

Llandrindod Wells Town Council
Cyngor Tref Llandrindod



Premier Welsh Spa and County Town of Powys
Y blaenaf o'r ffynhonnau Cymreig a thref siriol Powys

Old Town Hall, Temple Street
Llandrindod Wells, Powys
LD1 5DL

Telephone: 01597 823116
Email: llandrindodcouncil@btconnect.com
Website: www.llandrindod.co.uk

22nd January 2020

Dear Contractor

Re: Bandstand, Temple Gardens, Llandrindod Wells

You are invited to tender for works to the above building.

Please find attached:

Invitation to Tender
Details of the Tendering Process
Scope & Specification of Works

The deadline for receipt of tenders is **Friday 28th February 2020, 12 noon**. Please mark the envelope – 'Confidential – Call for Tender Bandstand'.

All other information required is supplied in the attached documentation.

Yours sincerely

Jane Johnston PSLCC, CiLCA (Wales)
Clerk

Llandrindod Wells Town Council
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The Llandrindod Wells Town Council owns and operates the Bandstand located on Temple Gardens. This is within a Grade 2 listed park and all refurbishment works will be conducted with the aim of restoring the building to its original condition.

Access to the site

All works performed on, and access to the Bandstand will require the permission of Llandrindod Wells Town Council. No vehicular access to the site will be permitted unless approved by the Clerk of Llandrindod Wells Town Council.

Llandrindod Wells Town Council recognises the building requires some refurbishment work in accordance with the attached specification.

In view of this the Town Council have decided that any refurbishment works would need to be carried out in March/April 2020.

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Invitation for Tenders for:

The Llandrindod Wells Bandstand Refurbishment 2020

You are invited to submit a written quotation to perform refurbishment works on the Llandrindod Wells Bandstand as detailed in the attached specification.

You are requested to provide along with your tender quotation the following:

- Price for tender clearly indicating nett cost and any VAT to be included.
- Specification list of works to be carried out (in order to carry out fair and accurate analysis of tenders)
- Confirmation that you hold £1m (one million pounds) Insurance as indicated below.
- Date when you would be able to commence and complete the works.

Tendering Process.

Tender Documents will be issued to approved Potential Contractors from **23rd January 2020** by Llandrindod Wells Town Council.

Interested parties should evaluate the attached specifications and quote for all of this work. The closing date and time for submitting tenders for the Bandstand refurbishment works is 12 noon on **Friday 28th February 2020**. Quotations received after this date will not be considered.

All correspondence must be conducted in writing through the Clerk of Llandrindod Wells Town Council. Any other notifications will be deemed ineligible and will be considered not received.

All quotations must be in a sealed envelope, addressed to the Llandrindod Wells Town Clerk, and marked '**Call for Tenders**', 'Llandrindod Bandstand Quotations' and marked Confidential.

Any questions of queries regarding this tendering process, including the scope of work should be conducted with the Clerk on 01597 823116 or email: llandrindodcouncil@btconnect.com.

The sealed quotations will be opened in the presence of the Chairman of the Town Council, Vice Chairman and the Town Clerk on

There will then be a clarification period wherein potential successful Contractors will be invited to both clarify and confirm their submitted quotations.

The final contract will be confirmed in writing by the Llandrindod Wells Town Council.

The Town Council reserves the right to accept all, or any part of any Contractors quotation.

The Town Council reserves the right to reject all of the quotations, and re-commence the 'Call for Tender' process.

Basic Terms and Conditions.

The terms and conditions to apply will be simple and kept to a minimum, and are as follows :

Definitions. The term 'Contractor' shall refer to the company or individual who has quoted for and agreed to perform work activities for the Owner. The term 'Owner', shall refer to 'The Llandrindod Wells Town Council' and all fixed and firm agreements will be conducted by them, through the Town Clerk in their office in the Old Town Hall, Llandrindod Wells. LD1 5DL.

1. **Work to be Performed.** The works to be performed has been split into two sections :
 - a) **Stripping and painting of all metalwork to match existing**
 - b) **Painting of floor (with anti-slip paint) to match existing**
2. **Scope of Works:** Applicants can submit quotations for all of the work, or any of the individual parts of the work. Applicants should clearly show as to which parts of the works their tenders apply. But if the quotation is for all of the work, then this quotation should be broken down into the five individual parts.
3. **Stage Inspections.** There will be stage inspections by a Llandrindod Wells Town Council representative
4. **Paint Specifications.** The quotation should specify the type, quality and manufacturer of all paints.
5. **Guarantees.** The Town Council wishes to have a 'five year' written guarantee of all works and products used.
6. **Commencement Date.** The work should commence **March/April 2020** (subject to relevant permissions being obtained) or upon a date agreed by the contracted parties.
7. **Payment.** Once an identified stage work is complete and has been signature approved and accepted by the owner, payment will be made within 30 days of receipt of a correct and approved invoice.

8. **Insurance.** The Contractor shall hold valid Insurance Certificates both for Employee Liability and Third Party Liability (£1 (one) million).
9. **Duration of the Contract.** In view of the late start to the contract, and given that most of the works are external, the Contractor should give an indication, of when the contract could start and the duration of each activity.
10. **Quotations Clarification.** After the receipt and evaluation of all of the sealed bids, the Owner reserves the right to discuss and clarify particular aspects of the quotations with the relevant Contractors.
11. **Call for Tenders.** The Owner reserves the right to accept all or part of the quotations offered by any single Contractor, and also the right to reject all or parts of and single quotation offered.
12. **Safety Equipment.** While on site high visibility clothing must be worn at all times. Safety barriers and appropriate signage are to in place throughout the process. Scaffolding towers must be used in accordance with health & safety regulations.
13. **Contract Completion.** When the contract is complete, the Contractor shall clean and clear the site to the satisfaction of Llandrindod Wells Town Council.

Specification of the Works to be done

- a) **Stripping and painting of all metalwork to match existing**
- b) **Painting of floor (with anti-slip paint) to match existing**

a) Metalwork

- The external decoration has deteriorated. All existing metalwork paint must be stripped off to bare metal, treated and painted to existing specification, colour matched to existing paint. Hammerite to be used.
- No external lighting is to be removed from the roof or eaves.

b) Floor

The floor is to be painted with specialist anti slip paint to match existing.