

## EARDISLAND PARISH COUNCIL

### TENDER DOCUMENT FOR WORK ON EARDISLAND VILLAGE HALL

#### Project background

The village hall is owned by Eardisland Parish Council and managed by the Eardisland Village Hall Management Committee, a charity. Originally the building was the village school which was closed many years ago, at which point the hall was bought by the Parish Council on behalf of the community.

#### The project

There are a number of elements to the renovation and extension project and once the tenders are available, the Parish Council will decide if all or part of the project will go ahead. The elements are as follows:

1. Demolition and rebuilding of the kitchen.
2. Replacement of the windows with double glazed units.
3. Electrical re-wire.
4. Insulation of walls and ceilings of the main hall, meeting room and lobbies.
5. Removal and reinstatement of the hall floor.
6. Repair of external walls in line with recommendations of the structural survey.

#### Accompanying documents

Detailed specification and drawings.

Structural survey report.

#### Project costs

The indicative budget is in the region of £70,000 to include all construction and renovation costs and contingency. The Parish Council will need to take out a loan to meet most of this figure and has limited potential to extend this figure, so the construction approach will need to be refined and optimised to meet the project objectives, though the Council will be open to the possibility of suggestions for items of self/community finish such as painting.

#### Tender Submission Requirements

The following should be submitted as part of this tender submission:

- **Completed Form A** – setting out quotes for each of the project elements, contingency and total cost (scoring percentage – 50%)
- **Short document setting out experience** in work on village halls (no more than 2 No A4 pages for each) (scoring percentage – 25%) to include:
  - Company team structures, any subcontractors or other personnel who would work on the project.

- Experience of community projects (or similar sized projects) and how you would go about working with the Parish Council moving forward.
- Evidence of delivering projects on budget and to time.
- Indication of timescale for each project element indicating which elements would run concurrently.
- **Reasonable commuting distance to Eardisland** (scoring percentage 25%).

**Any questions/clarifications and application for a tender submission envelope should be submitted by 30 November 2020.**

**Tender submissions should be submitted by 12 noon on 31 December 2020 by sealed tender in submission envelope** requested from the Parish Clerk.

All questions/clarifications and requests for tender submission envelope should be sent to the Parish Clerk:

**Alison Sutton, e-mail: [parish.clerk@eardisland-pc.gov.uk](mailto:parish.clerk@eardisland-pc.gov.uk)**

