

Invitation to Tender for Hugh Ripley Hall Internal Plaster & Paint Work

We are pleased to invite you to tender for the interior plaster work and painting of one access corridor in Hugh Ripley Hall.

To ensure the process is fair and transparent for all parties, please follow the instructions carefully. We would like to receive all responses by 7th May 2025.

Any enquiries should be addressed to Heather O'Neill or Leah Crawford at:
admin@riponcity.gov.uk or on 01765 604097.

Please read the instructions and return the following documents:

- Signed Tender Response detailing your proposed method statement.
- Signed Pricing Schedule for the contract;
- Signed Certificate of canvassing and non- collusive tendering (see appendix 3);
- Organisation information including references for 3 similar works, contact details and your insurance provision.

We strongly recommend a site visit by interested parties prior to the submission of a tender, or a detailed telephone conversation. Please contact me via email to arrange a visit.

We hope that you will be able to assist us in this tender and look forward to hearing from you in due course.

Paula Benson
Chief Officer

Attachments

1. TENDER SPECIFICATION
2. APPENDIX 1 – HUGH RIPLEY HALL GROUND FLOOR PLAN
3. APPENDIX 2 – PLASTERWORK CURRENT CONDITION PHOTOGRAPHS
4. APPENDIX 3 - DECLARATION OF CAVASSING AND NON-COLLUSIVE TENDERING

Tender Specification

Hugh Ripley Hall Plaster and Paint Work

1. Background

Hugh Ripley Hall is a venue managed by Ripon City Council for community events and class hire and comprises of a number of rooms, toilets and kitchen facilities.

On the ground floor of the building in an access corridor towards the accessible toilet there is damaged ceiling and wall plaster work which requires repair.

See Appendix 2 - The Ground floor plan marked with the affected area and approximate dimensions as follows:

The area of repair has wall measurements of 30ft width and 8 ft in height.

The area of repair has ceiling measurements of 8ft by 4ft and 6.7ft by 4.6ft.

2. Our requirements

For remaining plaster work in the damaged areas of the ceiling and wall to be removed. The ceiling and wall to be replastered and once dry, to be repainted.

We expect the tender to include:

- Provision of all materials for internal plasterwork and painting, using recognised and certified parts only
- Method Statement for completion of works, including details of the length of work and measures that could be taken to minimise disruption to the disabled toilet facilities and kitchen.

We are looking for a reputable and qualified company who can provide us with value for money.

3. How we would like you to respond to this Tender.

We welcome tender responses from all qualified companies. We would like the process to be as easy as possible and as such, we are not using an application form. When responding to the tender, please submit written plans, which include how you intend to complete the works.

Your response should detail how you will approach each of the areas outlined in our requirements and the associated costs.

We also need information about your organisation, including your contact details, insurance information and references / information of 3 similar works completed for other clients.

Please return the following documentation via email to admin@riponcity.gov.uk for the attention of the Chief Officer.

1. Signed Tender Response detailing your proposed work.
2. Signed Pricing Schedule/detailed cost template for the contract;
3. Signed Certificate of canvassing and non- collusive tendering (see appendix 2);
4. Organisation information including 3 references for similar works, contact details and insurance provision.

The Council does not bind itself to accept the lowest bid or any quotation.

5. Arithmetic Accuracy of the ITT

It is the responsibility of the supplier to check that all cost areas have been identified and are accurate.

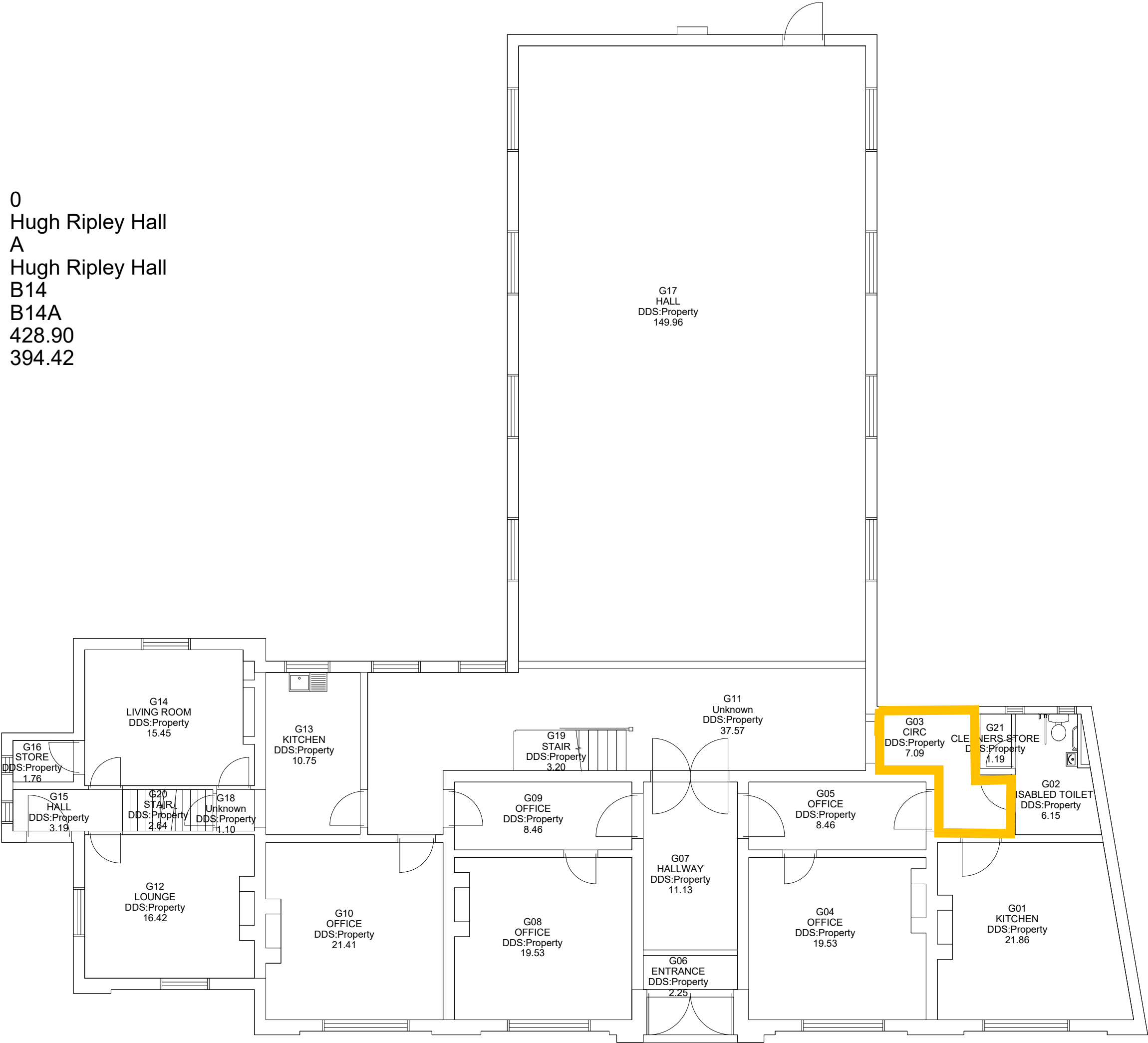
If arithmetic mistakes are found after the contract has been awarded, they will not be considered. The fees agreed at the time of contract will prevail. The Tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as otherwise provided in the contract) cover all the contractor's obligations under the contract and the contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the contractor's tender. The contractor who submits a tender will be held to have by his/her own independent observations and enquiries fully informed and satisfied himself as to the nature and extent and practicability of the works and as to access to the site and/or storage facility and all points and conditions which can in any way affect the prices upon which this tender is based. The prices for the tender shall include all charges for profits and transport and cartage and labour, materials, plant and insurance and all other expenses. Period of Acceptance of the ITT:

The potential supplier is required to hold their ITT open for acceptance for a period of up to six months from the closing date.

6. Final Submissions and checklist:

The Council does not bind itself to accept the lowest or any quote and will not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the ITT. Tenderers should treat the tender documents as private and confidential between the tenderer and the Council.

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Hugh Ripley Hall
A
Hugh Ripley Hall
B14
B14A
428.90
394.42



Notes

1. Do not scale drawing. If in doubt contact Harrogate Borough Council.
2. All dimensions are in millimetres unless noted otherwise.
3. Not for construction unless otherwise shown.
4. The design shown on this drawing is the property of Harrogate Borough Council and is not to be used or the drawing copied, communicated or disclosed, in whole or in part, except in accordance with a contract, licence or agreement in writing with Harrogate Borough Council.

X	XXXXXXXXXX	XXXX
Rev	Description	Date

Harrogate
BOROUGH COUNCIL

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HG1 9RW
Tel 01423 500600
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Project Hugh Ripley Hall
Skellbank
Ripon
HG4 2PT

Title
Ground Floor Plan

Stage
Existing

Scale 1:100@A3	Dwg No B14/002
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Drawn MJC	Date 29 Jan 2020
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Appendix 3 - DECLARATION OF CAVASSING AND NON-COLLUSIVE TENDERING

In recognition of the principle that the essence of selective tendering is that the council shall receive bona fide competitive Tenders from all those tendering.

I/WE CERTIFY THAT:

1 The Tender submitted herewith is a bona fide Tender, intended to be competitive.

2 I/We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.

3 I/We have not done, and undertake that we will not do at any time before the hour specified for the return of the Tender, any of the following acts:

(a) communicating with a person other than the person calling for this Tender the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);

(b) entering into any agreement with any other person that he/she shall refrain from Tendering or as to the amount of any Tender to be submitted; and

(c) offering, paying, giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above.

Name:

Position:

Date:

In this declaration: 1 'person' indicates any person, body, or association corporate or incorporate. 2 'any agreement or arrangements' includes any transaction of the sort described above, formal or informal and whether legally binding or not.
