



**Invitation to Tender  
For  
Aids and Adaptations – Extension  
5 Mercia Crescent**

## **Introduction**

Unitas Stoke-on-Trent Limited (Unitas) is a wholly owned subsidiary of Stoke-on-Trent City Council and will be delivering around £40m of repairs and improvements to around 18,000 homes and public buildings on behalf of Stoke-on-Trent City Council. All works are located within the boundaries of the City of Stoke-on-Trent. The Council's housing and public building stock incorporates all types of construction, including traditional low rise, medium and high rise properties, shops with flats above, garage compounds and car parks. Most works, with the exception of works carried out on void properties are usually undertaken whilst the customer is in occupation.

Unitas are pleased to invite you to tender for the extension at 5 Mercia Crescent, Cobridge, Stoke-on-Trent, ST6 3JB.

Attached is the drawing 2419/19/03 identifying the proposed extension and alterations that are required. Contractors are to include for all drawn and written information contained within this drawing.

It is recommended that the Contractors undertake a site visit with the Unitas Site Manager before submitting a tender.

The extension at the above mentioned property shall be completed within 12 weeks of the commencement.

Before the works commence on site the contractor is required to submit a permit to dig to Unitas.

If required the following documents are to be provided on completion:

- Electrical Works Certificate
- Gas Certificate
- Building Control Completion Certificate

Building control notice will be completed by Stoke on Trent City Council, however it is the responsibility of the contractor to notify building control when starting the works and to get building control out to sign works off as required.

All of the above are to be completed and supplied to Unitas within 10 days of completion of the extension.

## **Quality Control**

From time to time, as part of ongoing service improvements, staff members of Unitas will accompany the contractor during works.

Following completion, a staff member of Unitas will attend site to complete a final inspection certificate to ensure all works are complete to a satisfactory standard.

Should any poor workmanship be identified by Unitas necessary corrective action is required to be complete within 5 days.

### **Contract Period**

The Contract period is from November 2019.

### **Specification**

See drawing 2419/19/03.

### **Health and Safety**

The Sub-Contractor must comply with the Health and Safety at Work Act 1974 and all subsequent associated, relevant legislation. In addition, the Sub-Contractor will:

- Adhere to Unitas' health and safety policy, standards and minimum standards (where applicable) which are available on request at the offices of Unitas
- Adhere to Standards for PPE
- Submit pre-start risk assessments and method statements for approval to Unitas prior to commencement on site
- Include for all necessary site supervision

Unitas will provide the necessary scaffolding required to carry out the works, however the Contractor should allow for the following in their tender submission:

- The removal of all waste from site – including ensuring the works area is left tidy at the end of each working day.
- The protection of unfinished/uncomplete works i.e. fencing around all excavations.
- All plant and tools necessary to carry out the works.
- Any platforms/hop ups required before scaffolding is erected.

### **Tender Submission**

The completed schedule of works document should be emailed to:

[procurement@unitas.co.uk](mailto:procurement@unitas.co.uk)

All prices submitted shall remain fixed for the duration of the Contract.

The tender price submitted shall include all that is necessary to complete the works including travelling time, plant, overheads, certification etc.

The tender price should exclude VAT.

**Closing Date for tenders**

The closing date is 12 noon on 14<sup>th</sup> October 2019.

Any tenders submitted after this date will not be considered.

Tenders shall remain open for acceptance until the Contract commencement date.