Invitation to Tender

For

**Bigsbury and Bronant Walk Environmental**

## Introduction

Just for information - 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 works at Bigsbury & Bronant Walk, Burslem, Stoke-on-Trent ST6 3DX.

This tender is for works in connection with the Neighbourhood Environmental Improvement Scheme (NEIS).

NEIS is an amount of money set aside for small environmental works to improve neighbourhoods.

Attached are the pricing document and order form which will form part of the contract.

The contractor is recommended to carry out a site visit before submitting a tender.

**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.

## 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

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.

## Tender Submission

The completed pricing document should be submitted electronically via the Pro Contract portal.

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 and any other operational costs.

The tender price should exclude VAT.

Tenders shall remain open for acceptance 6 months from the closing date.