

SELSEY TOWN COUNCIL
INVITATION TO TENDER

**Refurbishment of Toilet Block
Co-op Car Park, High Street,
Selsey.**

March 2025

Invitation to Tender

Refurbishment of Toilet Block

Co-op Car Park, High Street, Selsey PO20 0QG

Section 1 - Background

1.1.1 Selsey Town Council is seeking tenders for the internal refurbishment of the toilet block at the Co-op Car Park, High Street Selsey PO20 0QG. The block is situated immediately behind the Fire Station (but *not* accessible from it).

The building dates from the early 1970s. The exterior of the building does not need refurbishment although the outside railings need to be repainted. Internally, the building has had a recent asbestos survey, and it shows that there is potentially a small amount of asbestos surrounding the mains wiring leading to the consumer unit but otherwise is clear of asbestos. No drainage survey has been undertaken but it is believed to be satisfactory.

1.1.2 Currently there are four external doors leading directly to:

1. The accessible toilet
2. The service corridor leading to storage space behind the toilets
3. A unisex toilet
4. A urinal.

1.1.3 The block was last refurbished around 15 years ago and has had numerous incidents of vandalism over the years, including attempts at small fires so the refurbishment needs to be as vandal resistant/proof as possible. The ceiling in the accessible toilet moves up and down when the door is opened and causes the electrics to trip so it and needs replacing.

Scope of Works

1.1.4 Refurbishment of the Accessible toilet and the service area together with removal of the stud wall separating the urinal and unisex toilet to create on larger room as a unisex toilet and the installation of a fixed, countertop baby changing unit. Full details are set out in Section 3 – Specification.

SECTION 2 – TENDER PROCESS

2.1 General Requirements

2.1.1 Quotations must be submitted in accordance with the following instructions and conditions. Any bidders that do not comply with these instructions or conditions may have their quote rejected.

2.2 Timescale

2.2.1 The procurement process is intended to follow the timetable below:

	Requirement	Date
1	Invitation to tender issued	31 March 2025
2	Clarifications submitted by	8 April 2025
3	Final clarifications circulated	11 April 2025
4	Deadline for responses	2 May 2025
7	Contract Award by	9 May 2025
8	Initial project meeting by no later than	22 May 2025
9	Target Contract Start Date	30 June 2025
10	Target Practical Completion Date	1 August 2025

2.2.2 Please note that Selsey Town Council reserves the right to amend steps 5 onwards of the timetable, and these dates are provided for indicative purposes only. Selsey Town Council also reserves the right to not award the contract or amend the specifications and conditions.

2.2.3 Throughout the evaluation process, the Council reserves the right to seek clarifications from bidders, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in a quotation submitted than that quotation may, regardless of its other merits, be excluded from further consideration.

2.3 Submission of the Quotation

2.3.1 The deadline for receipt of quotations is detailed above.

2.3.2 Three copies of the tender response form, price schedule and supporting documents must be made by **POST** by the closing date (see the timetable above) to **Selsey Town Council, 55 High Street, Selsey PO20 0RB**. Tenders **MUST** be marked **"TOILET BLOCK REFURBISHMENT"** but have no other mark to show who it is from. The Council may, after tenders have been opened following the closing date, request copies by email.

2.3.3 Any queries relating to your tender should be sent to robin.davison@selseytowncouncil.gov.uk by the date specified above.

2.2.3 All questions and responses which are considered by Selsey Town Council to be of a substantive nature will be distributed to all potential bidders prior to the quotation return date.

2.2.4 Selsey Town Council does not bind itself to accept the lowest or any quotation.

2.2.5 Selsey Town Council asks that you ensure that any other information that has been requested to support your tender has been included. Failure to return all documents requested may be deemed as a non-compliant tender.

2.2.6 Tenders will remain open for acceptance for a minimum of 60 days.

2.2.7 The successful bidder must not undertake any work without written notification that they have been awarded the contract.

2.4 Tender Evaluation Criteria

2.4.1 Suitability Assessment Questions

2.4.1.1 Several suitability assessment questions within the Tender Response Form will need to be answered satisfactorily in order for your quotation to be considered:

Section 2 – Grounds for mandatory and discretionary exclusion

Section 3, Part 1 – Technical and professional ability

Section 3, Part 2 - Quality assurance/data security Section 3, Part 3 – Insurance

Section 3, Part 4 – Compliance with equality legislation

Section 3, Part 5 – Environmental Management

Section 3, Part 6 – Health and Safety

2.4.1.2 Quotations which do not meet the above criteria will fail and not be assessed further.

Award Criteria

2.4.1.3 Award is the process that considers the extent to which the applicant's bid delivers the best value solution to Selsey Town Council's requirements, such as, applicant's responses to the questions asked should give a clear indication of what the organisation is offering for the quoted price (50% weighting).

2.4.1.4 Selsey Town Council has not provided a word limit for responses to the award questions. However, responses should be relevant to the question and be proportionate in length. Supporting information may be submitted, providing it is clearly referenced in the question to which it relates and appended to the main bid.

2.4.1.5 A minimum of two references from clients who have similar work carried out are required and their responses will be taken into consideration alongside the cost of the work (40%).

2.4.1.6 Consideration will be given to tenders that propose an earlier start date than that set out above, provided it also enables an earlier completion date (10%).

2.4.2 Freedom of Information

2.4.3.1 Information in relation to this quotation may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000. Any information submitted as part of the tender may be made available to the public, through public consultation, or through the reports and proceedings of the Council's Full Council and/or Committee Meetings.

2.4.3.2 Bidders should state if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders must provide justification as to why they consider the information to be confidential or commercially sensitive and for how long.

2.4.3.3 Bidders acknowledge that neither an assertion nor the provision of justification's pursuant to the above clause constitutes a guarantee that the information will not be disclosed by Selsey Town Council, pursuant to a valid request made under the Act.

Section 3 – Specification

Please set out the cost for each area individually

3.1 Refurbishment Requirements

The Contractor is responsible for obtaining the necessary building control approvals.

3.1.1 Accessible Toilet

- a. The accessible toilet requires removal of all sanitary ware etc, wall cladding, flooring and ceiling. The rear stud wall should be removed and replaced with block work.
- b. The ceiling needs replacing and the wiring secured correctly so as not to trip the electrics when the door opens.
- c. Sanitary ware, wall cladding and flooring need to be vandal proof.
- d. The toilet to be sited in the same location as existing unless the 2010 Regulations require otherwise.
- e. The wash hand basin, soap dispenser and dryer must be integrated and housed in the wall to reduce vandalism.
- f. Replace existing lighting
- g. The Call Help pull cord and light needs replacing.
- h. The wooden door and door frame need replacing with a modern, blue metal door (similar in colour to existing).
- i. See the detailed specification for the sanitary ware and door, frame and furniture in the Appendix.

3.1.2 Service Area to Rear

- a. The windows to the rear to be left as they are but blocked up from the inside.
- b. The whole area needs repairs to the plaster work and plastering where there is none (or replastering of the whole area whichever the more cost effective) and painting with trade white emulsion. Any wooden trims to be painted in trade white gloss.
- c. **NB** - Please read the Asbestos Survey included with this Invitation to Tender. If there is any concern that the work to be undertaken is likely to disturb the cable wrap identified at page 4 of the report, please advise the Town Clerk as part of the Tender submission. Otherwise, the exposed mains cable should be carefully boxed in and the presence of asbestos within it marked.
- d. Replace existing lighting
- e. The first manhole cover needs replacing to at least BS EN 124:2015 for pedestrian access.
- f. The door and frame to be replaced with a modern blue metal door (similar in colour to existing) and frame. **NB** – the aperture for the door is NOT the same size as for the Unisex toilet and should be measured. See the detailed specification for the door, frame and furniture in the Appendix.
- g. Ceiling to be checked that it doesn't move when doors open and made secure if it does.

3.1.3 Unisex Toilet and Urinal

- a. Remove all sanitary ware etc, cladding, ceiling, flooring and the stud wall between the toilet and the urinal, to create one larger Unisex Toilet. Any pipe

work that is no longer required to be removed and the areas made good. The rear stud wall is to be removed and replaced with block work.

- b. One toilet to be installed in existing location along with an integrated, rear access, wash hand basin, soap dispenser and dryer housed in the wall to reduce vandalism.
- c. A fixed countertop baby changing unit to be installed in a suitable location.
- d. New ceiling, cladding, lighting and flooring to match the accessible toilet.
- e. One of the external doors to be removed and bricked up. Brickwork to match existing.
- f. Remaining door and frame to be replaced in same style as for the Service Area. **NB** – the aperture for the door is NOT the same size as for the Service Area door and should be measured.
- g. See the detailed specification for the sanitary ware and door, frame and furniture in the Appendix.

3.1.4 External Water Fountain

A new external water 'fountain' to be provided on or immediately adjacent to the North wall of the block, close to the noticeboard, which is suitable for water bottles to be refilled.

3.1.5 External Railings

Repaint existing railings in the same colour.

3.2 **Construction Requirements**

- a. The building should be surveyed (access arrangements by appointment – please phone 01243 605803 between 9.30 and 4 and speak to Robin Davison) to ensure accurate pricing for the work and compliance with the relevant regulations. E.g. It should not be assumed that the existing location of the toilet in the accessible cubicle is necessarily compliant with the current regulations. Any adjustments necessary should be included.
- b. All surplus materials must be removed from the site.
- c. Exact details, materials, quantities and measurements will be agreed by Selsey Town Council with the appointed contractor.

3.3 **Contractor Requirements**

3.3.1 To:

- a. Provide a detailed quotation
Provide designs of the refurbishment including materials and construction methods
- b. Ensure there is appropriate site security and insurance until practical completion has been achieved.
- c. Be solely responsible for all plant and materials stored on site.
- d. Provide a construction phase health and safety plan including method statements and risk assessments for the work and the safety of the surrounding area.
- e. Provide a finalised programme of works.
- f. Inform Selsey Town Council of any potential unknown or unforeseen costs or delays not included within the quote.
- g. Attend all necessary site visits with Selsey Town Council representatives.

- h. Meet all the requirements under The Construction (Design and Management) Regulations 2015 for this work.
- i. Provide a minimum five-year guarantee for all workmanship

Section 4 – Health and Safety

4.1 Introduction

- 4.1.1 Tendering contractors need to be aware that the toilet block is located in a very busy public car park. Adherence to strict health and safety procedures is therefore essential.
- 4.1.2 There is a hatched area (that should not be used by the public) just to the north of the toilet block that could be fenced off to provide an area for a skip and portable toilet though it should be noted there are clothing banks adjacent to it.

4.2 F10 Notification

- 4.2.1 It is not anticipated that the project will be notifiable.

4.3 Communication Between Parties

- 4.3.1 The Contractor will be required to nominate a single point of contact, usually the Site Manager, who will liaise with Selsey Town Council on a regular agreed basis.
- 4.3.2 The Contractor will be responsible for co-ordinating all health and safety and its workers welfare for the duration of the works. They should inform the Council as soon as practicable of any accident or incidents reportable under the RIDDOR 2013 requirements. The Contractor will be required to demonstrate how they ensure the information is disseminated to their operatives. Full details should be included within the Contractor's construction phase plan.
- 4.3.3 The Contractor must carry out regular safety inspections, and copies of safety inspection reports must be made available to Selsey Town Council on request.

4.4 Site Security

- 4.4.1 During the period when the site is released into the management and control of the appointed Contractor, it will be under their direct and total control with regards to safety, security, site access and construction operations.
- 4.4.2 This will extend to any areas used for the storage of plant, equipment and materials and any areas used temporarily e.g. for off-loading of vehicles.
- 4.4.3 All works will be to external area and therefore the Contractor shall ensure there are robust security procedures in place, e.g. heras fencing or similar.
- 4.4.4 Areas of access must never be left unattended when not secured.
- 4.4.5 The Contractor must demonstrate in their construction phase plan, the means by which they will ensure that all areas where work is being carried out are separated from areas remaining available to the public.
- 4.4.6 The Contractor must ensure that all operatives and visitors ensure with a signing in and out procedure, and that all visitors are accompanied on site, and are provided with any necessary PPE and equipment.

4.4.7 The site shall be left in a safe condition outside of working hours with all plant immobilised and all equipment left secure.

4.5 Welfare Provision

4.5.1 The site just off the High Street and there is a Co-op at the other end of the car park. The High Street has an abundance of cafés and is in close proximity to other local shops and food outlets.

4.5.2 However, it will remain the responsibility of the Contractor to ensure that all workers have access to facilities as required under the CDM Regulations s.2.

4.5.3 The Contractor shall be responsible for ensuring all workers are provided with the necessary health and safety education and PPE equipment.

4.6 Site Transport Arrangements

4.6.1 The site is accessed via the High Street in Selsey.

4.6.2 The Contractor will be required to provide all such signage necessary to warn the public of work being carried out and potential vehicle movements.

4.6.3 The Contractor will also be responsible for enforcing a 5mph speed limit, using hazard warning lights and provide a trained banksman available as necessary.

4.6.4 Access routes must always be kept clear for emergency vehicles.

4.6.5 A reasonable number of contractors vehicles may park in the free Co-op car park during construction works.

4.6.6 The Contractor shall visit the site to assess any access restrictions such as, but not limited to, the width of existing access road and paths and restrictions on the site, including that the car park is in constant use throughout the day.

4.6.7 The Contractor shall be responsible for clearing any mud or debris from site, including those from deliveries, and making good any areas damaged by delivery vehicles.

4.7 Fire Precautions

4.7.1 The Contractor shall provide a fire risk assessment and safety management plan in accordance with CDM Regulations.

4.7.2 The Contractor will be required within the construction phase plan to establish emergency procedures (fire alarm, muster points etc.) and supply their own fire extinguishers.

4.7.3 Where possible, any skips used should be positioned at least six metres from surrounding structures and/or temporary buildings.

4.8 Emergency Procedures

4.8.1 The Contractor shall provide full written details within the Construction Phase Health and Safety Plan of immediately actions to be taken in case of an emergency on site.

4.9 'No Go' Areas or Other Authorisation Requirements

4.9.1 All areas not forming part of the site (including the site compound) are out of bounds to the contractor and their sub-contractors for the purposes of undertaking work. Use of any areas away from the main site (e.g. for the storage of materials or plant) must be with the permission of the Selsey Town Council. However, it will not be possible to use any other areas of the car park.

4.9.2 Workers will be expected to always maintain a high level of conduct both on site and in the vicinity.

4.10 Smoking Restrictions

4.10.1 The Contractor is responsible for designating a suitable area for smoking within the site compound, any smoking must be done away from the view of the public.

SECTION 5 – GENERAL CONDITIONS

5.1 Permitted Hours of Working

5.1.1 Mondays to Fridays – 8.00am to 5pm
Saturdays – no works unless by previous agreement with Selsey Town Council
Sundays and bank holidays – no works unless by previous agreement with Selsey Town Council

5.1.2 All works shall be carried out in such a manner as to cause as minimal inconvenience as possible to adjoining residents.

5.1.3 The Contractor shall be responsible for informing Selsey Town Council, who will in turn be responsible for informing nearby residents and businesses of any works which may result in excess noise, dust, or another potential nuisance.

5.2 Location of Existing Services

5.2.1 The Contractor shall verify the location of all existing services on site before work commences.

5.3 Extension of Time

5.3.1 When a notice of any delay is likely in the progress of the works, the Contractor shall give written notice to the Selsey Town Council. No extension of time shall be given to the contract without written approval of Selsey Town Council.

5.3.2 The Contractor shall not have, or make any claim against, Selsey Town Council in respect of loss or inconvenience occasioned in consequence of the delay on the part of any merchant in the supply or delivery of any materials, and he will make allowance in his bid to cover the contingency.

5.4 Measurement/Payment

5.4.1 No payment will be made for extra work, unless authorised on written instruction or variation order issued by Selsey Town Council. The Contractor shall give reasonable notice to Selsey Town Council for work which is required to be measured and agreed.

5.4.2 The quoted price shall be made in payments as agreed with Selsey Town Council at the pre-start meeting. If the payments are split, then a retention sum of 5% will be held at each interim payment. On satisfactory completion (Practical Completion) of the works 97.5% of the contract price shall be paid over.

5.4.3 The remaining 2.5% of the price shall be released upon the satisfactory completion of the Defects Liability Period. A final certificate and payment will then be issued.

5.5 Approvals of Samples and Works

5.5.1 Samples of materials shall be submitted for approval by Selsey Town Council if requested.

5.5.2 All works shall be to the approval of Selsey Town Council. Only works of the highest standard will be approved and, where stated, approval must be given before proceeding with further operations.

5.6 Setting Out

5.6.1 The Contractor shall be responsible for the accurate setting out to true line and level the whole of the work and to provide at his own expense all instruments and equipment necessary.

5.6.2 The Contractor shall be responsible for all errors made in setting out the works or defects of workmanship, whether executed by his workmen or staff, or by workmen or staff of any sub-contractor, such errors or defects shall be remedied to the satisfaction of Selsey Town Council by and at the cost of the Contractor.

5.7 Protection of Works and Materials

5.7.1 The Contractor shall adequately protect all types of work and all parts of work, including work carried out by others, always throughout the contract.

5.7.2 Any damage caused by operations of work shall be repaired at the Contractors own expense. Prior to Completion, any damage caused by acts of vandalism shall be repaired by the Contractor at his own expense.

5.7.3 Prior to Completion, any materials or equipment, which go missing because of theft, will be replaced by the contractor at his own expense.

5.8 Preliminary Investigations

5.8.1 The Contractor shall visit the site and make themselves conversant with the nature and extent of the works described and include in their bid for any item not specifically mentioned in detail. They shall be deemed to have visited the site before bidding. No payment will be considered for any works not specified, but the necessity for which could have been foreseen by them inspecting the site before bidding.

5.9 Services

5.9.1 Any work carried out to, or which affects, new or existing services, must be in accordance with the bye laws, regulations or special requirements of the relevant statutory body or service provider. These requirements are to be established by the contractor from the relevant body.

5.9.2 All known services information will be supplied at time of bid. It is the responsibility of the Contractor to check services information directly from service providers and to establish the actual positions of those services on site, and to test if the supply is active or redundant. When any works are about to be carried out under,

over or adjacent to any service main, pipe, cable and son on, it is recommended that the Contractor arranges for the attendance of the service provider in advance. The Contractor is to take all reasonable measures required by service providers for protection of their apparatus during the works and afford facilities for accredited agents of such bodies to obtain access to apparatus situated in or under sites as may be necessary for laying, inspecting, repairing, maintaining, removing and so on. The Contractor is to be responsible for any charges incurred in respect of the making good of all damage and disturbance of the services due to carrying out this Contract.

5.10 Electricity and Water for The Site

5.10.1 Power and water are already on site and available to be used for this Contract.

5.11 Pricing the Works Schedule

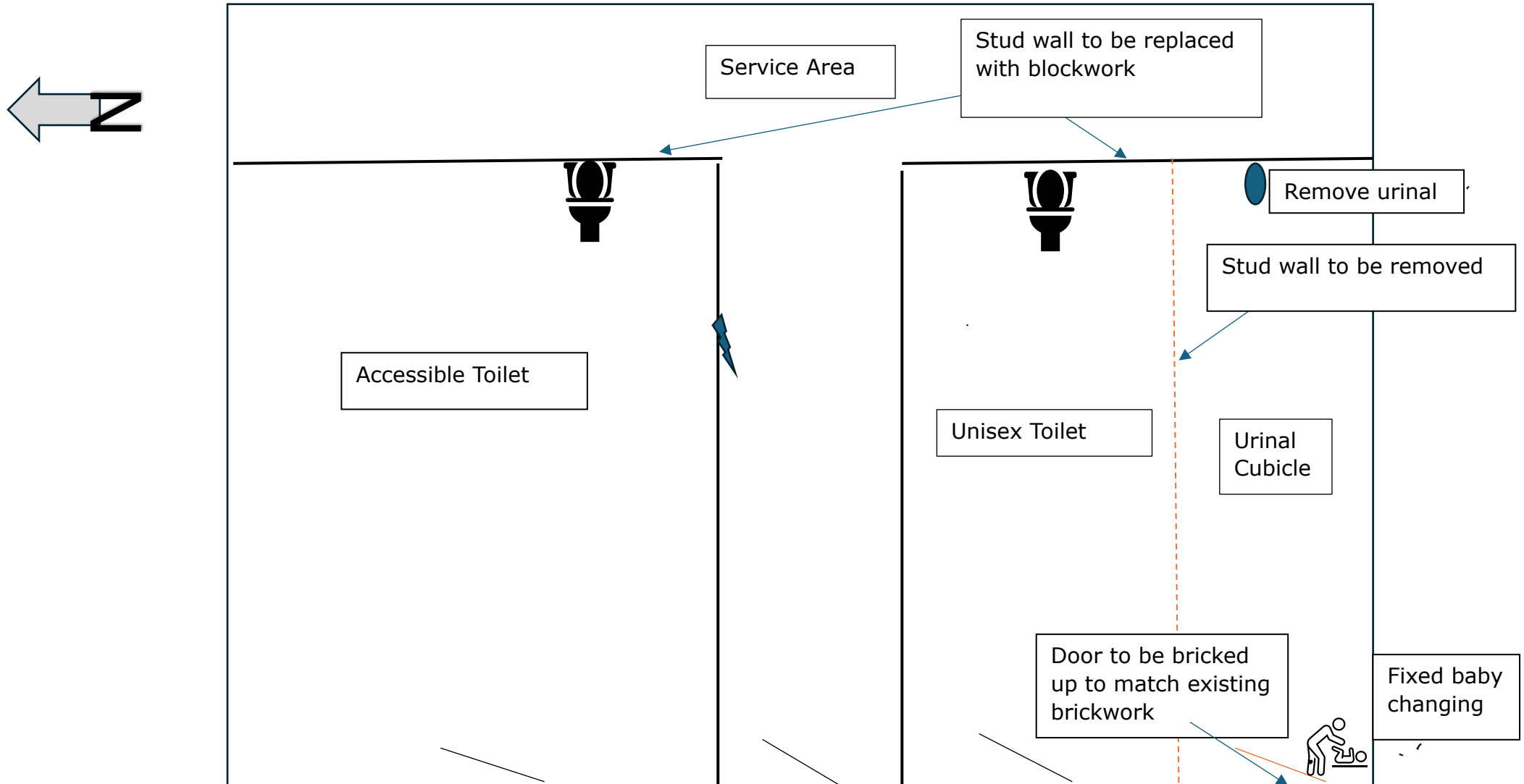
5.11.1 The Contractor is reminded to price every item in their proposed works schedule. Unit rates and price must be quoted in pounds and decimal fractions of a pound and the products of multiplying the rate by the quantity should be expressed in pounds and whole new pence to 2 decimal places.

5.11.2 Schedules should be priced exclusive of VAT, which should be calculated on the appropriate total cost of the works and shown as a separate item on the summary.

5.11.3 The quoted figure will be considered as a fixed price and no variations in rates or prices will be allowed for fluctuations in market conditions before or during the period of the contract.

Coop Carpark Toilet Block, Selsey

NOT TO SCALE



Location	Baby Change	WC Pan	Cistern	Handwash	Grabrails	Alarm	Other Items
New Enlarged Cubicle	Fixed Magrini Counter Top Professional Baby Changing Unit, white	Wallgate CWC-250W-STCF - Public BTW WC; Fixed Seat; White+H/C Blue Bolted to Rear Wall	Wallgate SCPK01-PB-CIST19 - Flush Activation Pack (CIST19-E) for 1x WC; Piezo; S/Wall	Wallgate THRII-SS-RA Handwash drier solid surface bowl and instantaneous water heater. Rear access to Service Area - Colour TBC	NONE	NONE	Sanitary wastepanel, to shute, and bin in service area; toilet paper holder
Accessible Toilet Cubicle	NONE	Wallgate CWC-256W-STCF - Public Dis BTW WC 480mm (H); White, shroud, H/C Blue seat. Bolted to Rear Wall	Wallgate SCPK01-PB-CIST19 - Flush Activation Pack (CIST19-E) for 1x WC; Piezo; S/Wall	Wallgate THRII-DIS-SS-RA Handwash drier solid surface bowl and instantaneous water heater. Rear access to Service Area - Colour TBC	Wallgate DOCM-RPK-W - DOCM rail pack white; vertical grab rail next to handwash; horizontal grab rail on door	Pull cord to external light/alarm (similar to existing)	Sanitary wastepanel, to shute, and bin in service area; toilet paper holder;



Location	Comments	Opening Size	Door type	Frame	Lock/s	Closer	Latch	Handles	Finger and kick plates	Hinges	Signage
Service Corridor	New door and frame in existing opening	As existing - measure during survey	Stainless steel flush door	Stainless steel	MUL-T lock deadlock	Dorma TS93 (G model with bracket for outward opening door) Full Softline stainless steel metal cover	Yes	Pair of 300mm tall, 18mm diameter, grade 316 stainless steel, twice bent pull handle	Yes	Continuous grade 316 stainless steel hinge with finger trap protection strip	None
New Enlarged cubicle	New door and frame in existing opening	As existing - measure during survey	Stainless steel flush door	Stainless steel	Indicator bathroom lock and MUL-T lock deadlock	Dorma TS93 (G model with bracket for outward opening door) Full Softline stainless steel metal cover	No	Pair of back to back, 300mm tall, 18mm diameter, grade 316 polished stainless steel, twice bent pull handles	Yes	Continuous grade 316 stainless steel hinge with finger trap protection strip	Unisex and baby change pictograms
Refurbished Accessible Cubicle	New door and frame in existing opening	As existing - measure during survey	Stainless steel flush door	Stainless steel	Indicator bathroom lock and Radar Lock	Dorma TS93 (G model with bracket for outward opening door) Full Softline stainless steel metal cover	No	One 300mm tall, and one 450mm long 20mm diameter, dark blue nylon coated, twice bent pull handles	Yes	Continuous grade 316 stainless steel hinge with finger trap protection strip	Wheelchair pictogram - Dark blue with braille

