

Weston with Gayton Parish Council

Refurbishment of Weston Village Hall Changing Rooms

Invitation to Tender

Summary:

Weston with Gayton Parish Council is seeking to commission a suitably qualified and experienced company for the project management and renovation of the Village Hall changing rooms. All personal protective equipment, machinery and tools must be provided by the contractor.

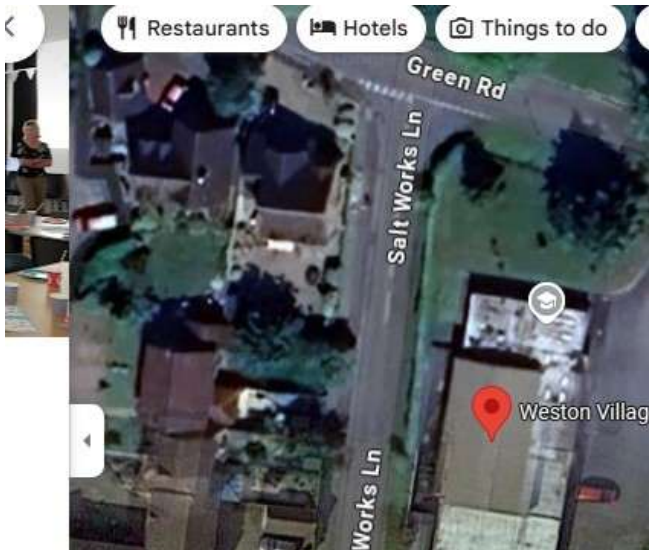
The successful applicant must be able to provide a fully managed service regarding the contract and provide one main point of contact within the organisation who will project manage the contract.

Please contact us if you would like to arrange a visit to site. clerk@westongayton-pc.gov.uk

1. Site

The site is located at the rear of Weston Village Hall, Green Rd, Weston, Stafford, ST18 0JQ

- Floorplan below appendix 2.
- Photos: [Football changing room photos](#)



2. Project Aims and Objectives

2.1 Aims:

- **To Improve Functionality**
The main aim is to refurbish the changing rooms to enhance their functionality.
- **To Ensure Safety and Comfort for Users:**
Renovating the changing rooms to meet modern standards of safety, cleanliness, and comfort will provide a more pleasant environment for all individuals using the facility.
- **To Support Local Sports and Community Activities:**
The renovation aims to improve the facilities available for local sports teams and other community events, fostering increased participation in both sports and community activities.
- **To Enhance Aesthetic Appeal and Community Pride:**
The renovation will improve the visual appeal of the changing rooms, creating a more welcoming space that reflects pride in the local community and its facilities.

2.2 Objectives:

- **Upgrade the Infrastructure:**
Renovate the physical structure of the changing rooms, including updating plumbing/electrical systems as detailed below.
- **Improve Hygiene and Cleanliness:**
Replace old fixtures and fittings with more durable and easily cleanable materials to improve hygiene and reduce maintenance needs.
- **Complete the Renovation on Time and Within Budget:**
Ensure that the renovation project is completed within the proposed timeline and budget, with minimal disruption to regular activities in the village hall.

By achieving these objectives, the project will ensure that the renovated changing rooms not only improve functionality and safety but also contribute to a more vibrant community space for years to come.

3. Scope of works – See below **Appendix 1 and appendix 2 for floor plan.**

- 4. Health and Safety** - The Contractor shall be required to take all precautions as are necessary to protect the health and safety of all employees and shall comply with all requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Council and all other persons. The Council will not be held liable for any loss or damage to equipment or injury to members of public during construction.

A method statement of the works and a risk assessment must be submitted to the Council prior to any work commencing on site.

- 5. Tender submissions** - Tenders shall be submitted **by 12 noon on 22nd May 2025** in a Sealed envelope / package clearly marked 'Tender for Weston Village Hall Changing Rooms Renovation. The tender envelope shall then be sent by recorded delivery or signed for service to:

Clerk to Weston with Gayton Parish Council
244 Sandon Road
Stafford
ST16 3HL

Preference will be given to contractors who can show that those working on the contract have previous experience of working in, or an understanding of the special needs of, a public sector environment. They should be professional and courteous in dealings with public.

For any queries/further information, please contact the Clerk, Mrs. Beth Nicholls.

Tel. No. 07594 00259 or email clerk@westongayton-pc.gov.uk

7.1 Information to submit with Tender

Suppliers must be able to provide evidence of:

- Public Liability Insurance
- Product Liability Insurance
- Employers Liability Insurance
- Professional Indemnity Insurance
- Itemised quotation from Schedule of work (appendix 1).
- All unit rates and prices must be quoted in £ Sterling, exclusive of VAT and inclusive of all costs associated with the service.

No Tender will be considered if it is received after the date and time specified, unless the Council, at its sole discretion, extends the closing date and time specified in writing.

8. Evaluation of Returns

The tender will be scored on the following criteria:

Description	Evidence	Scoring
Tender received on time	Confirmation of receipt of tender	Pass/Fail
Ability to deliver project within the specified timeframe	Confirmation of expected timescales	Pass/Fail
Insurance at the specified level	in-date Certificates	Pass/Fail
Price and Value for Money	Higher specification for the allocated budget, discounts.	30%

9. Contract

A formal contract letter will be issued to the successful supplier after selection and agreement by formal resolution of Weston with Gayton Parish Council.

10. Accreditation and Consents

10.1 Safety Schemes in Procurement (SSIP)

To ensure that the supplier is able to fulfil their ongoing contractual obligation throughout the delivery of the project it will be a contractual requirement have a compliant Health and Safety accreditation performed by SSIP accredited member.

10.2 Waste disposal

The successful supplier may be required to remove and dispose of waste during the project delivery. The supplier must ensure they comply with all relevant legislation, show duty of care, and are in possession of a valid Waste Carriers Licence or Waste Management Licence.

11. Policies

The supplier is required to provide a Business Continuity Plan (BCP) as part of their bid. This will not be directly evaluated until a preferred contractor has been identified. At this point we will advise of any additional requirements or improvements that are deemed necessary and these will constitute additional obligations to be met under the contract.

12. Site Management

12.1 Possession of Sites

Possession of the site will be given to the supplier at a mutually agreed time following the signing of the contract.

The supplier is to limit his operations to the minimum area possible and is to allow for taking all necessary precautions to prevent damage to the existing structures, fencing, grounds etc, and to ensure his operations do not constitute a hazard. In cases of inclement weather the supplier needs to show consideration for protecting all areas during the works and minimise vehicle machinery movements.

During the works the suppliers must not create, cause or permit to be created any obstruction or litter in, on or adjoining the works. Nor to commit or permit nuisance or annoyance to the Council or neighbouring owners and/or occupier.

12.2 Site Access

During the works the supplier may prevent access to the informal pathway across the site is blocked, if health and safety dictates.

12.3 Site Security

The supplier will ensure that the site is secured whilst works are in progress. The Council is unable to provide security for the site or facilitate the ongoing maintenance of security fencing and the supplier will be expected to respond immediately to complaints/concerns relating to the health and safety of the site.

13. Project Programme

13.1 Timeline

The table below provides an indicative timeline for the project:

Milestone	Working Days	Date
Procurement		
Tender Document uploaded to Tender Finder		7 th April
Deadline for receipt of submission	30	22 nd May 2025
Approval at Full Council Meeting		10 th June 2025
Successful contractor notified and contract agreed		Following approval at Full Council meeting, TBC – Dependent on grant application.
Project Delivery		TBC – Dependent on grant application.
Mobilisation period		TBC
Works period – to be agreed with supplier based on lead times		TBC

Please Note: All dates are indicative only and may be subject to change where necessary. This includes all dates included in any required advertisements connected with this Procurement.

13.2 Programme of Works

The supplier must provide a comprehensive programme of works which clearly shows how the works will be phased and when the facilities will be closed to the public.

Appendix 1: Schedule of work:

Item	Description	QTY	Cost £
1.0	<u>Corridor</u>		
1.1	Remove tiled skirting to perimeter and make good surfaces ready to receive new skirting boards.	1	
1.2	Supply and install new 94mm Torus skirting boards to perimeter.	1	
1.3	Replace 1 no. damaged door with new to match existing.	1	
1.4	Supply and install 3mm latex coat to existing tiled floor covering and leave ready to receive new floor coverings. Supply and install new Polysafe Standard PUR vinyl floor coverings (colour TBC) throughout.	1	
1.5	Supply and install new 12.5mm plasterboard and skim to overlay existing ceiling throughout corridor. Apply mist coat of Johnstones Trade Matt Emulsion paint (white) prior to decorations (included elsewhere).	1	
1.6	Redecorate ceilings with 2 coats of Johnstones Trade Matt Emulsion (white).	1	
1.7	Make good existing walls prior to redecoration. Apply 2 coats of Johnstones Trade Matt Emulsion paint (colour tbc).	1	
1.8	Redecorate all previously painted and new joinery with 2 coats of Johnstones Trade Gloss paint in white.	1	
2.0	<u>Home Changing Room</u>		
2.1	Hack off wall tiles complete to all shower areas. Prior to installation of replacement wall tiles, make good surfaces as required. Supply and install new 200x100 metro wall tiles to shower areas. Colour white or price equivalent. Grout colour TBC.	1	
2.2	Remove tiled skirting to perimeter and make good surfaces ready to receive new skirting.	1	
2.4	Supply and install 3mm latex coat to existing tiled floor covering and leave ready to receive new floor coverings. Supply and install new Polysafe Standard PUR vinyl floor coverings (colour TBC) throughout. New vinyl floor finish to have 100mm cap and coved skirting.	1	
2.5	Redecorate ceilings with 2 coats of Johnstones Trade Matt Emulsion (white).	1	
2.6	Make good existing walls prior to redecoration. Apply 2 coats of Johnstones Trade Matt Emulsion paint (colour tbc).	1	
2.7	Supply and install replacement benches and pegs, in similar style to the existing. Provisional sum until specification is chosen.	1	

2.8	Supply and install replacement showers with new to match existing. Provisional sum until specification is chosen.	1	
2.9	Redecorate all previously painted and new joinery with 2 coats of Johnstones Trade Gloss paint in white.	1	
3.0	<u>Away Changing Room</u>		
3.1	Hack off wall tiles complete to all shower areas. Prior to installation of replacement wall tiles, make good surfaces as required. Supply and install new 200x100 metro wall tiles to shower areas. Colour white or price equivalent. Grout colour TBC.	1	
3.2	Remove tiled skirting to perimeter and make good surfaces ready to receive new skirting.	1	
3.3	Supply and install 3mm latex coat to existing tiled floor covering and leave ready to receive new floor coverings. Supply and install new Polysafe Standard PUR vinyl floor coverings (colour TBC) throughout. New vinyl floor finish to have 100mm cap and coved skirting.	1	
3.4	Redecorate ceilings with 2 coats of Johnstones Trade Matt Emulison (white).	1	
3.5	Make good existing walls prior to redecoration. Apply 2 coats of Johnstones Trade Matt Emulsion paint (colour tbc).	1	
3.6	Supply and install replacement benches and pegs, in similar style to the existing. Provisional sum until specification is chosen.	1	
3.7	Supply and install replacement showers with new to match existing. Provisional sum until specification is chosen.	1	
3.8	Supply and install 3 no. new Cubicle Store Toilet Cubicles in to existing shower area. Colour tbc.	1	
3.9	Redecorate all previously painted and new joinery with 2 coats of Johnstones Trade Gloss paint in white.	1	
4.0	<u>Referee's Changing Room</u>		
4.1	Hack off wall tiles complete to all shower area. Prior to installation of replacement wall tiles, make good surfaces as required. Supply and install new 200x100 metro wall tiles to shower areas. Colour white or price equivalent. Grout colour TBC.	1	
4.2	Remove tiled skirting to perimeter and make good surfaces ready to receive new skirting.	1	
4.3	Supply and install 3mm latex coat to existing tiled floor covering and leave ready to receive new floor coverings. Supply and install new Polysafe Standard PUR vinyl floor coverings (colour TBC) throughout. New vinyl floor finish to have 100mm cap and coved skirting.	1	
4.4	Redecorate ceilings with 2 coats of Johnstones Trade Matt Emulsion (white).	1	

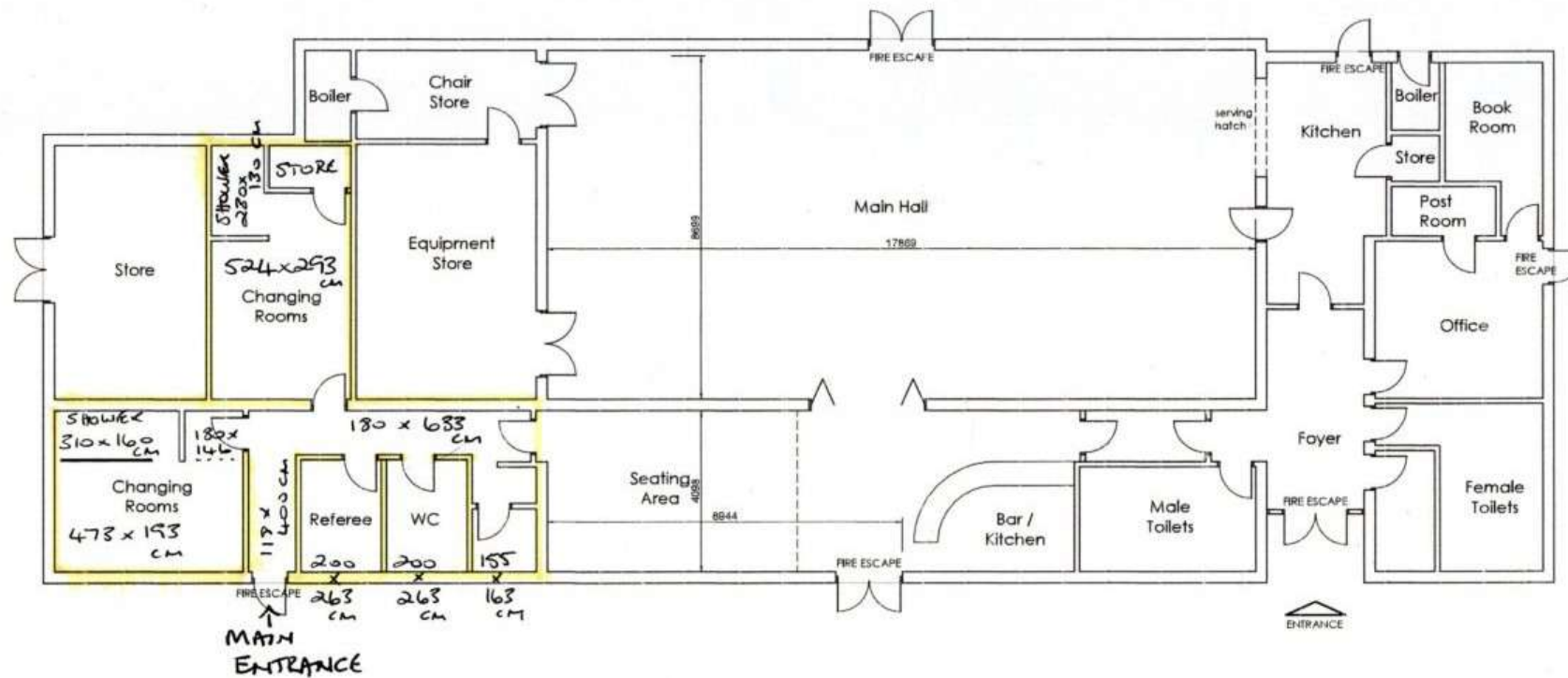
4.5	Make good existing walls prior to redecoration. Apply 2 coats of Johnstones Trade Matt Emulsion paint (colour tbc).	1	
4.6	Supply and install replacement shower with new to match existing. Provisional sum until specification is chosen.	1	
4.7	Supply and install 1 no. new curtain pole and shower curtain.	1	
4.8	Redecorate all previously painted and new joinery with 2 coats of Johnstones Trade Gloss paint in white.	1	
5.0	<u>Male Toilet</u>		
	Hack off wall tiles complete to behind urinals and sink.	1	
5.1	Prior to installation of replacement wall tiles, make good surfaces as required. Supply and install new 200x100 metro wall tiles to areas where removed. Colour white or price equivalent. Grout colour TBC.		
5.2	Remove tiled skirting to perimeter and make good surfaces ready to receive new skirting.	1	
	Supply and install 3mm latex coat to existing tiled floor covering and leave ready to receive new floor coverings.	1	
5.3	Supply and install new Polysafe Standard PUR vinyl floor coverings (colour TBC) throughout. New vinyl floor finish to have 100mm cap and coved skirting.		
5.4	Redecorate ceilings with 2 coats of Johnstones Trade Matt Emulsion (white).	1	
5.5	Make good existing walls prior to redecoration. Apply 2 coats of Johnstones Trade Matt Emulsion paint (colour tbc).	1	
5.6	Supply and install replacement 2 no. urinals, 1 no. sink and 1 no. toilet with new Armitage Shanks Sandringham range.	1	
5.7	Redecorate all previously painted and new joinery with 2 coats of Johnstones Trade Gloss paint in white.	1	
6.0	<u>Female Toilet</u>		
6.1	Leave existing tiles in situ. Clean only.	1	
6.2	Remove tiled skirting to perimeter and make good surfaces ready to receive new skirting.	1	
	Supply and install 3mm latex coat to existing tiled floor covering and leave ready to receive new floor coverings.	1	
6.3	Supply and install new Polysafe Standard PUR vinyl floor coverings (colour TBC) throughout. New vinyl floor finish to have 100mm cap and coved skirting.		

6.4	Redecorate ceilings with 2 coats of Johnstones Trade Matt Emulison (white).	1	
6.5	Make good existing walls prior to redecoration. Apply 2 coats of Johnstones Trade Matt Emulsion paint (colour tbc).	1	
6.6	Supply and install replacement 1 no. toilet with new Armitage Shanks Sandringham range.	1	
6.7	Redecorate all previously painted and new joinery with 2 coats of Johnstones Trade Gloss paint in white.	1	
7.0	<u>Electrical</u>		
7.1	Supply and install new 600x600 LED panels with surface mounting kit throughout all areas.	1	
7.2	All enabling works associated with the works.	1	
7.3	No allowance to replace hand dryers.	1	
7.4	Provide EICR works certificate on completion of the above. All electrical works to be completed by NICEIC approved contractor.	1	
8.0	<u>Preliminaries</u>		
8.1	All preliminaries to include supervision, waste disposal, health & safety provisions, plant, consumables etc.	1	
9.0	<u>Contingencies</u>		
9.1	Contingency sum of £3,000 for additional / unforeseen works.	1	
Total NET		£	
VAT		£	
Total		£	

Additional Notes		
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Appendix 2. Floor Plan

*Please note dimensions are approximate



Weston Village Hall
Floor Plan