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Tender

Decarbonisation Project

Chippenham Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

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Procurement identifier (OCID): ocds-h6vhtk-05ec0a

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Scope

Description

1. The existing Neeld Hall & Town Hall is a part of an existing Grade II Listed historic municipal building located between Chippenham High Street and the Borough Parade Car Park. The complex is a mix of historic buildings and modern extensions, serving multiple uses. The complex is surrounded by a mix of commercial, retail, residential units and public realm.
2. The Employer, Chippenham Town Council are undertaking a decarbonisation project of the existing services to the Neeld Hall and Town Hall.
3. The client is submitting the required planning permission and Listed Building Consent for the proposed works, these are yet to be determined.
4. Building Regulations Full Plans approval is to be submitted by the client's team to a Registered Building Control Approver (TBC). The contractor will be responsible for liaising with the inspector to arrange visits.
5. The decarbonisation project comprises front of house mechanical work new radiators

and like, back of house mechanical works, ASHP, AHU and other associated plant. The project is divided into 4 sections the front and back of house works to the Neeld Hall and the same to the Town Hall. It should be noted that the Cheese Hall is deemed to fall under the Neeld Hall back of house scope.

6. The client has had several asbestos surveys undertaken. However, the PD has recommended that a further refurbishment survey be undertaken. It's the contractor's responsibility to price for the removal of all ACMs known to date, MEA have included a provisional sum to cover any further ACMs discovered in the subsequent refurbishment survey.

7. These tender documents seek fixed price tenders for these works. The documents comprise the following:

a. Drawings, specifications and associated documents for:

i. Structures

ii. Services

b. Pre-Construction H&S Plan and associated documents prepared by the Principal Designer

c. The pricing document and associated documents

d. Form of Tender

8. The proposed form of contract is the JCT Design and Build 2024; the contract will not be subject to amendments.

9. The Work Schedule included with this Pricing Document has been provided to assist tenderers with their pricing of the Works shown on the drawings, in the specification, etc. and apparent from a site visit. Quantities are provided for information only - it is not a Bill of Quantities.

It is the tenderer's responsibility to review all the tender documents and to submit a compliant tender for the entire scope of the project. If tenderers consider that there are works within the tender documents that need pricing in addition to those described within the Work Schedule, then such work should be priced and included in the tender submission and summarised within an addendum paper, or similar.

10. Questions related to the tender documents should be sent by email only to southwesttenders@meaconsult.co.uk. The questions and responses will then be uploaded to contracts finder for all tenderers to review.

11. Tenders should be submitted in hard copy to the Chippenham Town Council Offices; these can be posted (tracked and signed for) or hand delivered. Tenders are to be returned by 4pm, Friday 23rd January 2026.

12. It is not proposed to hold mid-tender reviews with tenderers. However, the client and the project team are available to meet with tenderers if required, by prior arrangement.

13. It's a requirement for tenderers to visit the site prior to submitting tenders due to the complexity of the project and associated logistical and BWIC elements.

14. Tenderers are requested to include evidence of relevant project experience within their tenders, their proposed management team and local supply chain examples. There is also a tender submission checklist which all tenderer's are expected to adhere to.

15. Tenderer's attention to drawn to the chargeable public car park, with a 2-hour limit, there is no onsite parking, there is some limited local street parking available. The Client has not approached Wiltshire Council, the operator, regarding closure of some existing parking spaces.

16. MEA have produced an outline "construction" programme this has been included within the tender pack. The client has access requirements for parts of the front of house areas during the construction period. The Neeld hall is currently used by the client as a performance space, they wish to retain this use for parts of the construction period. The Town Hall is subject to a client direct refurbishment; this is currently planned during the latter period of the overall programme. These requirements are outlined within the MEA tender programme.

Whilst we are happy for tenderers to use the MEA programme, we also invite tenderers to submit their own programmes; these proposals will need to be compliant with the client's access requirements.

17. It should also be noted that the client has requested that the Neeld Hall Front of House area be available every Wednesday evening for the duration of the project, due to a prior performance commitment.

18. It should be noted that the start on site date 27.07.26 is the earliest date of possession the client can offer for the programme.

19. During the period between the LOI being issued but pre-start on site, it's anticipated the contractor will be required to undertake several pre-commencement activities. It's expected there will be design work associated with the specialist CDP sections, early procurement and logistical planning and co-ordination.

20. Note, we are not anticipating any deposit payments to be paid throughout the project.

21. The appendix includes a dayworks & overhead statement which needs to be completed and returned with the tender submission.

22. The client and project team will be receptive, and encourage, tenderers making constructive value engineering suggestions with the tender submission.

23. Ecology, we are not aware of any issues.

24. The client has confirmed that the award criteria for the project is as follows; 50% Price, 40% Quality of Submission, 10% Environmental Credentials.

Total value (estimated)

- £500,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 27 July 2026 to 16 October 2026
- 2 months, 21 days

Main procurement category

Works

CPV classifications

- 45315000 - Electrical installation work of heating and other electrical building-equipment

Contract locations

- UK - United Kingdom

Participation

This procurement is reserved for

UK suppliers

Submission

Enquiry deadline

26 January 2026, 4:00pm

Tender submission deadline

30 January 2026, 4:00pm

Submission address and any special instructions

Tenders should be submitted in hard copy marked 'Decarbonisation Project Tender' to:

Chippenham Town Hall

High Street

Chippenham

SN15 3ER.

These can be posted (tracked and signed for) or hand delivered. Tenders are to be returned by 4pm, Friday 23rd January 2026.

Tenders may be submitted electronically

No

Award criteria

50% price, 40% quality, 10% environmental credentials.

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[Front Cover.docx](#)

[Contents Page.doc](#)

[Section 1 Introduction.doc](#)

[Section 2 Prelims \(D&B\).docx](#)

[Section 3 Summary.xlsx](#)

[Section 3.1 General and Temporary Works.xlsx](#)

[Section 3.2 Building Alteration Works.xlsx](#)

[Section 3.3 Pre-Commencement Works.xlsx](#)

[Section 3.4 Mechanical Works.xlsx](#)

[Section 3.5 Electrical Works.xlsx](#)

[Section 3.6 M&E BWIC.xlsx](#)

[Section 3.7 Provisional Sum Works.xlsx](#)

[Section 4 General Summary.docx](#)

[Form of Tender.docx](#)

[Dayworks and Overheads Statement.xlsx](#)

[Procurement Programme - for information.pdf](#)

[4887 CDM01 Risk Register r1 17 Nov 25.pdf](#)

[4887 DSN02 Neeld Hall Heating Condition Survey Findings 12 Nov 25.pdf](#)

[4887 REP01 Chippenham Town Hall Decarbonisation Feasibility Report r1 13 Feb 25.pdf](#)

[4887 SK02 Neeld existing services diagrams r2 23 Sep 25.pdf](#)

[4887 SK03 Town Hall proposed services diagrams r2 08 Apr 25.pdf](#)

[4887 SK10 Neeld Courtyard ASHP Elevations r2 11 Nov 25.pdf](#)

[4887 SK11 Town Hall AHU Visuals 21 Oct 25.pdf](#)

[Breaker boards plan.docx](#)

[SN153ER_Chippenham-Town-Council_IPN18C_29406105.pdf](#)

[SN153ER_Chippenham-Town-Council_IPN18C_29408432.pdf](#)

[Town Hall-Neeld.pdf](#)

[1663GE S01B Cheese Hall - Second Floor Plan.pdf](#)

[1663GE S03B Town Hall - Roof Plan.pdf](#)

[1663GE-001 Chippenham Town Hall - Design Statement and Structural Calculations.pdf](#)

[CTH-E3CE-NH-00-D-E-9010 Neeld Hall Ground Floor Electrical Proposed Drawing_T01.pdf](#)

[CTH-E3CE-NH-00-D-M-9010 Neeld Hall Ground Floor Mechanical Proposed Drawing_T02.pdf](#)

[CTH-E3CE-NH-01-D-M-9010 Neeld Hall First Floor Mechanical Proposed Drawing_T01.pdf](#)

[CTH-E3CE-NH-02-D-E-9010 Neeld Hall Second Floor Electrical Proposed Drawing_T01.pdf](#)

[CTH-E3CE-NH-02-D-M-9010 Neeld Hall Second Floor Mechanical Proposed Drawing_T01.pdf](#)

[CTH-E3CE-TH-01-D-E-9010 Town Hall First Floor Electrical Proposed Drawing_T01.pdf](#)

[CTH-E3CE-TH-01-D-M-9010 Town Hall First Floor Mechanical Proposed Drawing_T01.pdf](#)

[CTH-E3CE-TH-R0-D-E-9010 Town Hall Roof Electrical Proposed](#)

[Drawing_T01.pdf](#)

[CTH-E3CE-TH-R0-D-M-9010 Town Hall Roof Mechanical Proposed Drawing_T02.pdf](#)

[4887 E FOT01 T02 Electrical Form of Tender.pdf](#)

[4887 E FOT01 T02 Electrical Form of Tender.xls](#)

[4887 ESP01 T01 Electrical Specification.pdf](#)

[4887 GSP01 T02 General Specification.pdf](#)

[4887 M FOT01 T01 Mechanical Form of Tender.pdf](#)

[4887 M FOT01 T01 Mechanical Form of Tender.xls](#)

[4887 MSP01 T01 Mechanical Specification.pdf](#)

[4887 DIS03 Tender Issue 14 Nov 25.pdf](#)

[4887 DIS04 Tender Update 25 Nov 25.pdf](#)

[ERs - Scope of Works.doc](#)

[CDM2015-08-Pre-Construction-Information-CTC-Town-Halls-Decarbonisation](#)

[R1.1.pdf](#)

[2015 Survey.pdf](#)

[G-11485 THE NEELD THEATRE, CHIPPENHAM.pdf](#)

[Neeld Asbestos Survey 2016.pdf](#)

[1663GE S02D Town Hall - Ceiling Plan.pdf](#)

[1663GE S03B Town Hall - Roof Plan.pdf](#)

[1663GE S30B Superstructure Details.pdf](#)

[16924 Tender Addendum Nr 1.pdf](#)

[Contractor details Tier 2.docx](#)

[Procurement Policy Appendix B ENVIRONMENTAL SCOPING
ASSESSMENT.pdf](#)

[Section 3.2 Building Alteration Works \(TA 1\).xlsx](#)

[16926 Tender Addendum Nr 2.pdf](#)

[CDM2015-09-Principal-Contractors-Questionnaire-CTC-Town-Halls-](#)

[Decarbonisation.docx](#)

[Section 3.2 Building Alteration Works \(TA 2\).xlsx](#)

[Section 3.7 Provisional Sum Works \(TA 2\).xlsx](#)

[16937 Tender Addendum Nr 3.pdf](#)

[Asbestos Report - Cheese Hall J12948.pdf](#)

[Asbestos Report - Neeld Hall J12947.pdf](#)

[CDM2015-08-Pre-Construction-Information-CTC-Town-Halls-Decarbonisation R1.3.pdf](#)

[Chippenham Town Hall-MS-J12946.pdf](#)

[Section 3.3 Pre-Commencement Works \(TA3\).xlsx](#)

Contracting authority

Chippenham Town Council

- Public Procurement Organisation Number: PTRH-8339-CTTZ

Town Hall, High Street

Chippenham

SN15 3ER

United Kingdom

Telephone: 01249446699

Email: procurement@chippenham.gov.uk

Website: <https://www.chippenham.gov.uk>

Region: UKK15 - Wiltshire CC

Organisation type: Public authority - sub-central government

Other organisation

These organisations are carrying out the procurement, or part of it, on behalf of the contracting authorities.

MICHAEL EDWARDS CONSULTANTS LIMITED

Summary of their role in this procurement: Answering questions

- Companies House: 09024227
- Public Procurement Organisation Number: PDZH-6392-LRYH

The New Workshops, Beehive Yard

Bath

BA1 5BT

United Kingdom

Telephone: 01225337793

Email: southwesttenders@meaconsult.co.uk

Website: <http://www.meaconsult.co.uk>

Region: UKK12 - Bath and North East Somerset, North Somerset and South Gloucestershire

Contact organisation

Contact MICHAEL EDWARDS CONSULTANTS LIMITED for any enquiries.