



Invitation to Tender
For
Aids and Adaptations (DFG) – Extension
28 Westport Road, Burslem, Stoke-on-Trent, ST6 4AW

Introduction

Unitas are pleased to invite you to tender for the extension at 28 Westport Road, Burslem, Stoke-on-Trent, ST6 4AW.

This tender is for works in connection with Disabled Facilities Grant.

A disabled facilities grant (DFG) is a financial grant that helps towards the costs of adapting a private property where a disabled person lives to ensure they can remain living in their own home.

Attached is the drawing (2459/20/03A) 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 advisable that the contractor undertakes a site visit with Unitas Site Manager before submitting a quotation (Site manager contact details – Nick Callaghan 07586479626).

As these works are within private properties Unitas will add VAT to all quotations when submitting them to Stoke on Trent City Council. However under the Government VAT notice 701/7 there are some elements of these works which are VAT exempt. Therefore Unitas will only proportion VAT to works not covered under this notice. These works will be awarded to the lowest contractor after the applicable VAT has been added.

The homeowner is always given the opportunity to be able to select their own contractor they wish to carry out the works. This means the works may not always be given to the lowest contractor.

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 expected to be from April 2021 onwards.

Specification

See attached drawing (2459/20/03A)

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 – all debris from the works carried out must be removed from site and suitably disposed
- The protection of unfinished/uncomplete works i.e. fencing around all excavations – the site must be left in a safe and secure manner at the end of each working day.
- All plant and tools necessary to carry put the works.
- Any platforms/hop ups required before scaffolding is erected.

Tender Submission

All tender must be submitted through the e-portal, Pro Contract.

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