

REQUEST FOR QUOTATION – Renovation of existing washroom facilities and expansion of canteen facilities for staff

Background

JJ Smith & Co (Woodworking Machinery) Ltd is a 4th generation family business supplying woodworking machinery to a wide range of customers from our base in Knowsley. As part of our current growth plans we are looking to modernise our washroom facilities and provide a larger area for members of staff to make and eat refreshments. This facility will also be used for training, so will need to be multi-function.

Requirement

1) Prelims.

Make allowance for all skips, plant, equipment hire etc and supervision required to undertake the project.

Project costs are to include all labour and material required to complete the works it is the tendering Companies responsibility to undertake a site visit to satisfy themselves with the extent of the works and site conditions etc, and to bring to the attention of the Client any further clarification required before submitting the tender.

2) Create a new Disabled WC.

Completely strip out the existing ladies WC.

Form new door opening in wall between the existing ladies WC and the reception corridor, supply and fit new complete door set.

Dot and dab new plasterboard to all walls and skim to a finish.

Supply and fit new close coupled disabled WC and Doc pack including WHB, handrails and all associated plumbing works.

Supply and fit new tile splash back to WHB. (Tile colour TBC)

Self level existing floor, supply and fit new vinyl none slip flooring complete with preformed plastic skirting's. (Colour TBC)

Supply and fit new grid type suspended ceiling fitted with wipable tiles.

Decorate throughout (Colour scheme TBC)

NB Please refer to section 9 for electrical works.

3) Create new Ladies WC in Existing Kitchen.

Completely strip out existing kitchen area.

Dot and dab new plasterboard to walls and skim to a finish.

Supply and fit new complete door set.

Supply and fit 2 new WC cubicles and matching half height IPS panels from the Total Cubicle Volante Range (Colour TBC)

Supply and fit 1no vanity unit to match above range.

Supply and fit 2no back to the wall WC, s complete with hidden cisterns include for all associated plumbing and drainage works.

Supply and fit new counter top style WHB include for all associated plumbing and drainage works.

Supply and fit new tile splash back to vanity unit.

Self level existing floor, supply and fit new vinyl none slip flooring complete with preformed plastic skirting's. (Colour TBC)

Supply and fit new suspended grid ceiling with wipable tiles.

Decorate throughout (Colour scheme TBC)

NB Please refer to section 9 for electrical works.

4) Refurbish Existing Gents WC.

Completely strip out existing Gents WC.

Dot and dab new plasterboard to walls and skim to a finish.

Supply and fit new complete door set.

Supply and fit new WC cubicles and matching half height IPS panels from the Total Cubicle Volante Range (Colour TBC)

Supply and fit 1no vanity unit to match above range.

Supply and fit back to the wall WC, s complete with hidden cisterns include for all associated plumbing and drainage works.

Supply and fit new counter top style WHB include for all associated plumbing and drainage works.

Supply and fit new tile splash back to vanity unit.

Self level existing floor, supply and fit new vinyl none slip flooring complete with preformed plastic skirting's. (Colour TBC)

Supply and fit new suspended grid ceiling with wipable tiles.

Supply and fit new suspended grid ceiling with wipable tiles.

Decorate throughout (Colour scheme TBC)

NB Please refer to section 9 for electrical works.

5) Refurbish existing workshop Gents WC,s

Completely strip out existing Gents WC.

Dot and dab new plasterboard to walls and skim to a finish.

Supply and fit new complete door set.

Supply and fit new WC cubicles and matching half height IPS panels from the Total Cubicle Volante Range (Colour TBC)

Supply and fit 1no vanity unit to match above range.

Supply and fit back to the wall WC, s complete with hidden cisterns include for all associated plumbing and drainage works.

Supply and fit new counter top style WHB include for all associated plumbing and drainage works.

Supply and fit new tile splash back to vanity unit.

Self level existing floor, supply and fit new vinyl none slip flooring complete with preformed plastic skirting's. (Colour TBC)

Supply and fit new suspended grid ceiling with wipable tiles.

Decorate throughout (Colour scheme TBC)

NB Please refer to section 9 for electrical works.

6) Existing Workshop Kitchen and Canteen Area.

Completely strip out existing kitchen units etc.

Supply and fit new partition and door set complete to the opening between the existing kitchen and canteen to form a separation corridor from the Gents WC, s.

Dot and dab new plasterboard to walls in the existing canteen area and skim to a finish.

Self level existing floor, supply and fit new vinyl none slip flooring complete with preformed plastic skirting's. (Colour TBC)

Open up the blocked up doorway into the archive area and make good opening.

Supply and fit new kitchen units (Spec, layout and colour etc TBC please refer to PC sums later in the document)

Supply and fit new tile splash backs.

Supply and fit new suspended grid ceiling with wipable tiles.

Decorate throughout (Colour scheme TBC)

NB Please refer to section 9 for electrical works.

7) Existing archive and disused storage areas to create a new canteen.

Dismantle existing old partitions and false floor to create the new space.

Build new stud and plasterboard partitions with one side incorporating half glass panels and 1 no fire door set complete to form new canteen room.

Self level existing floor, supply and fit new vinyl none slip flooring complete with preformed plastic skirting's. (Colour TBC)

Supply and fit new suspended grid ceiling with wipable tiles.

Decorate throughout (Colour scheme TBC)

NB Please refer to section 9 for electrical works.

8) Provisional Sums. (Please include the following sums)

Kitchen units, work tops and appliances	£2,000.00
Unforeseen work and omissions	£2,000.00
Contingency	5% of tender sum.

9) General Electrical Specification

A new 240v supply and distribution unit will be installed in each of the new toilets and canteen. New wiring will be installed throughout and where possible concealed within the building fabric. Where this is not possible either white plastic trunking or conduit will be installed to accommodate the cable.

All sockets, switches and spur units will be white high impact plastic.

All new lighting will be installed and each of the light fittings will be LED.

There will be a mix of standard and emergency lights.

Where possible the LED lights will be installed flush inside the new suspended ceilings.

In the toilets the lighting will be controlled by PIR detectors, in the canteen standard light switches will be used.

In the disabled toilet an appropriate alarm will be fitted.

The existing fire alarm will be extended into these newly formed areas

Once completed and tested a NIC EIC electrical safety certificate and as fitted drawings will be issued.

Deliverable Timescale

We expect the project to commence no later than 31st January 2022 and to be completed by 28th February 2022

Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

Cost 30%

Does supplier offer value for money. This will not necessarily be the cheapest quote

Deliverability Within Specified Timescales 30%

Supplier must demonstrate they can deliver the requirement to timescales above

Meeting Specification Details 20%

Supplier must demonstrate all specifications met

Supplier Suitability 20%

Supplier must demonstrate they have the technical capability and experience to deliver the requirement

Scoring Methodology

4 Excellent	Proposal meets, and in some places exceeds the required standard
3 Good	Proposal meets required standard
2 Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others
1 Poor	Proposal falls short of expected standard
0 Unacceptable	Completely or significantly fails to meet required standard or does not provide the relevant answer

Proposal Format

Proposals should clearly demonstrate how they meet the requirement set out above.

Deadline and Submission

Proposals for consideration are required by: 5pm **on** 9th December 2021 either electronically or by post to:

Rachael Baker

Rachael.Baker@jjsmith.co.uk

JJ Smith, Moorgate Point, Moorgate Road, Kirkby, L33 7DR

Date Published 25th November 2021

- 1) **This project is part funded by the European Regional Development Fund. Under current Public Procurement Regulations there is no formal tender procedure, but a detailed written quotation is required**

2) Conditions of Tender

Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.

We reserve the right to discontinue this tender process at any time and not award a contract.

You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercises. This applies whether or not your organisation is successful.