

BISHOP'S STORTFORD TOWN COUNCIL

REFURBISHMENT OF CEMETERY LODGE

Introduction

Bishop's Stortford Town Council has received Planning Permission (with conditions) for the change of use of Cemetery Lodge, 109 Apton Road, Bishop's Stortford, Hertfordshire, CM23 3JN to a single dwelling with separate office.

This will require the refurbishment of the property with the exception of the office.

Requirements

The Town Council requires a contractor to fully manage the refurbishment. This will include:

1. General Refurbishment of the property:
 - a. Remedial work on the property as laid out in RCA Structures Internal Structural Inspection Report (Appendix A)
 - b. Refurbishment of the property to the specification laid out in Cemetery Lodge Drawings and Notes (Appendix B) in accordance with Planning Permission (Appendix C), Listed Building Consent (Appendix D) and Building Regulations Approval (Appendix E)
 - c. Discharge conditions Planning Permission 3/18/1335/FUL (Appendix C)
 - i. Condition 4 has been discharged (X/18/0547/CND, appended to end of Appendix C). The drawings submitted with this application are page numbers 22 and 9A in Appendix B
 - d. Discharge conditions Listed Building Consent 3/18/1336/LBC (Appendix D)
 - i. An application to discharge conditions 4, 5 and 7 has been made (X/19/0160/CND). Please respond to this tender on the assumption this application is successful. The relevant drawings of the submitted application are the final three pages (numbered 23, 24 and 25) of Appendix B
 - e. The property will require electrical rewiring
 - i. A new consumer unit for the property
 - ii. Sockets:
 1. A minimum of 2 double socket with USB in each bedroom
 2. A minimum of 4 double sockets with USB in the living area
 - a. The living area will also require provision for TV and Satellite
 - b. The broadband connection should be in the living area
 3. Enough sockets for all appliances and a minimum extra 2 double sockets in the kitchen
 4. At least one double socket in each other area of the property
 - iii. The office section of the building will require a sub-meter to measure power usage
2. Landscaping (including new hedges, fencing and gate) of the surrounding area as detailed in Cemetery Lodge Drawings and Notes (Appendix B)
3. Specific refurbishment of kitchen
 - a. A quality finish, for example white shaker
4. Specific refurbishment of the bathroom
 - a. Fully tiled
5. Specific refurbishment of the flooring
 - a. Quality engineered wood flooring or wooden laminate throughout the property with the exception of the bathroom

Note: Some rearrangement of electrical feeds to the building may be necessary but are not included within this tender. If required, details will be provided and quote expected at a later date.

Specifications

Tenders should include the following information:

1. Pricing, suitably broken down into sub-tasks
 - a. A fixed price is required for points 1 and 2 of 'Requirements'. However, as the final finish of refurbishment of the kitchen, bathroom and flooring may impact cost a provisional sum for points 3 to 5 of 'Requirements' will be accepted
2. Proposed payment milestones/schedule
3. Project timeline
4. Proposed start date
 - a. BSTC hope to be able to name a successful contractor by 31/05/2019 and the start date would preferably be as soon as possible after this date
5. Schedule of activities (if any) which the contractor would require BSTC to undertake
6. A copy of the proposed form of contract (JCT preferred)
7. Outline of relevant experience, company background, and references
8. Any other information the contractor thinks may be relevant

The pricing, including breakdown, should clearly specify what is fixed pricing and what is provisional and therefore subject to variation.

Prior to confirmation the prospective contractor will be required to complete the health and safety documentation attached (Appendix F). This is not required, but may be submitted, at tender stage.

Further information

A site visit may be arranged by appointment with Maintenance and Cemetery Manager Owen Norris (e-mail: owen.norris@bishopsstortfordtc.gov.uk, Tel: 07801 593997)

To discuss the contract/tender process contact James Parker (e-mail: james.parker@bishopsstortfordtc.gov.uk, Tel: 01279 712147). Contact to discuss is not a requirement of the tender.

Tender Submission

Tender submissions are to be received by 16:00 on Friday 17th May 2019.

Submissions are preferred electronically and can be sent to:

accounts@bishopsstortfordtc.gov.uk

Subject Line: Cemetery Lodge Tender Submission

Or can be addressed:

Cemetery Lodge Tender Submission
Bishop's Stortford Town Council
The Old Monastery
Windhill
Bishop's Stortford
Herts
CM23 2ND