

# Invitation to Tender

## Decoration & Repair Works to the Northam Burrows

### Visitor Centre.



You are invited to tender for the Decoration and General Repair Works to the Northam Burrows Visitor Centre, including the external decoration of the centre, and external sheds, decoration of yard fencing, external general repairs, refurbishment of the public WC's and upgrading and alterations to lighting and plumbing to the WC's.

The works involve the following:

1. Repairs to sections of hip and ridge tile pointing, replacement of missing or loose roofing slates, repairs to rotten sections of fascia boards, barge boards, timber door frames and timber cladding etc.
2. Preparation and decoration of all external timberwork of the centre.
3. Preparation and decoration of external security screens, benches and window and door ironmongery.
4. External decoration of 2 external sheds and fencing to storage yard.
5. Removal of existing door and replacement with a timber clad infill panel.
6. Overhaul of gutters and downpipes at the centre.
7. General internal decoration of walls, ceilings, timberwork in female and male WCs, additional wall tiling.
8. General internal decoration of Disabled WC, including new DDA compliant signage.
9. Replacement of male and female vanity units and hand basins with new.
10. Upgrading of areas of existing plumbing, including the replacement of the existing WC cisterns.
11. Installation of new light fittings and new hand dryers.
12. Final general clean of areas specified.

You are strongly advised to visit the site prior to submitting your tender. Please contact Andrew Champion BSc (Hons) MRICS, for access arrangements. Contact details are listed later in this document.

It is anticipated that the contract period will be 9 weeks with works programmed to be started no later than **Tuesday 28<sup>th</sup> August 2012 and completed by Tuesday 30<sup>th</sup> October 2012.**

In terms of programme, external works to the Visitor Centre are to be carried out first, from 28<sup>th</sup> August through to the end of September 2012. External works shall be started from the elevation facing onto the storage yard and continue anti clockwise around the building, finishing on the front elevations which face onto the open terrace

towards the end of September. Internal works to the public WC's being undertaken through October when the WC's and visitor centre will be closed to the general public.

Tender documents are to be downloaded onto your computer from [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) (right click on the icons and use 'save target as'), completed and uploaded again onto [www.supplyingthesouthwest.org.uk](http://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 40% Price, 60% 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., decoration of public buildings.
2. A method statement to demonstrate how works are going to be undertaken, taking into account the visitor centre will remain open to staff and the general public during the initial part of the contract.
3. A program for the proposed works.

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

- Location Plan (1:1250) @ A3
- Existing Floor Plan (1:50 ) @ A1
- Torridge District Councils Terms & Conditions
- Schedule of Works
- Supplied Photographs.
- Appendices.

Please upload your completed tender and associated documents onto [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) in good time before **12 noon 20<sup>th</sup> July 2012**, 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 Prelims, Specification and Schedule of Works (on form provided).
- Supporting statement.
- Program of Works.
- Method Statement.
- Completed schedule of day works (on form provided).

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	19 <sup>th</sup> June 2012
Deadline for Return of Tenders	20 <sup>th</sup> July 2012
Tender Decision Date	27 <sup>th</sup> July 2012
Pre Contract Meeting	3 <sup>rd</sup> August 2012
Contract Start Date	28 <sup>th</sup> August 2012
Contract Completion Date	30 <sup>th</sup> October 2012

### Contact Officer:

Andrew Champion BSc (Hons) MRICS  
Chartered Building Surveyor,  
Property and Procurement,  
Torridge District Council,  
Tel 01237 428753  
Email: [andy.champion@torridge.gov.uk](mailto:andy.champion@torridge.gov.uk)

