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Tender

## **Refurbishment of St Christopher's Hall Dobbs Weir Road Hoddesdon EN11 0AZ**

Roydon Parish Council

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

Notice identifier: 2025/S 000-015987

Procurement identifier (OCID): ocds-h6vhtk-05050c

Published 17 April 2025, 3:22pm

### **Scope**

### **Reference**

2025/01

### **Description**

INVITATION TO TENDER

Under the terms of the Audit Regulations and the Councils Standing Orders, the Council is required to seek 3 quotations. Tenders Are invited from suitably qualified and experienced providers to deliver the following works.

Full details and plans are available on the Contracts Finder website

Project Background

St Christophers Hall was built by the villagers of Dobbs Weir in 1939. The nearest parish hall was in Roydon, which was a long walk for the Dobbs Weir Community, so they built the hall to allow fellowship and act as a meeting point for villagers. The villagers passed it over to the Diocese of Chelmsford for safekeeping and to look after which is how it remained for some 70 years. Around 15 years ago the Church decided that they wished to sell the land for development. The people of Dobbs Weir fought strongly against this and Roydon Parish stepped in to purchase the hall and the land for £50k using public funds. Unfortunately, since 2013, there has been no maintenance or development to the Hall and as a result the Hall is now in dire need of essential work to maintain its usage to meet safety requirements. The hall was built on a timber frame with a large main area, toilets, a small stage, and a kitchen area. It has outside space and parking facilities. The building hasn't altered in some 80 years and the general layout is still satisfactory, but the building is now in desperate need of refurbishment, to prevent it falling into disrepair and to bring it up to modern day safety standards.

## Project

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

- Remove walls, roof and outer body of hall to strip back to wooden frame. Remove the low grade asbestos. Rebuild timber walls, renew tile roof, guttering, soffits, replace all windows and external doors with double glazed units. Insulate the whole building and partition the interior to form: kitchen, male & female toilets, disabled toilet with baby changing cubicle. Clad bottom half of exterior of building with wood effect low maintenance cladding. Remove current floor, insulate and renew subfloor. Renew electrics, renew plumbing and install electric heating and exterior lights.
- Fit out interior, to include new kitchen, male, female and disabled toilets with hand basins, wc's, tiling, hand dryers, lay flooring in all rooms, install new lighting, door furniture, paint

Accompanying documents

Specification and drawings

Building Regs approval

Asbestos report

Project costs

The Parish Council will need detailed quotes to meet the objectives of Part 1 and Part 2 separately. The construction approach will need to be optimized to meet the project objectives, and the Council will be open to the possibility for some finishing items to be

carried out by the community such as painting/kitchen fitting etc. The Parish Council does not have unlimited funds for this project, so it is important that quotes include a contingency. The Council have been advised that the full refurbishment cost will be in the region of 120k.

### Tender Submission Requirements

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

- Full costing proposal - setting out quotes for each of the project elements, contingency and total cost (scoring percentage 50%)
- Reasonable commuting distance to Dobbs Weir (scoring percentage 25%)
- Document setting out experience in working on similar projects (scoring percentage 25%) to include:
  - Company structure, any subcontractors or other personnel who would work on the project
  - Company information, time in business etc
  - Evidence of delivering work on time and to budget
  - Reviews/testimonials from previous commercial clients
  - Location and photos of previous similar work carried out
- Indication of timescale for each project element, indicating the total timescale for the whole project

### Important Information

Works are ideally to commence in May 2025 and take no longer than 3 months. This is negotiable

### Tender Process

All plans and documents can be viewed on Contracts Finder - GOV.UK ([www.gov.uk](https://www.gov.uk))

The site may be viewed via prior arrangement with the Parish Clerk

Any points for clarification can be submitted to the Parish Clerk

No contact is to be made with any Councillor during the tender period

Tenders should be submitted no later than 20th May 2025 in a sealed envelope stating "Confidential Tender - St Christophers Hall" on the front to the address below or alternately submitted via the Contracts Finder website.

Tenders should include a copy of your Public Liability Insurance, PPE Policy and evidence of any related accreditations.

Please include any guarantees that will be given after work is completed and any after sales service included

Bidders will be notified of the outcome by 9th June 2025.

#### Health & Safety/Operation

Staff employed to work on the contract must be fully trained, be aware of risks associated with working in the public domain and must adhere to codes of conduct and working practices.

The Hall will be closed to the public during the works. Suitable hoarding will need to be used, and all waste removed from site using correct methods and licenses/permits

#### **Total value (estimated)**

- £120,000 excluding VAT
- £144,000 including VAT

Below the relevant threshold

#### **Contract dates (estimated)**

- 1 July 2025 to 30 September 2025
- Possible extension to 31 October 2025
- 4 months

Description of possible extension:

Allowance for overrun of construction

## **Main procurement category**

Works

## **CPV classifications**

- 45000000 - Construction work

## **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)
- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

## **Participation**

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

7 May 2025, 11:59pm

### **Tender submission deadline**

25 May 2025, 11:59pm

### **Submission address and any special instructions**

[Clerk@RoydonEssex.org.uk](mailto:Clerk@RoydonEssex.org.uk)

or by post to Roydon Parish Council

Roydon Village Hall

Harlow Road

Roydon

Harlow

Essex

CM19 5HH

## **Tenders may be submitted electronically**

No

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## **Award criteria**

50% - based on local contractors

50% - based on the cost

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## **Procedure**

### **Procedure type**

Below threshold - open competition

### **Special regime**

Concession

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## Documents

### Associated tender documents

[Tender doc.docx](#)

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## Contracting authority

### Roydon Parish Council

- Public Procurement Organisation Number: PDPP-1176-HHXJ

Roydon Village Hall Harlow Road Roydon

Harlow

CM19 5HH

United Kingdom

Telephone: +447916288226

Email: [Clerk@RoydonEssex.org.uk](mailto:Clerk@RoydonEssex.org.uk)

Region: UKH35 - West Essex



Organisation type: Public authority - sub-central government