**Mid-Tender Presentations and Site Visits held 22nd and 23rd January 2020**

Thank you to all those who attended.

For those who were unable to attend on the dates above this report records any additional information which accompanied the presentation slides together with details of questions asked and relevant answers.

**Additional Notes to accompany the Mid Tender Presentation**

**Introduction**

Steve Wilmot opened the event and introduced all Swindon Borough Council personnel in attendance – Alistair Boitz, Des Allen, and Tina Meacham – and welcomed the contractors in attendance. John Taphouse who was originally scheduled to present was unable to do so due to family illness.

**Slide 9**

The Lydiard House museum is open Wednesday to Saturday from Easter to Christmas approx.

The tea rooms/café open 7 days a week.

The site operates 24/7 and provides accommodation as it is a hotel.

People will run and walk their dogs etc. from 4am until very late.

One gate to the park is locked but the gate on the conference side of the site remains open 24/7.

The lawn of the park is Grade 11 listed.

Users of the site are passionate about the house and the grounds. Any concerns users may have will be communicated to the Lydiard House management team.

Contractors need to be mindful when undertaking works that the site is an operational business and generates income for the Council.

There is a full schedule of events planned for when the work is scheduled to be carried out and this will be shared more fully with the successful contractor. This includes park runs, Race for Life, concerts, open-air cinemas, weddings and other functions etc.

**Slide 10**

All tender documents should be self-explanatory but any queries can be raised as tender clarifications within requisite timelines. Please check the Supplying the South West portal regularly. This presentation will also be uploaded.

**Slide 13**

The quality of the work is paramount. Lydiard House is one of the most prestigious buildings that the Council owns.

**Slide 14**

It was reiterated that Council representatives reserve the right to look at past work that has been undertaken by the successful contractor as part of the preferred bidder process.

**Slide 15**

There are seven tabs to the pricing document. Yellow areas to be completed. Do not forget to price all pages.

**Slides 19 to 25**

During the site visit contractors were made aware of the information regarding hot works and those in attendance were taken to the area that is designated for use as the site compound.

**Slide 26**

The successful contractor will need to work flexibly with the Council and Lydiard house management team during the course of the works programme to accommodate certain works around scheduled events particularly where works are planned to the front façade of the house.

**Generally**

There are several phases of work planned to the Lydiard House site over the next five years. This will be a rolling programme the current work is the first phase. The next phases will consist of both external and internal works to the buildings.

The use of cherry pickers are preferred to large areas of scaffold. There is a need to be sensitive around the use of scaffold given the type of events that are held at the site and the fact that the site is open to visitors 24/7.

The whole site is subject to a Traffic Regulation Order, which means any vehicles that are not parked in the designated site compound will need to pay to park. A site compound will enable some vehicle parking to take place without charge.

*NOTE: Following the presentations, it was established that season tickets may be purchased via the Swindon Borough Council website for the car parks that will likely be cheaper than purchasing tickets daily for those vehicles consistently attending site.*

**Questions and Answers**

**1 Scaffolding Requirements?**

Any scaffolding to be protected by Heras fencing and scaffold ladders removed at night. The preference is for the use of cherry pickers, temporary type scaffolding or towers. Any scaffolding needs to be erected in consultation with the Lydiard House management team given the number of events that are held on the site. Scaffolding to be erected for the shortest period. There is CCTV coverage on the outside of the building. Contractors to bear in mind the site is open 24/7 and that it will remain operational throughout the duration of the work.

**2 HSP Paint Specification – Appendix K – Is this correct?**

The details of this paint specification has been clarified with HSP and is confirmed as being correct as written and uploaded.

**3 Paints to be supplied by Swindon Borough Council?**

The Council will be supplying all paints and Dry Seal products as per the product data sheets and painting specifications contained within Appendix K. The Council will not be providing sundry items such as paintbrushes, sandpaper etc.

**4 Will Lime wash be provided?**

The council will not be providing lime wash. The contractor is to supply an appropriate product for this purpose.

**5 Supply of Paint- Tab - North Courtyard – Appendix H?**

The reference to the supply of paint is an error and needs to be disregarded, as the Council will be supplying all paint products.

**6 Stage 1 Supplier Selection Requirements?**

Written answers are required to the Stage 1 questions observing the word counts provided and contractors must score a minimum of 3 for each question to move to the Stage 2 evaluation. In addition, contractors must satisfy the mandatory requirements such as financial turnover, insurance etc.

**7 Are there Hollow Areas?**

Contractors to note that thermal scanning has shown up hollow areas within the masonry.

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