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Tender

Ground floor extension and associated works

Horley Town Council

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

Notice identifier: 2025/S 000-042127

Procurement identifier (OCID): ocds-h6vhtk-056410

Published 22 July 2025, 4:02pm

Scope

Reference

HTC/2025/extension

Description

Horley Town Council requires the construction of a new ground floor extension, internal alterations and associated external works at Council Offices, Horley Town Council, 92 Albert Road, Horley, Surrey RH6 7HZ. Refer to the Contract Specification for full details, plans and drawings which are all available in the Documents Section.

Total value (estimated)

- £450,000 excluding VAT
- £540,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 October 2025 to 31 March 2026
- 6 months

Main procurement category

Works

CPV classifications

- 45000000 - Construction work

Contract locations

- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

Submission

Tender submission deadline

29 August 2025, 5:00pm

Submission address and any special instructions

MVL Architects & Surveyors

19 Church Street,

Godalming,

Surrey

GU7 1EL

Tenders may be submitted electronically

No

Languages that may be used for submission

English

Award decision date (estimated)

19 September 2025

Award criteria

Name	Description	Type	Weighting
Price	Tender evaluation criteria will be based on the following: 1. Cost 2. Quality 3. Compliance Horley Town Council does not bind itself to accept the lowest of any tender, nor to make any payment for the preparation of any tender. Thank you for your interest in this tender	Cost	100%

Other information

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Open procedure

Documents

Associated tender documents

[Tender information for applicants.pdf](#)

Information for applicants including instructions and deadlines for submitting tenders.

[Form of Tender.pdf](#)

Form for completion when submitting tender.

[Certificate of Non collusion.pdf](#)

Certificate of non collusion for submitting with tender documents.

[L-1886-1-020 Location Plan.pdf](#)

L-1886-1-020 Location Plan

[L-1886-1-100 Existing Ground Floor Plan.pdf](#)

L-1886-1-100 Existing Ground Floor Plan

[L-1886-1-102 Existing Roof Plan.pdf](#)

L-1886-1-102 Existing Roof Plan

[L-1886-1-200 Existing West Elevation.pdf](#)

L-1886-1-200 Existing West Elevation

[L-1886-1-201 Existing South Elevation.pdf](#)

L-1886-1-201 Existing South Elevation

[L-1886-1-202 Existing East Elevation.pdf](#)

L-1886-1-202 Existing East Elevation

[L-1886-1-203 Existing North Elevation.pdf](#)

L-1886-1-203 Existing North Elevation

[L-1886-1-300 Existing Section A - A.pdf](#)

L-1886-1-300 Existing Section A - A

[L-1886-1-301 Existing Section B - B.pdf](#)

L-1886-1-301 Existing Section B - B

[L_1886 Horley Town Council - Design Document rev B.pdf](#)

L_1886 Horley Town Council - Design Document rev B

[L-1886-3-010 Design Specific Hazards Risks rev B.pdf](#)

L-1886-3-010 Design Specific Hazards Risks rev B

[L-1886-3-020 Proposed Location Plan rev C.pdf](#)

L-1886-3-020 Proposed Location Plan rev C

[L-1886-3-021 Proposed Block Plan rev C.pdf](#)

L-1886-3-021 Proposed Block Plan rev C

[L-1886-3-021 Proposed Block Plan rev D.pdf](#)

L-1886-3-021 Proposed Block Plan rev D

[L-1886-3-150 Proposed Option Ground Floor Plan rev C.pdf](#)

L-1886-3-150 Proposed Option Ground Floor Plan rev C

[L-1886-3-250 Proposed Option North Elevation rev B.pdf](#)

L-1886-3-250 Proposed Option North Elevation rev B

[L-1886-3-251 Proposed Option East Elevation rev B.pdf](#)

L-1886-3-251 Proposed Option East Elevation rev B

[L-1886-3-252 Proposed Option South Elevation rev B.pdf](#)

L-1886-3-252 Proposed Option South Elevation rev B

[L-1886-3-253 Proposed Option West Elevation rev B.pdf](#)

L-1886-3-253 Proposed Option West Elevation rev B

[L-1886-3-350 Proposed Option Section A - A rev B.pdf](#)

L-1886-3-350 Proposed Option Section A - A rev B

[L-1886-3-351 Proposed Option Section B - B rev B.pdf](#)

L-1886-3-351 Proposed Option Section B - B rev B

[L-1886-3-352 Proposed Option Section C - C rev B.pdf](#)

L-1886-3-352 Proposed Option Section C - C rev B

[L-1886-3-353 Proposed Option Section D - D rev B.pdf](#)

L-1886-3-353 Proposed Option Section D - D rev B

[L-1886-4-050B Ground Floor Demolition Plan.pdf](#)

L-1886-4-050B Ground Floor Demolition Plan

[L-1886-4-100B Foundation Plan.pdf](#)

L-1886-4-100B Foundation Plan

[L-1886-4-101B Foundations walls and Drainage - Sheet 1.pdf](#)

L-1886-4-101B Foundations walls and Drainage - Sheet 1

[L-1886-4-102B Foundation Walls and Drainage - Sheet 2.pdf](#)

L-1886-4-102B Foundation Walls and Drainage - Sheet 2

[L-1886-4-103B Ground Floor Plan - Sheet 1.pdf](#)

L-1886-4-103B Ground Floor Plan - Sheet 1

[L-1886-4-104B Ground Floor Plan - Sheet 2.pdf](#)

L-1886-4-104B Ground Floor Plan - Sheet 2

[L-1886-4-105B Roof construction Plan.pdf](#)

L-1886-4-105B Roof construction Plan

[L-1886-4-106B Roof Plan.pdf](#)

L-1886-4-106B Roof Plan

[L-1886-4-200B Proposed South and West Elevations.pdf](#)

L-1886-4-200B Proposed South and West Elevations

[L-1886-4-201B Proposed North and East Elevations.pdf](#)

L-1886-4-201B Proposed North and East Elevations

[L-1886-4-300B Proposed Section A - A.pdf](#)

L-1886-4-300B Proposed Section A - A

[L-1886-4-301B Proposed Section B - B Sheet 1.pdf](#)

L-1886-4-301B Proposed Section B - B Sheet 1

[L-1886-4-302B Proposed Section B-B Sheet 2.pdf](#)

L-1886-4-302B Proposed Section B-B Sheet 2

[L-1886-4-303B Proposed Section C - C Sheet 1.pdf](#)

L-1886-4-303B Proposed Section C - C Sheet 1

[L-1886-4-304B Proposed Section C-C Sheet 2.pdf](#)

L-1886-4-304B Proposed Section C-C Sheet 2

[L-1886-4-305B Proposed section D-D.pdf](#)

L-1886-4-305B Proposed section D-D

[L-1886-4-306B Proposed Section E-E.pdf](#)

L-1886-4-306B Proposed Section E-E

[L-1886-4-400B Detail_ Drainage.pdf](#)

L-1886-4-400B Detail_ Drainage

[L-1886-4-401B Detail_ Pipework.pdf](#)

L-1886-4-401B Detail_ Pipework

[L-1886-4-901B Window Schedule.pdf](#)

L-1886-4-901B Window Schedule

[L-1886-4-900B Door Schedule.pdf](#)

L-1886-4-900B Door Schedule

[L-1886-4-600B Ground Floor Electrical Plan.pdf](#)

L-1886-4-600B Ground Floor Electrical Plan

[L-1886-4-601B First Floor Electrical Plan.pdf](#)

L-1886-4-601B First Floor Electrical Plan

[L-1886-4-602B Roof - Electrical.pdf](#)

L-1886-4-602B Roof - Electrical

[L-1886-4-700B Ground Floor Mechanical Plan.pdf](#)

L-1886-4-700B Ground Floor Mechanical Plan

[L-1886-4-800B Ground Floor Fire Strategy.pdf](#)

L-1886-4-800B Ground Floor Fire Strategy

[\(REV A\) - 25039 - DRG 001 to 003 - Horley Town Council 92 Albert Road Horley Surrey RH6 7HZ.pdf](#)

Haus Structures Ltd

(REV A) - 25039 - DRG 001 to 003

Proposed Foundation Plan 25039-001A

Proposed Ground Floor Plan 25039-002A

Proposed Rood Pland 25039-003A

[Structural Design Calculations 25039A.pdf](#)

Haus Structures Ltd

Structural Design Calculations March 2025 25039A

[Structural Design Calculations 25039A.pdf](#)

Bernard Simms Associates - Principal Designer documentation

[250401 Albert Rooms HMMP \(4\).pdf](#)

BNG

250401 Albert Rooms HMMP (4)

[Copy of Horley Town Council Building Extension_SSM_1d3d_metric_v1.xlsx](#)

BNG

Copy of Horley Town Council Building Extension_SSM_1d3d_metric_v1

[Horley Town Council Extension Biodiversity Gain Plan.pdf](#)

Horley Town Council Extension Biodiversity Gain Plan

[Pre development plan and base map.pdf](#)

BNG

Pre development plan and base map

[05694-Project Specification Summary.pdf](#)

Vision Energy

05694-Project Specification Summary

[Horley Town Council-Actual_brukl.pdf](#)

Vision Energy

BRUKL output

SBEM calculations - Actual Document

[Horley Town Council-Notional_brukl.pdf](#)

Vision Energy

BRUKL output

SBEM calculations - Notional Document

[Cavity Wall - Partial Fill \(total cavity 126 - 175mm\) Calculation 04 June 2025.pdf](#)

"U" Value calculations

Cavity Wall - Partial Fill (total cavity 126 - 175mm) Calculation 04 June 2025

[Flat Roof - Timber Deck - Adhered Calculation 28 February 2025.pdf](#)

"U" Value Calculations

Flat Roof - Timber Deck - Adhered Calculation 28 February 2025

[Internal Wall Insulation \(IWI\) - Mechanically Fastened Calculation 01 May 2025.pdf](#)

"U" Value calculations

Internal Wall Insulation (IWI) - Mechanically Fastened Calculation 01 May 2025

[Pitched Roof - Insulation between and over rafters \(no sarking board\) Calculation 28 February 2025.pdf](#)

"U" Value calculations

Pitched Roof - Insulation between and over rafters (no sarking board) Calculation 28 February 2025

[Pitched Roof - Insulation between and under rafters \(fully filled - no sarking board\) Calculation 09 April 2025.pdf](#)

"U" Value calculations

Pitched Roof - Insulation between and under rafters (fully filled - no sarking board)
Calculation 09 April 2025

[Solid Ground Floor - Insulation Below Screed Calculation 28 February 2025.pdf](#)

"U" Value calculations

Solid Ground Floor - Insulation Below Screed Calculation 28 February 2025

[Suspended Ground Floor - Beam and Block Calculation 28 February 2025.pdf](#)

"U" Value calculations

Suspended Ground Floor - Beam and Block Calculation 28 February 2025

[RMT1065 - Horley Town Council Offices, 92 Albert Road, Horley, RH6 7HZ - Tree report.pdf](#)

RMT Tree Consultancy Ltd

RMT1065 - Tree report

[RMT1065 - Horley Town Council Offices, 92 Albert Road, Horley, RH6 7HZ - Tree survey.pdf](#)

RMT Tree Consultancy Ltd

RMT1065 - Tree survey

[Appendix 3 - Tree Constraints Plan - RMT1065 - TCP.pdf](#)

RMT Tree Consultancy Ltd

Tree Constraints Plan - RMT1065 - TCP

[Appendix 4 - Tree Protection Plan - RMT1065 - TPP.pdf](#)

RMT Tree Consultancy Ltd

Tree Protection Plan - RMT1065 - TPP

[Installation-Guide-Cellweb-Installation-Guide-81.pdf](#)

Installation-Guide-Cellweb-Installation-Guide-81

[Horley Town Council - Landscape and Planting D2.pdf](#)

Oliver Burgess Landscape Design

Site masterplan including:

Overview drawing A1 Plan No 1

Overview drawing A1 Plan No 2

Planting advice, pruning and maintenance

[ufm18_ACFZ_-_Decision_-_F_-_Approve_with_Conds.pdf](#)

Decision Notice dated 31.3.25 ref 24/01769/F issued by Reigate & Banstead Borough Council with conditions.

[CONTRACT SPECIFICATION -17-07-2025 Rev B.pdf](#)

Contract specification stating preambles, preliminaries and specification of works for ground floor extension, internal alterations and associated external works. It contains:

PRELIMINARIES & PREAMBLES

DEMOLITION

EXCAVATION & EARTHWORK

HARDCORE BEDS & BLINDING

CONCRETE WORKS

BRICKWORK & BLOCKWORK

STRUCTURAL STEELWORK

CARPENTER, JOINER AND GLAZIER

MECHANICAL, VENTILATION, PLUMBING & HEATING SERVICES

ELECTRICAL, FIRE, SECURITY & CCTV SYSTEMS

PLASTERER

WALL TILING AND FLOOR FINISHES

PAINTER AND DECORATOR

ROOFER

DRAINAGE

EXTERNAL WORKS

COLLECTION

PRIME COST, PROVISIONAL SUMS AND CONTINGENCIES

[ar133834_-_armco_straight_corrugated_beam_-_3.2m_2.pdf](#)

Crash barrier

Armco straight corrugated beam 3.2m

[ar133879_-_armco_straight_corrugated_beam_-_1.6m_2.pdf](#)

Aco straight corrugated beam 1.6m

[RubberBond-FleeceBack-EPDM-TDB \(2\).pdf](#)

RubberBond fleeceback flat roof membrane

Contracting authority

Horley Town Council

- Public Procurement Organisation Number: PYBR-3397-NRRT

92 Albert Road

Horley

RH6 7HZ

United Kingdom

Telephone: 01293784765

Email: info@horleysurrey-tc.gov.uk

Website: <https://www.horleysurrey-tc.gov.uk/>

Region: UKJ26 - East Surrey

Organisation type: Public authority - sub-central government