

BURTON BRADSTOCK PARISH COUNCIL

Specification and pricing sheet for the external repair and redecoration of Burton Bradstock Post Office & Village Shop, The Reading Room and internal and external painting of the Phone Box.

I undertook to draft a specification for the above at our last meeting. It is set out below for comments. Once agreed we should discuss when to tender, as ideally the work should be undertaken in late April/ May 2021.

Councillor Graham Moody

October 2020

Instructions to Tenderers

The specification of the services required follows these Instructions. Tenderers should submit their tender price on the Pricing Sheet attached together with the further information required as noted thereon and below.

External Repair and Redecoration

- 1. All external woodwork is to be thoroughly rubbed down, to remove all loose paint and dirt, and thoroughly dusted off.*
- 2. Any rotten wood is to be cut out and replaced with treated softwood securely fixed in place using non-ferrous fixings and finished flush with existing woodwork.*
- 3. Any holes, cracks or indentations be filled with external grade filler, sanded flush and thoroughly dusted off.*
- 4. Any resinous knots are to be treated with knotting solution in accordance with the manufacturer's instructions.*
- 5. Any bare wood is to be treated with an appropriate primer.*
- 6. Any defective putty to be raked out, rebates primed and the putty re-run.*
- 7. The metal canopy over the Reading Room entrance and the painted surfaces of the Phone Box are to be sanded smooth and cleaned off and primed with an appropriate prime in accordance with the manufacturer's instructions.*
- 8. All wood, the metal canopy and the painted surfaces of the Phone Box are to be given one coat of undercoat and one gloss coat in:
 - a. Reading Room surfaces and Post Office doors and windows - brilliant white*
 - b. Post Office fascia and Phone Box - [Post Office red].**
- 9. Redecoration of the wall fronting on Mill Street in white?*

General Requirements, Workmanship, Security and Site Cleanliness

The external painting of windows and doors is to include the inside edge of all openings. It may be necessary to sand or plane some windows and doors to ensure ease of opening. External doors are to be checked to ensure that they open correctly and that there are sufficient gaps present to ensure the doors do not bind after painting (NB including

the rear door to the Post Office). All opening lights in windows, especially first floor windows of the Post Office, are to be checked to ensure that they open correctly and are to be checked after painting.

Proprietary brand(s) of paints are to be used and must be specified in your tender. They must be used in accordance with the manufacturer's instructions.

No painting shall be carried out under adverse weather conditions such as extremes of temperature, or during rain, fog etc. No paint shall be applied to surfaces structurally or superficially damp and all surfaces must be free from condensation, dirt etc before the application of each coat.

Each coat of paint shall be allowed to harden off before the next is applied. An interval of at least 24 hours shall be allowed between each coat of oil paint, 8 hours for acrylic paint. When dry each coat of paint shall be properly rubbed down and dusted off before the application of the following coat.

Unless adverse weather requires otherwise (see above), no more than 72 hours is to be allowed between paint coats. If adverse weather delays painting, subsequent coats should be applied as soon as practically possible.

The Council reserves the right to inspect and approve the preparatory work, undercoats and finishing coats between stages.

All work is to be carried out to a good standard and care must be taken to protect floor and wall surfaces. During work the use of steps and ladders must follow health and safety requirements.

Consideration must be given to the people running the Post Office and their customers, to maintain access to the shop at all required times and to maintain security of the Post Office. NO access equipment is to be left anywhere outside of the premises unattended.

The Reading Room is to be kept secure throughout the works period.

All works should be completed in a tidy and workmanlike manner. All areas shall be left clean and all debris / rubbish shall be removed prior to works completion.

The contractor is responsible for all measures needed to protect the public from any accidents etc resulting from the works.

Notes

The Post Office and Village Shop is situated in Mill Street, Burton Bradstock. The Reading Room is on High Street, Burton Bradstock, close to the junction with Mill Street. The Phone Box is situated on High Street, Burton Bradstock opposite the junction with Mill Street.

Any queries, clarifications or pre-tender inspections of the site/ works required should be directed to [contact], who may be contacted by as follows:

Telephone: []

E-mail []

All work is subject to the Parish Councils terms and conditions which are set out below.

Please indicate if you are VAT registered and if show any VAT separately in your quotation.

PRICING SHEET

Item	Price before VAT	VAT	Total	Comments
Post Office				
Reading Room				
Phone Box				
Total				

Are you VAT registered?

Comments/ requirements etc:

Signed:

Date:.....

On behalf of

Name of Contractor:.....

Address of Contractor:.....

Instructions to Tenderers

Tenders should include the completed Pricing Sheet and be submitted in plain envelopes, which should bear no distinguishing marks that could enable the sender to be identified, addressed to:

*The Parish Clerk (Ref xxxx)
Burton Bradstock Parish Council
The Reading Room
High Street
Burton Bradstock
Dorset
DT6 4QA*

Tenders should be despatched so as to be received by the Council at the above address by:

[Time & Date].

Alternatively, you may email your tender to the Parish Clerk as above not before and not later than 24 hours after the closing time noted above.

Tenders should allow for inspection of the work at appropriate stages should this be required.

Tenders should include estimates for when works would commence and finish and any working requirements the Tenderer has (e.g. works to be undertaken at particular times).

Tendered prices should be stated clearly for each part of the specification requiring separate pricing, and any VAT payable should be stated clearly and separately.

Any assumptions made or conditions or limitations that the Tenderer wishes to impose should be clearly stated. In particular if any of the terms and conditions contained herein pose problems for you then please discuss them with the Parish Clerk or [Tender contact] before you submit a tender.

Invoices should be rendered on completion of each of the 3 tranches of the specified works to the client's satisfaction. The Council will undertake to pay approved invoices within 1 month of approval.

Before undertaking any work etc for the Council the Contractor appointed should carry insurance appropriate to the work, goods or services involved (for example employers liability, public liability or professional indemnity insurance). The Contractor appointed should be prepared to evidence this to the Council.

All tenders are provided at the Tenderer's cost and the Council is not bound to accept any tender.

Termination

The Council may terminate the Contract forthwith if:

- 1. It is of the reasonable opinion that the Service Provider is in default in the performance or observance of any term or condition of the Contract.*
- 2. It is of the opinion that the Service Provider has failed to perform the Services specified in the Schedules or has failed to do so to the standard required and that such failure is incapable of remedy.*
- 3. The Service Provider has failed to remedy a failure to perform the Services satisfactorily in the time required to remedy such failure as instructed.*
- 4. The Services have not been provided at the time or in the sequence set out in the Schedules contained within this Agreement.*
- 5. The Service Provider or any employee of the Service Provider or any person acting on behalf of the Service Provider has:*
 - a. Given any fee or reward the receipt of which is an offence under sub-section (2) of Section 17 of the Local Government Act 1972;*
 - b. At any time during the tendering process (i.e. from the date of the publication of the notice seeking expressions of interest to the date of the award of the Contract), directly or indirectly canvassed any member or official of the Council concerning the acceptance of any proposal in respect of the Council;*
 - c. Directly or indirectly obtained or attempted to obtain information from any member or official of the Council concerning any other proposal submitted by any other person in respect of the formation of the Contract;*
 - d. Committed any offence under the Prevention of Corruption Acts 1889 to 1916;*
- 6. The Service Provider compounds or makes any arrangement with his creditors whilst insolvent or is unable to pay its debts within the meaning of Section 123 of the Insolvency Act 1986.*
- 7. A mortgagor take possession of the whole or a substantial part of the Service Provider's property or assets or an administrator is appointed to the same.*
- 8. An order is made, or a resolution passed, for the winding up of the Service Provider.*

Termination Consequences

In the event of the agreement being terminated for the reasons contained above the Council will:

- 1. Cease to be under any obligation to make further payment until the costs, loss and/or damage resulting from or arising out of the termination of the Service Provider's engagement shall have been calculated; and*
- 2. Be entitled to employ and pay other persons to provide and complete the provision of the Services or any part thereof; and*
- 3. Be entitled to deduct from any sum or sums that would but for this Condition have been due from the Council to the Service Provider under this Contract or any other contract, or be entitled to recover the same from the Service Provider as a debt, together with any loss or damage to the Council resulting from or arising out of the termination of the Service Provider's engagement. Such loss or damage will include the reasonable costs*

to the Council of the time spent by its officers in terminating the Contract, and in making alternative arrangements for the provision of the Services or any part thereof; and

- 4. Calculate the cost of any loss and/or damage and other costs arising from the Council's termination of the Contract and deducts the same from any sum or sums, which may otherwise be due to the Service Provider. The Council will pay to the Service Provider any balance shown as due to the Service Provider or if appropriate will recover any balance shown due to the Council as debt.*

The rights of the Council under this Condition are in addition to and without prejudice to any other rights the Council may have against the Service Provider. The termination of the Contract, howsoever arising, will be without prejudice to any rights or obligations theretofore accrued or to any provisions which are expressed to be performed after or to survive the termination of this Contract.