

**Invitation to Tender for
Jubilee Hall Refurbishment for
Bierton Parish Council**

**Site Location:
Jubilee Hall
Aylesbury Rd,
Bierton,
Aylesbury, HP22 5DL**

GENERAL REQUIREMENTS

Bierton Parish Council is proposing to refurbish the hall to bring it up to 21st century standards and make it a practical space for the benefit of all users.

It is intended that the hall will become a much more inviting and useable facility for people of all ages, who may have the full range of mobility and other issues.

Experienced and established building contractors are invited to tender for the contract. It is anticipated that the work will be carried out in July and August of 2024 with the hall ready for use by the end of August or early September 2024. There maybe some room for a little flexibility with these dates.

The hall is a detached building located on the main A418 which runs through Bierton. It has a small carpark at the front. All main utilities are available within the hall and the successful contractor will have exclusive use of the building and site (including toilet facilities) during the period of works.

All prices are to be net, excluding VAT.

A programme of works for this project will be agreed between Bierton Parish Council and the chosen Contractor.

PROJECT INFORMATION

Name of project: Bierton Parish Council Jubilee Hall Refurbishment 2024

Project budget: £100,000

Responsible Officer: Wendy Tomlinson, Parish Clerk
Email: parishclerk@biertonpc.org.uk

IMPORTANT: A site visit is essential to fully assess the scope of works and this should be arranged with the Parish Clerk. Please note that the Clerk's role is not full time and a degree of flexibility will be required in arranging any site visits and tenderers cooperation in this matter is requested.

1. TENDER PROCESS

1.1. Bierton Parish Council wishes to engage a contractor to refurbish and update the Jubilee Hall to provide an inviting and useable facility for people of all ages and abilities.

1.2. Tenderers are required to submit a fixed price lump sum tender on the Quotation Breakdown provided with this document.

1.3. Tenders should be returned either by email or in a sealed envelope bearing no company identification and marked TENDER FOR BIERTON PARISH COUNCIL JH Refurbishment to:

The Parish Clerk,
Bierton Parish Council
c/o 5 Parsons Lane
Bierton
Buckinghamshire
HP22 5DF
parishclerk@biertonpc.org.uk

by 5.00 pm on 16th February 2024

1.4. The following should be submitted:

- Quotation Breakdown form
- Details of intended designs and materials
- A copy of your certificate of public liability insurance
- A copy of your company's Health and Safety Policy
- A copy of certification of any trade or professional associations of which your company is a member. Reference photographs and narrative of recent similar works or links to relevant websites

1.5. Bierton Parish Council is not committed to accept any tender in full and may determine not to go ahead with this work if no submission meets its needs. The Council reserves the right to delete any items from the tender, should the tender exceed the budget. No payment will be made in respect of any expenses incurred by the tenderers in submitting a tender. The parish council is not bound to accept the lowest bid (see section 12).

1.6. Tenderers should liaise with the Parish Clerk during the tender period regarding any queries or concerns on the content of this specification.

1.7. Any questions about the project must be emailed to the Clerk by 22nd December 2023 - any responses after this will not be responded to. All questions asked will be shared to all interested parties via blind copy email.

1.8. Full details of the tender evaluation programme are detailed in Section 11.

2. SUSTAINABILITY

2.1. Priority will be given to Contractors who demonstrate positive environmental objectives. Contractors must submit an Environmental Statement and outline how they and their suppliers are minimising environmental impact including:

2.1.1. Sourcing materials

2.1.2. Manufacture

2.1.3. Packaging

2.1.4. Transport

2.1.5. Building waste disposal.

2.2. Priority will be given to contractors who can demonstrate that materials used are from responsible and sustainable sources and any environmental impact is minimised.

2.3. Contractors and any companies involved in the refurbishment project must comply with the Modern Slavery Act 2015, wherever it applies.

2.4. The Parish Council will look favourably to organisations that pay the National Living Wage.

2.5. All legislation and codes of practice regarding Health and Safety, Working at Heights, COSHH, electrical and gas regulations must be complied with, and Risk Assessments completed, where appropriate.

2.6. Hot water systems must comply with all current regulations regarding supply temperatures to guard against Legionella and also safe delivery temperature requirements.

3. PROJECT AIMS

3.1. To provide an inclusive, modern, energy efficient and welcoming, low-maintenance, safe and attractive village hall to suit people of all ages and abilities.

3.2. To ensure that the building and all its services etc. fully comply with all current legislation.

4. SITE INFORMATION

4.1. The Contractor should visit the site at their own expense to satisfy themselves as to the conditions on site that may affect in any manner whatsoever in the execution of the works detailed below.

4.2. The existing car parking area in front of the hall will be available for the contractor's use as a site compound. The area must be secure and safe and must not impact on neighbouring properties or their occupants or the public footway and public highway. Note that parking in this area is limited and contractors are required to minimise any disruption caused by the vehicles of those working on site and/or making deliveries or collections.

4.3. A designated compound will be agreed prior to works commencing. The area must be secure and safe and must not impact on neighbouring properties or their occupants or the public footway and public highway. The Parish Council reserve the right to determine the final location of the compound. Note that parking in this area is limited and contractors are required to minimise any disruption caused by the vehicles of those working on site and/or making deliveries or collections.

5. SCOPE OF WORKS

5.1. The Scope of Works has been determined by the Parish Council.

5.2. An explanation of all design decisions taken by the tenderer will be welcomed and any suggestions as to how the design brief could be improved will also be welcomed.

5.3. Internal ceiling to be removed and replaced with modern, fully heat insulated, replacement which will improve both the thermal efficiency of the building but also improve the internal acoustics within the capabilities of the structural components of the roof.

5.4. New electrical system to be installed, including sufficient sockets and energy efficient LED lights throughout complete with appropriate switches. This will include new Intruder, Carbon Monoxide and smoke/fire detectors and emergency lighting where appropriate and/or necessary.

5.5. New kitchen cupboards etc. complete with larger 6 hob electric oven (non-induction), Fridge/freezer, and microwave oven. New kitchen flooring to be provided. The old gas cooker to be removed and gas supply safely capped off. Overall layout and design to be similar to existing but new proposals will be considered. .

5.6. Provide new sound and light system complete with projector and roll-up style screen to be installed on the wall behind the stage.

5.7. The access to the left side (south-west facing) emergency access is to be extensively improved to provide an easy entrance for wheelchair users. It is envisaged that that the path surface will be greatly improved to provide minimum resistance. PIR activated lighting to be provided. Appropriate signage to be provided.

5.8. New interior window black-out blinds to be installed to all windows within the main hall area.

5.9. Existing kitchen hatch opening, hall side, to be bricked up and made good.

5.10. Flooring in the main hall area to be refurbished, smoothed and treated/sealed to provide a non-slip yet easily cleanable surface. Any projecting nail-heads etc to be made flush or below floor level. The floor in the side store cupboard to be raised to match that of the main hall to allow easy access for wheeled trolleys etc. The door between the cupboard and the toilets to be bricked up. The lintel to be raised to the same level as the adjacent toilet door. Door frame widened on the right-hand side as far as possible without interfering with the radiator and plumbing. Provide and fit a new frame and lockable door.

5.11. The existing stage to be refurbished and aesthetically improved. Its overall dimensions and “extendibility” to be retained. New “side-steps” to both sides to be provided. Any suggestions as to how this can be best achieved will be welcomed.

5.12. Emergency exits in the kitchen and office areas to be renovated/repared to provide appropriate and properly functioning exits that fully comply with current legislation.

5.13. Internal redecoration throughout. Colour scheme to be agreed but colours will come from ranges readily available from commercial suppliers.

5.14. Refurbishment of the 3 toilet/washroom areas including sanitary ware, partitions and flooring as necessary.

5.15. All waste to be disposed of using licensed waste disposal agencies.

5.16. A full site clean, both internal and external, shall be carried out to enable the hall and its surroundings to be ready for immediate use on completion of the works.

6. PREPARATION AND GROUNDWORKS

6.1. Excess materials and waste must be disposed of at a licenced recycling centre at the Contractor’s cost.

6.2. The Contractor must provide skips when required and secure all skips behind Heras security fencing when unattended to avoid fly tipping. All other equipment, unused materials etc. must also be securely stored either behind Heras fencing or within the hall to prevent theft and vandalism. These materials will remain the responsibility of the contractor throughout the construction phase.

6.3. Please identify the price within the Tender for any necessary tarmac or other reinstatement works that may be required following completion of the works.

6.4. Storage of new materials, machinery and equipment, etc during the construction period will be the responsibility of the Contractor.

7. SITE MANAGEMENT DURING INSTALLATION

7.1. A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.

There is access to some water, electricity and toilet/kitchen facilities on site. The Contractor will need to ensure that this is sufficient for their needs and if not provide alternative arrangements. The contractor will be provided with one set of keys to the hall and they **MUST ENSURE** that the building is left fully secured when they are not on site.

7.2. All equipment and machinery should be fit for purpose and maintained in accordance with current legislation, i.e. MoT, Tax, LOLER, PUWER, etc. The Contractor shall ensure that any construction noise is kept to a minimum and does not cause undue nuisance to neighbouring residential properties or roads, etc outside the site boundary.

7.3. Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance to residential properties.

7.4. The Contractor will need to supply the Parish Council with a copy of their site Risk Assessment, Method Statement and a copy of their public liability insurance at least 10 working days before the start of the project.

7.5. The Contractor shall advise the Parish Council immediately of any accidents or deficiencies in the Method Statement or Risk Assessment, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.

7.6. Contractor is to allow for all costs associated with protecting from and working with the materials within this tender.

7.7. The Contractor shall take all precautions as are necessary to protect the health and safety of all persons employed or subcontracted by him/her and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Parish Council and all other persons.

7.8. The Contractor shall allow the Parish Council representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this project.

7.9. The Contractor shall be required to attend such meetings as the Parish Clerk or their nominated representative may require for the administration and successful completion of this Contract.

7.10. The Contractor will be responsible for reinstatement works for any damage whatsoever caused to the interior and exterior of the hall or the surrounding carpark, open space, pathways, fencing, kerbing, signs, street furniture and private land/property resulting from installation works or deliveries and carry out all reinstatement works in accordance with good landscape practices. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Parish Council.

8. MAINTENANCE AND AFTERCARE

8.1. Please provide details of your own and manufacturer guarantees and warranties on all equipment proposed with the Tender.

8.2. The works will be subject to an independent Post-Installation Inspection (PII) before the project is signed off (as per the pricing and payment section). The Contractor shall

undertake any remedial issues identified as part of the PII report, as part of the existing project cost. The hall must not be opened for public use until the PII has been signed off to the satisfaction of the Parish Council.

8.3. The works will be subject to a maintenance period of 6 months from the time of acceptance of the works.

9. WORKING HOURS

9.1. Works are permitted to be carried out during normal working hours, 8am – 5pm Monday to Friday. Out of hours work may be permitted by agreement with the Parish Council, subject to the nature of works. Noisy works will generally not be permitted at weekends.

10. PRICING AND PAYMENT

10.1. The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.

10.2. Payment will be upon satisfactory completion of the works and following receipt by the Parish Council of a satisfactory Post-Installation Report.

11. TIMETABLE FOR PROJECT

Action	Date
Tender published via Contract Finder and by email notification to organisations that have expressed an interest	20th November 2023
Deadline for questions on the project to be submitted to Bierton Parish Council	22nd December 2023
Question responses distributed to all parties	26th January 2024
Deadline for tender submissions from bidders	16th February 2024
Evaluation of anonymous tenders by Parish Council	15th March 2024
Full Council meeting to approve up to 3 tenders to be shortlisted	18th March 2024
Notification to all bidders of the progress of their tender submission.	22nd March 2024
Consultation with shortlist tenders and subsequent evaluation	12th April 2024
Full Council meeting to select preferred supplier	15th April 2024
Notification to all bidders of the outcome of their tender submission and date that contract finder will be updated.	19th April 2024

12. EVALUATION CRITERIA

12.1. To ensure that tenders are evaluated fairly, the tables below aim to identify the scoring criteria and evaluation methodology:

Scoring system

Overall Usability 35%

Equipment Selection Rationale 25%

Inclusivity 10%

Environmental Objectives 10%

Programme of works 10%

References 10%

12.2. A standard 0 to 6 point scoring system will be used and is detailed below:

Unacceptable: Non-compliant / deficient for the criteria used

Poor: Limited response which is lacking sufficient detail or is inaccurate

Below expectations: Minimal achievement of requirements with weaknesses or omissions

Adequate: Reasonable achievement of requirements with weaknesses or omissions (which would be difficult to overcome)

Good: Comprehensive response, detailed and relevant with no inconsistencies

Excellent: Exceptional submission, demonstrating high ability, understanding and experience to deliver the project to a high standard

12.3. The score for each section will then be divided by the maximum number of marks for that question and then multiplied by the weighting to give a weighted score for that element.

12.4. For example, the score for a 50% weighted section where 2 out of 5 possible marks is scored will be calculated as follows:

$$2/5 \times 50 = 20\% \text{ for that section}$$

12.5. Each section will then be added together for an overall mark out of 100%.

12.6. The evaluation of the tender processes will be carried out by the Parish Council.

12.7. The programme of works will be agreed at the final consultation period and any over-runs to this agreed programme will be regarded as a breach of contract and as such the council reserves the right to make financial reparations for loss of revenue and inconvenience caused to users.

13. PROCUREMENT PROCESS

13.1. The procurement process will be conducted and in compliance with The Public Procurement Regulations 2015 as amended. The objective is to be fair, transparent and proportionate based on the type of project and to ultimately selection the most economically advantageous tender.

13.2. The tender process will be by Open Tender.

14. EVALUATION AND AWARD CRITERIA

14.1. All Tenderers shall provide all the information requested in the tender pack.

14.2. In the interest of transparency with the exception of the covering letter, all presented information within the tender including designs should be anonymised with no identifying logos or hyperlinks.

14.3. Unclear Tenders may be discounted in evaluation. The Parish Council reserves the right to seek clarification.

14.4. To ensure that Tenders are evaluated on a consistent basis it is essential that responses are made to all the requirements listed within this document and are clearly reference to specific evaluation criteria.

14.5. The Parish Council will collate its findings and make the final selection of the preferred Contractor.

14.6. The Parish Council's decision is final and will reflect the offer that most meets all the specifications and public expectations.

15. QUOTATION BREAKDOWN - To be included with your Tender

	Cost (£)
Preliminaries	
Internal ceiling (5.3)	
Electrical work (5.4)	
Kitchen work (excl. floor) (5.5 -part)	
Kitchen floor (5.5-part)	
Light and Sound system(5.6)	
Disabled access to LHS door (5.7)	
Window blinds (5.8)	
Hatch bricking-up (5.9)	
Main hall floor (5.10)	
Stage refurbishment (5.11)	
Emergency exits (5.12).	
Redecoration (5.13)	
Toilet refurbishment (5.14)	
Waste disposal, site clean and site security etc. (5.15, 5.16 et al)	
Any other costs associated with the project (please provide details)	
Project Total:	