

Invitation to Tender for the glazing of three Red K6 Series Telephone Kiosks

We are pleased to invite you to tender for the glazing of three Red K6 telephone Kiosks at Market Place, Ripon, as part of our restoration plans.

To ensure the process is fair and transparent for all parties, please follow the instructions carefully. We would like to receive all responses by 18th March 2025.

Any enquiries should be addressed to Heather O'Neill, Deputy Clerk at heather.oneill@riponcity.gov.uk or on 01765 604097.

Please read the instructions and return the following documents:

- Signed Tender Response detailing your proposed method of surveying and completing the restoration.
- Signed Pricing Schedule for the contract;
- Signed Certificate of canvassing and non- collusive tendering (see appendix 2);
- Organisation information including references for 3 similar works, contact details and insurance provision.

We strongly recommend a site visit by interested parties prior to the submission of a tender, or a detailed telephone conversation. Please contact me via email to arrange a visit.

We hope that you will be able to assist us in this tender and look forward to hearing from you in due course.

Paula Benson
Chief Officer

Attachments

1. TENDER SPECIFICATION
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Tender Specification

Telephone Kiosk Glazing Restoration

1. Background

Ripon City Council in September 2024 became the owner of three of the four Red K6 Series telephone kiosks from BT as part of the adopt a kiosk scheme. The telephone equipment has been removed from the kiosks, leaving them empty at this present time.

The telephone kiosks appear structurally sound and Ripon city council have resolved to restore these to allow them to be used for the benefit of the community, in partnership with other community organisations.

All the telephone kiosks are registered with Historic England and have a Grade II listing, therefore it will be vital that any restoration is complete using compliant materials and ensuring it does not erode their special interest.

2. Our requirements

Secure Telephone Kiosks (Glazing)

The initial phase of the restoration is undertaking necessary security work to protect the kiosks against vandalism or further damage.

We will require each kiosk to be fitted with toughened safety glass (certified to BS6262), where it is not already installed and for all glazing to be cleaned and left in good order.

We expect the tender to include:

- A review of survey to provide options to fulfil requirements
- Provision of all materials for glazing, using recognised and certified parts only
- Installation and testing of all materials

We are looking for a reputable and qualified company who can provide us with value for money.

3. How we would like you to respond to this Tender.

We welcome tender responses from all qualified companies. We would like the process to be as easy as possible and as such, we are not using an application form. When responding to the tender, please submit written plans, which include how you intend to remove and dispose of the equipment and fencing.

Your response should detail how you will approach each of the areas outlined in our requirements and the associated costs.

We also need information about your organisation, including your contact details, insurance information and references / information of 3 similar works completed for other clients.

Please return the following documentation via email to admin@riponcity.gov.uk for the attention of the Chief Officer.

1. Signed Tender Response detailing your proposed restoration;
2. Signed Pricing Schedule/detailed cost template for the contract;
3. Signed Certificate of canvassing and non- collusive tendering (see appendix 2);
4. Organisation information including 3 references for similar works, contact details and insurance provision.

The Council does not bind itself to accept the lowest bid or any quotation.

5. Arithmetic Accuracy of the ITT

It is the responsibility of the supplier to check that all cost areas have been identified and are accurate.

If arithmetic mistakes are found after the contract has been awarded, they will not be considered. The fees agreed at the time of contract will prevail. 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 contractor who submits a tender will be held to have by his/her own independent observations and enquiries fully informed and satisfied himself as to the nature and extent and practicability of the works and as to access to the site and/or storage facility and all points and conditions which can in any way affect the prices upon which this tender is based. The prices for the tender shall include all charges for profits and transport and cartage and labour, materials, plant and insurance and all other expenses. Period of Acceptance of the ITT:

The potential supplier is required to hold their ITT open for acceptance for a period of up to six months from the closing date.

6. Final Submissions and checklist:

The Council does not bind itself to accept the lowest or any quote and will not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the ITT. Tenderers should treat the tender documents as private and confidential between the tenderer and the Council.

Appendix 1 – PHOTOGRAPHS OF THE TELEPHONE KIOSKS IN-SITU (January 2025)



Appendix 2 – BT K6 INFORMATION PACK (FOR REFERENCE ONLY)

The below information is supplied by BT solely as a reference document and does not form part of any agreement regarding transfer of ownership of a kiosk from BT.

It is strongly recommended that for any painting, structural repairs or inspections of the Kiosk, work should be carried out by companies who are experienced in working with these structures. This information is provided as reference material only and the information contained within is subject to change without notice.

THE K SERIES KIOSK

K6 kiosks are the familiar red cast iron structures that have been operational since the 1930's. The kiosks are constructed from a number of individual castings made from cast iron, interconnected by mild steel threaded fixings. The door comprises of a wooden framework with a cast iron or aluminium glazing frame. These require regular painting and inspection.

SAFETY CONSIDERATIONS AND PRECAUTIONS

LEAD PAINT PRECAUTIONS

The possibility of previous coated organic and inorganic lead paint may exist on a red payphone Kiosk and all relevant health and safety aspects and legislation should be considered and implemented for dealing with such hazards.

Fume or dust from lead or lead compounds can be absorbed by inhalation or ingestion and sometimes through the skin. Excessive absorption, evidenced by high lead content in the blood, leads to lead poisoning.

All waste should be disposed of ensuring that it complies with the current Environmental Protection Act waste disposal policy.

PAINT SELECTION

Suppliers of Industrial Paints that have supplied paint to BT are: -

- **Trimite Ltd, Arundel Road, Uxbridge, Middlesex, UB8 2SD**
- **Joseph Masons, Nottingham Road, Derby, DE2 6AR**
- **International Paint, Stoneygate Lane, Felling, Gateshead, Tyne & Wear NE 10 0JY**

All paint should be applied in accordance with the manufacturer instructions. Alternative suppliers of paints may be acceptable.

PAINTING

The primer for repainting housings should be a universal primer for wood and metal.

All internal & external surfaces to be painted should be primed, clean and dry. No painting should be undertaken when surfaces are damp.

All bare wood or metal surfaces shall have had a minimum of one prime.

The primer should be brush applied. No paint should be applied to the door hinges or closer arm joints. The primer and paint should be applied in accordance with the manufacturer's instructions.

External quality fillers should be used as required.

Fillers used should be single pack Polyester or Epoxy Resins and compatible with the paint system. The appropriate safety precautions as indicated by the Manufacturer should be complied with. It is recommended that two coats of finish paint should be applied.

White colour paint is recommended inside the kiosk within the ceiling area down to the level of the ventilation openings and a clean horizontal break line should be applied.

Black colour paint should be applied to the external base of the Kiosk if it is already coloured black.

British Standard Colour References for Paints used previously by BT

Currant Red	BS381C – 539C	Black	BS4800 - 00-E-53
White	BS4800 – 00-E-55	Gold	BS4800
Green	BS4800	Grey	BS4800

KIOSK STRUCTURE

The structure of the K6 Kiosk should be examined for cracks and breaks, if damage is found an experienced kiosk repair company should be immediately employed to remedy the damage.

GLAZING

Glazing replacement should be toughened glass, certified to BS 6262.

The glass should be bedded in clear silicon mastic, a minimum thickness to glazing bars being employed so as to minimise excess mastic being visible. K6 standard glazing frames should be used to retain the glass with the accompanying rivets and washers to secure the frames.

Glass door Push / Pull should be fitted adjacent to the handle position in the correct orientation.

'TELEPHONE' glass mounted in the kiosk transom positions should also be bedded in clear silicon mastic. A fixing finish of clear silicon mastic, smoothed to a neat bevel from the glass/polycarbonate to the frame should then be applied to secure the glass in place.

KIOSK DOOR / HINGES

The Kiosk door is made of a hard wood construction, these need to be inspected to establish whether the door is in sound and safe condition. The door should be inspected to ensure it is free from rot, that joints and rails are sound and free from significant damage, and that the door is free from warping. The strap hinges and fixings should also be inspected for any damage or excessive wear.

If the door or hinges are found not to be in a good condition, they should be removed and replaced.

ELECTRICAL PRECAUTIONS

A competent and suitably qualified person should carry out any electrical works in the first instance. After any electrical works has been completed an electrical test should be carried out and a certificate issued showing conformance and compliance. A scheduled electrical maintenance plan should then be adopted to ensure regular compliance and certification for the life of the kiosk.

BT SUPPLIERS

There are a number of companies in operation that carry spare parts for these kiosks and can carry out refurbishments, however, our suppliers are:

www.x2connect.com

Similarly BT has used the following company to carry out painting and various repairs in the past.

<http://www.mitie.co.uk/>

While BT does NOT recommend or vouch for the work or products of any particular company listed above for any repairs or parts, it will be necessary to approach a specialist company to ensure that correct parts are provided. Any of the above listed companies will be able to assist while alternative companies and suppliers can also be sourced.

The following is a list of the various component parts found in a K6 series kiosk and may be of use as reference.

K6 ROOF TELEPHONE SIGN	K6 POWER GUARD WASHER + SCREW M8
K6 ROOF LIGHT COMPLETE	K6 POWER GUARD PLASTIC
K6 ROOF LIGHT INTERFACE	K6 ELECTRIC'S BOARD
K6 ROOF SIGN	K6 SERVICE CHAMBER
K6 GLAZING FRAME LARGE	K6 FACIA PANEL BLACK CASH
K6 GLAZING FRAME SMALL	K6 SPACEFRAME MECH PANEL
K6 GLASS WINDOW LARGE	K6 FACIA PANEL BLACK CARD
K6 GLASS WINDOW SMALL	K6 BACK COMPLETE
K6 WINDOW RIVETS	K6 DOOR CLOSER
K6 DOOR HANDLE	K6 DOOR CLOSER ARM KIT
K6 DOOR HINGE	K6 GLASS DOOR PUSH/PULL
K6 DOOR SHACKLE PLATE	K6 DOOR LH GLASS
K6 DOOR SHACKLE PIN	K6 DOOR RH GLASS
K6 DOOR STRAP SHACKLE	K6 DOOR
K6 DOOR STRAP	K6 COVER LINE AND EARTH

Appendix 4 - DECLARATION OF CAVASSING AND NON-COLLUSIVE TENDERING

In recognition of the principle that the essence of selective tendering is that the council shall receive bona fide competitive Tenders from all those tendering.

I/WE CERTIFY THAT:

1 The Tender submitted herewith is a bona fide Tender, intended to be competitive.

2 I/We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.

3 I/We have not done, and undertake that we will not do at any time before the hour specified for the return of the Tender, any of the following acts:

(a) communicating with a person other than the person calling for this Tender the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);

(b) entering into any agreement with any other person that he/she shall refrain from Tendering or as to the amount of any Tender to be submitted; and

(c) offering, paying, giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above.

Name:

Position:

Date:

In this declaration: 1 'person' indicates any person, body, or association corporate or incorporate. 2 'any agreement or arrangements' includes any transaction of the sort described above, formal or informal and whether legally binding or not.
