

WARE TOWN COUNCIL AS TRUSTEE OF THE PRIORY CHARITY

Invitation to Tender

for

External Redecoration of Ware Priory, High Street, Ware, Hertfordshire SG12  
9AL

Closing date for submission of tenders:

Monday 7<sup>th</sup> of march - 12:00 Noon

## **CONTENTS**

### **Part A - Introduction, background and instructions for Tenderers**

- Section 1 Introduction and Background Information
- Section 2 Procurement Process and Timetable
- Section 3 Evaluation of Offers
- Section 4 Instructions to Tenderers
- Section 5 Conditions of Tender

### **Part B - The Council's Service Requirements**

- Section 6 Specification

### **Part C - The Tender Document**

- Section 7 Response to Tendering Criteria
- Section 8 Method Statements and Detailed Costings
- Section 9 Cost Summary
- Section 10 Form of Tender and Pricing Schedule
- Section 11 Tendering Certificate

### **Appendices**

- Appendix 1 Plans and Photos of Ware Priory

---

## KEY DATES

**Tender return date and time:** 7/3/2022 no later than 12:00 Noon

**Hand delivered Tenders must be returned to:** The Town Clerk, The Priory, High Street, Ware, Herts. SG12 9AL

**Tenders delivered by Post must be sent to:** The Town Clerk, The Priory, High Street, Ware, Herts. SG12 9AL

**Preferred method by email to** [townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk)

---

### CONTACT OFFICER

**The Contact Officer for this procurement is:**

Terry philpott - Town Clerk, The  
Priory,  
High Street,  
Ware,  
Herts. SG12 9AL

Tel: 01920 460316

Email: [townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk)

---

### PAPER COPIES OF THE INVITATION TO TENDER

If you would like a paper copy of this Invitation to Tender, please contact the Contact Officer.

---

## **PART A- INTRODUCTION, BACKGROUND AND INSTRUCTIONS FOR TENDERERS**

### **SECTIONS 1 - 5**

The following five sections set out some background to the Council's requirements including an outline procurement timetable, the instructions to be followed by tenderers and the evaluation process to be followed by the Council in the assessment of offers.

## **SECTION 1**

### **INTRODUCTION AND BACKGROUND INFORMATION**

#### **1.1 INTRODUCTION/ CONTEXT OF REQUIREMENT**

Ware Priory is a Grade I listed building in the center of Ware. It dates from 1339 and its site is also a Scheduled Ancient Monument. It is situated in seven acres of grounds which are used as a public park. The Priory is used as an office for Ware Town Council and other office tenants and is hired out for weddings and conferences.

Ware Town Council welcomes this opportunity to ask for tenders for minor repairs to roofs and the external redecoration of the Priory building.

#### **1.2 SCOPE OF REQUIREMENT**

##### **1.2.1 Exterior redecoration**

As part of a planned programme of maintenance the exterior of Ware Priory is due to be redecorated. Plans of the building and elevations are attached in Appendix 1. Before redecoration, remedial decorative work is required to some external cills.

#### **1.3 PERIOD OF WORK**

The commencement date will be by agreement but it is anticipated that it will be completed by 31st of May. Ware Priory has a very busy event schedule throughout the year with the busiest times for weddings being weekends. Access to the property will be permitted from 8:00 am to 5:30 pm Mondays to Fridays. No work is to be carried out on site on Saturdays or Sundays without the specific consent of the Town Council. There may be occasions when work will need to be suspended due to functions within the Priory or in the grounds but adequate notice of this requirement will be given so that the Contractor can plan for the interruption

appropriately. The Contractor is to agree a mutually acceptable programme of work with the Town Council prior to commencement.

#### **1.4 SITE VISITS**

We would expect that tenderers will want to arrange a site visit prior to putting forward a tender. Site visits can be arranged with the maintenance manager email. [matthew@warepriory.co.uk](mailto:matthew@warepriory.co.uk)

## **SECTION 2**

### **PROCUREMENT AND PROCESS TIMETABLE**

#### **2.1 PROCUREMENT PROCESS**

Detailed instructions about the submission of tenders are set out in **Section 4 - Instructions to Tenderers**.

All bids will be evaluated in accordance with the process described in **Section 3 - Evaluation of Offers**.

Once the successful bidder is identified, the contract will then be awarded. The successful bidder will be sent two copies of the (unsigned) contract document and instructions for contract completion will be sent with that letter. There is no binding agreement between the Council and the successful tenderer until a signed and dated contract is in place.

#### **2.2 PROCUREMENT TIMETABLE**

The timetable below sets out the key dates in the procurement process. Most dates are indicative. Please note that the dates in bold are fixed and are not indicative:

**Deadline for asking questions about the Invitation to Tender: Tuesday the 1<sup>st</sup> of March.**

**Closing dates for submission of tender: Monday 7<sup>th</sup> March 2022 - 12:00 Noon**

Commencement of Work: To be agreed

**Completion of Work: Tuesday the 31<sup>st</sup> of May**

## **SECTION 3**

### **EVALUATION OF OFFERS**

#### **3.1 Award Criteria**

Evaluation of offers will be carried out by the Town Clerk in consultation with a panel of Councillors. The Town Council will not be obliged to accept the lowest tender. Tenderers will be asked to explain how they meet the following criteria

- 3.11 Recognised and established building, painting and decorating contractor.
- 3.12 Member of a recognised, relevant Trade Association unless substantive evidence can be provided to illustrate an appropriate level of competence.
- 3.13 Knowledge and experience required to work on a Grade I listed building.
- 3.14 Details of previous experience of working on listed buildings.
- 3.15 Referees for any similar work carried out in the last 3 years confirming quality of final finishes.
- 3.16 Details of methods and materials to be used for each part of the specification.
- 3.17 Demonstrated ability to conduct the works in association with managing traffic and pedestrian movements near to the site.
- 3.18 Capacity to complete the project in time.
- 3.19 Ability to meet costs budgets.

#### **3.2 Awarding the Contract**

Once the bid evaluation is complete, tenderers will be notified as soon as possible of any decision made by the Council about its intention to award the contract.

The contract for the work will be effected by an exchange of letters and will be based on this specification.

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

	Max score	score	
Price	50		
<b>Quality of work</b> Training / Qualifications / Experience Please provide names of referees related to existing contracts of a similar nature	30		
<b>Reliability</b> (equipment strategy / contingency plans)	10		
<b>Proximity to Ware</b> (location of equipment / contractors)	5		
<b>Environmental factors</b> (please attach environmental policy)	5		
<b>Total</b>	<b>100</b>		

**Contractor Name:** \_\_\_\_\_

**References:**

*Please provide two References below....*

	Reference 1	Reference 2
Organisation		
Contact name		
Contact phone		



Contact email		
Address		
Type of contract		

## SECTION 4

### INSTRUCTIONS TO TENDERERS

4.1 We require you to submit **ONE PAPER COPY** of your tender.

4.2 Your offer should be set out as follows:-

Section 7	Response to Tendering Criteria
Section 8	Method Statements and Detailed Costings
Section 9	Cost Summary
Section 10	Form of Tender and Pricing Schedule
Section 11	Tendering Certificate

Which together comprise the Contract Documents.

4.3 Only the information contained in this invitation to tender document, or the accompanying documentation, or otherwise communicated in writing to tenderers, should be considered when making your offer.

4.4 Your total tender submission, as detailed above must be submitted as follows:-

**Hand delivered tenders must be returned to:-**

Terry Philpott - Town Clerk,  
The Priory,  
High Street,  
Ware,  
Herts. SG12 9AL

**Tenders delivered by post must be returned to:-**

Terry Philpott - Town Clerk,  
The Priory,  
High Street,  
Ware,  
Herts. SG12 9AL

**The tender package or envelope must not bear any mark identifying the name of the tenderer. PLEASE NOTE this includes franking.**

**The return envelope/package must bear the words "External Redecoration of Ware Priory"**

**Preferred method of delivery by email to**  
**[townclerk@waretowncouncil.gov.uk](mailto:townclerk@waretowncouncil.gov.uk)**

Tenders submitted after the time and date shown will be rejected and returned to the tenderer, unless clear evidence of posting (by first class post on a day preceding the closing date) or transmission by courier (by courier delivery note) is available.

- 4.5 If you require further information concerning the tender process please put your query in writing/ email to the Contact Officer.
- 4.6 Should questions arise during the tendering period that, in the Council's judgment, are of material significance, we will write to all tenderers to explain the nature of the question and the Council's formal reply. We will not identify the source of the original question. All tenderers should then take that reply into consideration when preparing their own bids and bids will be evaluated on the assumption that they have done so.
- 4.7 Tenderers should note that any questions raised after 1<sup>st</sup> of march 2022 not be answered.**

## **SECTION 5**

### **CONDITIONS OF TENDER**

#### **5.1 REPRESENTATIONS**

A tenderer may contact the Contact Officer identified at the front of this document to obtain any further information about the requirements of the contract or the tendering procedures if these are not evident or clear from the documents supplied to tenderers.

No representation by any member or officer of Ware Town Council, nor any representation at all other than one contained in the Contract Documents about any matter which has a bearing on the contract shall constitute a term or condition of the contract nor a representation which gives the contractor grounds for rescinding the contract or claiming damages for misrepresentation.

#### **5.2 TENDERS EXCLUDED**

No tender will be considered for acceptance if the tenderer has indulged, or attempted to indulge, in any corrupt practice or canvassed the tender with any member or officer of Ware Town Council. If a tenderer has, unknown to these bodies, indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming of damages from the contractor.

It is unlikely that any tender will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions other than those provided in the contract documents and (b) is delivered out of time or in a manner other than specified in these Instructions.

#### **5.3 FORM OF TENDER**

The tender will be set out as described in the preceding Section 4, Instructions to Tenderers.

#### **5.4 ACCEPTANCE**

Acceptance of tender will be determined by Ware Town Council. Ware Town Council is not bound to accept the lowest or any tender.

The successful tenderer shall be required to sign and return to the Council two copies of the written contract document which shall then be signed, dated and completed by Ware Town Council and one completed original sent to the tenderer.

## **5.5 CANVASSING**

Any tenderer who directly or indirectly canvasses any member, officer or agent of Ware Town Council concerning the award of the Contract or who directly or indirectly attempts to obtain information from any such person concerning any other Tender or proposed Tender for the Services shall be disqualified. The Tendering Certificate at Section 11 must be completed and returned.

## **5.6 COLLUSIVE TENDERING**

In submitting a tender for this contract, the Tenderer confirms that he has not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. The Tenderer also certifies that at no time before or following the submission of the tender has the Tenderer carried out any of the following acts:

- i) communicating to another person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where such disclosure, in confidence, of the approximate amount of the tender is necessary to obtain insurance premium quotations required for the preparation of the tender.
- ii) entering into any agreement or arrangement with any person that he shall refrain from tendering or as to the amount of any tender to be submitted.
- iii) offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. In the context of this clause the word "person" includes any persons and any body or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

## **5.7 FREEDOM OF INFORMATION ACT**

The Freedom of Information Act 2000 requires the Council to disclose information it holds on request even when that information was collected prior to 2005. Information will only not be disclosed where a statutory exemption applies. In providing information to the Council Tenderers therefore accept that such information may be disclosable under the Act and should not provide information as part of this tender on an "in confidence" basis. Any information that the Tenderer considers should not be disclosed because an exemption applies should be clearly marked as such and the reasons for claiming an exemption (including the application of the public interest test) shall remain the decision of Ware Town Council.

## **5.8 GOVERNMENT TRANSPARENCY INITIATIVE - PUBLICATION OF TENDER DOCUMENTS AND CONTRACTS**

The Government has set out the need for greater transparency across public sector organisations to enable the public to hold public bodies and politicians to account. As part of this initiative the Government is asking local authorities to publish on line all tender documents for new contracts valued over £500 and the resulting contracts. Bidders tendering for this contract should be aware that if their tender is successful the resulting contract will be published. In some circumstances limited redactions will be made to comply with existing law.

## **5.9 QUALIFICATIONS**

Tenders should not be qualified, conditional or accompanied by a statement that might be construed as rendering the tender equivocal. Equivocal, qualified or conditional tenders may not be considered. The Council's decision as to whether or not a tender is in an acceptable form will be final.

No alteration or addition shall be made to the Form of Tender, pricing schedules or any part of the Invitation to Tender except where expressly allowed or as provided in the paragraph below.

Tenders must obtain for themselves all information necessary for the preparation of their tender and satisfy themselves that the quality and standards specified by themselves or the Council are appropriate. Information supplied to tenderers by the Council or contained in the Council publications is supplied only for general guidance in the preparation of the tender. Tenderers must satisfy themselves as to the accuracy of any such information and no responsibility is accepted (or warranty given) by the Council for any loss or damages of whatever kind and howsoever caused arising from the use by tenderers of such information.

Tenders and supporting documents shall be in English and any contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the law of England and subject to the exclusive jurisdiction of the English Courts.

## **5.10 WARRANTIES**

In submitting its tender, the tenderer warrants, represents and undertakes to the Council that:

- All information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the

tenderer, its staff or agents in connection with or arising out of the tender are true, complete and accurate in all respects, both as at the date communicated and as at the date of tender submission;

- It has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the tender and that it has not submitted the tender and will not be entering into the contract (if the same be awarded to the tenderer by the council) in reliance upon any information, representation or assumption which may have been made by or on behalf of the Council;
- It has full power and authority to enter into the contract and perform the obligations specified in the Contract Documents and will, if required, produce evidence of such to the Council;
- It is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment and other resources available to it to perform the obligations specified in the Contract Documents; and
- It will not at any time during the duration of the contract or at any time thereafter claim or seek to enforce for the purposes of this contract, any lien, charge, or other encumbrance over property of what nature owned or controlled by the Council and which is for the time being in possession of the tenderer.

## **THE COUNCIL'S SERVICE REQUIREMENTS**

### **SECTION 6**

This part sets out the Council's service requirements and comprises the Specification for the Service.

### **SECTION 6**

#### **SPECIFICATION**

#### **6.1 INTRODUCTION**

Ware Priory is a Grade I listed building in the center of Ware. It dates from 1339 and its site is also a Scheduled Ancient Monument. It is situated in seven acres of grounds which are used as a public park. The Priory is used as an office for Ware Town Council and other office tenants and is hired out for weddings and conferences. Ware Town Council welcomes this opportunity to ask for tenders for minor repairs to roofs and the external redecoration of the Priory building.

#### **6.2 BACKGROUND**

As part of a planned programme of maintenance the exterior of Ware Priory is due to be redecorated and minor repairs to roofs and the building have been identified. Plans of the building and elevations are attached in Appendix 1.

#### **6.3 EXTERNAL REDECORATION**

Tenderers are asked to bid for the external redecoration of the Priory building using the materials and methods specified below.

#### **6.4 PREVIOUSLY WATER-BASED MASONRY OR CEMENT BASED BAIKED RENDERED EXTERNAL WALL SURFACES (WITH THE POSSIBILITY OF UNDERLYING COATS OF DISTEMPER)**

- Thoroughly wash, brush and scrape the surfaces to remove as much as possible of the existing materials back to a clean surface. Allow to dry.
- Mould, algae and lichens must be removed as far as is practical by thorough scraping and careful brushing with stiff fibre (not wire) brushes. Avoid spreading dust/ spores to uncontaminated areas.
- Apply in dry conditions a liberal coat of Dulux Weathershield Multi-Surface Fungicidal Wash to areas previously affected with algae and lichen growth to kill off any residual growth. Leave for 24 hours. Further work in the form of brushing or discreet pressure hosing (the latter avoiding openings and edges of rendering) may be necessary to completely remove all residual growth. In severe cases reapply Dulux Weathershield Multi-Surface Fungicidal Wash.
- Cut and make good cracks, holes and other defects, the wider apertures being filled with an appropriate mix of cement and sand and the smaller, narrower ones with an appropriate filler.
- Make good movement fractures in the rendering.
- Prime all making good, bare areas and areas exposed by the removal of coatings with one coat of Dulux Trade Weathershield Smooth Masonry Paint of an appropriate shade thinned up to one part water to five parts product as appropriate.



- Surfaces that remain powdery and friable after thorough preparation are first to be sealed overall with Dulux Weathershield Stabilising Primer.
- Bring forward all areas which, during preparation, were either taken back to bare sub-strate or exposed by the removal of the previous coating with one coat of Dulux Weathershield Smooth Masonry Paint.
- Apply overall two coats of Dulux Trade Weathershield Smooth Masonry Paint of selected shade.

## **6.5 SHELTER COAT – STONWORK**

- Clean down the surfaces of stonework to window and door surrounds, and other exposed stonework, by brushing down with a stiff brush and treating with fungicide where necessary.
- Prepare shelter coat from lime putty mixed with water to achieve the consistency of single cream. Introduce pigment (which may be earth pigment or powdered poster paint) as necessary to match the original colour of the stonework.

NOTE: The coating will dry lighter than the colour when wet. Ensure that the shelter coat is stirred on a regular basis. It is a “suspension” and needs to be regularly agitated to prevent the heavier particles from dropping to the bottom.

- Well wet the substrate.
- Apply three relatively thin coats of shelter coat to the stonework.

## **6.6 PREVIOUSLY VARNISHED EXTERIOR WOODWORK**

### **Garden Room Porch Door**

- Scrape, rub down and, if necessary, apply a Wood Bleach to the face and edges of the door to produce an even colour. Neutralise in accordance with the manufacturer’s instructions. Allow to dry out thoroughly before the finishing material is applied.
- Prime overall with one coat of Dulux Trade Weathershield Preservative Basecoat of appropriate shade (joints and areas of end grain to receive an additional coat). Wipe away any surplus primer with a lint free cloth.
- Make good all nail holes, open joints and open grain with a suitable tinted stopper or filler designed for use with varnish. Allow the material to set before rubbing down and dusting off.
- Apply two coats of Dulux Trade Weathershield Varnish.

### **Main Entrance Door**

## **6.7 PREVIOUSLY OILED EXTERNAL HARDWOOD**

### **Preparation of woodwork in poor condition**

- Scrape off or chemically remove all blistered, poorly adhering or otherwise defective coatings. Open up all joints which are not tight fitting and rake thoroughly. Rub down all bare areas to produce a smooth surface and dust off.
- Make good all cracks, nail holes, open joints and minor imperfections with Dulux Weathershield Exterior Flexible Filler.

- Hack out all cracked or defective glazing and putties as directed, remove all defective or loose beading, clean out rebates and make all good with matching material.  
NOTE: No Victorian (or earlier) glass is to be hacked out unless directed.
- Carry out the proprietary resin repair of significant areas of wood rot, which will include substantial shakes, cracks and holes.
- Apply two thin coats of Dulux Trade Weathershield Exterior Preservative Primer to all bare areas. Similarly treat new beading and any new wood used in repairs, ie. Rub down, knot and prime. Wipe away any excess primer from surrounding paintwork.
- When the preservative primer is dry, make good all remaining cracks, open grain, nail holes, open joints and imperfections with Dulux Weathershield Exterior Flexible Filler. When set and where necessary carefully rub down the filler and dust off.

#### **Preparation of woodwork in good condition**

- Clean down remaining areas in good condition to remove dirt, grease, mould etc.
- Carefully scrape back to a firm edge minor areas of defective or poorly adhering coatings and rub down to provide a “key” and “feather” broken edges of existing coatings. Know down and prime bare wood as before described. Make good all remaining cracks, open grain, nail holes, open joints etc. as before described. Allow such making good to set before sandpapering to a smooth finish and dusting off.

#### **Preparation of all previously painted woodwork**

- Apply to primed glazing rebates one coat of Weathershield Exterior Flexible Undercoat of appropriate shade and allow to dry. Reglaze with an appropriate glazing putty or compound and allow to harden before further treatment. The compound manufacturer’s recommendations must be observed.
- Bring forward all primed areas and making good with one coat of Weathershield Exterior Flexible Undercoat of appropriate shade.
- Apply one coat of Weathershield Exterior Flexible Undercoat and one coat of Weathershield Exterior High Gloss of selected shade.

### **6.8 PREVIOUSLY STAINED WOODWORK (INCLUDING RAFTER FEET AND FIRE ESCAPE DUCK BOARDING AND HANDRAILS)**

- Clean off and rub down surfaces and apply two shades of Dulux Trade Weathershield Woodstain AP of selected shade.

### **6.9 PREVIOUSLY PAINTED FERROUS METALS (EXCLUDING THE GALVANISED SPIRAL STAIRCASE)**

- Remove all loose defective paint back to a firm edge. Scrape and wire brush to remove corrosion products and produce a clean metal surface. Wash down the surfaces with a mild detergent solution to remove dirt, grease, chalking paint and other contaminants. Rinse off with clean water and allow to dry. Rub down with a suitable abrasive and dust off.

- Patch prime all bare areas with one or two coats of Hammerite No. 1 Rustbeater applied to give a minimum wet film thickness of 80 microns per coat which will dry to a thickness of 50 microns. If the profile has not been fully covered by two coats a further coat may be required. Particular attention should be paid to achieving this film thickness on corners and edges and if necessary an additional stripe coat should be applied to these areas.  
NOTE: Painting must be planned so that all coats of Hammerite Metal Finish are applied after one hour and within eight hours of the previous coat. After this period, Hammerite Metal Finish must be left to cure for two weeks otherwise wrinkling may occur.

#### **6.10 PERIOD OF WORK**

The commencement date will be by agreement but is to be completed by 31 March 2015. Ware Priory has a very busy event schedule throughout the year with the busiest times for weddings being weekends. Access to the property will be permitted from 8:00 am to 5:30 pm Mondays to Fridays. No work is to be carried out on site on Saturdays or Sundays without the specific consent of the Town Council. There may be occasions when work will need to be suspended due to functions within the Priory or in the grounds, but adequate notice of this requirement will be given so that the Contractor can plan for the interruption appropriately. The Contractor is to agree a mutually acceptable programme of work with the Town Council prior to commencement.

#### **6.11 ACCESS**

Preferred access for carrying out the work will be by means of a cherry picker to be provided by the contractor to minimise disruption to the hire of the Priory. If the tenderer proposes to use any scaffolding, please specify how you would minimise disruption to the Priory's business.

#### **6.12 CONSTRUCTION DESIGN MANAGEMENT**

- CDM regulations will apply to this project.
- The Contractor must provide key contacts to fulfil their CDM requirements.
- Method statements and health and safety working files will be required from the Contractor prior to commencement on site.

#### **6.13 SITE SAFETY**

- Safe systems of work will be carried out on-site at all times and all contractors will be required to conform to Ware Town Council's Health & Safety Policy and Procedures which can be found at [http://www.waretowncouncil.gov.uk/Core/Ware-TC/Pages/Freedom\\_of\\_Information\\_2.aspx](http://www.waretowncouncil.gov.uk/Core/Ware-TC/Pages/Freedom_of_Information_2.aspx)
- Over the period of the contract the Priory and grounds will be constantly used by Council staff, leaseholders' staff, visitors, and the general public
- Noise is to be restricted as much as possible and kept below 80db

#### **6.14 TEMPORARY SITE ACCOMMODATION**

Toilet and washing facilities are available in the public lavatory in the grounds.

**SECTION 7 - RESPONSE TO TENDERING CRITERIA - Please explain how you meet each of the following criteria**

1	Recognised and established building, painting, and decorating contractor.	
2	Member of a recognised, relevant Trade Association unless substantive evidence can be provided to illustrate an appropriate level of competence.	
3	Knowledge and experience required to work on a Grade I listed building.	
4	Details of previous experience of working on listed buildings.	
5	Referees for any similar work carried out in the last 3 years confirming quality of final finishes.	
6	Demonstrated ability to conduct the works in association with managing traffic and pedestrian movements near to the site.	
7	Capacity to complete the project in time.	
8	Ability to meet costs budgets.	

## **SECTION 8**

### **METHOD STATEMENTS AND DETAILED COSTINGS**

Please provide a response on the following pages to the method statement and detailed costings questions below to explain how you propose to deliver the services called for in the Specification and a breakdown of the costs for each section of work. Supporting Information (not in the form of a question) may also be required in some areas.

**SECTION 9**  
**COST SUMMARY**

**SECTION 1: EXTERNAL REDECORATION** £.....

**SECTION 2: EQUIPMENT HIRE** £ .....

**SECTION 3: CONTINGENCIES**  
£ .....

**TOTAL TO TENDER** £ .....

## SECTION 10

### FORM OF TENDER AND PRICING SCHEDULE

#### UNCONDITIONAL AND IRREVOCABLE OFFER TO WARE TOWN COUNCIL

Re: Invitation to Tender for External Redecoration of Ware Priory

To:           The Town Clerk  
              Ware Town Council  
              The Priory  
              High Street  
              Ware. SG12 9AL

Having read carefully the Invitation to Tender and in consideration of you considering this Tender:

1.     We offer to carry out the works specified and to complete the contract in accordance with the Contract Documents and our Tender for the sum of£  
  
      (Enter amount in words  
      .....)
2.     We confirm that if our Tender is accepted, we will, upon demand:
  - Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force
  - Sign formal contract documentation
3.     We agree that this Tender shall constitute an irrevocable, unconditional offer which may not be withdrawn for a period of 90 days from this date.
4.     We understand that the Council is not bound to accept any tender it receives.

Dated this ..... Day of .....2022

Signature .....

Print name and position in business .....

Business Name .....

Address .....

Telephone no.....

**SECTION 11**

**TENDERING CERTIFICATE**

**To: WARE TOWN COUNCIL ("the Council")**

I/We hereby certify that this is a bona fide tender, intended to be competitive and that I/We have not (either personally or by anyone acting on my/our behalf):

1. Fixed the amount of the Tender (or the rate and prices quoted) by agreement with any person.
2. Communicated to anyone other than the Council the amount or approximate amount or terms of my/our proposed tender (other than in confidence in order to obtain quotations, professional advice or insurance necessary for preparation of the tender.
3. Entered into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tender submitted by him.
4. Canvassed or solicited any member, officer or other employee of the Council in connection with the award of this or any other Council contract or tender.
5. Offered, given or agreed to give any inducement or reward in respect of this or any other Council contract or tender.

**SIGNED**

To be signed by the same signatory(ies) as the Form of Tender

NAME AND POSITION .....

For and on behalf of ..... ..

Date:



## **APPENDIX 1**

### **Plans and Photos of Ware Priory:**

Roof Plan

North Elevation East Range and Garden Room - drawing

North Elevation East Range and Garden Room - photo

North Elevation Middle and West Range - drawing

North Elevation Middle and West Range - photo

West Elevation - drawing

West Elevation - photo 1, photo 2, photo 3

South Elevation West Side - drawing

South Elevation West Side - photo one, photo 2

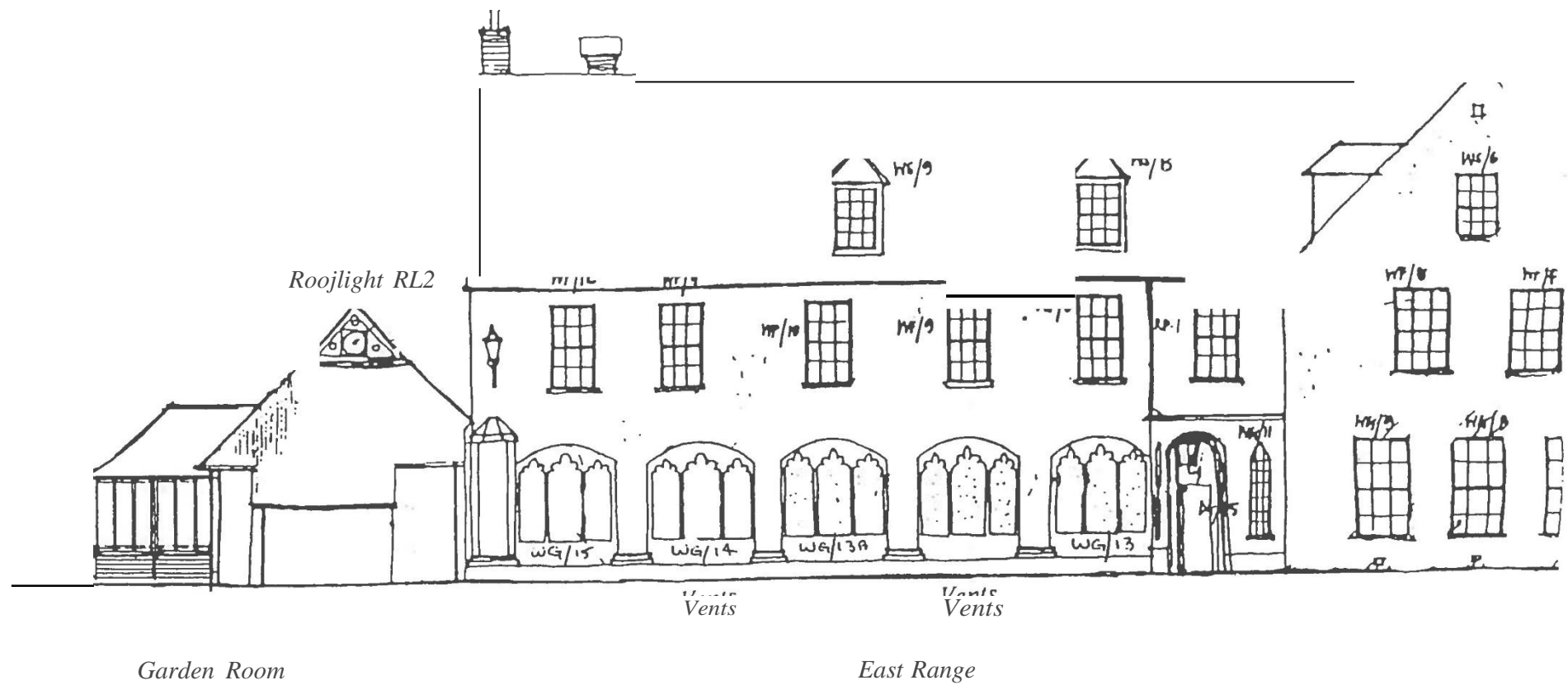
South Elevation East Side - drawing

South Elevation West Side - photo 1, photo 2, photo 3, photo 4, photo 5

East Elevation - drawing

East Elevation - photo 1, photo 2



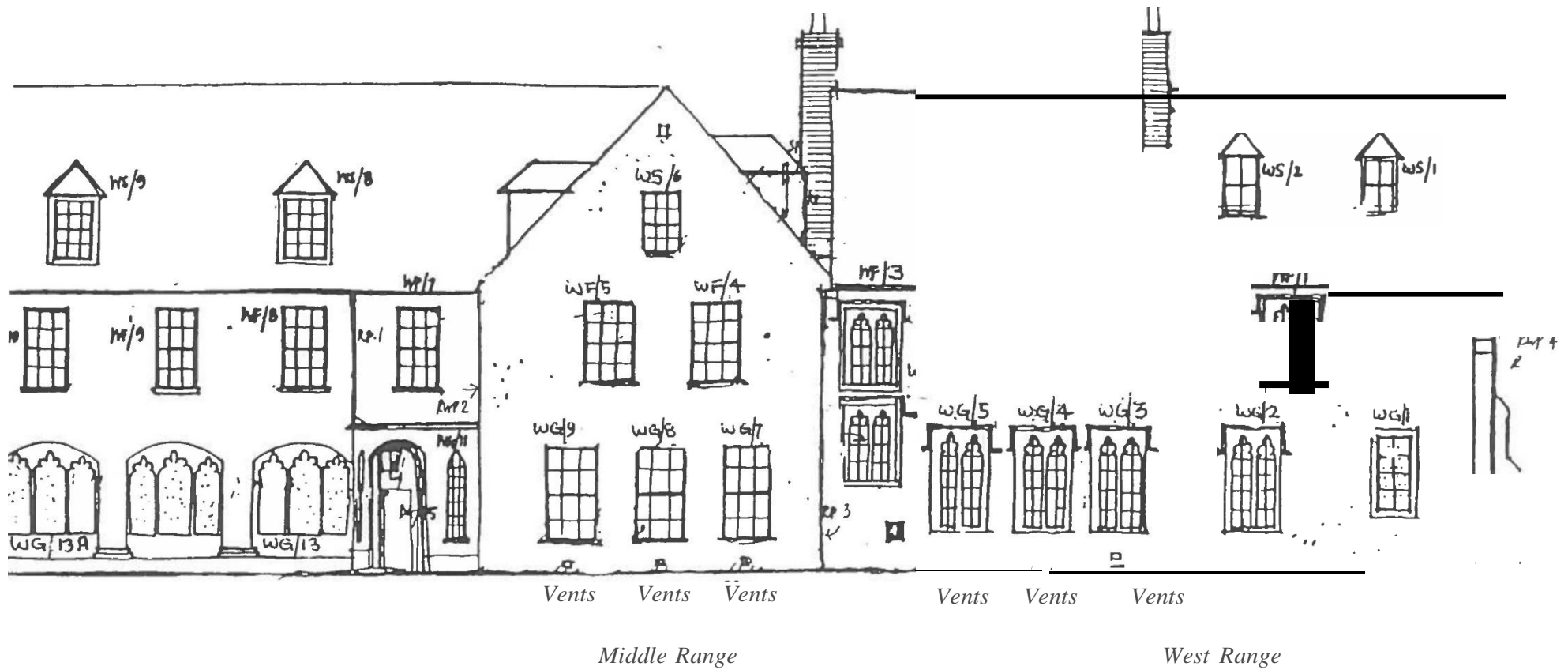


THE PRIORY, WARE. NORTH ELEVATION

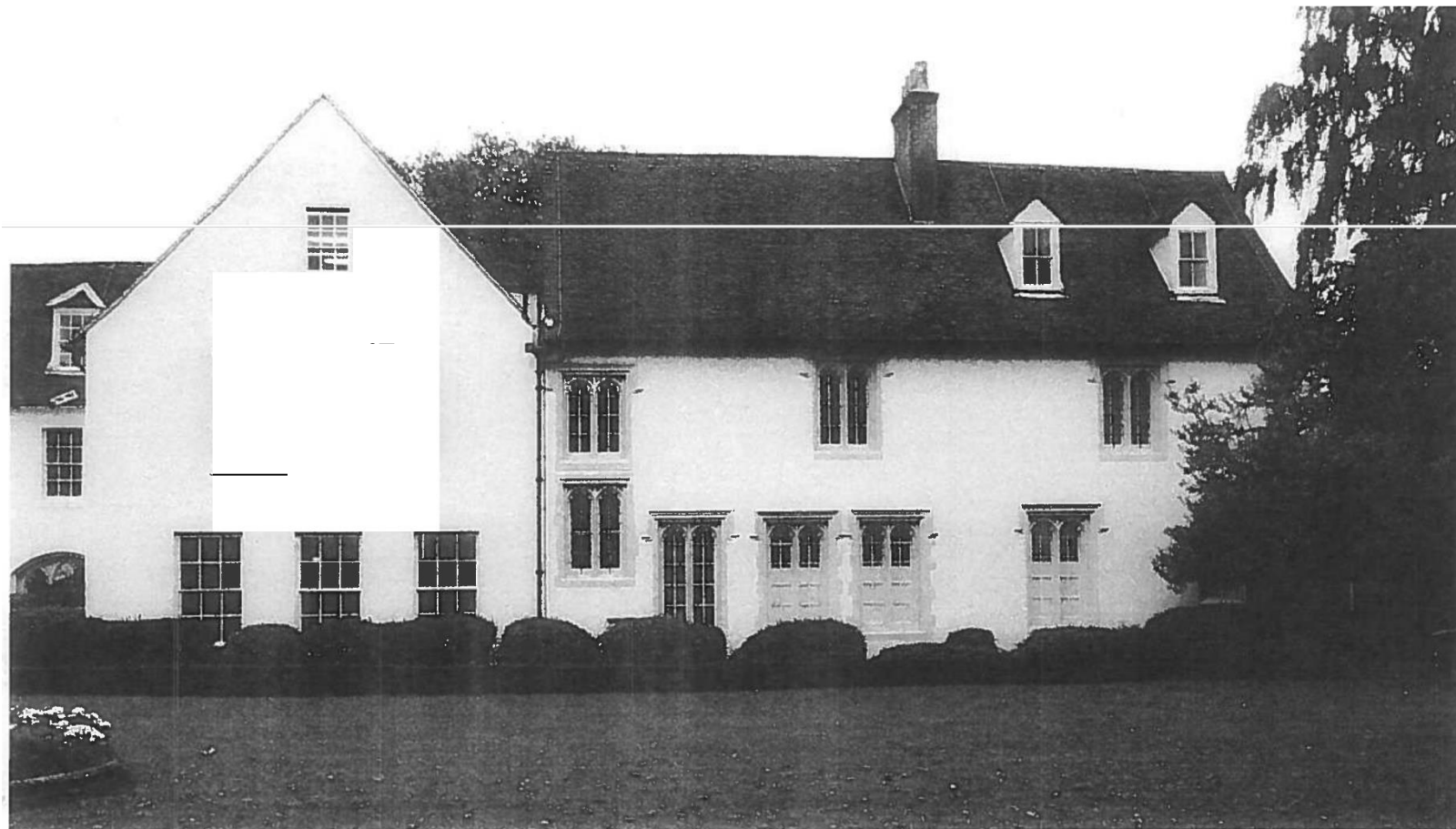


		WS9	WSa	RWP1		
WF12	WF11	WF10	WF9	WF8	WF7	
WG15	WG14	WG13A	WG13	WG12	DG45	WG11

THE PRIORY, WARE  
NORTH ELEVATION - EAST RANGE



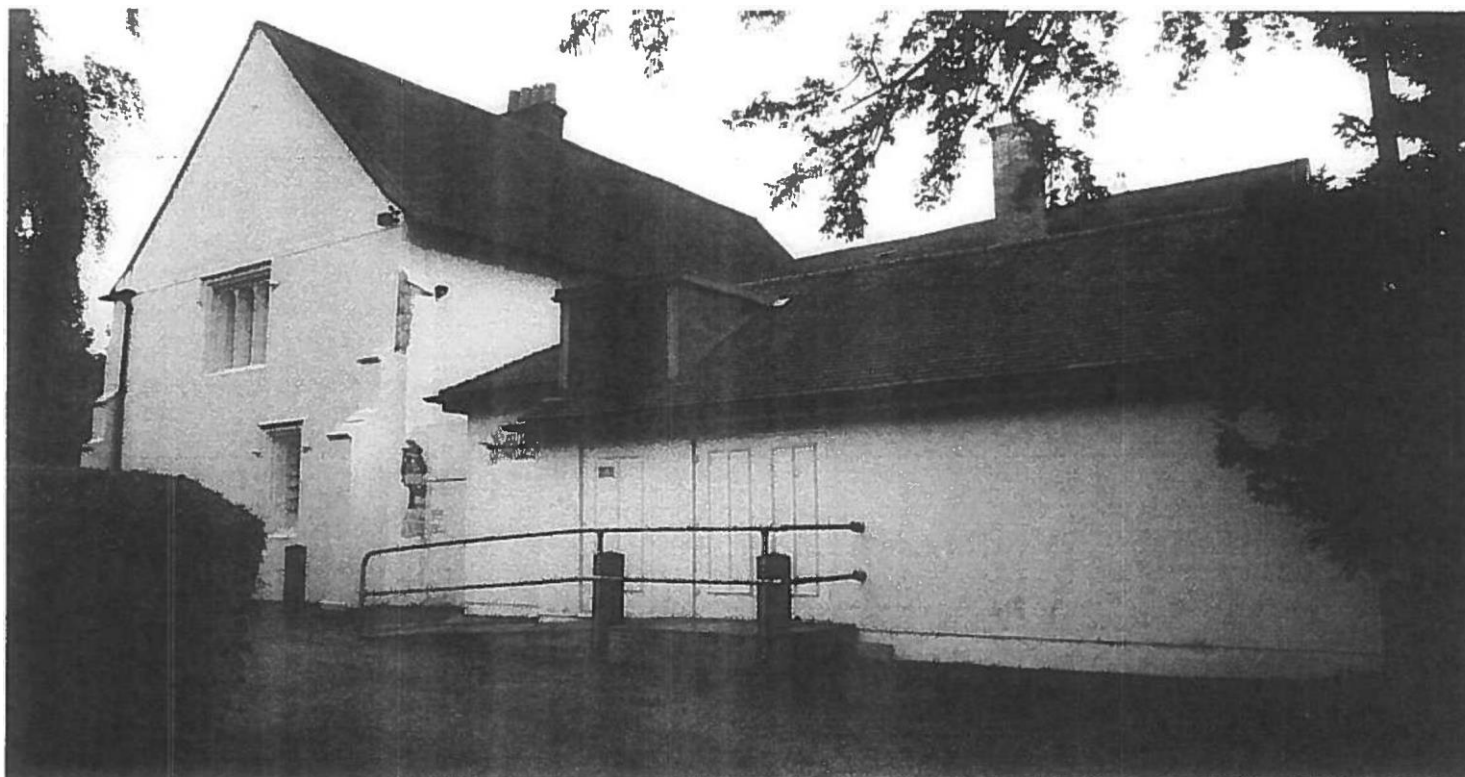
THE PRIORY, WARE. NORTH ELEVATION



THE PRIORY, WARE  
NORTH ELEVATION - MIDDLE & WEST RANGE

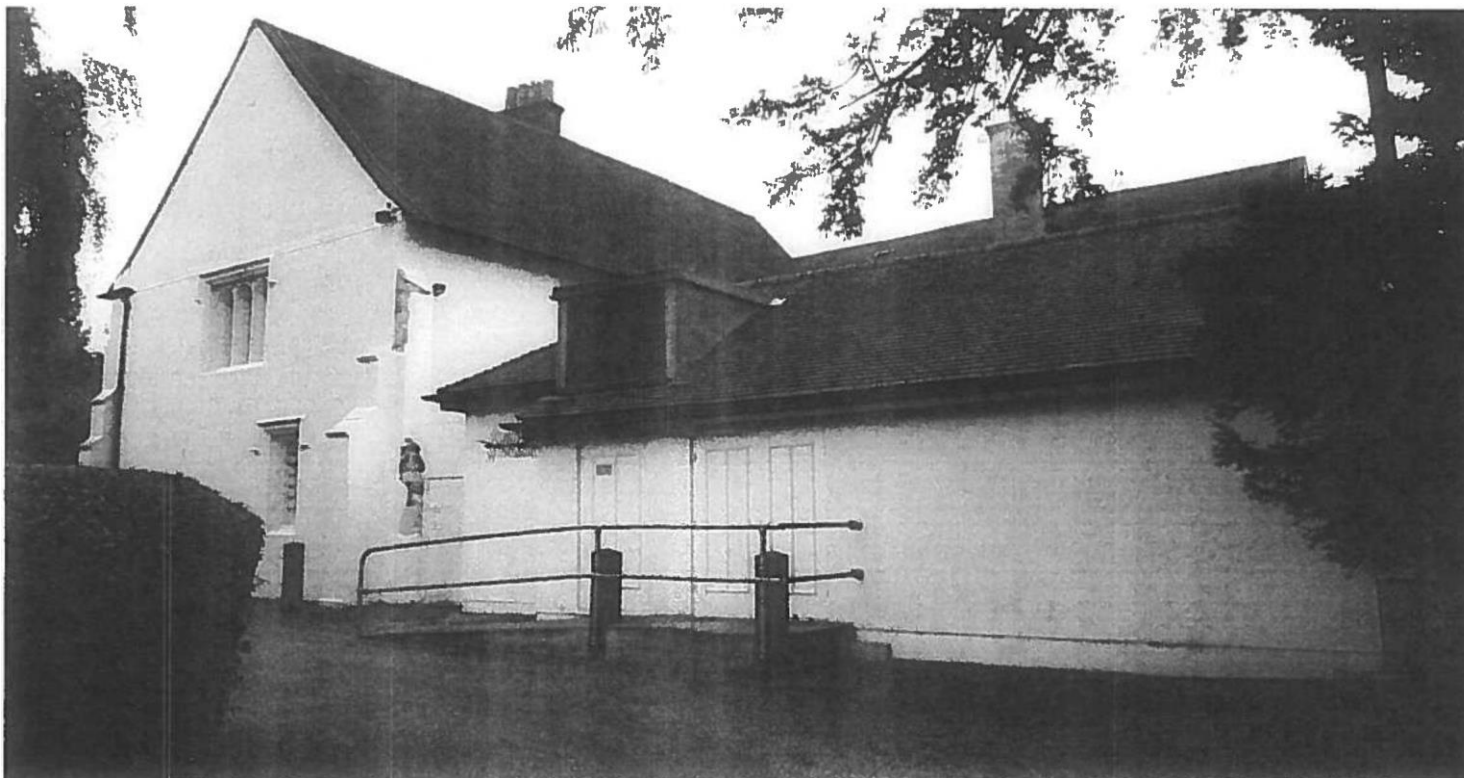
			WS6	WS2	WS1			
		WFS	WF4	WF3	WF2	WF1		
WG9	WG9	WG7	WG6	WGS	WG4	WG3	WG2	WG1
			RWP3	RWP4				





THE PRIORY, WARE  
PART OF WEST ELEVATION  
WF32  
WG24

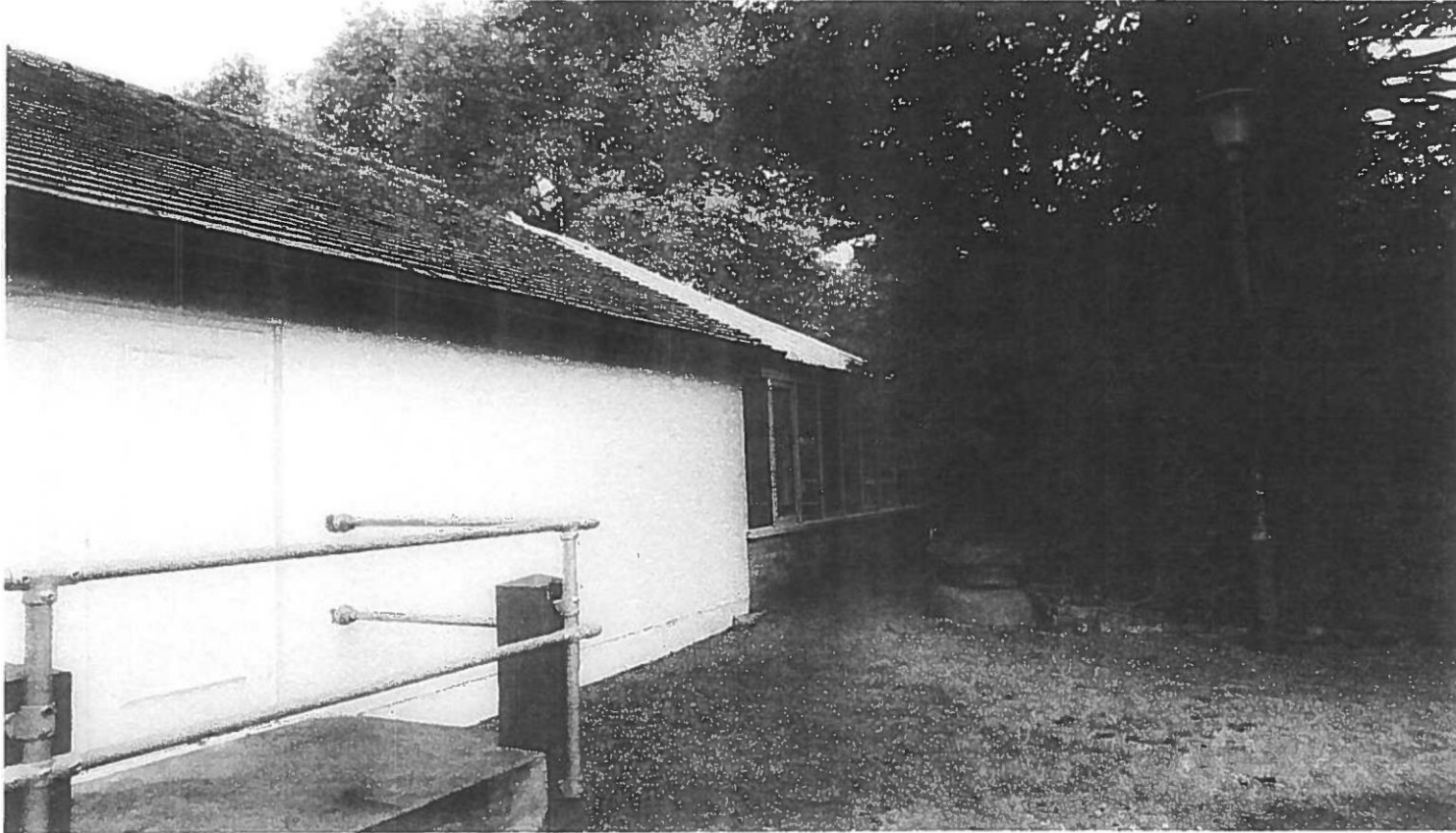




WF32  
WG24

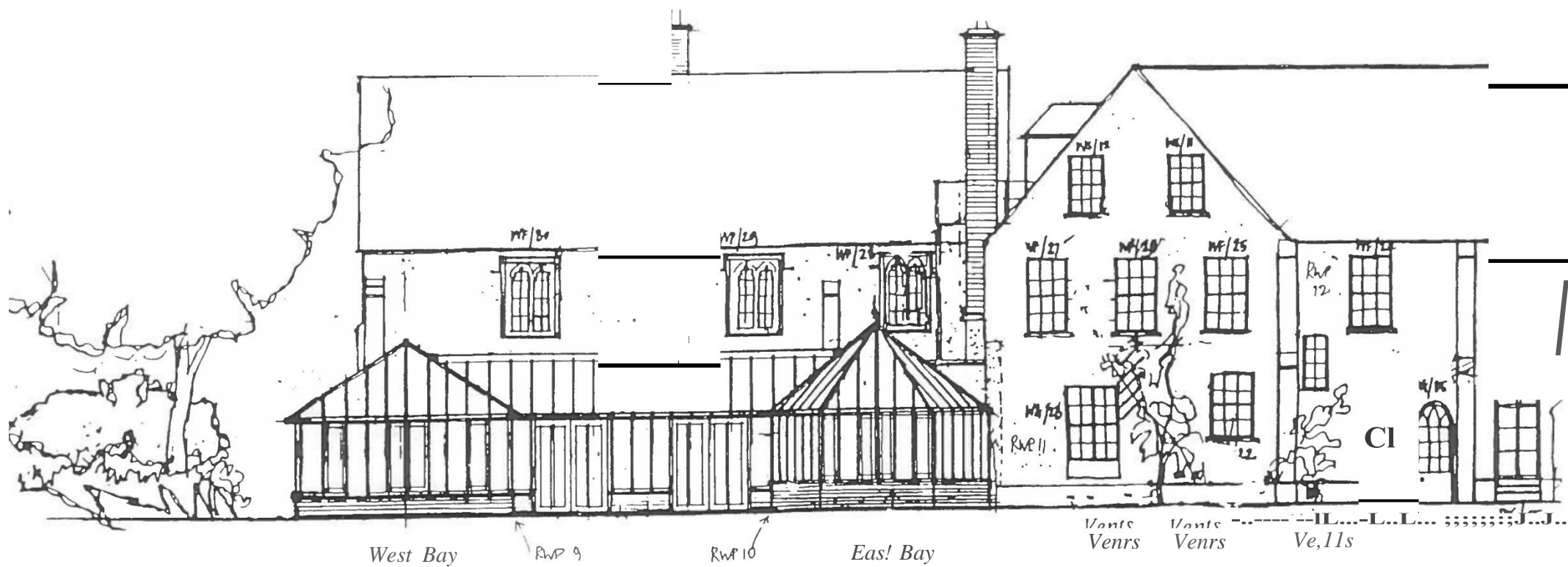
DG46C    DG46B

THE PRIORY, WARE  
PART OF WEST ELEVATION

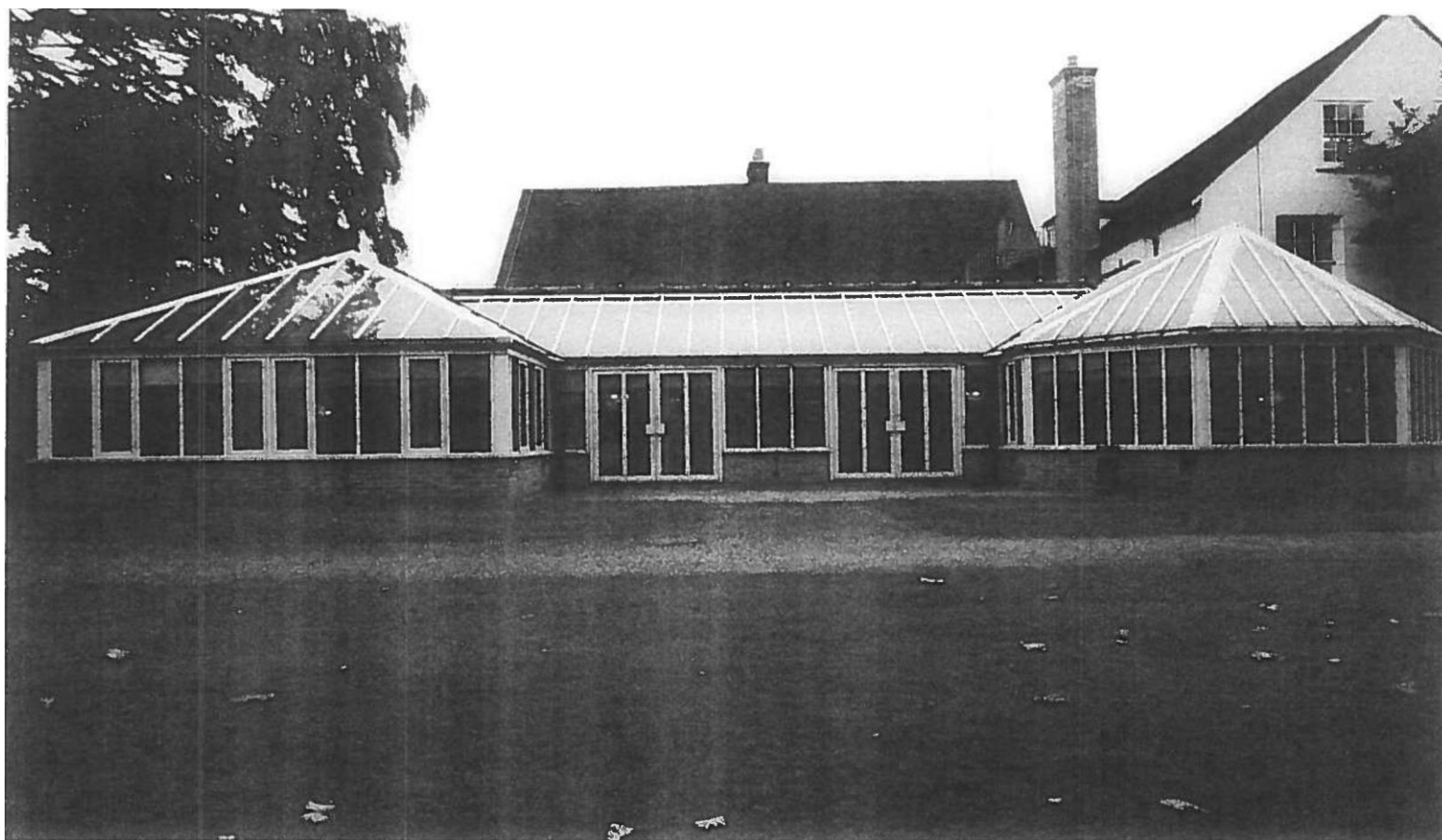


1Xi46B

THE PRIORY, WARE  
PART OF WEST ELEVATION



THI: PRIORY, WARE. SOUTH ELEVATION (West Side)



RWP9

RWP10

WS12  
WF27

West Bay

Middle Bay

East Bay

THE PRIORY, WARE  
SOUTH ELEVATION (WEST SIDE)

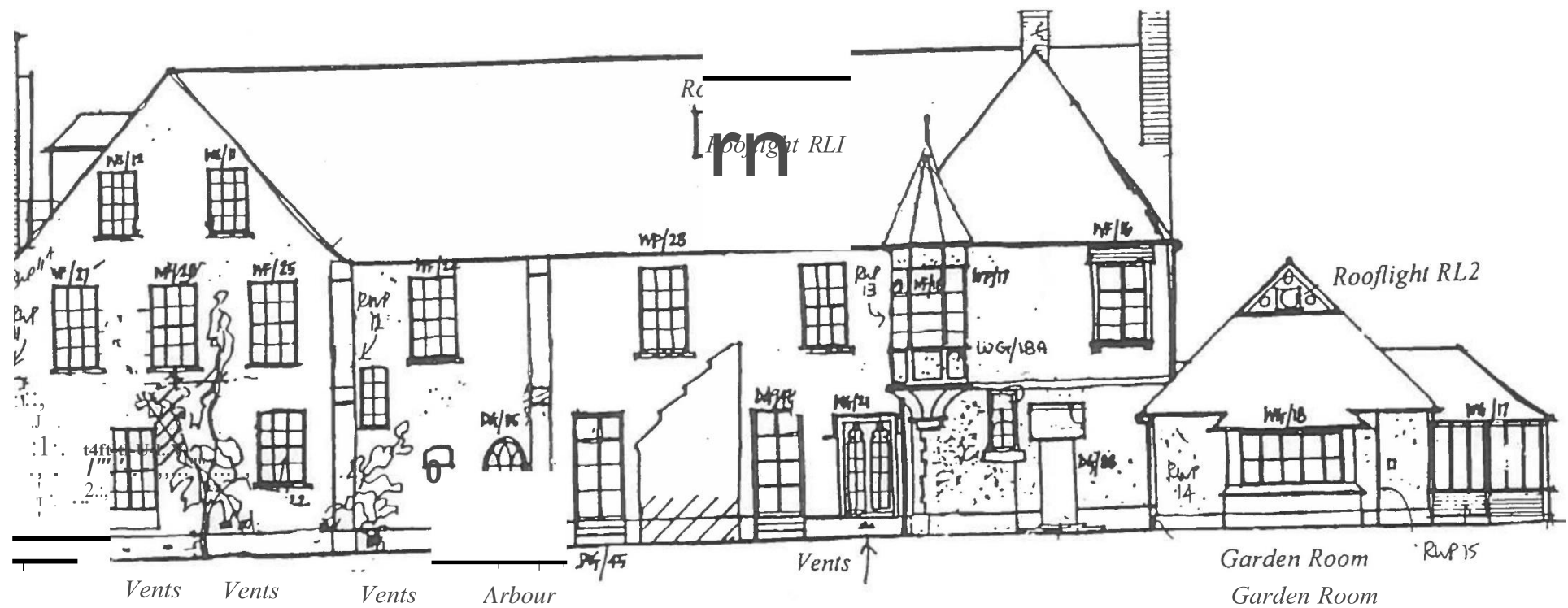


RWP11

RWP11A

WG23

THE PRIORY, WARE  
EAST ELEVATION, EAST BAY OF CONSERVATORY



THE PRJORY, WARE. SOUTH ELEVATION (East Side)



WS12	WS11	RWP12		RL1		RWP13
WF27	WF26	WF25 Stair	WF24	DG35	DG45	WF22
WG23	WG22					WG21
						WG20
						WG19
						WF211WF 201WF191WF18tWF17
						WG18a

THE PRIORY, **WARE**

SOUTH ELEVATION, EAST SIDE





RWP13

WG20

WF211WF20IWF19IWF18IWF17  
WG19

**THE PRIORY, WARE  
SOUTH ELEVATION**





THE PRIORY, WARE  
SOUTH ELEVATION - TERRACE DOOR

DG35



WF21NVF20NVF19NVF18tWF17WF17

RWP14  
WF16

RL2

RWP15

WG18A

DG38

WG18

WG17

THE PRIORY, WARE  
SOUTH ELEVATION EAST SIDE / GARDEN ROOM



RL2

WF15

WG18

WF14

DG44

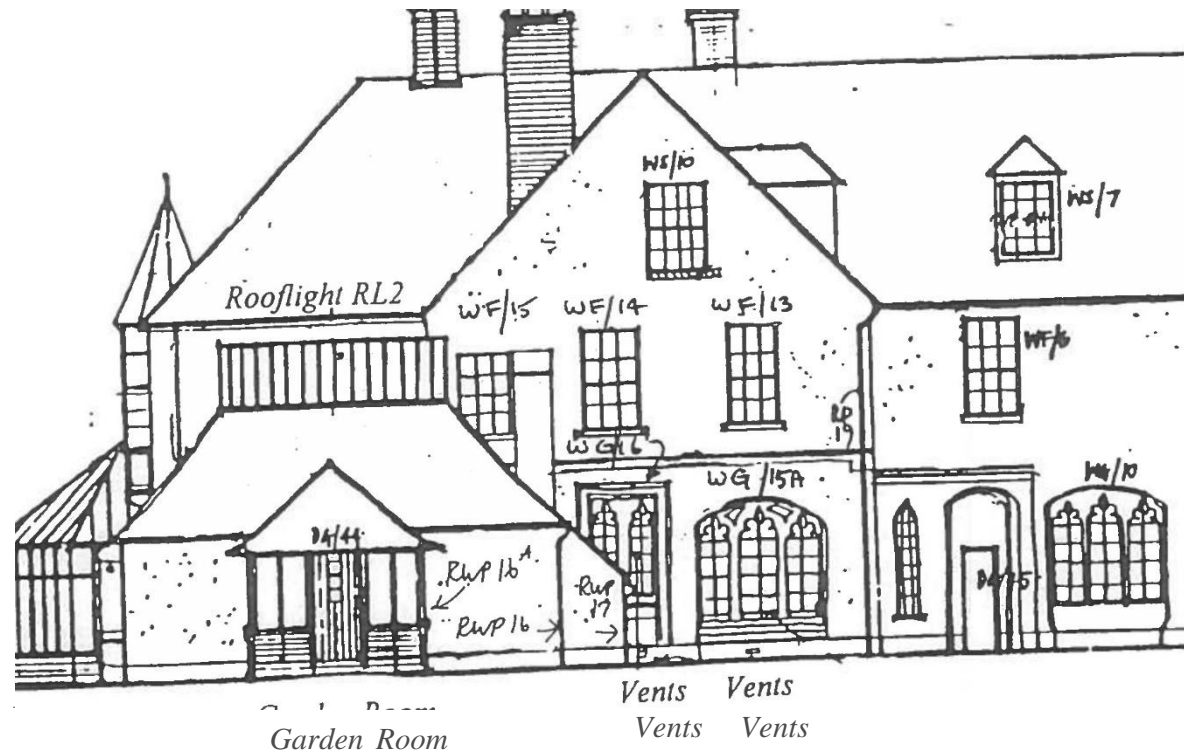
WS10

WF13

WG17

RWP19

THE PRIORY, WARE  
EAST ELEVATION, GARDEN ROOM & PORCH



THE PRIORY, WARE. EAST ELEVATION



RL2

RWP17  
WF15

WF14  
WG16

WS10

WF13  
WG15A

RWP19

RWP2

THE PRIORY, WARE  
EAST ELEVATION



RWP16A RWP16 RWP17

RL2

RWP18 WS10 RWP19  
WF14 WF13  
WG15 WG16

**THE PRIORY, WARE  
EAST ELEVATION**