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| Sevenoaks District CouncilCouncil OfficesArgyle RoadSevenoaksKent TN13 1HGc/o Helix Property Advisors Ltd |  |

invitation to TENDER

for

External Repair and Maintenance Works to Suffolk House, 154 High Street, Sevenoaks, Kent TN13 1XE

Including:

Specification

Form of Tender

Collusive Tendering Certificate

Commercially Sensitive Information

# SEVENOAKS DISTRICT COUNCIL

# Invitation to Tender for External Repair and Maintenance Works to Suffolk House, 154 High Street, Sevenoaks, Kent TN13 1XE

### General Information and Instructions for Tendering

#### Invitation to Tender

* 1. The scope of works comprises the External Repairs & Maintenance Works at the premises known as Suffolk House, 154 High Street, Sevenoaks, Kent.
	2. The Building Manager is Helix Property Advisors Ltd: Contact Laura Cook on 020 7290 5308. The Facilities Manager is Helix Property Advisors Ltd: Contact Kevin Knapp on 020 7317 4645.
	3. The Contract Administrator, Project Manager and Principal Designer for the works is Helme and Partners Ltd: Contact Edward Hansford 07747 798717.
	4. Contractor to allow to liaise with client's CDM H&S Advisor WSP Safety Ltd as required. Contact David Linnell on 07971 551257.
	5. The contractor is to undertake all works in accordance with BS 8000, all works to meet the requirements of The Building Regulations 2000, Planning Legislation, British Standards, Health and Safety Legislation and any other relevant Statutory Legislation as applicable.
	6. The contractor must comply with all manufacturers written guidelines and requirements for the installation of all products and materials, including those where the manufacturers are not specified and in all cases in a good and workmanlike manner.
	7. The contractor should allow for all works described in this document and all associated tender documents, schedules, drawings and reports attached as appendices.
	8. The contractor should allow for all works and materials necessary to satisfactorily complete the works described in this schedule, whether specifically mentioned or not.
	9. No qualifications or alterations of any kind by the contractor are to be made to this schedule of works without the written agreement of the Contract Administrator (CA).
	10. The contractor must ensure that all materials, components, products etc. are suitable for the particular purpose and surface application are compatible with surrounding materials and appropriate in specific site conditions encountered.
	11. The contractor must notify the CA immediately upon discovery of significant defects or omissions which may affect the scope of the works.
	12. At all times the contractor is to adopt procedures for working in an occupied building and be aware of and give due care and regard to the tenants within the building or adjacent to the building and allow for necessary liaison as deemed appropriate.
	13. At all times the contractor is to adopt procedures for working in an occupied building and be aware of and give due care and regard to the tenants within the building or adjacent to the building and allow for necessary liaison as deemed appropriate.
	14. Allow for securing and protecting the site and all items etc. for the duration of the works.
	15. Contractor to allow for working out of hours where required to facilitate elements of the works.
	16. The contractor is to coordinate and agree any programme of noisy works with the CA accordingly.
	17. All electrical works and associated works to conform to BS7671:2008 (17th Edition), full NICEIC certification must be issued for all electrical installation work, fire alarm (BS5839) work and emergency lighting (BS5266).
	18. All new installations are to be clearly labelled against the existing distribution boards. Include for all transformers and required fittings to enable safe connections.
	19. The contractor is to deliver up all relevant certificates and guarantees upon completion of the works. This applies to mechanical & electrical installations as well as products used whether specified in this document or not.
	20. The contractor is to note that final finishes and colour schemes are to be agreed.
	21. Surrounding areas adjacent to works or that form a route to site are to be suitably protected at all times. Notices and signage is to be erected so as to inform the presence of any work in progress, wet paint, etc., in a manner which can be clearly interpreted by the tenants, occupiers, licensees, visitors, etc.
	22. Where necessary, the retained surfaces and features are to be fully protected with Correx sheeting for the duration of the works and as required by CA. This includes the lift, corridor, lobbies and rear exit.
	23. The contractor is to carefully remove from site all existing debris and debris produced as a result of the works, leaving the site in a clean and tidy condition at all times.
	24. Tenderers are referred to:
		1. Appendix A Pre Construction Information Document (PCID) prepared by WSP Safety Ltd.
		2. Appendix B R&D Asbestos Survey prepared by Amiantus Ltd.

#### Preparation of Tender

* 1. It is the responsibility of the Tenderers to obtain for themselves, at their own expense, all information necessary for the preparation of their tenders.
	2. Information supplied by the Council (whether in their tender documents or otherwise) is supplied for general guidance in the preparation of the tenders and Tenderers must satisfy themselves by their own investigation with regard to the accuracy of any such information and no responsibility is accepted by the Council for inaccuracy obtained by Tenderers.
	3. All information supplied by the Council in connection with this invitation to tender shall be regarded as confidential by the Tenderer except such information that may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the tender.
	4. The tender documents are and shall remain the property of the Council and must be returned upon demand.
	5. Tenders must be submitted for the whole supply as detailed in the Specification and upon the terms set out in the contract. Tenders for part only will be rejected at the Council’s absolute discretion.
	6. The tender should be made on the Specification and Form of Tender incorporated herein. They should be signed by the Tenderer and submitted in the manner and by the date and time stated below with:
		1. Collusive Tendering Certificate
		2. Commercially Sensitive Information Certificate

together with any supporting information

* 1. All documents requiring a signature must be signed;
		1. where the Tenderer is an individual, by that individual;
		2. where the Tenderer is a partnership, by two duly authorised partners;
		3. where the Tenderer is a company, by two directors or by a director and the secretary of the company, such persons being duly authorised for that purpose.

#### Tender Submission

* 1. All documents comprising the Tender, including the completed Specification, Form of Tender, Collusion Tendering Certificate and Schedule of Commercially Sensitive Information must be placed a plain sealed envelope bearing no other markings. A red mailing label (to be found in a separate, accompanying PDF document) marked **“External Repair and Maintenance Works to Suffolk House, 154 High Street, Sevenoaks, Kent TN13 1XE”** should be affixed to the front of the envelope. **Tenders must then be sent by registered post, recorded delivery or delivered by hand to the Head of Legal & Democratic Services, Sevenoaks District Council, Council Offices, Argyle Road, Sevenoaks, Kent TN13 1HG so as** **to arrive no later than noon on Monday 12 August 2019.**
	2. The Council will not consider requests for an extension of the closing date and time specified.
	3. The Council may at its own absolute discretion extend the closing date and time specified.
	4. No tender received after the time and date specified for its opening shall be accepted or considered by the Council unless the Head of Legal & Democratic Services or the Chief Officer Corporate Services is satisfied that there is sufficient evidence of the tender having been dispatched in time for it to have arrived before the closing date and time, or other exceptional circumstances apply and the other tenders have not been opened
	5. The Tenderer is required to keep this tender valid for acceptance for the period set out in their Form of Tender.
	6. The Council reserves the right (but is not obliged) to seek clarification of any aspect of a Tenderer's Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly or render the Tender non-compliant.
	7. The Council is not bound to accept the lowest or any tender.
	8. Every tender received by the Council shall be deemed to have been made subject to the terms and conditions of the tender documents unless the Council shall previously have expressly agreed in writing to the contrary. Any alternative terms or conditions (which must be submitted on a separate form) offered on behalf of a Tenderer shall if inconsistent with the terms and conditions of the tender documents be deemed to have been rejected by the Council unless expressly accepted in writing.
	9. No servant or agent of the Council has authorisation to vary or waive any part of the Tender documents other than an authorised officer nominated by the Council and who shall do so only in writing.
	10. Tenders for part only of the specification will be rejected.

#### Tender Evaluation

* 1. The contractor is to note the Tender returns will be assessed with the following criteria as set out by the client:
* The ability to comply with the programme of works (3 points);
* Overall cost to the client for the contract period (5 Points);
* Compliance with the Specification and Tender Document (2 points);
* Inclusion and quality of Site Management Plan (2 points)
* Assessed completeness of tender response (2 points);
* Assessed capability of tenderer to support all elements of the contract (2 points);
* Assessment of scaffold plan submitted with the tender (2 points).
	1. Contractor to provide any further supporting information to assist with demonstrating the above as deemed required.
	2. Evaluation Model

Weightings will range as above. Price will be awarded up to 18 points. Certain provisions will be overriding requirements which may render the tender submitted ineligible.

#### Health and Safety

* 1. The contractor is to include for undertaking all necessary procedures required to comply with all Construction (Design & Management) Regulations 2015 and conditions thereof.
	2. Contractor to allow to liaise with clients appointed CDM Co-ordinator WSP Safety. Contact David Linnell on 07971 551257.
	3. The contractor is to provide necessary Risk Assessments, Method Statements and Construction Phase Plan as required.
	4. The contractor is to allow for the provision of all necessary safety and access equipment to comply with all relevant health and safety regulations.
	5. Allow for providing all access, protection, skips etc. as necessary.
	6. Where necessary the contractor is responsible for procuring necessary licenses, approvals etc. from the local authority and complying with the requirements of the local authority.
	7. The contractor must ensure that safe and easy access is maintained into the building at all times for the duration of the contract.
	8. The contractor must include for all safety equipment, hoarding, screening, safety signage and any other features as would be reasonably practicable to maintain a safe environment.
	9. The contractor must maintain all fire escape routes at all times.
	10. The management of works must comply with all Health Safety and Welfare matters relevant under:
* Health Safety at Work Act 1974;
* Regulatory Reform (Fire Safety) Order 2005;
* Construction Design and Management Regulations 2015;
* The Management of Health & Safety at Work Regulations 1999;
* Construction Health Safety and Welfare Regulations 1996.
	1. The contractor is allowed reasonable use of electricity and water and welfare facilities on site while undertaking the works.
	2. The contractor is permitted to set up site welfare facilities within the working area and is to ensure they are suitable for the anticipated number of workmen on site.
	3. A site logbook is to be held and maintained on reception recording names and details of visitors and contractors involved with the works.
	4. The contractor is responsible for ensuring all site personnel are suitably trained, are provided and wearing appropriate personal protective equipment necessary to carry out the works.
	5. The contractor must ensure all plant and equipment has been suitably maintained, is fit for purpose, the operative(s) have been properly trained to use the equipment and that the correct insurance cover is in place.

#### Contract

* 1. The works will be executed using a JCT Minor Works 2016 Building Contract with Contractors Design. The relevant documents will be prepared for signature prior to works commencing on site. The following criteria will apply to the contract:
* Payment after 4 weeks and every 4 weeks thereafter and at Practical Completion (PC);
* Interim Payment retention of 5% reducing to 2.5% at PC;
* Defects Liability Period of 12 months after PC;
* Liquidated Damages - Price on the basis of £1,000.00 per week/part week.
	1. The contractor is to allow for providing an outline programme of works at tender stage and detailed programme prior to works commencing on site.
	2. The successful Tenderer will be notified by letter and will then be required to enter into the Contract attached with the Council prior to the commencement of service delivery. Tenderers are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment. The Tenderer acknowledges that they will enter into the formal agreement within 30 days of its receipt.

#### Warnings and disclaimers

* 1. While the information contained in this ITT is believed to be correct at the time of issue, neither the Council, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Council.
	2. If a Tenderer proposes to enter into a Contract with the Council, it must rely on its own enquiries and on the terms and conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.
	3. Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Council (or any other person) to enter into a contractual arrangement.

#### Confidentiality and Freedom of Information

* 1. This ITT is made available on condition that its contents (including the fact that the Tenderer has received this ITT) is kept confidential by the Tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Tenderer to submit a Tender.
	2. As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.
	3. Tenderers should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website without consulting the provider of that information.
	4. The Council shall treat all Tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party’s commercial interests, and in accordance with the Council’s transparency obligations.
	5. Therefore, Tenderers are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the Tenderer’s competitive edge, has been clearly identified to the Council in the template provided at Schedule 4.

#### Publicity

* 1. No publicity regarding the Services or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Council.

#### Bid costs

* 1. The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

Schedule 1 specification

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Area** | **Description of Work** | **Cost** |
|   |  |   |   |
| 2.0 | **Access** | Contractor to submit indicative scaffold plan upon submission of this tender. |  |
|   |  |   |  |
| 2.1 |  | Contractor to undertake a full site survey and take note of the sloping site and requirement to provide ladder beam over the carpark entrance.  |  |
|   |  |   |  |
| 2.2 |  | Allow for all signage, notices and protection as required. |  |
|   |  |   |  |
| 2.3 |  | All scaffold works are to be in accordance with the National Access and Scaffolding Confederation (NASC) Guidelines. |  |
|   |  |   |  |
| 2.4 |  | Contractors must allow for arranging all necessary scaffold pavement permits which may be required.  |  |
|   |  |   |  |
| 2.5 |  | Supply and install tubular, close boarded, physically tied independent scaffold as necessary to carry out the roof works. To include: netting, necessary lighting to any scaffold on the pavement and the provision of a pavement license. |  |
|   |  |   |  |
| 2.6 |  | Supply and install temporary hand railing & any necessary health and safety provision required to undertake the roof works.  |  |
|   |  |   |  |
| 2.7 | **Option** | Show extra over costs for the provision of a monitored hard wired alarm system for the duration of the works requiring scaffolding. |  |
|   |  |   |  |
| 2.8 |  | Show costs for necessary scaffold / access equipment along Suffolk Way (Front Elevation). |  |
|   |  |   |  |
| 2.9 |  | Show costs for necessary scaffold / access equipment High Street (Left Side Elevation). |  |
|   |  |   |  |
| 2.10 |  | Show costs for necessary scaffold / access equipment to Rear Elevation along rear fire escape walkway. |  |
|   |  |   |  |
| 2.11 |  | Show costs for necessary scaffold / access equipment to Right Side Elevation. |  |
|   |  |   |  |
| 2.12 |  | Show costs for MEWP, scissor lift or similar access requirements for the works as necessary. |  |
|   |  |   |   |
|   |  | **Sub Total** |  |
|   |  |  |  |
| 3.0 | **Roof**  | Contractor to allow for cleaning of all pitched roof coverings to remove heavy moss growth and soiling only.  |   |
|   |  |   |   |
| 3.1 |  | Contractor to overhaul and repair existing slate tile roof coverings and undertake necessary slate tile repairs / reinstatement where previous have slipped, all to match existing in every respect.  |   |
|   |  |   |   |
| 3.2 |  | In line with the above contractor to show cost for provisional quantity of 10 No. existing slates.  |   |
|   |  |   |   |
| 3.3 |  | In line with the above contractor to show cost for provisional quantity of 25 No. existing slates.  |   |
|   |  |   |   |
| 3.4 |  | In line with the above contractor to show cost for provisional quantity of 50 No. existing slates.  |   |
|   |  |   |   |
| 3.5 |  | In line with the above contractor to show cost for 1m2 area of existing slates to match existing. |   |
|   |  |   |   |
| 3.6 |  | In line with the above contractor to show cost for 10m2 area of existing slates to match existing. |   |
|   |  |   |   |
| 3.7 |  | Contractor to carefully remove existing and supply and install new slates where required. |   |
|   |  |   |   |
| 3.8 |  | In line with the above contractor to show cost for provisional quantity of 10 No. new slates.  |   |
|   |  |   |   |
| 3.9 |  | In line with the above contractor to show cost for provisional quantity of 25 No. new slates.  |   |
|   |  |   |   |
| 3.10 |  | In line with the above contractor to show cost for provisional quantity of 50 No. new slates.  |   |
|   |  |   |   |
| 3.11 |  | In line with the above contractor to show cost for 1m2 area of new slates to match existing. |   |
|   |  |   |   |
| 3.12 |  | In line with the above contractor to show cost for 10m2 area of new slates to match existing. |   |
|   |  |   |   |
| 3.13 |  | Allow a provisional sum for any necessary unforeseen works relating to roof substrate and timber repairs during execution of the roof covering works as deemed required and directed by CA. | £2,500.00 |
|   |  |   |   |
| 3.14 |  | Contractor to show price for day rate for roofer. |   |
|   |  |   |   |
| 3.15 |  | Contractor to allow for careful removal, re-bedding and repointing to all existing ridge tiles as and where deemed required to match existing. |   |
|   |  |   |   |
| 3.16 |  | Allow a provisional quantity for 10 No. new ridge tiles as required to match existing.  |   |
|   |  |   |   |
| 3.17 |  | Contractor to overhaul and undertake necessary repairs to cement verge details as required to match existing. |   |
|   |  |   |   |
|   |  | **Sub Total** |  |
|   |  |  |  |
| 4.0 | **Leadwork** |   |   |
|   |  |   |   |
| 4.1 | **Pitched Roof Flashings** | Contractor to check and overhaul all lead flashings to perimeter of all pitched roofs and all dormer windows subject to the works following provision of safe access. |   |
|   |  |   |   |
| 4.2 |  | Allow to rebed existing lead flashings where required to match existing. |   |
|   |  |   |   |
| 4.3 |  | Contractor to replace defective flashings with new code 4 lead flashings as and where deemed necessary. Allow for suitable dressing into mortar joints as required all detailed and installed in conjunction with The Lead Sheet Association written guidelines. |   |
|   |  |   |   |
| 4.4 |  | Allow for 1 linear meter of new lead flashings as above. |   |
|   |  |   |   |
| 4.5 |  | Allow for 5 linear meters of new lead flashings as above. |   |
|   |  |   |   |
| 4.6 |  | Allow for 10 linear meters of new lead flashings as above. |   |
|   |  |   |   |
| 4.7 |  | Allow a provisional sum for any unforeseen works in relation to leadwork as deemed required and directed by CA following installation of scaffold and inspection with CA. | £2,000.00 |
|   |  |   |   |
| 4.8 |  | Following provision of safe access, contractor to overhaul leadwork to dormer windows to low level roof. |   |
|   |  |   |   |
| 4.9 |  | Allow a provisional sum for necessary repairs to the above as deemed required and directed by CA to match existing. | £2,000.00 |
|   |  |   |   |
| 4.10 |  | Contractor to show price for day rate for lead sheet worker. |   |
|   |  |   |   |
|   |  | **Sub Total** |  |
|   |  |  |  |
| 5.0 | **Rainwater Goods**  | Contractor to carefully and thoroughly jet wash and clear out gutters and rod downpipes to ensure all are free flowing.  |   |
|   |  |   |   |
| 5.1 |  | To all gutters and downpipes, contractor to thoroughly prepare and redecorate all components comprising rainwater goods with AkzoNobel Steelseal or similar approved to provide 10 year guarantee, colour TBC. Allow to take down and reinstate as required |   |
|   |  |   |   |
| 5.2 |  | Allow a provisional sum for necessary repairs / replacement of sections to the above as deemed required and directed by CA to match existing. | £2,500.00 |
|   |  |   |   |
| 5.3 |  | Contractor to overhaul and re-line gutter joint seals as and where necessary and deemed required. Allow for 100 linear meters. |   |
|   |  |   |   |
| 5.4 | **Option** | Contractor to supply and install replacement rainwater goods throughout to match existing in every respect. Product to be powder coated aluminium colour TBC.  |   |
|   |  |   |   |
| 5.5 | **Option** | Contractor to supply and install replacement rainwater goods throughout to match existing in every respect. Product to be uPVC components.  |   |
|   |  |   |   |
|   |  | **Sub Total** |  |
|   |  |  |  |
| 6.0 | **Elevations Generally**  | Thoroughly and carefully jet wash clean and remove all heavy soiling / green staining and vegetation growth throughout the elevation brickwork to the perimeter of the building.  |   |
|   |  |   |   |
| 6.1 |   | Contractor to carefully wash down soffit details removing all soiling and grime. |   |
|   |  |   |   |
| 6.2 |  | Contractor to thoroughly prepare and redecorate all previously decorated soffit panels to all elevations. This is to comprise a roller finish 1 No. undercoat and 2 No. top coats of best quality Dulux external grade metal paint. Colour to be brilliant white.  |   |
|   |  |   |   |
| 6.3 | **Option** | As above but allow for paint system to be AkzoNobel Steelseal or similar approved to provide 10 year guarantee.  |   |
|   |  |   |   |
| 6.4 |   | Contractor to undertake necessary repairs to rendered panels to elevations prior to redecoration, all to match existing in every respect.  |   |
|   |  |   |   |
| 6.5 |  | Contractor to thoroughly prepare and redecorate all previously decorated rendered panels to the elevation walls. This is to comprise 1 No. undercoat and 2 No. top coats of best quality external grade Dulux masonry paint. Colour TBC.  |   |
|   |  |   |   |
| 6.6 |  | Contractor to thoroughly prepare and redecorate all other previously decorated surfaces to the elevations including undercroft areas, all to match existing in every respect. This is to comprise 1 No. undercoat and 2 No. top coats of best quality external grade Dulux paint. Colours TBC.  |   |
|   |  |   |   |
| 6.7 |  | Contractor to remove any loose and defective mortar and undertake suitable repairs to the brickwork to match existing in every respect.  |   |
|   |  |   |   |
| 6.8 |  | In line with the above contractor to show cost for 1m2 area. |   |
|   |  |   |   |
| 6.9 |  | In line with the above contractor to show cost for 10m2 area. |   |
|   |  |   |   |
| 6.10 |  | In line with the above contractor to show cost for 10 liner meters of re-pointing. |   |
|   |  |   |   |
| 6.11 |  | In line with the above contractor to show cost for 50 liner meters re-pointing. |   |
|   |  |   |   |
| 6.12 |  | Contractor to show price for day rate for brick layer. |   |
|   |  |   |   |
| 6.13 |  | Contractor to check and overhaul soldier brickwork above windows to LHS elevation and undertake necessary repointing repairs as required to match existing. |   |
|   |  |   |   |
| 6.14 |  | Allow a provisional sum for unforeseen repairs to masonry / brickwork as deemed required and directed by CA. | £2,000.00 |
|   |  |   |   |
|   |  | **Sub Total** |  |
|   |  |  |  |
| 7.0 | **Windows** | Contractor to thoroughly prepare and redecorate Velux roof lights with new paint system to be Selemix to provide 10 year guarantee. Colour to be Anthracite Grey RAL7016.  |   |
|   |  |   |   |
| 7.1 |  | Contractor to overhaul and undertake necessary repairs to roof lights and including rubber seals etc as required.  |   |
|   |  |   |   |
| 7.2 |  | Contractor to replace sealed double glazed unit (DGU) to 2nd floor with new to match existing in every respect. |   |
|   |  |   |   |
| 7.3 |  | Allow a provisional sum for any further unforeseen repairs to perimeter DGUs to match existing in every respect as deemed required and directed by CA. | £1,500.00 |
|   |  |   |   |
| 7.4 |  | Contractor to replace sealed DGU to Velux roof light above the top floor stair landing, all to match existing in every respect.  |   |
|   |  |   |   |
| 7.5 | **Option**  | Contractor to supply and install replacement Velux roof light window system including all associated fixtures and fittings to match existing in every respect. |   |
|   |  |   |   |
| 7.6 |  | Contractor to replace defective sill section to ground floor window to LHS of front entrance door where buckled and defective. All to match existing in every respect. |   |
|   |  |   |   |
| 7.7 |  | Contractor to thoroughly prepare and redecorate all window frames and sills with new paint system to be Selemix to provide 10 year guarantee. Colour to be Anthracite Grey RAL7016.  |   |
|   |  |   |   |
| 7.8 | **Option** | Contractor to thoroughly prepare and redecorate all window frames and sills with new paint system to be AkzoNobel Steelseal or similar approved to provide 10 year guarantee. colour to be Anthracite Grey RAL7016.  |   |
|   |  |   |   |
| 7.9 |  | To the main entrance sliding doors, contractor to clean down, overhaul and redecorate with new Anthracite Grey RAL7016 to match existing. Paint system to be Selemix to provide 10 year guarantee. |   |
|   |  |   |   |
| 7.10 | **Specialist Sub Contractor Works** | The following works should be undertaken by the client's named specialist sub-contractor GB Installations (Southern) Ltd. Contact Gary Blake (07780 580460). |   |
|   |  |   |   |
| 7.11 |  | Contractor to price the following work items on the basis that internal areas will be cleared of tenant chattels i.e. blinds, desks etc. will be moved by others as appropriate and necessary by prior arrangement. |   |
|   |  |   |   |
| 7.12 |  | Contractor to overhaul, ease and adjust all window systems to ensure all are in full working order. |   |
|   |  |   |   |
| 7.13 |  | Contractor to thoroughly and carefully jet clean out weep hole systems to all windows removing all soiling and grime and ensure weep holes are tested and are free flowing. |   |
|   |  |   |   |
| 7.14 |  | Allow a provisional sum for any further unforeseen repairs to perimeter windows as required to match existing in every respect as deemed required and directed by CA. | £3,000.00 |
|   |  |   |   |
| 7.15 | **Option** | Contractor to price as an option for these works to be undertaken out of hours. Show extra over for out of hours working.  |   |
|   |  |   |   |
|   |  | **Sub Total** |  |
|   |  |  |  |
| 8.0 | **Boundaries**  | To the low level brick plinth to the building curtilage, contractor to replace defective brickwork to match existing in every respect.  |   |
|   |  |   |   |
| 8.1 |  | To the bollards, car park gates and associated railings, contractor to clean down and thoroughly prepare and redecorate all previously decorated surfaces to match existing in every respect. This is to include 1 No. undercoat and 2 No. top coats of best quality Dulux external grade metal paint.  |   |
|   |  |   |   |
| 8.2 |  | To the dwarf brick walls to the rear of the site, contractor to thoroughly clean down and remove all heavy soiling and moss growth.  |   |
|   |  |   |   |
| 8.3 |  | To the dwarf brickwork walls to the rear of the site, contractor to undertake necessary repairs to any defective and or loose brickwork and mortar joints.  |   |
|   |  |   |   |
| 8.4 |  | To the timber panel fences to the rear of the site, contractor to clean down and undertake minor repairs and replacement sections where required to match existing.  |   |
|   |  |   |   |
| 8.5 |  | To the timber panel fences to the rear of the site, contractor to thoroughly prepare and treat the fence panels and decorate to match existing in every respect.  |   |
|   |  |   |   |
| 8.6 |  | Contractor to undertake isolated cleaning and repairs/replacement to the PCC perimeter pavings.  |   |
|   |  |   |   |
| 8.7 |  | Contractor to thoroughly and carefully jet wash the tarmac car park areas, including block paving retaining walls, removing all heavy moss growth and soiling. |   |
|   |  |   |   |
| 8.8 |  | Contractor to allow to make good block joints upon completion of the above. |   |
|   |  |   |   |
| 8.9 |  | Contractor to thoroughly and carefully jet wash the PCC slot drainage channels to the car park areas, removing all heavy moss growth and soiling. |   |
|   |  |   |   |
| 8.10 |  | To the precast concrete slot drainage, contractor to undertake minor repairs/replacement to the PCC sections. Allow for 10 No. new sections to match existing. |   |
|   |  |   |   |
| 8.11 |  | Allow a provisional sum for unforeseen repairs to PCC slot drainage as deemed required and directed by CA. | £500.00 |
|   |  |   |   |
| 8.12 |  | Contractor to undertake patch repairs to the existing tarmac car park surfacing. Allow for 5 No. 2 sq. metre spot items as necessary, all to match existing in every respect.  |   |
|   |  |   |   |
| 8.13 | **Option**  | Contractor to thoroughly prepare and scrape off wearing course and replace the entire tarmac covering with new top wearing course to match existing in every respect. |   |
|   |  |   |   |
| 8.14 |  | Contractor to thoroughly prepare and redecorate all existing thermoplastic line painting to match existing in every respect.  |   |
|   |  |   |   |
| 8.15 |  | Contractor to undertake isolated repairs/replacement to the kerb stone edgings to the car park area. Allow for approximately 15 No. units.  |   |
|   |  |   |   |
| 8.16 |  | Undertake a full CCTV drainage survey for the site including for jet vac clearance.  |   |
|   |  |   |   |
| 8.17 |  | Allow a provisional sum for any drainage repairs following completion of the above as deemed required and directed by CA.  | £5,000.00 |
|   |  |  |   |
|   |  | **Sub Total** |   |
|   |  |  |   |
| 9.0 | **Miscellaneous** | Undertake a full professional builders' deep clean upon completion of the works to all areas. |   |
|   |   |  |   |
| 9.1 |   | Contractor to deliver up electronic copy of O&M Manuals including H&S Files, compliance & commissioning certification etc. as necessary. |   |
|   |  |  |   |
|   |  | **Sub Total** |   |
|   |  |  |   |

 Schedule 2 Form of Tender – Tender Certificate

|  |
| --- |
| FORM OF TENDER: Tender Certificate |
| TO: Sevenoaks District Council |
| PROVISION OF: External Repair and Maintenance Works to Suffolk House, 154 High Street, Sevenoaks, Kent TN13 1XE |
| 1. Having examined the Specification and proposed terms of contract along with other documents as set out in the Invitation to Tender, we offer to provide the service in conformity with the said conditions and Specification at the prices specified below inclusive of all discounts and charges relating thereto hereinafter called the Tender Price, or such other sum as may be ascertained in accordance with the said General Conditions of Agreement.
2. We undertake that the Tender Price shall be a firm price, provided that our tender is accepted within the period stated in our response below.
3. If this offer is accepted, we will execute such documents in the form of the proposed contract terms within 30 days of being called on to do so.
4. We agree that should any error in arithmetic be discovered before acceptance of Tender, such errors may be corrected and the appropriate adjustments made.
5. We undertake to commence the service immediately upon the Council giving their written authority to commence work and it is agreed that time is of the essence.
6. We understand that you are not bound to accept the lowest or any Tender you may receive.
7. We agree that you may accept our Tender in whole or in part.
8. Unless and until a formal agreement is prepared and executed, this Tender together with your acceptance thereof in writing shall constitute a binding contract between us. Thereafter the terms and conditions of the proposed contract shall apply.
 |
| Part A – Collection SheetThe contractor is to bring forward their costs for the relevant sections on the table below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **AREA** |  | **COST (excl. VAT)** |
|   |   |   |   |
| 1.0 | **Preliminaries, OHP** |   |   |
| 2.0 | **Access** |   |   |
| 3.0 | **Roof**  |   |   |
| 4.0 | **Leadwork** |   |   |
| 5.0 | **Rainwater Goods**  |   |   |
| 6.0 | **Elevations Generally**  |   |   |
| 7.0 | **Windows** |   |   |
| 8.0 | **Boundaries**  |   |   |
| 9.0 | **Miscellaneous** |   |   |
|   |  |   |   |
|   | **TOTAL** |   |   |

Part B - SummaryThe contractor is to summarise all costs on the table below:

|  |  |  |
| --- | --- | --- |
|  |  | **Cost (excl. VAT)** |
|   |   |   |
| Contractor's Preliminaries |   |   |
|   |   |   |
| Contractor's Overheads |   |   |
|   |   |   |
| Contractor's Profit |   |   |
|   |   |   |
| Cost of Specified Works |   |   |
|   |   |   |
| **SUB TOTAL** |   |   |
|   |   |   |
| **GRAND TOTAL OF TENDER** |   |   |
|   |   |   |

Part C - OverviewThe price remains open for acceptance within …............ weeks from the date hereof.We are in a position to commence the works within ..... .........................................The Contract period would be ........................................ weeksOur insurance renewal date is..................... and we are covered up to £………………...We enclose a fully priced copy of the specification  |
|  | **FORM COMPLETED BY** |
| Signature |  |
| Name |  |
| Position |  |
| For and on behalf of |  |
| Address |  |
| Date |  |

Schedule 3 Collusive Tendering Certificate

|  |
| --- |
| Declaration |
| We certify that this is a bona fide Tender, 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: -(a) Communicate to any person the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender;(b) Enter into any agreement or arrangement with any other person that he or she shall refrain from tendering or as to the amount of any Tender to be submitted;(c) Offer or pay or give or agree 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 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.**By completing this declaration you are agreeing with the statement above** |
|  | **FORM COMPLETED BY** |
| Signature |  |
| Name |  |
| Position |  |
| For and on behalf of |  |
| Address |  |
| Date |  |

Schedule 4 Commercially Sensitive Information

I declare that I wish the following information to be designated as commercially sensitive.

|  |
| --- |
|      |

The reason(s) it is considered that this information should be exempt under FOIA is:

|  |
| --- |
|      |

The period of time for which it is considered this information should be exempt is [until award of Contract **OR** during the period of the contract **OR** for a period of [NUMBER] years until [MONTH], [YEAR]].

|  |
| --- |
|      |

|  |  |
| --- | --- |
|  | **FORM COMPLETED BY** |
| Signature |  |
| Name |  |
| Position |  |
| For and on behalf of |  |
| Address |  |
| Date |  |