

# REFURBISHMENT OF PUBLIC WC

## NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

*Clerk to Parish Council: Jacqui Baldwin  
The Pavilion, Back Lane, Newton Poppleford EX10 0EZ*

[clerk@newtonpopplefordandharpford-pc.gov.uk](mailto:clerk@newtonpopplefordandharpford-pc.gov.uk)

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# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## REFURBISHMENT OF PUBLIC WC

### INVITATION TO TENDER

**1. NEWTON POPPLEFORD AND HARPFORD** Parish Council ("the Council") hereby invites tenders for carrying out the refurbishment of the Public WC in School Lane Car Park, Newton Poppleford in accordance with the documents attached, which comprise:-

Appendix A Standard Conditions of Contract  
Appendix B Specification of Works  
Appendix C Site Plan  
Appendix D Form of Tender  
Appendix E Questionnaire

**2.** Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.

**3.** Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Parish Clerk by no later than one week before the closing date.

**4.** The tender shall be submitted on the Forms of Tender attached at **Appendix D**.

**5.** Prospective Contractors should note that the Council is not bound to accept the lowest, or any, tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.

**6.** The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.

**7.** If having examined the tender documents you wish to submit a tender you should:-

**(a) Fully complete and return the following documents:**

Appendix E Form of Tender  
Appendix F Questionnaire

**(b) Return tenders and all related documentation:**

By 5pm on **Friday 23<sup>rd</sup> February 2024** (to Clerk's address as above).

Tenders received after this time/date will **not** be considered.

Email submissions will be accepted but the subject header of the email must clearly state "**WC Refurbishment Tender**".

**(c)** Please note that, if a hard copy tender is submitted, the envelope containing the tender must be clearly marked "**WC REFURBISHMENT TENDER**".

## Appendix A

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## WC REFURBISHMENT CONTRACT

### STANDARD CONDITIONS OF CONTRACT

#### Contract Documents

The Contract Documents will comprise:

Appendix A Standard Conditions of Contract  
Appendix B Specification of Works  
Appendix C Site Plan  
Appendix D Form of Tender Bid Submission  
Appendix E Contractor Declaration  
Appendix F Questionnaire

#### 1) Officer

The Officer will be the Parish Clerk.

#### 2) Extent of Work

The work will comprise of the refurbishment of the Public WC facilities situated in Newton Poppleford.

#### 3) Site Details

The site is situated in School Lane Car Park, Newton Poppleford and is identified on the plan enclosed under Appendix C.

Before tendering the Contractor is advised to visit the site to satisfy themselves as to the full extent of the scope of works. No claims arising from failure to do so will be accepted. An accompanied site visit can be arranged with the Parish Clerk.

#### 4) Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice. Where a complaint is received about the standard of service under this contract, or about any other matter connected with the performance of the Contractor's obligations under the Contract, then the Parish Council shall notify the Contractor and, where considered appropriate by the Parish Council, investigate the complaint fully and equitably. The Parish Council may, in its sole discretion, uphold the complaint and take further action which may include, but not be limited to, seeking the costs of restitution to make good any damage alleged, these costs being borne by the Contractor by way of deduction from invoices due or pending.

#### 5) Payment to Contractor

The Contractor will submit an invoice following completion of the works. Stage payments will be considered by Council if requested in advance by the Contractor. Payment will be made by BACS transfer within 30 days once the works have been inspected and the invoice approved by Council.

#### 6) Insurance

The Contractor is required to have a minimum of £2,000,000 public liability insurance for Contracts. A current Certificate of Insurance to this effect must be produced to the Parish Clerk prior to commencement of the Contract. The Contractor shall indemnify the Council

against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

#### **7) References**

Contractor is to provide 2 references upon request to the Council to allow for the workmanship and reliability of the Contractor to be independently assessed.

#### **8) Health and Safety**

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract. The Contractor shall ensure that no harm to any person, property or the environment may arise from the Contractor's acts or omissions in relation to the contract.

#### **9) Notes to Tenderers**

Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works. Contractors are advised to carefully read all documentation.

The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations (excluding VAT).

No alteration to the text of the Form of Tender is to be made by the Contractor tendering.

Invoices presented for payment must include a schedule of the works completed including the dates of the work carried out, provided either within the invoices or attached to same as an appendix.

Contractors are asked to contact the Parish Clerk if any clarification is required.

## Appendix B

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## WC REFURBISHMENT PROJECT

### SPECIFICATION OF WORKS

#### 1.0 EXTERIOR:

Prepare and emulsion paint external walls, making good any loose render.  
Prepare, undercoat and gloss paint fascia and barge boards.  
Prepare, repair if required, undercoat and gloss paint finish **or**  
Prepare and wood stain finish external door frames and doors  
Prepare, undercoat and gloss finish window frames (inside and out)

#### 2.0 INTERIOR:

For Male, Women and Disabled toilets

Prepare, repair as necessary and paint ceilings to match original finish  
Power-wash/clean tile walls and floors  
Prepare and repaint any non-tiled wall surfaces to same finish as original  
Prepare, repair as necessary and gloss paint internal cubicle doors

Replace toilet seats

Supply and fit vandal proof Hot Air Hand Dryers

***Please note: contractors are not obliged to quote for the above. Council will consider tender submissions excluding this element of the project.***

#### 3.0 DOOR ACCESS SYSTEM

Supply and fit Contactless Door Access system to Male and Female toilets  
Supply and fit Contactless Door Access system to Disabled Toilet (as a separate item)

***Please note: contractors are not obliged to quote for the above. Council will consider tender submissions excluding this element of the project.***

# Appendix C: Site Plan



# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## WC REFURBISHMENT PROJECT – Tender Bid submission

	Price £
<b>Exterior:</b>	
Prepare and emulsion paint external walls, making good any loose render	
Prepare, undercoat and gloss paint fascia and barge boards	
Prepare, repair if required, undercoat and gloss paint finish <b>OR</b>	
Prepare, repair if required, and wood stain finish external door frames and doors	
Prepare, undercoat and gloss finish window frames (internal and external)	
<b>Total sum exterior works</b>	
<b>Interior:</b>	
Male, Female and Disabled Toilets	
Prepare, repair as necessary and paint ceilings to match original finish	
Power-wash / clean walls and floors	
Prepare and re-paint any non-tiled wall surfaces to same finish as original	
Prepare, repair as necessary and gloss paint internal cubicle doors	
Replace all toilet seats	
<b>Optional:</b> Supply and fit vandal-proof Hot Air Hand Dryers x 3	
Fit Hot Air Hand Dryers provided by customer (please provide separate price for installation only)	
<b>Total sum interior works</b>	
<b>Door Access System (optional)</b>	
Supply and fit Contactless Door Access System to Male and Female toilet doors	
Supply and fit Contactless Door Access System to Disabled toilet door	
<b>Total Project Sum</b>	

Appendix E

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## WC REFURBISHMENT PROJECT - CONTRACTOR DECLARATION

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms and Specification of Works.

I/We understand that NEWTON POPPLEFORD AND HARPFORD Parish Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Signed: ..... Name: .....

Position: ..... Date: .....

Of: .....

Address: .....  
.....

Telephone Contact number: .....



**APPENDIX F**

**NEWTON POPPLEFORD AND  
HARPFORD PARISH COUNCIL**

**WC REFURBISHMENT PROJECT  
QUESTIONNAIRE**

**Details relating to Prospective Tenderer**

1. Name: .....

2. Address: .....

.....

3. Telephone number (landline &.mobile) .....

4. Email address:.....

5. Contact Name and Position in Company: .....

6. Nature of Business: .....

7. If the Business is a Company is it a Subsidiary of another Company?

Y / N

If yes, please give details: .....

8. Date of Business formation: .....

9. Are you VAT registered? Y / N

10. Please give any other details, which you feel may be relevant, for example, similar Contracts in the area or for similar authorities, etc (using a separate sheet if necessary).

Signed: .....

Position: .....

Date:.....