

Wigton Town Council

Clerk: Emma Ireton - Address: Market Hall, Church Street, Wigton, CA7 9AA -
Telephone: 016973 44106 - Email: clerk@wigtontowncouncil.org.uk



TENDER OPPORTUNITY

TENDER: Refurbishing the Wigton Park Bowling Club toilet block and/or repairing and lagging the roof. Please make it clear if you are submitting a tender for both projects or just one.

.....

TENDER DEADLINE: 14th April 2025

TENDER ADDRESS: Market Hall, Church Street, Wigton, CA7 9AA

Your response to this invitation to tender must be received before the deadline at our office in Wigton either by email or by post.

Email submissions should be sent to the town clerk at clerk@wigtontowncouncil.org.uk and have Wigton Park Bowling Club Toilets in the subject line with your tender document attached.

If posted, your tender must be submitted in a sealed envelope marked with the tenderer's name for the attention of the Town Clerk and bearing the title: Wigton Park Bowling Club Toilets Refurbishment.

A meeting can be arranged at Wigton Park Bowling Club to discuss the full extent of the work and to gather measurements and other requirements.

Tenderers are prohibited from contacting Councillors or staff to encourage or support their tender outside of the prescribed process.

Details of Tender:

1.1 **Wigton Town Council (WTC)** is seeking a qualified and reputable contractor to provide services as outlined:

Refurbish the male, female and disabled toilet facilities at Wigton Park Bowling Club using the attached specification.

1.2 WTC hereby invites tenders for carrying out the work stated above.

1.3 The prices submitted must indicate the rate for carrying out each element of the contract as set out in the tender form.

1.4 Prospective contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.

1.5 Any queries regarding the interpretation of any part of the tender documents should be addressed to the Town Clerk of WTC by no later than one week before the date of submission.

1.6 The tender shall be submitted **ONLY** on the attached Tender Form.

1.7 Prices shall be irrevocable and valid for a minimum period of 120 days after the closing time, whether or not another tendered price has been accepted.

1.8 Prospective Contractors should note that WTC has in its sole discretion, the unfettered right to:

- Accept any tender.
- Reject any tender.
- Reject all tenders.
- Accept a tender which is not the lowest price.
- Reject a tender even if it is the only tender received by The Council.
- Accept all or any part of a tender; and
- Split the requirements between one or more bidders.

1.9 The successful tender - together with WTC's written acceptance of the winning tender - shall form a binding agreement in terms of the contract documents.

1.10 If having examined the tender outline, and having met councillors to discuss the requirements, you wish to submit a tender you should fully complete and return the Tender Form and send all related documentation to the Town Council office in a sealed envelope, marked with the tenderers name, and bearing the title "Wigton Park Bowling Club Toilet Refurbishment" to:

**Town Clerk
Wigton Town Council
Community Offices
Market Hall
Church Street
Wigton
CA7 9AA**

No later than noon 14th April 2025.

Please note that Tenders received late will not be considered.

1.11 WTC will acknowledge receipt of all accepted tenders within 28 days of the closing date.

2. TERMS OF ENGAGEMENT

2.1 The acceptance of a tendered price by WTC shall form the basis of a binding contract which shall be governed by English Law.

2.2 This document, together with any correspondence made to clarify the contractor's tendered price shall form the contract documentation.

2.3 Any queries or correspondence relating to this document and the Schedule of Works should be directed to:

Emma Ireton
Wigton Town Council
Market Hall
Church Street
Wigton

CA7 9AA
Email: clerk@wigtontowncouncil.org.uk
Tel: 016973 44106

3. SUBMISSION OF TENDER

3.1 The Contractor shall submit the following documents:

- Tender Form with prices
- Copy of Public Liability Insurance certificate
- Any other supporting documents

TENDER FORM

Wigton Park Bowling Club Toilet Refurbishment (with/without roof repairs)

Please provide a breakdown of costs for each of the sections as outlined below. Prices should be exclusive of VAT.

(Note: The form is these last three pages in total)

Specification of what needs replaced.	Male Toilet	Disabled Toilet	Female Toilet	Cost EXCLUSIVE VAT
External Door - PVC	YES	Has internal door but 1 main external door which is shared with the female toilet	Has internal door but 1 main external door which is shared with the disabled toilet	
PVC Windows	YES	YES	YES but block the three windows on the wall where sink is based.	
Stainless steel Urinal	YES x 1	NO	NO	
Porcelain toilets with hidden cisterns	YES x 2	YES x 1 Doc M Pack	YES x 2	
Stainless steel sink	YES x 1	YES x 1	YES x 1	
Electric hand dryer	YES X 1	YES x 1	YES x 1	
Pipes hidden/boxed in where possible	YES	YES	YES	
Install new boiler for hot water only in roof space by creating a hatch	Down to contractor to decide where	Down to contractor to decide where	Down to contractor to decide where	
Replace electric fuse box and place in roof.	Down to contractor to decide where	Down to contractor to decide where	Down to contractor to decide where	
Install motion lighting	YES	YES	YES	
Skim all walls but not in Male/Female cubicles	YES but not in cubicles	YES	YES but not in cubicles	

Install plastic sheeting in cubicles	YES X 2 cubicles	NO	YES X 2 cubicles	
Painting throughout including internal doors and frames	YES	YES	YES	
Install wet room flooring	YES	YES	YES	
<i>Repair and lag the roof (please cross out if not submitting a tender for this)</i>				

TOTAL EXCLUDING VAT £

To be completed and submitted with tender

I/We agree to complete the work in accordance with the Invitation to Tender.

I/We understand that WTC is not bound to accept the lowest or any Tender or part thereof and that WTC will not be responsible for any expense incurred in preparing this tender.

I/We certify that the amount of the tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Company or Business Name	
Business Address	
Postcode	
VAT Reg No (if applicable)	
Telephone Number (Landline)	
Telephone Number (Mobile)	
Email Address	
Are you able to provide a public liability insurance	

certificate to a minimum of £5,000,000?	
--	--

Declaration

I declare that the information given in this tender is true and accurate to the best of my knowledge and belief.

I declare that I have permission from any other partner(s) to sign the tender on their behalf.

I understand that information given by me will be treated in confidence but may be submitted for checking against records held by other government departments, other agencies, local authorities and the police, for the purposes of assessing my eligibility or for the purposes of the prevention or detection of crime.

I understand that I may be liable for prosecution if I have knowingly provided information which I know to be false or do not believe to be true.

I declare that I have not committed any serious infringement or fraud.

You are required to declare any current involvement or interest with WTC or associated parish councils if it is considered by you to be in real or apparent conflict with the duties to be performed for this scheme of work. Any involvement or interest declared would be carefully considered but would not automatically bar you from being further considered in the selection process. Please declare your interest within your covering letter to the WTC

Name:**Organisation name:****Date:**