

Ware Town Council

Ware Priory, High Street, Ware, SG12 9AL

[www.waretowncouncil.gov.uk](http://www.waretowncouncil.gov.uk)

01920 460316

**WARE TOWN COUNCIL TENDER SPECIFICATION**

On behalf of Ware Town Council, I have the pleasure of inviting you to submit a fixed price tender for the following services.

Yours faithfully,



Terry Philpott

Town Clerk

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| **Project name** | Ongoing Security Provision for Ware Priory Estate |
| **Project objective** | To provide a security and lock up service for the Ware Priory building, Fletcher’s Lea, surrounding grounds and park and events taking place therein. |
| **Project location** | Ware Priory  High Street  Ware  Hertfordshire  SG12 9AL |
| **Contract value** | £25,000 - £30,000 pa Contract for three year period |
| **Timescales** | Proposal to be confirmed by 9am, 21st September 2025 |
| **Contact details for further information and site visits** | Kerry Mavris, Sales and Operations Manager  Email [kerry@warepriory.co.uk](mailto:kerry@warepriory.co.uk)  Phone: 01920 460316 And / Or  Matthew Watkins, Facilities Manager  Email [matthew@waretowncouncil.gov.uk](mailto:matthew@waretowncouncil.gov.uk)  Phone: 01920 460316 |
| **Contact details for invoice queries** | Natalie Mulvey, Finance Manager  [natalie@waretowncouncil.gov.uk](mailto:natalie@waretowncouncil.gov.uk)  Phone 01920 460316 |
| **Primary contact details during the project period.** | Kerry Mavris, Sales and Operations Manager  Email kerry@warepriory.co.uk  Phone: 01920 460316 |
| **Contractor requirements essential** | Previous experience of similar projects / services (?) |
| **Contractor requirements desirable** | N/A |
| **Return date for tender submissions** | Tenders need to be returned by 9am, 21st September 2025  Preferred method by email to [tenders@waretowncouncil.gov.uk](mailto:tenders@waretowncouncil.gov.uk) . If large documents such as maps or visuals are submitted, please provide a paper copy too.  Ware Town Council  The Priory  High Street  Ware  SG12 9AL  Postal tenders or additional information should be submitted in an envelope marked,  Ware Town Council Ongoing Provision of Security  Please do not submit enquiries of a general nature to [tenders@waretowncouncil.gov.uk](mailto:tenders@waretowncouncil.gov.uk) as the inbox is only monitored at the time a tender is due to close. |

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| **Detailed specification** | **General**  The Ware Priory Estate consists of the Ware Priory building, a 13th Century, Grade 1 listed building and Fletcher’s Lea, a 20 year old building directly adjacent across from the side car park. Between them, both buildings and the surrounding waterside gardens welcome private events such as (but not exclusive to) weddings, parties and meetings from 10 – 200 guests and public events from 20 – 2000 guests.  CCTV is available and covers outward from the main Ware Priory Reception, the hallway to the back of the Ware Priory Building (The tenants entry/exit point), Outside and Inside the Main Entrance to Fletcher’s Lea, and the view of the Ca Park from Fletcher’s Lea.  A core Ware Town Council staff of 17 plus bank staff are employed and there are currently 6 tenants with their own staff that lease rooms on the 1st and 2nd floors of Ware Priory.  There is a public toilet block located in the grounds of Ware Priory  Ware Lido is located around the corner in Priory Street.  **Security Provision** is required for the following activities:-   * (A) Toilet lock up – Daily * (B) Priory Building Lock up and Review of grounds - Daily * (C) Fletchers Lea lock up - Daily * (D)Reception cover for Staff meetings (Usually once a month 10am – 1pm) and Out of Hours Meetings (5pm – 10pm)- *Occasional* * (E) Small event cover (10-40 people) (generally 5pm – 10pm) – *1-2 times per week* * (F) Medium event cover (40-80 people) (generally evenings 6pm – midnight) (weddings anytime from noon until midnight)– *6 times per month* * (G) Large event cover (80-150 people) (generally evenings 6pm – midnight) (weddings anytime from noon until midnight) – *2-4 times per month* * (H) Very large event cover including grounds (up to 2000 people) – *up to 4 times per year (generally noon up to midnight)* * (I) Alarm callouts including the Ware Lido please include your maximum call out timefor such an eventuality   Tenderers with no prior knowledge of Ware Priory will need to do a complete site survey to be arranged with the Sales & Operations Manager before submitting a tender.  All applicable regulations, industry standards, safety standards and commissioning should be included. |
| **Payment terms** | Please specify in the pricing schedule the requirement for any phased payments. WTC seek to pay all correct invoices within 30days. |
| **Penalty clauses** | N/A |
| **Conditions of contract** | The Council require assurances from all potential security providers through the provision of appropriate documentation that:   * All security personnel are suitably trained and qualified to carry out their duties. * Details of the organisations vetting and training regime * Security personnel will at all times wear suitable protective clothing and high viz jackets or other work wear appropriate to the event. * All security staff to be aware of and ensure compliance with any licences held by the venue * Contractors will be required to supply details of public and professional liability insurance with the tender papers. * Details of risk assessments * The security contractor will be expected to provide all relevant equipment to undertake the role ie radios |
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**Pricing schedule**

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| **Contractor name** |  |

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| **Project name**  **.** | **Ongoing Security Provision (items market \* can normally be completed en bloc within a two hour period, please price accordingly)** |
|  | Pricing (excluding VAT) for all works as included on the specification, to be noted alongside the component parts below as requested. Pricing should be specified per hour and per guard, please include details of minimum charging periods. |
| **A – Toilet Lock Up\*** |  |
| **B – Priory Building Lock up and Review of Grounds\*** |  |
| **C – Fletcher’s Lea Lock Up\*** |  |
| **D – Reception Cover** |  |
| **E – Small Event Cover** |  |
| **F – Medium Event Cover** |  |
| **G – Large Event Cover** |  |
| **H – Very Large Event Cover** |  |
| **I – Alarm Call Outs** |  |
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|  | The council seek to pay invoices within 30days of the receipt of a correct invoice after completion or delivery of the project. If there is a requirement for phased payments, please detail below. |
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I / We hereby offer to carry out the works as scheduled and contained in the attached specification.

Signed

Dated

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| **Contractor name** |  |
| **Address** |  |
| **Name of primary contact** |  |
| **Email** |  |
| **Office phone number** |  |
| **Mobile phone number** |  |

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| **Contractor name** |  |

**Contract Evaluation**

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors may be invited to an interview

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|  | Max score | score |  |
| Price | 50 |  |  |
| Quality of work  Training / Qualifications / Experience  Please provide names of referees related to existing contracts of a similar nature | 30 |  |  |
| Reliability  (Equipment strategy / contingency plans/ method statement / project plan) | 10 |  |  |
| Proximity to Ware  (Location of equipment / contractors) | 5 |  |  |
| Environmental factors  (Please attach environmental policy) | 5 |  |  |
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| Total | 100 |  |  |

The Council reserve the right to not accept any or the lowest tender.

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| **Contractor name** |  |

**References:**

*Please provide two References below....*

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|  | Reference 1 | Reference 2 |
| Organisation |  |  |
| Contact name |  |  |
| Contact phone |  |  |
| Contact email |  |  |
| Address |  |  |
| Type of contract |  |  |

**Tender submission checklist**

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| **Contractor name** |  |

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|  |  | Office use |
| Cost breakdown (excluding VAT) |  |  |
| References |  |  |
| Environmental policy |  |  |
| Public liability insurance |  |  |
| Method statement detailing how the various elements of the work will be undertaken. |  |  |
| Project timescales. | N/A |  |
| Further information to support the tender evaluation as required |  |  |
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