

COLNEY HEATH PARISH COUNCIL



Postal Address: Highfield Park Visitor Centre, Hill End Lane AL4 0RA



Telephone: (01727) 825 314



Website: <https://colneyheathparishcouncil.gov.uk>



E-mail: clerk@colneyheathparishcouncil.gov.uk



INVITATION TO TENDER (ITT) PHASE 1 WORKS TENDER DOCUMENT ROESTOCK PARK HUT, COLNEY HEATH

1. INTRODUCTION

Colney Heath Parish Council invites suitably qualified and experienced contractors to submit a tender for the Phase 1 refurbishment and compliance works at Roestock Park Hut, Colney Heath.

This tender is based on:

- Interim costings and phasing prepared by JC (email dated 30 July 2024), and
- The Brasier Freeth Report dated February 2023.

The Phase 1 works are intended to address immediate fabric repairs, statutory compliance, fire and life safety, and operational improvements to the building.

2. PROJECT DESCRIPTION

Roestock Park Hut is a single-storey community building requiring essential refurbishment, safety upgrades, and statutory testing and remediation.

The building contains asbestos-containing materials (ACMs). All works must therefore be undertaken in strict accordance with current asbestos legislation, Health & Safety Executive (HSE) guidance, and best practice.

3. SCOPE OF PHASE 1 WORKS

The Contractor shall allow for the full design coordination, management, and execution of the Phase 1 works as described below.

3.1 Building Envelope Works

- Remove moss growth, clear gutters, and seal holes to roof (subject to asbestos constraints)
- Roof replacement works
- Replace existing perspex glazing with 14 no. double-glazed units
- Install security grilles to windows
- Provide safe access to the roof for undertaking repairs
- Improve ceiling void ventilation by installing gable-end vents
- Install gratings to gullies to prevent blockages
- Fully insulate roof void to current standards
- Insulate and overclad internal walls

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3.2 Gas and Heating Systems

- Test gas boiler and heating system and itemise defects
- Re-fix displaced radiators and associated pipework
- Construct cupboard around boiler
- Install thermostatic radiator valves to all radiators (assume approximately 15 radiators)
- Prepare and paint all radiators

3.3 Electrical Works

- Test all electrical systems and installations, including fixed wiring
- Test and repair emergency lighting system
- Replace cracked fused spur in female WC
- Provide lockable housings to electricity and gas intakes/meters
- Install mechanical extract ventilation to WCs and kitchen
- Improve lighting levels in access corridor
- Provide new lighting installation in the hall

3.4 Plumbing, Water Services and Drainage

- Test water supply system
- Undertake CCTV drainage survey
- Confirm surface water discharge arrangements
- Make internal and external stopcocks accessible and serviceable
- Replace drainage inspection chamber cover
- Install air admittance valve to soil vent pipe terminating in roof void
- Replace cracked urinal
- Provide hot water to male and female WCs

3.5 Fire and Life Safety

- Undertake a Fire Risk Assessment
- Install central mains-powered fire alarm system
- Provide emergency lighting and fire escape signage
- Replace internal doors with fire-rated doors including smoke seals, intumescent strips and door closers
(1 no. double door and 3 no. single-leaf doors)

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3.6 Access and Equality

- Undertake an access audit to assess the requirement for wheelchair access and accessible WC provision

Note: No construction works relating to accessibility improvements are included at this stage.

3.7 Internal Fabric and Finishes

- Prepare and fill internal cracks to ceilings and walls as identified
- Complete full internal redecoration
- Remove and replace fibre board ceiling panels (subject to asbestos constraints)

3.8 Asbestos Works

- Garage demolition
- Update the asbestos register
- Prepare an asbestos management plan
- Safely remove and dispose of asbestos-containing fibreboard ceiling panels in accordance with current legislation
- Replace removed panels with suitable non-asbestos alternative materials

3.9 EXTERNAL WORKS

- General tidy up of the site, cut grass, clear moss from paths and repair fencing
- New fence to separate PROW within NW and SW boundary height and length similar to existing approx. length 90m
- Repair damaged concrete post adjacent to entrance door

4. EXCLUSIONS

Unless expressly included above, the following are excluded from this Phase 1 tender:

- Phase 2 works
- Future accessibility construction works
- Solar PV installations
- Replacement of heating system with alternative technologies beyond repairs listed

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The following items are identified as potential Phase 2 works. Progression of these elements will be subject to:

- Compliance with the published tender criteria, including quality and price assessment; and
- Submission of a clear supporting statement demonstrating technical suitability, value for money, and overall benefit to the Council.

Indicative Phase 2 items include:

- Replacement of the existing heating system (details to be specified by the contractor, including proposed system type, efficiency standards, and lifecycle costs);
- Opportunities to secure or align with available solar or renewable energy grant funding;
- Confirmation that implementation at this stage is commercially viable and represents best value when considered alongside Phase 1 works.

Tenderers should clearly set out their rationale, cost breakdown, programme implications, and any funding opportunities within their submission.

5. ASBESTOS AND HEALTH & SAFETY

Tenderers shall:

- Allow for all necessary asbestos controls, surveys, and air monitoring
- Provide evidence of appropriate asbestos training, competence, and licensing
- Submit detailed method statements and risk assessments
- Allow for compliant handling, removal, transportation, and disposal of asbestos waste
- Provide waste consignment notes and completion documentation

6. PROGRAMME

Tenderers shall:

- Submit a proposed programme for the Phase 1 works
- Identify key milestones, critical path activities, and long-lead items
- Confirm anticipated commencement date and overall duration

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7. TENDER SUBMISSION REQUIREMENTS

Tender submissions must include:

- A lump sum price for completion of the Phase 1 works
- A cost breakdown by trade or work section
- Proposed construction programme
- Method statements and risk assessments
- Non-canvassing certificate
- Non-collusive Tendering certificate
- Details of proposed subcontractors
- Evidence of current insurance (Public Liability, Employers' Liability, and Contractors' All Risks), minimum of £1,000,000
- Relevant experience on similar projects
- A minimum of two recent references

8. CONTRACT CONDITIONS

- Form of Contract: To be confirmed by the Client (anticipated JCT Minor Works or similar)
- Payment Terms: Monthly interim valuations
- Defects Liability Period: To be stated by tenderer
- Retention: To be confirmed by the Client

9. SITE VISIT

Tenderers are strongly advised to attend a site visit prior to tender submission. No claims for lack of site knowledge will be entertained after submission.

10. EVALUATION CRITERIA

The award of this contract will be based on a combination of Relevant Experience and Expertise, Understanding of the Tender Brief, Value for Money, and Quality of Submission. Detailed feedback regarding the reasons for awarding or not awarding the contract will be provided to tenderers upon request once a decision has been finalised.

Tender submissions will be assessed against the following factors:

- Suitability – Professional qualifications, relevant experience, and adequate professional indemnity coverage.
- Consideration for Local Suppliers and SMEs – Encouraging engagement with local businesses where appropriate.

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- Cost vs. Quality Assessment – Overall price will carry a weighting of 40%, while quality, including technical merit and proposed approach, will carry a weighting of 60%.
- References – Demonstrated performance and reliability, supported by references from previous clients or employers.

The decision of Colney Heath Parish Council regarding the award of the contract is final and binding.

11. TENDER RETURN

Tender submissions shall be:

- Submitted in electronic format (PDF)
- Tenders must not be conditional
- Clearly marked “Phase 1 Works Tender – Roestock Park Hut”
- Returned by the deadline of 5pm on Tuesday 5th May 2026 by email to clerk@colneyheathparishcouncil.gov.uk.

Late submissions may not be considered.

12. RIGHTS OF COLNEY HEATH PARISH COUNCIL

CHPC reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this, we will notify you in writing as soon as reasonably practicably.

CHPC is not responsible and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

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PHASE 1 WORKS – PRICING SCHEDULE ROESTOCK PARK HUT, COLNEY HEATH

INSTRUCTIONS TO TENDERERS

Tenderers are to complete all sections of this Pricing Schedule.

All rates and prices are to include for labour, materials, plant, access, waste disposal, overheads and profit, and full compliance with statutory requirements.

Prices shall be fixed for the duration of the works.

A. PRELIMINARIES

Item	Description	Price (£)
A1	Mobilisation and demobilisation	
A2	Site management and supervision	
A3	Health & Safety compliance (RAMS, inductions, PPE)	
A4	Welfare facilities	
A5	Temporary services (power, water, lighting)	
A6	Scaffolding / access equipment	
A7	Protection of existing building and finishes	
A8	Insurances, bonds, and guarantees	
A9	Asbestos management during works	
A TOTAL		

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B. BUILDING ENVELOPE WORKS

Item	Description	Price (£)
B1	Remove moss growth, clear gutters and seal roof holes (asbestos constraints apply)	
B2	Roof replacement works	
B3	Replace perspex glazing with 14 no. double-glazed units	
B4	Install security grilles to windows	
B5	Provide safe access to roof for repairs	
B6	Improve ceiling void ventilation (gable-end vents)	
B7	Install gratings to gullies	
B8	Fully insulate roof void to current standards	
B TOTAL		

C. GAS AND HEATING SYSTEMS (consider phase 2 item and supporting statement)

Item	Description	Price (£)
C1	Test gas boiler and heating system and itemise defects	
C2	Re-fix displaced radiators and pipework	
C3	Construct cupboard around boiler	
C4	Install thermostatic radiator valves (approx. 15 no.)	
C5	Prepare and paint radiators	
C TOTAL		

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D. ELECTRICAL WORKS

Item	Description	Price (£)
D1	Test all electrical installations including fixed wiring	
D2	Test and repair emergency lighting system	
D3	Replace cracked fused spur in female WC	
D4	Lockable housings to electricity and gas meters	
D5	Mechanical extract ventilation to WCs and kitchen	
D6	Improve lighting levels in access corridor	
D7	New lighting installation to hall	
D TOTAL		

E. PLUMBING, WATER SERVICES & DRAINAGE

Item	Description	Price (£)
E1	Test water supply system	
E2	CCTV drainage survey	
E3	Confirm surface water discharge arrangements	
E4	Make internal and external stopcocks accessible	
E5	Replace drainage inspection chamber cover	
E6	Install air admittance valve to soil vent pipe	
E7	Replace cracked urinal	
E TOTAL		

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F. FIRE AND LIFE SAFETY

Item	Description	Price (£)
F1	Undertake Fire Risk Assessment	
F2	Central mains-powered fire alarm system	
F3	Emergency lighting and fire escape signage	
F4	Replace internal doors with fire-rated doors (1 double, 3 single)	
F TOTAL		

G. ACCESS AND EQUALITY

Item	Description	Price (£)
G1	Access audit (wheelchair access and WC provision)	
G TOTAL		

H. INTERNAL FABRIC & FINISHES

Item	Description	Price (£)
H1	Prepare and fill internal cracks to ceilings and walls	
H2	Full internal redecoration	
H3	Remove and replace fibre board ceiling panels	
H TOTAL		

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I. ASBESTOS WORKS

Item	Description	Price (£)
I1	Garage demolition	
I2	Update asbestos register	
I3	Prepare asbestos management plan	
I4	Removal and disposal of asbestos-containing materials	
I5	Replacement with non-asbestos materials	
I TOTAL		

J. EXTERNAL WORKS

Item	Description	Price (£)
K1	General tidy up of the site, cut grass, clear moss from paths and repair fencing	
K2	New fence to separate PROW within NW and SW boundary height and length similar to existing approx. length 90m	
K3	Repair damaged concrete post adjacent to entrance door	
KTOTAL		

K. COMPLIANCE & STATUTORY ITEMS

Item	Description	Price (£)
J1	CDM / Building Safety Act compliance	
J2	Refurbishment & Demolition pre-construction survey	
J3	Building Regulations application and admin	
J4	Planning application (if required)	
J TOTAL		

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L. EXTERNAL WORKS

L. SUMMARY

Section	Total (£)
A	
B	
C	
D	
E	
F	
G	
H	
I	
J	
K	
SUBTOTAL	
VAT (if applicable)	
TOTAL TENDER SUM	

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DECLARATION

We confirm that the above prices represent a full and fixed price for completion of the Phase 1 Works in accordance with the ITT documents. (phase 2 items maybe included if a supporting statement has been included)

Contractor Name: _____

Signed: _____

Date: _____

FORM OF TENDER PHASE 1 WORKS ROESTOCK PARK HUT, COLNEY HEATH

To:

Colney Heath Parish Council
Highfield Park Office AL4 0PR

Project:

Phase 1 Refurbishment and Compliance Works
Roestock Park Hut, Colney Heath

We, the undersigned, having examined the Invitation to Tender, Specification, Pricing Schedule and all other documents forming the Tender Documents for the above-mentioned works, hereby offer to carry out and complete the **Phase 1 Works** in accordance with those documents.

1. TENDER SUM

We offer to execute and complete the Works for the Lump Sum of:

£ _____

(Amount in words:

_____)

exclusive / inclusive of VAT (delete as applicable).

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2. CONTRACT PERIOD

We confirm that the works will be completed within:

_____ weeks from the date of commencement.

Proposed commencement date: _____

3. VALIDITY OF TENDER

We confirm that this Tender shall remain open for acceptance for a period of **90 days** from the Tender Return Date, unless otherwise agreed in writing.

Colney Heath Parish Council does not undertake to accept the lowest tender, or part, or all of any Tender, and the acknowledgement of receipt of any submitted Tender shall not constitute any actual or implied agreement between the Parish Council and the Tenderer. The Parish Council reserves the right to accept any part or all of any Tender or Tenders at its sole discretion.

4. FORM OF CONTRACT

We confirm our agreement, subject to acceptance of this Tender, to enter into a formal contract in the form stated in the Invitation to Tender (anticipated to be JCT Minor Works Contract or similar), without amendment other than those expressly agreed in writing.

5. INSURANCES

We confirm that we hold, and will maintain for the duration of the works, the following minimum levels of insurance:

- Public Liability Insurance: £_____
- Employers' Liability Insurance: £_____
- Contractors' All Risks Insurance: £_____

Evidence of insurance is enclosed / will be provided prior to commencement (delete as applicable).

6. SUB-CONTRACTORS

We confirm that specialist works, including asbestos-related works, will be undertaken only by suitably qualified and licensed subcontractors.

Proposed key subcontractors (if known):

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Trade	Company Name
Asbestos	
Electrical	
Mechanical	
Fire Safety	
Other	

7. DECLARATIONS

We confirm that:

- We have visited the site or otherwise fully acquainted ourselves with the site conditions.
- We have allowed for all risks, obligations, and requirements described in the Tender Documents.
- Our Tender price includes all labour, materials, plant, access, supervision, overheads, profit, and compliance with statutory requirements.
- We are not aware of any conflict of interest that would affect this Tender.

8. SIGNATURE

Name of Contractor: _____

Registered Address: _____

For Colney Heath Parish Council

Authorised Signatory Name: _____

Position: _____

Signature: _____

Date: _____