



TUTBURY PARISH COUNCIL

Works Specification: Changing Rooms Refurbishment – Cornmill Lane, Tutbury

Location: Changing Rooms Cornmill Lane, Tutbury, Staffs, DE13 9HA

Client: Tutbury Parish Council

Objective: To separate existing communal shower facilities into individual cubicles, improve energy efficiency, and upgrade internal finishes and services to provide a modernised and hygienic facility. The building structure (walls, foundations, and roof) is confirmed to be sound.

Timescale

Due to a planned event during the weekend commencing 19th June to 21st June 2026, all works commence after the event.

Contractors should take care to minimise disruption to the football teams, as the facilities are predominantly used at weekends for matches, including any required access to the car park. Ideally, works should be scheduled outside the main football season where possible.

Submission

Tender information should be submitted by email within 30 days of the publication of the notice.

Tenders will be evaluated by a committee comprising council members and the clerk. If any omissions are identified across all submissions, the Parish Council will contact the relevant contractors to request the missing information, to be returned by the same deadline. The evaluation committee will then re-assess the updated submissions.

Conflicts of Interest

Contractors must disclose any financial interests relating to Tutbury Parish Council or any links with current council members within their tender submission.

Contract Award

Contractors will be informed of the Parish Council's decision by email. An award notice will be published 30 days after the contract has been formally awarded.

Payment Terms

The Parish Council will adhere to its standard 30-day payment terms.

The Council will retain 5% of the contract value. Half will be released at practical completion and the balance within 30 days of all snagging items being completed to the Council's satisfaction.

Details of Current facilities



Front elevation.



Left hand side elevation.



General view of the hallway within the changing room block.



View of the existing electrical distribution board.



View of the existing light fittings. 1 no light fitting has been replaced for LED.



View of the store room that is currently used by the referee as a changing facility.



View of the disabled WC.



General view of the changing room.



View of the changing room ceiling.



View of the existing watertank.



View of the electrical lighting



General view of the kitchen.



View of the existing shower facility.



View of the light fittings to the changing room.

Floor Plam with Utilities

Preliminaries and Tender Submission Requirements

1.1 Site Establishment

Provide site establishment, welfare facilities, and comprehensive Health & Safety (H&S) documentation.

- Provide temporary protection to all retained areas.
- Include final builders' clean and removal of all waste generated by the works.

1.2 Demolition and Strip-Out

- Strip out existing fittings and prepare areas.
- Remove existing fluorescent lighting and associated electrical fittings.
- Remove existing electric panel and fan heaters and redundant M&E items.
- Remove existing floor finishes (Approx. 120 m²).
- Remove existing open communal shower partitions and fittings.

1.3 MANDATORY TENDER SUBMISSION REQUIREMENTS

All contractors must submit a comprehensive, itemized quotation based on this specification, ensuring the following four elements are clearly and individually set out:

- **Scope of Works:** A detailed, task-by-task description of the work included in the quote, referencing the relevant specification section (e.g., Demolition, Flooring, Cubicle Construction).
- **Materials:** All fixtures and fittings must be chosen for energy efficiency to reduce the carbon footprint of the building. A specific list detailing the manufacturer, grade, or type of key materials proposed for use (e.g., specification of slip-resistance grade for vinyl/resin flooring, type of waterproof composite partition panel, make/model of LED fittings, and specific moisture-resistant anti-mould coating).
- **Timescales:** A proposed project programme (schedule) detailing the sequence of works, key milestones, and the total estimated duration required for completion.
- **Cost Breakdowns:** A fully itemized breakdown

2. Internal Finishes and Flooring

2.1 Flooring (Approx. 120 m² coverage)

- Remove deteriorated painted concrete floors and all loose coatings.
- Prepare the floor substrates, Prepare concrete floor substrate including applying a primer/moisture barrier.
- Install a **sports-grade slip-resistant vinyl sheet with welded joints or a high-performance resin floor finish** throughout the changing rooms and shower areas.
- The finish must include **coved skirting** and be dressed up the walls (coved up to the cubicle walls in wet areas) to form a hygienic seal and improve durability.

2.2 Decoration (Approx. 350 m² Walls, 120 m² Ceilings)

- Prepare internal walls (painted blockwork) and ceilings (painted plasterboard).
- Redecorate internal walls and ceilings using **moisture-resistant anti-mould coatings** to address condensation issues and localized mould growth.

3. Shower Facilities (Wet Areas)

The existing open communal shower layout provides no privacy and must be modernized.

- **Cubicle Construction:** Form **eight new individual shower cubicles** (four per changing room).
- Supply and install **waterproof composite partition panels**.
- Supply and install cubicle doors, complete with **privacy ironmongery and locks**.
- **Plumbing:** Adapt existing hot and cold feeds to minimize new plumbing, including localized rerouting and installation of isolation valves where required.
- Fit shower valves, heads, and accessories (8 units in changing rooms and one in the referees changing room).
- Check the gully and channel in the shower area during refurbishment for capacity and falls.

4. Mechanical and Electrical Services (M&E)

4.1 Lighting

- Remove all existing fluorescent lighting fittings, which are at end-of-life and provide uneven illumination.
- Supply and install **new LED linear battens or LED panels** (approximately 20 fittings) throughout.
- The installation must include switching, isolators, testing, and commissioning of the new electrical system.

4.2 Ventilation

- Install a new, **dedicated mechanical extractor fan and associated ductwork** to the shower areas (1 system complete).
- The fan must be sized to provide adequate air changes to address insufficient ventilation and prevent condensation and mould growth.

4.3 Heating and Hot Water

- **Space Heating:** Replace existing energy-inefficient electric fan and panel heaters.
- Supply and install **new high-efficiency electric convector units or infrared panel heaters** (2 units total) equipped with **thermostatic controls** to allow better temperature regulation.

- **Hot Water Heater:** The existing Andrews gas-fired water heater, should be replaced by a modern high-efficiency condensing water heater, including new pipework, insulation, and controls.

4.4 Air Source Heat Pump (ASHP) – Optional Separate Quotation (Boiler Upgrade Scheme)

The Boiler Upgrade Scheme (BUS)

The Boiler Upgrade Scheme (BUS) is a Government grant that provides **£7,500** towards installing an Air Source Heat Pump (ASHP). The installer applies for the grant and deducts it from the quotation. Because the Parish Council is seeking Staffordshire FA funding for the main refurbishment works, the ASHP must be costed **as a completely separate optional package**, so the two funding streams remain separate. Please refer to Air Source Heat Pump work specification document if you are a registered MSC contractor who is eligible to apply for the Boiler upgrade Scheme.

5. Contingency

- Contractors should include a **contingency allowance of at least 10%** within their cost breakdown to cover unforeseen works, as is standard practice for refurbishment projects of this nature.

6. Tender Evaluation Criteria and Scoring

Tutbury Parish Council will evaluate all refurbishment tenders using a transparent **Most Advantageous Tender (MAT)** scoring approach.

MAT = a quality-based assessment of how well each contractor meets the specification and adds value. It is not a measure of clarity of writing; it is a measure of performance, competence and suitability.

Total Score = 100%

- **Price = 40%**
- **Quality (MAT) = 60%**

The tender with the **highest combined weighted score** will be recommended for approval.

6.1 Price Evaluation (40%)

The lowest priced compliant tender will receive the full **40%**.

All other tenders will score proportionally:

Example:

Lowest price = £100,000 → Score = 40%

Next price = £120,000 → $(100,000 \div 120,000) \times 40 = 33.3\%$

6.2 MAT (Quality) Evaluation (60%)

Five weighted quality criteria will be assessed using a **performance-based scoring scale (1–5)**.

Each criterion contributes **12%** of the overall tender score:

MAT Criterion	Weight	Summary
1. Understanding of Specification	12%	Demonstrates technical understanding of flooring, cubicles, M&E, ventilation and sequencing
2. Relevant Experience	12%	Experience in sports facilities, changing rooms, wet areas, local authority buildings
3. Technical Competence	12%	Competence in plumbing, electrics, ventilation systems, waterproof partitions, resin/vinyl flooring
4. Programme & Resources	12%	Realistic programme, workforce capacity, project sequencing
5. Risk, Health & Safety & Warranties	12%	Safety documentation, risk control, quality assurance, warranties

Total MAT weight = 60%

6.3 MAT Performance Scoring Scale

Each criterion is scored from **1 to 5** based on performance:

Score	Meaning	Examples
1 – Poor	Fails to meet requirement	Major gaps, unclear methodology, low confidence
2 – Weak	Partially meets requirement	Missing detail, concerns about delivery
3 – Adequate	Meets minimum requirement	Acceptable standard, compliant
4 – Good	Fully meets requirement	Clear strengths, robust methodology
5 – Excellent	Exceeds requirement	Adds value, strong innovation, high confidence

6.4 Weighted MAT Score Calculation

Step-by-step scoring method:

Step 1 – Score each quality criterion (1–5)

Example:

“Understanding of Specification” = 4/5

Step 2 – Convert to weighted percentage

Example:

$(4 \div 5) \times 12 = 9.6\%$

Step 3 – Add all five weighted scores

This gives the **total MAT score out of 60%**.

Step 4 – Final Tender Score

The highest final score is recommended for award.

6.5 Evaluation Table (Completed by Panel)

Evaluation Criteria	Bidder A	Bidder B	Bidder C
Price Score (40%)			
1. Understanding of Specification (12%)			
2. Relevant Experience (12%)			
3. Technical Competence (12%)			
4. Programme & Resources (12%)			
5. Risk / H&S / Warranties (12%)			
TOTAL SCORE (100%)			

6.6 Award of Contract

The contract will be awarded to the **Most Advantageous Tender (MAT)** – the tender achieving the highest combined score.

The Council may seek clarification on minor details but cannot allow changes to price or material elements of the bid.

7. Information Sharing Requirement (Staffordshire FA & BUS Compliance)

As part of the funding and grant requirements linked to this project, Tutbury Parish Council must share certain tender information with external funding bodies. By submitting a tender, contractors acknowledge and agree to the following:

Staffordshire FA Funding (Refurbishment Works)

Because the Parish Council is applying for funding from Staffordshire FA, **all refurbishment tender submissions** — including prices, specifications, technical proposals, programmes, and supporting documents — **will be shared with Staffordshire FA** for assessment, audit, and approval.

Staffordshire FA may also request clarification from the Parish Council regarding elements of the procurement process or the evaluation of tenders.

Boiler Upgrade Scheme (BUS) Requirements (ASHP Quotations Only)

If a contractor submits a quotation for the optional **Air Source Heat Pump (ASHP)** package, the Parish Council is required to share relevant tender information with the **BUS scheme provider** (e.g., Ofgem or the appointed BUS administrator), including:

- Tender documentation relating to the ASHP proposal
- MCS details and eligibility evidence
- The quoted cost breakdown and grant deduction

- Any technical information required for BUS approval

This is necessary to confirm grant eligibility, complete BUS compliance checks, and support the installer's BUS application.

General Confidentiality Statement

Commercially sensitive information shared with Staffordshire FA or the BUS provider will be handled in accordance with standard public procurement and data protection requirements.