**Invitation to tender – Broomhills Pavilion Upgrade**

**Invitation made by Repton Parish Council**

**Published date** 15th September 2025

Open opportunity - This means that the contract is currently active, and suppliers are being sought to fulfil the contract.

**Closing Date 20th October 2025 at 23:59**

**Contract Summary**

**Industry**

Building Design and Construction

**Location**

Broomhills Pavilion

Broomhills Lane

Repton

DE65 6FS

**Value of Contract**

£0 to £100,000

**Procurement Reference**

Broomhills Pavilion Upgrade 001

**Published Date**

15th September 2025

**Closing Date**

20th October 2025

**Closing Time**

23:59

**Contract Start Date**

Approx. 1st January 2026

**Contract End Date**

Approx. 30th April 2026

**Contract Type**

Works

**Procurement type**

Open procedure

**Contract is suitable for SMEs?**

Yes

**Contract suitable for VCSEs?**

Yes

**Description**

1 **Site Location**

Broomhills Pavilion is located adjacent to playing fields at the top of Broomhills Lane Repton DE65 6FS

The building is of brick and tile, single storey construction. Services provided are three phase electricity, water and sewerage. All existing room heating arrangements are to be retained.

It is envisaged that bidders will need to undertake a detailed inspection of the existing building. Details for the arrangement of site visits are given in section 5 below.

**2 Scope of Supply**

The contract will require the completion of all works associated with the following listed requirements.

2.1 Building

2.1.1 Inspect and repair any defective areas of the roof covering.

2.1.2 Replace all gutters and downpipes.

2.1.3 Replace Insulation.

2.1.4 Install thermal expansion joint in south wall and make good cracked brickwork.

2.1.5 Provide Wheel Chair Access to Main Door

2.1.6 Provide simple canopy over main entrance from entrance doors to the front of the building but not extending beyond building.

2.1.7 Entrance external light and switch with delay switch off

2.2 Plant & Equipment Room

2.2.1 Removal of existing plant & equipment providing hot and cold water to showers, washbasins and kitchen.

2.2.2 Provide a suitable energy efficient, electrical water heating arrangement to supply the refurbished building.

2.2.3 Provide lockable enclosure covering electric supply and main switches.

2.2.4 Modify old plant room to provide a change facility for Match Official with washbasin, toilet etc.

2.2.5 Install tiling where appropriate and decorate throughout.

2.3 Main function room

 (Existing electrical heating units to be retained)

2.3.1 Repair floorcovering as required.

2.3.2 Create serving counter to adjoining kitchen area with storage units under the counter.

2.3.3 Make good all surfaces.

2.3.4 Replace skirting and architraves where necessary.

2.3.5 Replace frosted Glass in double doors upper sections with suitable clear glass

2.3.6 Provide window in west wall (2.5m x 1.2m) double glazed glass, lockable.

2.3.7 Decorate throughout.

2.4 Kitchen

2.4.1 Replace all units and provide double sink, large frig and dishwasher only. (No cooking appliances required)

2.4.2 Units to include one tall cupboard suitable for cleaning apparatus and equipment.

2.4.2 Install tiling where appropriate and decorate throughout.

2.5 Reception area

2.5.1 Remove existing cupboards.

2.5.2 Make good all surfaces.

2.5.3 Replace internal doors with safety glass and compliant fire-resistant doors as required.

2.5.4 Provide tall lockable storage cupboard for RPC use, to south of main doors. To include a double electrical power socket. (CCTV recorder position)

2.5.5 Decorate throughout.

2.6 Toilets

2.6.1 Remove existing toilets and replace with two accessible toilets in each block, to include required ventilation. (FA Guidance)

2.6.2 Tile as required and decorate throughout.

2.7 Shower & Changing Rooms

2.7.1 Provide proposals for a modern shower installation to replace existing arrangements.

2.7.2 Refurbish existing tiled floors.

2.7.3 Install suitable ventilation.

2.7.4 Install / repair tiling where appropriate.

2.7.5 Make good ceilings suitable for shower / changing room environment.

2.7.6 Provide small key lockable box / safe for each changing room.

2.7.7 Decorate throughout.

2.8 Electrical

(note current emergency lighting system and safety equipment is considered satisfactory)

2.8.1 Ensure existing electrical installation and wiring meets current building standards and IEE regulations, replace and rewire as necessary.

2.8.2 Beyond the requirements listed above, ensure there are double 13 Amp sockets - two in east side wall of the main function room, two on main function room wall next to the entrance, one on west wall of main function room (one suitable for use on the new counter, two on each long wall of the kitchen,

2.8.3 Replace all lights with LED lights as required.

2.8.4 Provide ducting / cabling / terminal boxes for potential CCTV cameras and LED lights at the four corners of the building to the lockable cupboard in the reception area.

3 **Form of Response**

Tenders are to provide the following documentation

3.1 A description of proposed work for each requirement listed in Section 2 above.

3.2 A dimensioned drawing to show changes to the existing building.

3.3 A Schedule of fixtures & Fittings.

3.4 A Schedule of Surface Finishes.

3.5 A statement regarding compliance with relevant building standards & IEE Regulations.

3.6 A statement regarding project management and quality control.

3.7 A statement regarding disposal of waste material removed from site.

3.7 A fixed and final cost for the complete works valid from tender return date as in section 6 below.

3.8 An indicative project programme showing key stages and durations.

3.9 A statement regarding relevant experience of similar projects.

3.10 Provide Approvals and acceptance procedure.

4 **Tender Return Details**

4.1 Tenders should be returned in a sealed envelope with the bid reference Broomhills Pavilion Upgrade 001

on the top left-hand corner, by the time and date given below.

Return date & Time – 23:59 on 20th October 2025 (date as per contract summary above)

Return Address-

Parish Clerk

Repton Parish Council

Repton Village Hall

Askew Grove

Repton

DE65 6GR

4.2 All tenders must include a covering letter signed and dated by an appropriate person authorising the submission and confirming that the business submitting has sufficient resources and expertise to deliver the entire offer.

 4.3 All tenders received will be opened together by the Parish Clerk and witnessed by a Parish Councillor.

4.4 A structured evaluation process will follow leading to the identification of a preferred bidder. The evaluation process will include consideration of design, build quality, price and timescales. This process will be recorded for future scrutiny if required. The council has a limited budget, and it may be necessary to discuss details within the tender response, before final agreement of specification and cost.

4.5 On successful completion of the evaluation process, the contract will be awarded to the preferred bidder, subject to their being adequate funding in support of the project.

4.6 The results of the tender evaluation process will be published on the website after contract award.

5 **Question /Answers**

5.1 Any queries should be sent by email to the Parish Clerk quoting the following reference Broomhills Pavilion Upgrade

5.2 Arrangements for visits to the site can be made via the Parish Clerk quoting the reference Broomhills Pavilion Upgrade

Parish Clerk email address - clerk@repton-pc.gov.uk

6 **Tender Validity**

To allow sufficient time to identify a preferred bidder and complete the planning process, we request that all bids remain valid for 5 months from the tender return date in section 4.1.

**How to apply**

Follow the instruction given in sections 3 & 4 above.

**About the buyer**

Repton Parish Council

**Contact Name**

Parish Clerk

**Address**

Repton Parish Council

Repton Village Hall

Askew Grove

Repton

DE65 6GR

**Telephone**

07341 907137

**Email**

clerk@repton-pc.gov.uk

**Further Information**

Details of the tender process and evaluation methods can be found on the following website:-

[www.repton-pc.gov.uk](http://www.repton-pc.gov.uk)

**Broomhills Pavilion Upgrade - Tender evaluation process.**

The evaluation process will be undertaken in two phases.

Phase 1 will examine tenders for key criteria (must haves). Those tenders failing to meet this mimimum requirement will be disgarded.

Phase 1 Criteria

1. Minimum design standard
2. Minimum construction standard
3. Acceptable costings
4. Acceptable timescales

Phase 2 evaluation will be conducted as follows:-

The table below provides a scoring method to be applied for relevant sections of bids received.

Each bid will accumulate a total score which will be applied when selecting the preferred bidder. All assessments will be recorded.



Each score will multiplied by a weighting factor and a total score calculated.

The following criteria will be scored for each bid

1. Construction materials & method - weighting factor x3
2. Product quality assessment - weighting factor x3
3. Risk management processes - weighting factor x1
4. Project timescales - weighting factor x2
5. Project costs - weighting factor x4
6. Relevant experience - weighting factor x2
7. Commercial risk - weighting factor x3

An excel spreadsheet had been produced to record all evaluation scores.