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Tender

Changing Rooms Refurbishment - Cornmill Lane, Tutbury

Tutbury Parish Council

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

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Scope

Description

Works Specification & Tender Summary

Changing Rooms Refurbishment - Cornmill Lane, Tutbury

Location: Changing Rooms, Cornmill Lane, Tutbury, Staffs, DE13 9HA

Client: Tutbury Parish Council

1. Project Objective

The project comprises of the refurbishment of the existing football changing room facilities to improve privacy, hygiene, accessibility, and energy efficiency. Works include replacing communal shower areas with individual cubicles, upgrading internal finishes, and renewing mechanical and electrical services.

The building structure (walls, foundations, and roof) has been inspected and is confirmed to be structurally sound. No structural alterations are included within this contract.

2. Programme, Access & Constraints

Due to a scheduled event taking place between 19-21 June 2026, all site works must commence after this period.

The facilities are actively used by football teams, predominantly at weekends. Contractors must:

- Minimise disruption to matches and training
- Manage access to the car park carefully
- Where possible, programme works outside the main football season

A detailed programme showing sequencing and access management must be provided with the tender.

3. Tender Submission & Assessment

Tenders must be submitted electronically by email within 30 days of publication of the tender notice.

Tenders will be evaluated by a panel comprising of Parish Councillors and the Parish Clerk. Where minor omissions are identified consistently across submissions, tenderers may be asked to provide clarification by a fixed deadline. No changes to price or material elements will be permitted.

4. Conflicts of Interest

Tenderers must declare any actual or potential conflicts of interest, including:

- Financial interests relating to Tutbury Parish Council
- Personal or business relationships with serving councillors or officers

Failure to declare conflicts may result in exclusion.

5. Contract Award & Payment Terms

All tenderers will be notified of the outcome by email. An award notice will be published within 30 days of contract award.

Payment terms are 30 days.

The Council will retain 5% of the contract value:

- 2.5% released at practical completion
 - 2.5% released following completion of all snagging items
-

6. Scope of Works (Refurbishment Only)

6.1 Demolition & Strip-Out

- Removal of existing fittings and finishes
 - Removal of fluorescent lighting and redundant electrical items
 - Removal of electric panel and fan heaters
 - Removal of existing floor finishes (approx. 120 m²)
 - Removal of communal shower partitions and fittings
-

6.2 Internal Finishes & Flooring

Flooring (approx. 120 m²):

- Preparation of concrete substrates, including primer/moisture barrier
- Installation of slip-resistant sports-grade vinyl or resin flooring
- Hygienic coved skirting and wall upstands in wet areas

Decoration:

- Preparation of internal walls (approx. 350 m²) and ceilings (approx. 120 m²)

- Redecoration using moisture-resistant, anti-mould coatings
-

6.3 Shower Facilities

- Formation of eight individual shower cubicles (four per changing room)
 - Waterproof composite partition panels and cubicle doors with privacy locks
 - Adaptation of existing hot and cold water feeds to minimise new pipework
 - Installation of shower valves, heads, and accessories (8 in plus 1 referee)
 - Inspection of shower gullies and channels for capacity and falls
-

6.4 Mechanical & Electrical Services

Lighting:

- Removal of all fluorescent fittings
- Installation of approximately 20 LED battens or panels
- Full testing, commissioning, and certification

Ventilation:

- New mechanical extract system serving shower areas
- Sized to achieve adequate air changes and control condensation

Heating & Hot Water:

- Replacement of inefficient electric heaters with high-efficiency convectors or infrared panels (2 units)
 - Replacement of the existing gas-fired water heater with a modern high-efficiency condensing unit, including new controls and insulation
-

6.5 Optional Separate Quotation - Air Source Heat Pump (ASHP)

Tenderers may submit a standalone optional quotation for an Air Source Heat Pump under the Boiler Upgrade Scheme (BUS).

This must be entirely separate from refurbishment costs and include:

- Separate scope of works
- Separate programme
- Separate cost breakdown showing gross cost, £7,500 BUS grant deduction, and net cost to the Parish Council

The ASHP must be designed and installed by an MCS-certified installer. Contractors must support EPC requirements and BUS compliance. Full details are contained within a separate ASHP specification document.

7. Mandatory Tender Submission Requirements

All tenders must clearly include:

- A detailed scope of works referencing this specification
- A schedule of materials and energy-efficient products
- A project programme with key milestones
- A fully itemised cost breakdown

A minimum 10% contingency allowance must be included.

8. Tender Evaluation

Tenders will be assessed using a Most Advantageous Tender (MAT) approach:

- Price: 40%
- Quality: 60%

Quality will be evaluated against:

- Understanding of the specification
- Relevant experience
- Technical competence
- Programme and resources
- Risk management, Health & Safety, and warranties

Each criterion will be scored on a 1-5 performance scale. The contract will be awarded to the tender achieving the highest combined score.

9. Information Sharing & Funding Compliance

Tender information relating to refurbishment works will be shared with Staffordshire FA as part of grant assessment and audit.

ASHP tender information (where submitted) will be shared with the BUS scheme administrator for grant compliance.

All information will be handled in accordance with public procurement and data protection requirements.

Total value (estimated)

- £38,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 28 June 2026 to 27 July 2026
- Possible extension to 9 August 2026

- 1 month, 12 days

Description of possible extension:

he contract may be extended to allow for the completion of snagging items, latent defect rectification, or minor additional works directly related to the refurbishment. Any extension would be time-limited and would not materially alter the scope or value of the contract.

Options

The right to additional purchases while the contract is valid.

Air Source Heat Pump (ASHP) Quotation

Location: Changing Rooms, Cornmill Lane, Tutbury, Staffs, DE13 9HA

Client: Tutbury Parish Council

Objective: Reduce carbon footprint, lower energy costs, and modernise changing facilities in line with Football Association standards. Refurbishment works are planned alongside the boiler upgrade, including separating communal showers, improving energy efficiency, and upgrading internal finishes.

information

Preliminary

BUS Information Sharing

If you submit a quotation for the Air Source Heat Pump, you agree that Tutbury Parish Council may share your tender details with the Boiler Upgrade Scheme (BUS) administrator (where required to support the grant application).

Information shared may include:

- MCS certification details
- Technical system design and sizing
- Cost breakdowns

- Any documents needed to confirm BUS eligibility

Information will only be shared where necessary for the BUS process and will be treated confidentially.

Timescale

Due to a planned event for the weekend commencing 19th June- 21st June all works will be either completed before then or commence after the event.

1. Introduction

Tutbury Parish Council seeks quotations for a low-carbon heating and hot water replacement system.

Objectives:

- Reduce carbon emissions
- Lower running costs
- Replace ageing gas-fired hot water equipment
- Improve EPC rating
- Modernise facilities in line with Football Foundation standards

Current Building Systems:

- Two Andrews gas hot-water cylinders serving 8 showers
- Electric storage heaters for space heating
- Approx. 5,000 kWh annual gas use
- Requirement to add 2 radiators to replace electric heaters
- Referee shower and 3 sinks

Boiler Upgrade Scheme (BUS):

- Eligible for £7,500 grant
- Installer applies for grant, deducted from quotation

2. Aim of This Tender

Tenderers must provide a standalone quotation for a system capable of:

- Meeting peak demand for 9 concurrent showers
- Providing low-temperature radiator heating for 2 radiators
- Achieving best long-term efficiency
- Full MCS and BUS compliance
- Clear running cost estimates and payback

Tenderers must advise on the most appropriate system (ASHP, hybrid, or other renewable solution) based on current infrastructure and usage.

3. Tender Requirements

3.1 Technical Proposal

Tenderers must include:

- Recommended heating & hot water system
- System capacity calculations for 9-shower demand
- Hot water storage design (cylinders, buffers, recovery rate)
- Emitter sizing:
 - o Specify the type, size, and number of radiators or underfloor heating needed for each room
 - o Ensure sufficient heat output at the proposed heat pump flow temperatures (typically 35-55°C)
 - o Correct sizing is essential for comfort and efficient operation of the ASHP
- Radiator specification for ASHP-compatible flow temperatures
- Noise levels, siting of external units, and visual impact
- Electrical load assessment and upgrade needs

- SCOP (Seasonal Coefficient of Performance) and SPF (Seasonal Performance Factor):
 - o SCOP measures the heat pump's seasonal efficiency for space heating
 - o SPF measures the efficiency of the overall installed system (space heating + hot water) over a season
 - o Tenderers should provide estimated SCOP and SPF values for the proposed system
- Any risks or limitations

3.2 Certification

- Installer must be MCS-certified
- Equipment must be MCS-approved
- Provide accreditation numbers

3.3 Boiler Upgrade Scheme (BUS)

- Confirm eligibility
- Apply for voucher
- Provide required documentation
- Deduct £7,500 from final invoice

3.4 Costs

Include breakdown:

- Equipment
- Labour
- Electrical work
- Pipework
- Radiators
- Commissioning

- VAT
- BUS deduction
- Net cost to Council

3.5 Running Costs & Payback

Include:

- Estimated annual running cost & kWh usage
- Carbon savings vs existing system
- Payback period

3.6 EPC Support

Assist with technical info for EPC and maintain BUS eligibility

4. Submission Requirements

Submit:

- Technical design
- Installation method
- Itemised quotation
- Programme of works
- Warranty details
- Maintenance requirements
- Evidence of similar installations

5. Evaluation Framework

Total Score = 100%

- Price = 40%

- Quality / MAT = 60%

This ensures both price and technical performance are considered fairly.

5.1 Price Evaluation (40%)

- Lowest compliant price = full 40%
- Other prices scored proportionally using plain formula:

$$\text{Price Score (\%)} = (\text{Lowest Bid} \div \text{This Bid}) \times 40$$

- Round to 0.1%
- Ensures price remains a key factor

Example:

- Lowest bid = £18,000 ? Price Score = 40%
- Another bid = £22,000 ? Price Score = $(18,000 \div 22,000) \times 40 = 32.7\%$

5.2 Quality / MAT Evaluation (60%)

Councillors will score tenders based on performance, not clarity.

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

This procurement is reserved for

UK suppliers

Particular suitability

Small and medium-sized enterprises (SME)

Submission

Tender submission deadline

2 February 2026, 9:00am

Submission address and any special instructions

<https://tutburyparishcouncil.gov.uk/>

theclerk@tutburyparishcouncil.gov.uk

Please email the tenders to the Clerk

Tenders may be submitted electronically

Yes

Award criteria

Name	Description	Type	Weighting
Price Evaluation (40%)	<p>Tutbury Parish Council Price will evaluate all refurbishment tenders using a transparent Most Advantageous Tender (MAT) scoring approach. MAT = a quality-based assessment of how well each contractor meets the specification and adds value. It is not a measure of clarity of writing; it is a measure of performance, competence and suitability. Total Score = 100% • Price = 40% • Quality (MAT) = 60% The tender with the highest combined weighted score will be</p>	Price	100%

Name	Description	Type	Weighting
	<p>recommended for approval. 6.1 Price Evaluation (40%) The lowest priced compliant tender will receive the full 40%. All other tenders will score proportionally: Example: Lowest price = £100,000 ? Score = 40% Next price = £120,000 ? $(100,000 \div 120,000) \times 40 = 33.3\%$</p> <p>6.2 MAT (Quality) Evaluation (60%) Five weighted quality criteria will be assessed using a performance-based scoring scale (1-5). Each criterion contributes 12% of the overall tender score: MAT Criterion Weight Summary</p> <p>1. Understanding of Specification 12% Demonstrates technical understanding of flooring, cubicles, M&E, ventilation and sequencing</p> <p>2. Relevant Experience 12% Experience in sports facilities, changing rooms, wet areas, local authority buildings</p> <p>3. Technical Competence 12% Competence in plumbing, electrics, ventilation systems, waterproof partitions, resin/vinyl flooring</p> <p>4. Programme & Resources 12% Realistic programme,</p>		

Name	Description	Type	Weighting
	<p>workforce capacity, project sequencing 5. Risk, Health & Safety & Warranties 12% Safety documentation, risk control, quality assurance, warranties Total MAT weight = 60% 6.3 MAT Performance Scoring Scale Each criterion is scored from 1 to 5 based on performance: Score Meaning Examples 1 - Poor Fails to meet requirement Major gaps, unclear methodology, low confidence 2 - Weak Partially meets requirement Missing detail, concerns about delivery 3 - Adequate Meets minimum requirement Acceptable standard, compliant 4 - Good Fully meets requirement Clear strengths, robust methodology 5 - Excellent Exceeds requirement Adds value, strong innovation, high confidence 6.4 Weighted MAT Score Calculation Step-by- step scoring method: Step 1 - Score each quality criterion (1-5) Example: "Understanding of Specification" = 4/5</p>		

Name	Description	Type	Weighting
	<p>Step 2 - Convert to weighted percentage Example: $(4 \div 5) \times 12 = 9.6\%$ Step 3 - Add all five weighted scores This gives the total MAT score out of 60%. Step 4 - Final Tender Score The highest final score is recommended for award.</p> <p>6.5 Evaluation Table (Completed by Panel) Evaluation Criteria Bidder A Bidder B Bidder C Price Score (40%) 1. Understanding of Specification (12%) 2. Relevant Experience (12%) 3. Technical Competence (12%) 4. Programme & Resources (12%) 5. Risk / H&S / Warranties (12%) TOTAL SCORE (100%)</p> <p>6.6 Award of Contract The contract will be awarded to the Most Advantageous Tender (MAT) - the tender achieving the highest combined score. The Council may seek clarification on minor details but cannot allow changes to price or material elements of the bid.</p>		

Procedure

Procedure type

Below threshold - open competition

Documents

Associated tender documents

[TPC Work Specification Cornmill lane TEnder notice 4.pdf](#)

Contracting authority

Tutbury Parish Council

- Public Procurement Organisation Number: PLZZ-6821-DBMP

9Pinfold Close, Tutbury

Burton-on-Trent

DE13 9NJ

United Kingdom

Contact name: Karen Duffill

Email: theclerk@tutburyparishcouncil.gov.uk

Website: <http://www.tutburyparishcouncil.gov.uk>

Region: UKG24 - Staffordshire CC

Organisation type: Public authority - sub-central government