



Halstead Town Council  
Queens Hall  
Chipping Hill  
Halstead  
Essex, CO9 2BY  
Tel: 01787 476480

e-mail:

[townclerk@halsteadtowncouncil.org.uk](mailto:townclerk@halsteadtowncouncil.org.uk)

**4 December 2018**

**Invitation to tender for works for Halstead Town Council (to be advertised on HTC website, in the Halstead Gazette, and provided to individual contractors on request). Tenders to be sent to the Town Clerk either by post or by email by Monday 17 December 2018.**

**Tender number : 2/18**

Name of company	
Name of main contact	
Address	
Landline	
Mobile	
Email	
Website	
References ; please supply 3 relevant trade references, or provide link to website. It is useful for the Council in making its choice of contractor to see evidence of previous work	
Accreditations/memberships of trade bodies	
Date of establishment of company	
Level of public liability insurance and policy number	
Do you have any connection with Halstead Town Council, any of their employees, or any individual councillor?	

## Specification of works to be carried out for the Council

Timescale of works (Desirable start and finish dates)	<b>February March 2019</b>
Location of works	<b>Kings Road toilets Halstead</b>
Description of works to be carried out	
<p>The proposed refurbishment work for all three cubicles includes:</p> <ul style="list-style-type: none"><li>• Strip out existing walls and fixtures, including old plumbing</li><li>• Extend walls back in 2 cubicles to left and right to enlarge</li><li>• Replace flooring with Altro flooring with upstands up the walls <b>OR floor tiles</b></li><li>• Replace panelling with new wipe clean bio-cladding panels <b>OR wall tiles</b></li><li>• Replace ceilings and light fittings</li><li>• Fit new disabled handrails</li><li>• Replace all stainless steel pans, basins and hand-dryers</li><li>• Install stainless steel urinal</li><li>• Reconnect new sanitaryware to plumbing</li><li>• Relabel as disabled, women, men</li><li>• Install baby changing facilities in 2 toilets (women and disabled)</li><li>• Paint/ screed concrete entrance floor</li><li>• Remove all waste from site</li></ul>	

## Tender

Period of validity of prices in this quotation	
Payment terms	
Strip out existing walls and fixtures, including old plumbing	
Extend walls back in 2 cubicles to left and right to enlarge	
Replace flooring with Altro flooring with upstands up the walls <b>OR floor tiles</b>	
Replace panelling with new wipe clean bio-cladding panels <b>OR wall tiles</b>	
Replace ceilings and light fittings	
Fit new disabled handrails	
Replace all stainless steel pans, basins and hand-dryers	
Install stainless steel urinal	
Reconnect new sanitaryware to plumbing	
Relabel as disabled, women, men	
Install baby changing facilities in 2 toilets (women and disabled)	
Paint/ screed concrete entrance floor	
Total price excluding VAT	
VAT (if applicable)	

A contract will be awarded based on the following criteria:

- Quality
- Experience
- Cost
- Proposed invoicing and payment processes
- Proposed timetable of works

**Evidence of public liability insurance must be produced before the start of the works, and all contractors must meet all relevant Health and Safety legislation in carrying out their part of the contract.**

Drawings/specifications to be attached where relevant

Date : .....

Signed : .....

Name : .....