

Invitation to Tender

Decoration of Communal Areas, Bridge Buildings, Bideford



You are invited to tender for the general internal decoration of the communal areas within Bridge Buildings, including the main stairwell and associated lobbies on each floor, staff toilets and the staff Kitchen.

The works involve the following:

1. Repairs to sections of penetrative damp damaged plaster.
2. The general preparation and redecoration of walls and ceilings within areas specified.
3. The general preparation and redecoration of skirtings, doors, door frames, window frames and sills, handrails, balustrades, newel posts, frames to glass screens etc, within areas specified.
4. The replacement of areas of carpet within the main stairwell and one office.
5. The replacement of old vinyl sheeting in a number of staff WC's.
6. The replacement of damaged ceramic tiles forming 'splash backs' to hand basins in a number of Staff WC's.
7. New shower enclosures to the two existing shower trays within the first floor WC's, including fitting Wet Board to the exposed external walls.
8. Final general clean of areas specified

You are strongly advised to visit the site prior to submitting your tender. Access is available via Simon Hoare / Andrew Waite. Contact details are listed later in this document.

It is anticipated that the contract period will be 4 weeks with works programmed to be started no later than **Monday 17th October 2011 and completed by Monday 14th November 2011**. It will be necessary for an amount of the works to be undertaken out of normal office hours (after 5pm or over the weekend) due to the busy nature of the stairwell.

Tender documents are to be downloaded onto your computer from www.supplyingthesouthwest.org.uk (right click on the icons and use 'save target as'), completed and uploaded again onto www.supplyingthesouthwest.org.uk. Your responses should be entered electronically in the fields provided - use the "Tab" key to move between the fields.

The successful tenderer will be selected on 'value for money' principles, on the basis of 60% Price, 40% Quality.

Quality will be assessed through:

(All of the following **must** be enclosed with your tender)

1. A supporting statement (One to two sides of A4 outlining the Contractors experience of similar type and size schemes e.g., listed building, office use)
2. A program for the proposed works
3. A method statement to demonstrate how works are going to be undertaken, taking into account the busy office nature of the building.

The Following Documents should be used in the preparation of your tender:

- Location Plan (1:1250)
- Dwg. No 825/41 Typical Section Through Building (1:100)
- Dwg. No N3.825/400 Ground Floor Plan (1:100)
- Dwg. No N3.825/401 First Floor Plan (1:100)
- Dwg. No N3.825/402 Second Floor Plan (1:100)
- Dwg. No N3.825/403 Third Floor Plan (1:100)
- Pre Construction Health & Safety Plan
- Torridge District Councils Terms & Conditions

Please upload your completed tender and associated documents onto www.supplyingthesouthwest.org.uk in good time before **12 noon 16th September 2011**, to allow ample time for the upload process. Assistance in uploading can be provided on request. Any tender submitted after the closing date will not be considered.

Your uploaded tender submission should comprise:

- Completed Form of Tender (on form provided).
- Priced Specification and Schedule of Works (on form provided).
- Supporting statement
- Program of Works.
- Method Statement.
- Completed schedule of day works (on form provided).
- **E-mail addresses of two Referees.** (These must be related to projects of a similar nature)

Should you require additional information prior to submitting your tender, please do hesitate to contact us using the 'Q&A' facility on ProContract.

Any tender that is posted to Torridge DC (and received before the above deadline) will only be considered by specific prior agreement. E-mailed or faxed tenders cannot be considered.

Target Programme

Event	Date
Tender Period Start Date	26 th August 2011
Deadline for Return of Tenders	16 th September 2011
Tender Decision Date	30 th September 2011
Contract Start Date	17 th October 2011
Contract Completion Date	14 th November 2011

Contact Officer:

Simon Hoare
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Torridge District Council,

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Or

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