



Invitation to Tender

Extension to Village Hall to provide meeting room, office, kitchen and changing rooms with shower facilities

March 2019

Contents

Introduction.....	3
Tender Instructions	3
Specification of Works.....	5
Tender Response Form.....	6
Appendix 1 – Approved Plans for Weston Turville Village Hall.....	9
Appendix 2 – Finish of Rooms	10

Introduction

This invitation to tender (ITT) has been prepared by Weston Turville Parish Council (The Council) inviting proposals for the conversion of old changing rooms to meeting room and office and building an extension to provide changing rooms with shower and toilet facilities.

Information about the Parish Council can be found at www.wtpc.org.uk.

This Invitation to Tender is subject to the following instructions.

Tender Instructions

1. Questions

Queries relating to this tender must be raised in writing no later than noon on 29th April and should be addressed to the Clerk by email to clerk@wtpc.org.uk.

2. Site Visits

The Contractor is assumed to have visited the site to assess the nature of the work, access, topography etc and carried out relevant services checks. Should site visits be required with the Parish Council then this should take place well in advance of the tender close date, contact clerk@wtpc.org.uk to arrange.

3. Insurance

The Contractor must have the following minimum insurance cover in place:

- £10m Public Liability Insurance
- £5m Employer's Liability Insurance
- £1m Professional Indemnity Insurance

4. Deadline for receipt of tenders

All tenders must be received in a sealed envelope by the Clerk to the Council by 5pm on 7th May 2019. Please write the name of the contract being tendered for on the outside of the envelope which will not be opened until 9am on 8th May by the Clerk in the presence of at least one Councillor.

The envelope should be sent to Clerk to the Council, Weston Turville Parish Council, PO Box 1062, Aylesbury HP22 9PD.

5. Pricing

Tenders must include for all work shown or described in the tender documents and plan.

The price quoted must be fully inclusive of all the work described, including all costs and expenses which may be required to provide a satisfactory service in accordance with the Specification. Prices should be submitted exclusive of VAT. Tenderers should clearly state any assumptions made in the pricing of their tender.

6. Supporting documents

Please note to be considered, tenders must include all the criteria listed below:

- Paper copies and a copy of all submitted documents on a USB data stick.
- A detailed breakdown of costs for both the conversion of the existing building and the new extension
- Start date and completion timescales
- Evidence of insurance cover for Public Liability, Employer's Liability and Professional Indemnity
- Health and Safety Policy
- Waste Transfer Certificate, along with confirmation that all waste generated will be taken off site

7. Business References

In addition to your tender, please include two business references obtained in the last 2 years. Please include the contact names and telephone numbers of referees.

8. Additional Information

Tenderers may be required to attend a meeting at the Council to be interviewed or give a presentation to Councillors as to how the contract would be carried out if the tenderer were successful.

9. The Decision

The expected value of this tender is below the OJEU threshold. The process will be a single stage process. The Council is not bound to accept the lowest priced, or any, tender.

10. Canvassing

Contractors tendering for this contract must not canvas Members of the Council or its Officers. Any effort to do so will immediately disqualify any tender submitted.

11. Notification of Outcome

The Clerk will notify all parties of the outcome of this tender process by email on 20th May 2019.

12. Freedom of Information

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, because of judicial order, order by any court or tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked "confidential" or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

13. Tender Timescales

Action	Date
Issue of Invitation to Tender	4 th March 2019
Deadline for return of Tender document	7 th May 2019
Evaluation of Tenders by Weston Turville Parish Council	16 th May 2019
Notification of award decision	20 th May 2019

Specification of Works

1. The contractor will tender for building works to Weston Turville Village Hall to carry out the following in accordance with the plans in Appendix 1:
 - a) convert and fully fit the old changing rooms into a meeting room, office, disabled toilet and kitchen
 - b) build and fully fit an extension to the existing building to provide changing rooms with shower and toilet facilities
2. These works shall include finish to the requirements in Appendix 2. A new boiler is to be installed in the kitchen to service the kitchen, office, meeting room and changing rooms.
3. External motion activated lights to be installed by all doors and to the side of the building.
4. The contractor will provide a Parish Council as a single point of contact for the project.

Tender Response Form

Weston Turville Parish Council

TENDER RESPONSE DOCUMENT For Extension to Weston Turville Village Hall

Please submit this Tender Response Document and all supporting material by 5pm on 7th May 2019. Any tenders received after this time will be excluded from the tendering process.

Tenders should be sent to: The Clerk, Weston Turville Parish Council, PO Box 1062, Aylesbury HP22 5TG.

Details of Tenderer

Organisation Name
Legal status (sole trader, limited company etc)
Company registration number
Registered Address
Primary business (if different)
VAT registration number
Organisation Name
Date of business formation
Are there any court actions and / or industrial tribunal hearings outstanding against your organisation? YES / NO If yes, please give details on a separate sheet.

To: Weston Turville Parish Council

I/We having read the condition of the contract and specification delivered to me/us and having examined the site, do hereby offer to execute, and complete the whole of the works described for the sum of:
. . . . (£)

I/We hereby undertake to commence and complete the works within the time specified if my/our tender is accepted.

I/We agree that should obvious errors in pricing or arithmetic be discovered before acceptance of this offer in the priced Specification submitted by me/us these errors are to be corrected in accordance with Alternative 1 contained in Section 6.3 of the code of practice for selective tendering 1989.

I/We understand that I/we are tendering at my/our own expense and that neither the lowest or any tender will necessarily be accepted and that Weston Turville Parish Council reserves the right to call for fresh tenders should they consider this desirable.

Unless and until a formal agreement is prepared and executed, this tender together with your written acceptance thereof shall constitute a binding contract between us.

I/We agree that this tender shall remain open for consideration for 12 weeks from the date of the receipt of the tenders.

Signed _____ Date _____

Name _____ Position _____

For and on behalf of _____

Address _____

Email address _____

Telephone number _____

Details of referees for whom I/we have provided comparable services within the last three years and who are prepared to be contacted by the Council are:

Name: Address: Telephone: Email: Value of contract:	Name: Address: Telephone: Email: Value of contract:
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CERTIFICATE OF BONA FIDE TENDER

Extension to Weston Turville Village Hall

The essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering. In recognition of this principle, we certify that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender, any of the following acts:

- Communicating to a person other than that the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, of the approximate premium quotations required for the preparation of the tender.
- Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender bid submitted.
- Offering or paying or giving or agreeing to pay or 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 this certificate, the word "person" includes any persons, anybody, or association, corporate or unincorporated and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signed (as in form of tender) _____ Date _____

For and on behalf of _____

Appendix 1 – Approved Plans for Weston Turville Village Hall

See Separate file.

Appendix 2 – Finish of Rooms

Changing Rooms and Referee's room

Plumbing	Showers, toilets, radiators
Flooring – changing area	Concrete floor construction is required in changing areas for robustness. A screed finish is required when floors are laid to falls as in shower areas. Floors will need to be thermally insulated to comply with Building Regulations. All floor finishes must be anti-slip. The changing room area to be laid to falls to a drainage gully in order to aid cleaning and reduces the risk of people slipping.
Flooring – Showers	Floors in shower areas to be finished with high slip resistance ceramic tiles laid to falls of between 1:40 and 1:60 and with level thresholds.. Coved 'sit in' tiled skirtings provide the most robust floor/ wall junctions. Allow for expansion joints between the floor and coved tiles. Shower floors and walls should have waterproof tanking behind the tiling to a height of 2.0 m to avoid the risk of water ingress and long term damage.
Walls – changing area	Plastered and painted with white emulsion
Walls – showers	Tiling or aquaboard
Heating	Radiator
Light	Suitable for wet room
Access	Specialist lock with key access
Special Requirements	No water leakage to adjacent rooms and adequate sound proofing to meeting rooms.
Windows	Reinforced, obscure glass
Furniture	Shower and toilet fittings Benches and coat hooks

Office

Flooring	Carpet tiles on concrete floor
Walls	Hard wearing emulsion
Ceiling	Suspended ceiling with inset lighting to DSE standards
Heating	Radiator(s)
Power	8 x double sockets with USB charging points around the wall. Tower sockets (8) to feed desks
Access	Both doors to office (from hall and kitchen) must be lockable
Special Requirements	Adequate sound proofing to prevent confidential conversations being overheard. Window to be secure to protect office equipment Security film to be applied to prevent passers by seeing in Blinds to be fitted

Meeting Room

Flooring	Carpet tiles on concrete floor
Walls	Hard wearing emulsion
Ceiling	Suspended ceiling with inset lighting to DSE standards
Heating	Radiator(s)

Power	8 x double sockets with USB charging points – four around the wall, four in floor box
Access	Both doors to meeting room must be lockable
Special Requirements	Adequate sound proofing to prevent confidential conversations being overheard. Window to be secure to protect office equipment Security film to be applied to prevent passers by seeing in Blinds to be fitted

Kitchen

Plumbing	Radiator, sink and drainer with hot and cold water Boiler to be installed to service office, kitchen, meeting room and changing rooms
Walls	Hard wearing emulsion
Power	6 double sockets
Light	Suspended ceiling with inset lighting
Fittings	Wall and base units, worktop, space for under counter fridge. Water heater

Office Meeting room furniture and fittings (please quote separately if wished)

Office	2 x chairs to DSE standards Equipment table Visitor table 2 large desks with locking pedestals Lockable storage cupboards Fire safe Lockable filing cabinets
Meeting Room	Whiteboard Projector Screen Permanent projector with wifi connection Table and chairs to seat 12 people (U Shaped) 10 additional chairs