

Ware Priory, High Street, Ware, SG12 9AL

[www.warepriory.co.uk](http://www.warepriory.co.uk)

01920 460316

## FLETCHER'S LEA INTERNAL REFURBISHMENT TENDER SPECIFICATION

On behalf of Ware Town Council, I have the pleasure of inviting you to submit a fixed price tender for the following project.

Yours faithfully,



Terry Philpott  
Town Clerk

<b>Project name</b>	Fletcher's Lea Internal Refurbishment Project
<b>Project objective</b>	<p>To renovate Fletcher's Lea to agreed specifications including new toilet design, improvement of the bar, foyer and main room areas.</p> <p>Fletcher's Lea is a multipurpose space that serves high end guests attending weddings, celebrations and conferences but also provides a setting for a variety of events for the community of Ware. The aspiration is to improve the current facilities so that it is desirable to all clientele whilst being functional and efficient for every use.</p>
<b>Project location</b>	<p>Ware Priory High Street Ware Hertfordshire SG12 9AL</p> <p>Outline Floor Plans of Fletcher's Lea – appendices 1 and 2</p>
<b>Contract value</b>	£40-60,000 (ex VAT)

**Tender return date 9am 25<sup>th</sup> November 2024 to [tenders@waretowncouncil.gov.uk](mailto:tenders@waretowncouncil.gov.uk)**

<b>Timescales</b>	Start date 2 <sup>nd</sup> January 2025 and completion no later than 24 <sup>th</sup> February 2025.
<b>Contact details for further information and site visits</b>	Kerry Mavris, Sales and Operations Manager <a href="mailto:kerry@warepriory.co.uk">kerry@warepriory.co.uk</a> Phone 01920 460316
<b>Contact details for invoice queries</b>	Sean Higgins, Finance Manager <a href="mailto:sean@waretowncouncil.gov.uk">sean@waretowncouncil.gov.uk</a> Phone 01920 460316
<b>Primary contact details during the project period.</b>	Matthew Watkins, Facilities Manager – <a href="mailto:matthew@waretowncouncil.gov.uk">matthew@waretowncouncil.gov.uk</a> Kerry Mavris, Sales and Operations Manager - <a href="mailto:kerry@warepriory.co.uk">kerry@warepriory.co.uk</a> Phone: 01920 460316
<b>Contractor requirements essential</b>	As per tender specification. A site visit will be necessary to ensure all areas of the tender requirements are understood, plans are drawn to scale, and realistic quotations are provided.
<b>Contractor requirements desirable</b>	Previous experience of similar work with a function room or hospitality space.
<b>Return date for tender submissions</b>	9am on 25 <sup>th</sup> November 2024  Preferred method by email to <a href="mailto:tenders@waretowncouncil.gov.uk">tenders@waretowncouncil.gov.uk</a> . If large documents such as maps or visuals are submitted, please provide a paper copy to  Ware Town Council Ware Priory High Street Ware SG12 9AL  Postal tenders or additional information should be submitted in an envelope marked,  <b>Fletcher’s Lea Internal Refurbishment tender</b>  Please do not submit enquiries of a general nature to <a href="mailto:tenders@waretowncouncil.gov.uk">tenders@waretowncouncil.gov.uk</a> as the inbox is only monitored at the time a tender is due to close.

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<b>Detailed specification</b>	<b><u>See Pages 9-10</u></b>
<b>Access and possible restrictions in the delivery phase of the project.</b>	<p>In general access to Fletcher’s Lea will be Monday to Friday from 8am until 8pm. If work is required to be undertaken over the weekend, this can be arranged with the Sales and Operations Manager.</p> <p>Ware Priory is operational with commercial and charity events at various times. Coordination with the Sales and Operations Manager will be required as it may be necessary that no work is carried out should it be deemed to cause disruption to private events on the Priory estate.</p> <p>There are a number of business tenants that hire space on the first and second floor of Ware Priory. None are located near Fletcher’s Lea, but the contractor will be expected to advise the Sales and Operations Manager if any work due to be carried out will be disruptive to them so that she can manage this situation, either by noise or dust pollution.</p>
<b>Progress reporting</b>	Ware Town Council will require reporting as required and in particular any impact on the project timescale, plus anything that may cause reputational damage to Ware Priory.
<b>Payment terms</b>	Please specify in the pricing schedule the requirement for any phased payments. WTC seek to pay all correct invoices within 30days.
<b>Retention value / period</b>	WTC will retain 10% of the contract value for a period of 3 months.
<b>Conditions of contract</b>	<p>The Council require assurances from all potential contractors through the provision of appropriate documentation that:</p> <ul style="list-style-type: none"> <li>• All operatives are suitably trained and qualified to use any machinery involved in the work.</li> <li>• Operatives will at all times wear suitable protective clothing and high viz jackets.</li> <li>• Safety and advisory signage will be required as necessary</li> <li>• Contractors will be required to supply details of public liability insurance with the tender papers.</li> <li>• Contractors will be required to undertake a COSHH assessment for all chemicals used during the delivery of the contract.</li> <li>• Contractors will be expected to provide a method statement detailing how the various elements of the work will be undertaken.</li> <li>• Project timescales will be provided where applicable.</li> </ul>
<b>Living Wage</b>	WTC are a Living Wage Employer and, as such, expect their contractors and suppliers to ensure that the real Living Wage is paid to their staff.

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## Pricing schedule

<b>Contractor name</b>	
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<b>Project name</b>	<b>Fletcher's Lea Internal Refurbishment Project</b>
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	Pricing (excluding VAT) for all works as included on the specification, in the component parts as requested.
<b>Toilets</b>	
<b>Main Hall</b>	
<b>Reception</b>	
<b>Kitchen</b>	
<b>Bar</b>	
	Ware Town Council seek to pay invoices within 30days of the receipt of a correct invoice after completion or delivery of the project. If there is a requirement for phased payments, please detail below.

I / We hereby offer to carry out the works as scheduled and contained in the attached specification.

Signed

Dated

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<b>Contractor name</b>	
<b>Address</b>	
<b>Name of primary contact</b>	
<b>Email</b>	
<b>Office phone number</b>	
<b>Mobile phone number</b>	

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<b>Contractor name</b>	
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**Contract Evaluation**

The contracts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors may be invited to an interview

	Max score	score	
Price	50		
<b>Quality of work</b> Training / Qualifications / Experience Please provide names of referees related to existing contracts of a similar nature	30		
<b>Reliability</b> (Equipment strategy / contingency plans/ method statement / project plan)	10		
<b>Proximity to Ware</b> (Location of equipment / contractors)	5		
<b>Environmental factors</b> (Please attach environmental policy)	5		
<b>Total</b>	<b>100</b>		

Ware Town Council reserve the right to not accept any or the lowest tender.

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<b>Contractor name</b>	
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**References:**

*Please provide two References below....*

	Reference 1	Reference 2
Organisation		
Contact name		
Contact phone		
Contact email		
Address		
Type of contract		

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## Tender submission checklist

<b>Contractor name</b>	
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		Office use
Cost breakdown (excluding VAT)		
References		
Environmental policy		
Public liability insurance		
Method statement detailing how the various elements of the work will be undertaken.		
Project timescales.		
Further information to support the tender evaluation as required		

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# Detailed Specification of Fletcher's Lea Internal Refurbishment Project

## Toilets

- Update to modern specification on a like for like basis
- Possibility of reducing ladies stalls from 4 to 3....
- Replace the current stalls and white goods in line with the toilets in the main Ware Priory building
- Replace the appointments (soap dispensers, dryers etc) as per above.

## Essential Sustainability Work

- The addition of hot water distribution taps in toilets, kitchen and bar to reduce all taps to 5.7 litres/minute. This will reduce HW demand and ASHP size plus meet ESG directives.
- The installation of a Hot Water Cylinder Heat Pump. Switch the direct electric hot water system to a hot water cylinder heat pump such as the Dimplex EDL or Daikin Altherma with SCOP min 2.7. This then provides renewable hot water. Short ductwork needed to external wall/roof.

## Main Room

- To submit a design for a multi-purpose facility including items below
- Wall Spaces – add mirror in large space on the right hand side as you enter the room
- Provide choice of vinyl rendering for the storage / door panelling to match the bar area
- Replacement of curtains with black out curtains or blinds to suit the design element.

## Reception

- Repaint or stylish vinyl covering or bar panelling – to match with main room storage doors (see above)
- Area Between Bar Corridor and Foyer
  - Replace shelf with something more durable
  - Box in area below
  - Splash backs for area above
  - Clean up sink

## Kitchen

- Removal of excess equipment including safe and current storage units
- To be replaced with closed in cupboard storage
- Wall space needs redecorating and plastic cornering added to protect from scuffing
- Replacement of gas hob for electric one.

## Bar

- New design and some functional improvements including:-

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- Mirrored back walls
- Silver / chrome shelving above fridges
- Re-decorate flooring and lower wall area by the glass washer and sinks.

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