

ARBORFIELD & NEWLAND PARISH COUNCIL CONTRACT FINDER REQUEST

Arborfield Park Pavilion Phase 2 Refurbishment & Extension

Project Reference "A&NPC-PP2-Main Build"

Description

Arborfield and Newland Parish Council owns one of the best public park and recreation facilities in the Borough of Wokingham. Recently the pavilion at the park has undergone a long overdue partial refurbishment to become the home of a new Montessori nursery and provide upgraded and improved facilities for local residents.

A further refurbishment and extension of the pavilion is now planned. This is the final phase of the planned work and includes the upgrade of the facades and replacement of the windows and doors not undertaken during the previous work and, the construction of a new single storey extension that will match the existing building to provide new sport changing and showering facilities and a parish office.

Invitation & Criteria to Tender

We invite companies who feel they are able to meet the Parish Council's criteria (listed below) to bid for the main construction element for this project, Using the project reference **"A&NPC-PP2-Main Build"**.

- Any company bidding for work in excess of £25k must be able to provide:
 - Details of their registered office, company number, shareholders, and directors.
 - Confirmation of a minimum of £1 million of public liability insurance secured on an each and every claim basis.
 - A bond, secured under seal, if requested.
 - A full copy of their H&S policy, qualifications, and credentials.
 - Examples of relevant experience, and references if required.

- In addition to the above any company bidding for this work must:
 - Make the application, liaise, and manage the "Building Control" regulations process.
 - Be able to commit to start on site by no later than Monday 2nd October and work continuously on the project thereafter, in order that the build is completed a.s.a.p.
 - Undertake a full buried services check prior to the commencement of any demolition or excavation work.
 - Provide a designated full-time on-site foreperson must be provided at all times.
 - Provide full site security fencing, with secure storage, toilet, and welfare facilities.

- The parish council is very aware of the responsibilities it holds in ensuring the minimisation of the carbon footprint impact it causes for projects of this type. As a result, an element of preference will be considered in selecting a successful bidder for any company who can demonstrate how they will help the parish council achieve their objective.

Information & Access to Information

This notification and documents are available on the local authorities "Contracts Finder" website: www.contractsfinder.service.gov.uk/Search and, on the Parish Council's website arborfield.org.uk.

Attached are the building construction plan, structural requirement, and build specification drawings:

Drawings and details for this project can also be found on the Wokingham Borough Council Planning Portal: www.wokingham.gov.uk/search-planning-applications under planning application number 231666.

This tender is for the construction work only. It does not require the tenderer to provide costs for:

- Windows and external doors

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- Electrical work
- Second fit plumbing, sanitary ware, heating, and fittings
- Finished flooring.
- Alarms

All of these services will be provided by other contractors but you should make whatever allowance you will require to engage and manage their site attendance and work.

The Bid Process

The formal bid process will be undertaken in accordance with the Public Contracts Regulations and the Parish Council's Standing Orders by evaluating a minimum of 3 tenderers for the work, wherever possible.

Bids must be made electronically to accounts@arborfield.org.uk, using the form below, under confidential cover by no later than 12 noon on Friday 15th September 2023.

Colin Watts
Responsible Financial Officer
Arborfield & Newland Parish Council

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**Tender Bid to be returned electronically under confidential cover to
"accounts@arborfield.org.uk" by no later than 12 noon on Fri 15th September 2023**

We, _____ Company No. _____
Insert Company Name *Insert Company Number*

Whose Registered Trading Address is: _____

Insert Company Trading Address

Submit our price for the main build and refurbishment project at Arborfield Park Pavilion referenced "A&NPC-PP2-Main Build" on the Parish Council and UK Government "Contract Finder websites.

Our price is based on delivering the whole of the build and refurbishment detailed with the exception of the windows & external doors, all electrical work, all second fit plumbing, all floor finishes, and any alarms.

Our fully inclusive price is: £ + Vat.

In support of our bid, we confirm that we:

Confirm
(Y or N)

- | | | |
|----|--|--------------------------|
| 1 | Hold a minimum insurance cover of £1 million of public liability insurance. | <input type="checkbox"/> |
| 2 | Hold Contractors insurance. | <input type="checkbox"/> |
| 3 | Can provide a bond, secured under seal, if requested. | <input type="checkbox"/> |
| 4 | Have an up-to-date H&S policy that is available on request. | <input type="checkbox"/> |
| 5 | Have not had any HSE prosecutions in the past 5 years or have any pending | <input type="checkbox"/> |
| 6 | Hold qualifications to undertake and provide a warranty for all work undertaken. | <input type="checkbox"/> |
| 7 | Will assume the role of main contractor and liaise with the other trades employed. | <input type="checkbox"/> |
| 8 | Will make application and manage the "Building Control" regulations process. | <input type="checkbox"/> |
| 9 | Are able to start on site by no later than Monday 2 nd October 2023 | <input type="checkbox"/> |
| 10 | Can work continuously on the project, in order to complete the work a.s.a.p. | <input type="checkbox"/> |
| 11 | Will undertake a buried services check prior to any demolition or excavation work. | <input type="checkbox"/> |
| 12 | Will provide a designated full-time on-site foreperson at all times. | <input type="checkbox"/> |
| 13 | Will provide full site security fencing, secure storage, toilet, and welfare facilities. | <input type="checkbox"/> |

The parish council is very aware of its responsibilities to ensure it minimises the impact of its carbon footprint for projects of this type. We would therefore be pleased to hear, in support of your bid, how you will help us achieve this objective. Some preferential weight may be given to tenderers in this regard.

I confirm I am authorised to make this bid on behalf of the above-named company:

Name: _____ Signature: _____