Trawden Recreation Ground Pavilion Refurbishment

Invitation to Tender (ITT)

1. Introduction

Trawden Forest Parish Council invites suitably qualified and experienced contractors to submit a tender for refurbishment works to the pavilion building at **Trawden Recreation Ground**.

The purpose of the project is to modernise the existing pavilion facilities, improve accessibility and user experience, enhance energy efficiency, and provide improved changing, showering and social facilities for sports teams and community users.

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2. Scope of Works

The successful contractor shall provide all labour, materials, plant, equipment, supervision, and waste disposal necessary to complete the works described below.

2.1 Plumbing and Hot Water Systems

- Remove and responsibly dispose of the existing hot water cylinder.
- Supply and install a new energy-efficient hot water system suitable for the building's intended use and occupancy levels.
- All plumbing works shall comply with current Building Regulations and Water Regulations.
- Contractor to recommend and specify the most appropriate replacement system within their tender submission.

2.2 Shower Facilities

- Remove all existing shower installations.
- Supply and install individual showers within separate shower cubicles.
- Complete all associated plumbing, drainage and electrical works.
- Ensure adequate ventilation is maintained or upgraded as required.

2.3 Toilet Refurbishment

- Remove all existing sanitaryware and associated fittings.
- Supply and install new WC suites, wash hand basins, taps and accessories.
- Layout shall follow the design and arrangement shown on the drawings supplied by the Council.

- Include necessary alterations to drainage, water supply and waste connections.
- All facilities must comply with current accessibility requirements where applicable.

2.4 Entrance Area Alterations

- Carefully demolish and remove internal partition walls within the entrance area as indicated on the drawings.
- Create an open-plan social area.
- Make good all affected surfaces including ceilings, walls and floors.
- Undertake any necessary structural works identified during the contractor's investigations.
- Contractor shall verify wall construction prior to commencement and provide any required structural calculations.

2.5 Flooring Works

- Remove existing floor finishes within all shower, toilet and bathroom areas.
- Prepare subfloors as required.
- Supply and install new slip-resistant commercial-grade flooring suitable for wet environments.
- All junctions, trims and finishes to be completed to a professional standard.

2.6 Wall Coverings

- Remove existing wall tiles where necessary.
- Prepare wall surfaces.
- Supply and install new wall coverings, as recommended by the contractor, whether that be tile or shower panels within shower and bathroom areas. Wall coverings to be provided by the contractor but chosen by the Council.
- Ensure that all shower areas have trims and sealants where required.
- All finishes to be durable, easy to clean and suitable for heavy public use.

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3. Contractor Requirements

The contractor shall:

- Undertake a site visit prior to tender submission.
- Provide a detailed programme of works.
- Minimise disruption to users of the recreation ground.
- Maintain safe access to the site at all times.

- Be responsible for all site health and safety arrangements.
- Provide evidence of relevant insurances including:
    - Public Liability Insurance (£10 million minimum).
    - Employers' Liability Insurance (£10 million minimum).
- Comply with all current legislation, Building Regulations and Health & Safety requirements.

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4. Tender Submission Requirements

Tender submissions shall include, along with the completed section at the end of this document:

1. Completed pricing schedule.
2. Proposed specification for hot water system replacement.
3. Project programme and estimated completion period.
4. Details of relevant experience on similar projects.
5. References for at least two comparable projects completed within the last five years.
6. Insurance certificates.
7. Health and Safety Policy.
8. Risk assessment / method statement for the works.
9. Confirmation that a copy of minor works certificate for electrical alterations would be available upon completion of works.

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5. Site Visits

Tenderers are strongly encouraged to undertake a site visit before submitting their tender. Appointments should be arranged through the Parish Council.

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6. Budget

The project is supported by:

- £20,000 Pride in Place grant
- Additional Parish Council budget allocation for 2027/28

The Council seeks best value and reserves the right to reject tenders that exceed available funding unless exceptional justification is provided.

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7. Evaluation Criteria

Tenders will be evaluated using the following criteria:

Criterion	Weighting
Price	40%
Quality of Proposal	25%
Relevant Experience	15%
Programme & Delivery	10%
Health & Safety	10%

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8. Contract Period

The contractor shall state the anticipated duration of works within their tender submission. The Council requires works to commence by the beginning of March 2027 in order to satisfy funding routes.

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9. Defects Liability

The successful contractor shall provide a minimum 12-month defects liability period commencing upon practical completion of the works.

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10. Tender Return

Tenders must be submitted in a sealed envelope marked:

"Tender – Trawden Recreation Ground Pavilion Refurbishment" to:

Adele Smith, Parish Council Clerk, Trawden Forest Parish Council, C/O Trawden Community Library and Shop, Church Street, Trawden, Colne, Lancs BB8 8RU

and received by the Parish Council no later than **********.

All tenders received will be opened in line with the Council's financial regulations on a specific date with at least one Councillor present with the Clerk.

Tenders received by any method other than sealed envelope delivery will be discarded.

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11. Contact for Queries

All enquiries must be directed to:

Adele Smith, Parish Council Clerk, Trawden Forest Parish Council

Email: clerk@trawdenparishcouncil.org.uk

Telephone: 07496 041676

Trawden Forest Parish Council

Tender Form: Trawden Recreation Ground Pavilion Refurbishment

Location: Trawden Recreation Ground, Keighley Road, Trawden, Colne, Lancs

Closing Date: **********

Submission Method: All submissions must be Sealed envelope marked *"***Tender – Trawden Recreation Ground Pavilion Refurbishment***"* delivered to:

Adele Smith, Parish Council Clerk, Trawden Forest Parish Council, c/o Trawden Community Library and Shop, Church Street, Trawden, Colne, Lancashire, BB8 8RU.

1. Contractor Details

Company Name:_____

Trading Name (if different):_____

Registered Address:_____

Contact Person:_____

Position/Role:_____

Telephone:_____

Email:_____

Company Registration Number (if applicable):

VAT Registration Number (if applicable):

2. Proposed Costs

Please provide a full breakdown of costs. Attach additional sheets if required.

2.1 Labour Costs

£ _____ (ex VAT)

£ _____ (inc VAT)

2.2 Materials and Consumables - (Excluding fittings supplied by the Parish Council)

£ _____ (ex VAT)

£ _____ (inc VAT)

2.3 Waste Disposal / Skip Hire

£ _____ (ex VAT)

£ _____ (inc VAT)

2.4 Subcontractor Costs (if any)

£ _____ (ex VAT)

£ _____ (inc VAT)

2.5 Total Tender Price

Total (ex VAT): £ _____

Total (inc VAT): £ _____

3. Proposed Programme of Works

Proposed Start Date:_____

Estimated Completion Date:_____

Number of Working Days Required:_____

4. Method Statement

Please attach a method statement covering:

- Approach to strip-out and refurbishment
- Plumbing, building and electrical installation
- Health & Safety considerations
- Waste management
- Environmental/sustainability measures

Attached: ☐ Yes ☐ No

5. Risk Assessments & Insurance

5.1 Risk Assessments / RAMS

Attached: ☐ Yes ☐ No

5.2 Public Liability Insurance

Insurer: _____

Policy Number: _____

Cover Amount: _____

Expiry Date: _____

Certificate Attached: ☐ Yes ☐ No

5.3 Employer's Liability Insurance (if applicable)

Certificate Attached: ☐ Yes ☐ No ☐ Not applicable

6. Declaration

I/We hereby submit this tender for the Trawden Recreation Ground Pavilion Refurbishment. I/We confirm that:

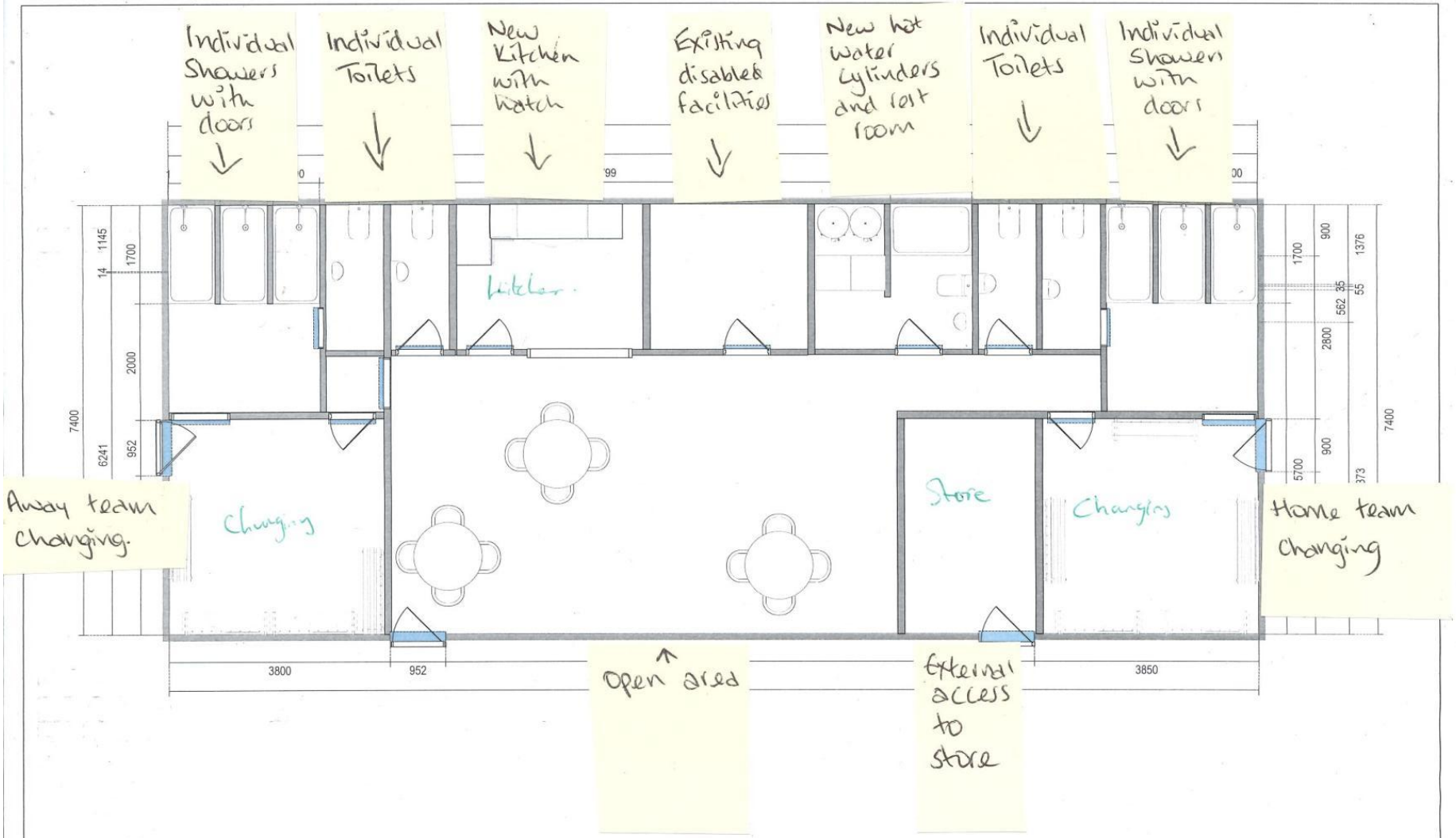
- The information provided is accurate.
- All works will comply with relevant legislation and standards.
- The tender will remain valid for 90 days from the submission deadline.
- I/We understand that the Parish Council is not obliged to accept the lowest or any tender.

Signed: _____

Name: _____

Position: _____

Date: _____



Filename:	Trawden Rec 2.vwx	Designer:		Client Address:	Company Address:
Scale:	1:85	Client Surname:			
Disclaimer: This drawing is a representation only and its printed scale is subject to the accuracy of your printer. All measurements should be checked prior to fitting and installation.		Client Initials:			
		Contact Number:	(h) (m) (w)		

VW Virtual Worlds