be carried out using a choice of either deionised water and cotton buds, or a quick evaporating alcohol applied using cotton buds. Some of the objects may require more than one wet cleaning application, especially the heavily stained marble plaques.
3. With conservation of the two wood sea chests - it is important to retain the patina, so any wet cleaning must be carried out with care and this work should perhaps be subcontracted to a specialist furniture conservator.
3. Once fully dry any consolidation can be carried out - treatment for woodworm, wood rot and in some case paint flaking should be done. **It is not** intended to undertake any repair and restoration i.e. replacing missing text from marble plaques.
4. The painted coat of arms and the painted section of the Thomas Player Armiger plaque will require sympathetic restoration of some sections of paint.
6. NOTE: The Ten Commandments boards will be dry brushed and vacuum cleaned ONLY. These are fragile.
7. All the pews are painted to imitate oak. They must all be dry vacuum cleaned then carefully wet cleaned using water, detergent and soft cloths. Protective clothing and accessories will be required as there are bird droppings in the gallery pews area.

Woodworm and rot treatment is also required in some areas. In some places there are original paper orders of service stuck to the pew backs. These must be conserved and protected by the use of small Perspex covers set away from the paper therefore allowing air to flow through. Once the pews are dry from their wet cleaning a conservation grade wax will be applied. (Two applications may be required.) Applied using soft cloths and brushes.

2. Other Notes and Site Requirements.

2.1 All costs involved with ferry transport to be included if required.

2.2 All material and consumable costs must be included. No additional expenses will be covered.

2.3 Supplier is responsible for all elements of H&S involved with their works while on site.

2.4 Supplier personnel will be required to wear high visibility jackets, hard hats and safety equipment as appropriate while on site.

2.5 Suppliers personnel will be required to sign in on a daily basis and make their presence known to the site manager.

2.6 Note the earliest start date is May 2023 but cleaning works will not be required until the majority of building works have completed – currently November 2023.

3. Quotation to include

3.1 Relevant experience / track record in this area.

3.2 The completed due diligence form.

3.3 Any additional relevant information.

SECTION 4 - HEALTH & SAFETY

The successful contractor will be required to supply all up to date and relevant risk assessments and safe working method statements before the contract commences.

An up-to-date risk assessment and method statement must be provided each year.

The method statement will consider the various risks within the works and set out clear methods for avoiding injury to operatives, the public or property.

SECTION 5 - INSURANCE AND COMPETENCY

Tenders must provide up to date and relevant insurances including £10 million public liability, driving licence and car insurances, fully qualified and licenced professional information including S.I.A (Security Industry Authority) licence holders and First Aid Trained.

SECTION 6 - OTHER GENERAL SPECIFICATIONS

Meetings

A pre-contract meeting will take place to organise all specification outlines. Ryde Town Council will also arrange annual contract meetings to enable both parties to discuss the contract.

Emergency meetings can be called at any time and contractors can also call meetings when they feel appropriate.

Signage

Tenderers will provide and put in place their own signage at all locations with their company, key out of hours information and logo. These locations will be organised with a Facilities Officer in the pre-contract meeting.

Point of contact

Contractors will report to the facilities team throughout the duration of the contract.

Site visits

The contractor is strongly advised to visit the locations listed and fully inform themselves as to the nature of the works asked of them.

Due Diligence

All contractors wishing to tender must complete a Due Diligence checklist to be considered for the contract.

Information databases

In the pre-contract meeting Ryde Town Council and the tenderer will work together to make a database for tenders to provide information on all security checks provided. Once organised the database will be made and tenders are to use the database to update with any information appropriate after each visual check, call out, health and safety issues, securing of sites, criminal damage, police calls and other relevant information.

The database will then get updated weekly by yourselves and sent to facilities@rydetowncouncil.gov.uk on the designated day to ensure both parties are aware of all relevant information.

SECTION 7 - FORM OF TENDER FOR THE

STAINED GLASS & LEADED LIGHT CONSERVATION. EAST WINDOW

ST THOMAS CHURCH RYDE FOR NETWORK RYDE

Town Hall Chambers,
10 Lind Street,
Ryde,
Isle of Wight,
PO33 2NQ

Tuesday, 31 January 2023

Dear Sirs,

I / we have read the specification & contract terms and having understood, by site visits or otherwise, the requirements & the contract.

We offer to deliver the **HERITAGE WORKS. CONSERVATION AND INTERPRETATION** project stated in the specification above for the fixed price sum of £..... (Including VAT) (in words) Per Annum.

The above prices are detailed in the supporting quotation checklist section (APPENDIX 4) and in a personal business quotation submitted including as much detail as possible.

I/we understand that Ryde Town Council is not bound to accept the lowest or any tender received. It can also accept either or both of the above at its sole discretion.

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms & conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

By signing this document, I/We have read and understand Ryde Town Councils Data Protection policy (APPENDIX 1).

Signature:.....

Position:.....

Being authorised to sign tenders on behalf of:.....

Name of Contractor:.....

Address:.....