



Brixham Town Council

Invitation to Tender

Design, build and installation of Industrial
Unit

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1. Introduction

Brixham Town Council ("The Council") are seeking a suitably qualified and experienced company to develop an industrial unit on land off Penn Meadows, Brixham. The project comprises the design, build and construction of one new industrial unit. Ancillary work includes drainage, external connections services, driveway and surrounding groundworks.

The industrial unit is intended to serve as a depot to support the council's operational functions. It will function as the operational base for the grounds team and provide storage for equipment and materials.

Due to the site's topography, a site visit is essential. This must be arranged by appointment only. A copy of the site plan, along with the location of underground services, is available upon request.

2. Specifications

The council is seeking a steel-frame structure with associated cladding, guttering, and foundations. The industrial unit should have a minimum width of 8 meters, a length of 10 meters, and an eaves height of 3.2 meters. The unit must include two roof lights, a secure personnel access (PA) door, and an automated roller door. Utilities will need to be completed to the 'first-fix' stage.

Support with planning and building regulations approval, including:

Planning Application

- Preparation of drawings suitable for submission with the planning application
- Completion and submission of application forms
- Design and access statement, if required
- Any alterations requested by the planning department to enable conditional approval of proposals

Full Plans Building Regulations Application

- Preparation of detailed construction drawings
- Preparation of construction/specification notes
- Completion and submission of application forms
- Any alterations requested by building inspector to enable conditional approval of proposals

3. Health, Safety & Insurance

All health and safety is the responsibility of the contractor. Any contract resulting from this tender will be with the successful contractor as an independent contractor, and as such will be required to arrange and evidence appropriate insurance cover. A site management plan and risk assessment will be required prior to work commencing on site. It will be the responsibility of the contractor to provide and maintain adequate PPE for the duration of the contract.

4. Reporting Procedure

A preliminary meeting will be held between the Council and the selected contractor to finalise designs and ensure that both parties are fully aware and in agreement with what needs to be done to fulfil the terms of the contract. Day to day contact between the Council and the contractor will be with the Deputy Town Clerk or Town Clerk in their absence. The contractor will be required to notify the Council in advance of any works commencing and finishing on site and to provide regular progress updates.

The Council may examine the outputs of the contract and the contractor may be called upon to correct any errors, provide missing information, or answer queries regarding any of the outputs at their own cost.

5. Tender Requirements

The Council is inviting tender submissions which include the following information:

- No more than six pages of A4 describing how tenders intend to meet the brief and the costs involved.
- A set of drawings/ photo mock-ups of the proposed design.
- A specification of materials to be used.
- A proposed programme of works.
- A detailed breakdown of the budget.
- Evidence of experience, similar projects, technical capability and qualifications of key personnel.
- Details of relevant insurance policies, health & safety policy and a sample risk assessment.
- The use of subcontractors requires the approval of the Council prior to the commencing of works.
- Tenders that fail to meet these requirements maybe considered incomplete.

6. Tender Submission

- It is the responsibility of the tenderer to check that all costs have been identified and are accurate. Any area of costs that are not identified and not included with the submission will be treated as free of charge.
- Brixham Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.
- You must supply all details and certificates requested as part of this tender.
- Unless specifically and clearly stated by tenderers, they will be required to meet all the requirements specified within the tender price submitted.
- Tenderers should treat the tender documents as private and confidential between the tenderer and the Council.
- The potential supplier is required to hold their tender open for acceptance for a period of up to six months from the closing date.

The submissions are to be submitted by **12 noon Friday 02nd May 2025.**

The tender should be emailed and marked **Tender for Brixham Town Council Depot** and returned to: info@brixhamtowncouncil.gov.uk

Any tenders received after the date and time specified will not be considered.

Enquiries

For matters related to this tender and the works involved please contact:

Ross Green

Deputy Town Clerk

info@brixhamtowncouncil.gov.uk

