



**Opportunity to Tender
Refurbishment of Public Toilets, Maidstone Road, Lenham
October 2024**

Lenham Parish Council is seeking qualified contractors to submit bids for the complete renovation of the existing public toilets in Maidstone Road, Lenham.

Interested parties are invited to submit their qualifications, relevant experience and a detailed proposal outlining their approach to completing this renovation project. The successful contractor will be expected to work closely with Lenham Parish Council and comply with all the relevant building regulations and sustainability standards.

For more information, please contact the parish council office at the address below or via email.

Completed submissions should be sent to:

**Lenham Parish Council
1A High Street
Lenham
Kent
ME17 2QD**

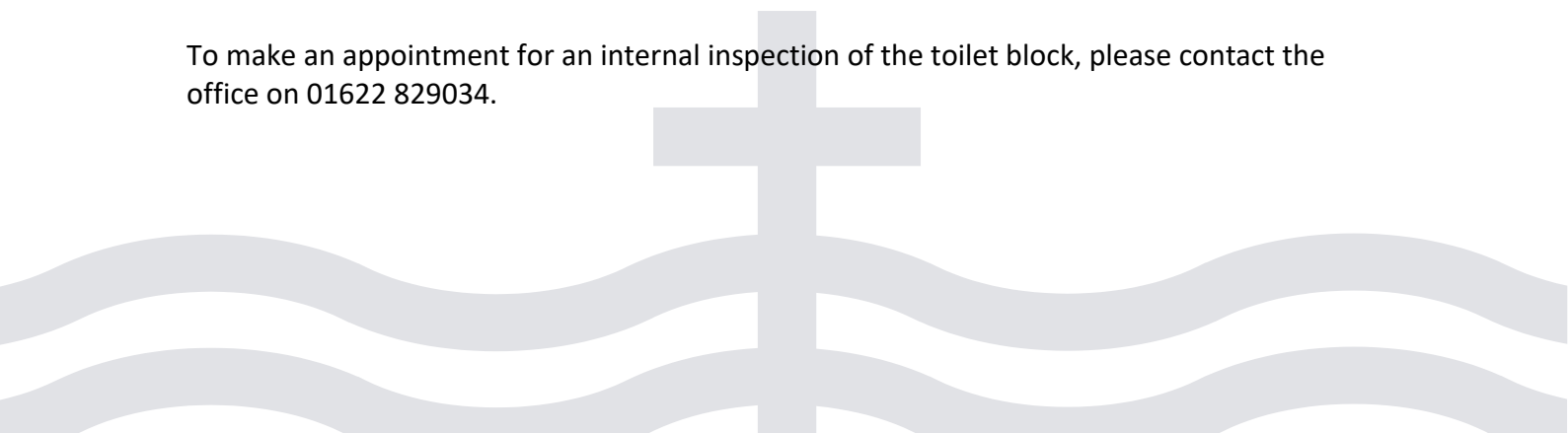
rfo@lenhamparishcouncil.org.uk

Application deadline: Wednesday 13th November 2024 at 12 noon.

Lisa Westcott
Clerk – Lenham Parish Council

Tel: 01622 829034

To make an appointment for an internal inspection of the toilet block, please contact the office on 01622 829034.



1. Background to project

1.1 The public toilets in Lenham have been closed for a number of years due to ongoing vandalism and the fact that they are not in line with current standards. The reliance on shop owners to make their customer facilities available is not sustainable or appropriate.

The facilities are located on Maidstone Road, near the centre of Lenham village and within the conservation area of Lenham village square. Please see the site plan showing the location below:



Figure 1: Site location Plan (Easting: 589792 Northing: 152164)

1.2 There are currently no publicly accessible baby changing or 'disabled' toilet facilities in the village. As a growing village with a vibrant social scene, public facilities such as these are crucial to the enjoyment of the community – especially during public events and the regular monthly markets.

1.3 The primary works required are to reconfigure the existing public toilets providing three accessible units and a large storage area. The full summary of works is presented in Appendix A.

1.4 The full project timetable is presented in Appendix B.

1.5 Lenham Parish Council (LPC) currently holds a 125 year lease for the facilities from Maidstone Borough Council (MBC).

1.6 LPC is seeking planning permission via MBC, a decision is due imminently. The planning application reference is 24/503621/FULL.

2. Tenders

- 2.1 Tenders shall be submitted for all the work set out in the works summary (Appendix A) and to comply with these conditions.
- 2.2 Prospective contractors should ensure that they are completely familiar with the nature and extent of the obligations to be expected by them, if their tender is accepted.
- 2.3 The successful tender together with LPC's written acceptance shall form a binding agreement in the terms of the contract document.

3. Conditions of Contract

- 3.1 It is expected that the contractor will provide a reasonable level of "warranty" for the works subject to normal wear and tear.
- 3.2 The contractor agrees to work following the site summary of works (Appendix A) and timetable as stated in this agreement (Appendix B).
- 3.3 Contractors will be deemed to have inspected the site and allowed in the tender for all degrees of difficulty. No claim for extra payment will be entertained arising from the contractors ignorance of the site conditions.
- 3.4 Insurance – minimum insurance of £5,000,000 for any one incident. Contractors will be asked to submit the third party insurance for inspection prior to commencement of work (Appendix F).
- 3.5 Prospective contractors should note that LPC's decision is final and no correspondence will be entered into why the tender has been rejected.
- 3.6 Financial Arrangements –
 - i. Type of tender – fixed
 - ii. The contractor shall include sums due on invoices with and without VAT. Payment of VAT will be made in accordance with the current rate for services at the time of execution of the work.
 - iii. Any variations of the specification deemed thought to be necessary by either the contractor or LPC and confirmed in writing, once agreed, these will be settled by payment on completion of the works.
 - iv. In the event that the contractor fails to carry out the work to the total satisfaction of LPC, LPC may cancel any agreement made between the contractor (by giving 14 days notice) and arrange for another contractor to fulfil the terms of the specification and that any monies outstanding shall be used to defray additional expenses which LPC may incur by reason of the default.

- 3.7 Defective Workmanship – LPC reserves the right to withhold any payment for defective work until it has been carried out to its satisfaction in accordance with the specification. Contractors must adhere to the Contracts and construction timetable (Appendix B) and any deviation in any way may result in financial forfeit.
- 3.8 Payments - payments will be made within 30 days of receipt of an official invoice from the contractor under the terms of the bid.
- 3.9 Health and Safety – Contractors must follow current legislation including Health and Safety at Work Act 1974 and all other relevant Acts in place at the time of works. The contractor shall at all times maintain safe and healthy working conditions at all sites and comply with the requirements of Codes of practice which apply to the work being undertaken and ensure that all operatives comply with this clause.

4. Site conditions

- 4.1 As the site lies in a residential area, work hours are restricted to the hours of 8am to 6pm Monday to Friday and 8am to 1pm Saturday. No work is to be carried out on Sundays or bank holidays.
- 4.2 It is expected that the contractors will visit the site to satisfy themselves that they have all the relevant information.
- 4.3 All pedestrian routes and footpaths must be kept clear at all times.
- 4.4 Sufficient site signage must be provided to ensure safe operation of the site.
- 4.5 The contractor must ensure that no damage is caused to existing footways, paths and public areas.
- 4.6 The contractor shall ensure that accidental spillages of fuel or hazardous substances are prevented within the site. In the event of accidental spillage this must be contained and the impact minimized at the expense of the contractor.
- 4.7 The contractor shall ensure they abide to conditions imposed on the planning permission.

5 Confidentiality

- 5.1 All information acquired by the Contractor relating to LPC's business will be treated by the Contractor as confidential and the Contractor will not make any use or disclosure of it for the duration of the works.

Appendix A : Summary of Works

The works in line with the construction timetable (Appendix B) will include the following:

- Reconfiguration of existing facilities to new, accessible toilet facilities plus an area of storage, alterations to fenestration and hard landscaping in line with produced plans in Appendix E.
- Removal and disposal of existing materials including external doors, sanitary ware and cubical partitions.
- Drainage to be connected to existing foul drain.
- Ensure materials are hygienic, non slip, easy to clean, resists water penetration and mould and will have a long life in the conditions in the building.

Details as follows:

Roof:	<ul style="list-style-type: none"> • Ridge tiles to be lifted where loose and re-bedded. • Any broken roof tiles to be removed and replaced with new (gluing not acceptable). • Extg gutters/RWPs to be removed • New (deep flow) gutters/RWPs to existing gullies – in cast iron effect. • Extg rooflights to be retained -subject to inspection. Allow (if necessary) to remove extg roof light and replace with new Velux of similar size, c/w flashing kit etc.
Roof void:	<ul style="list-style-type: none"> • With access to void – review condition, timbers, ventilation etc and advise • Subject to condition – roof to remain in place • Insulate between extg joists to 300mm depth • Supply decking on joist/insulation stools – fixed to rafters • Decking: 15mm ply – secured to stools • Provide access ladder from store (to be created) – secured with step off point and lighting to roof void switched from bottom of ladder point
Existing ceiling:	<ul style="list-style-type: none"> • To remain insitu – to be under-boarded with 12.5mm Gyproc moisture resistant plasterboard (or similar approved) fixed to extg rafters in accordance with BG instructions. • Ceiling to be taped and jointed and prepared for decoration.
Electrics:	<ul style="list-style-type: none"> • Relocate retained electrics to extg retained external wall – all mounted on new back boards etc. • Roof mounted PV &/or ASHP unit to be considered for underfloor heating (elec mat system) in WC cubicles and back ground heating in LPC store area. Contractor to propose system. • Install surface mounted anti-vandal LED lighting in each of the WC cubicles operated on a PIR/presence detector/door contact switch. • Install accessible WC alarms to each unit – connected to wireless repeater to activate remote alarm attendance (via LPC) – alarm light over each door externally. • All doors to be fitted with alarm contacts reporting to remote location. • New LED task/strip lighting to LPC store area and void over WC's controlled from ground floor adjacent to new door. • New alarm for building to cover zones: LPC store; WC's. • Access path to doors to be fitted with PIR for external lighting (wall wash)

Plumbing:	<ul style="list-style-type: none"> • New WC's to be Doc M compliant and meet all relevant current water regulations, drop handles etc to be blue. • Supply to be fitted with leak detection system – reporting to remote device. • Hot water for WHB's to be from instant elec water heater • Taps in WHBs to be sensor flow/percussion type • WHBs to be fitted with overflow
Internal walls (existing):	<ul style="list-style-type: none"> • Demolish all internal walls down to the extg floor finish EXCLUDING the spine wall on the left of the service zone. • Scabble back floor/wall junction as necessary and prepare for new walls/surface application with levelling compound etc.
Internal walls (new):	<ul style="list-style-type: none"> • New walls to be 140mm conc block with dot & dab BG rigidur wall board to both sides (or similar approved) in accordance with BG instructions. • Blockwork to be tied to ceiling joists • Walls to be taped and (hardwall) skimmed, prepped for decorating • All surfaces to be painted with durable high build paint (scrubbable) – spec TBA subject to GC submission • All woodwork to be gloss painted – contrasting colours as necessary
Floor:	<ul style="list-style-type: none"> • In WC's no-slip ceramic tile floors with tiles skirting to be laid to fall to the door • Floor in LPC store to be made good where walls removed, levelling compound applied and non-slip vinyl installed. 125x25 pencil round timber skirting
External (groundworks):	<ul style="list-style-type: none"> • Clear all drains • Lift extg pcc slabs and dispose. • Provide new heritage style slabs and lay to falls forming new level thresholds at doorway – falls to existing gully points. • Each threshold to be fitted with level access aco slot drain including rodding point at end of the run.
External (façade):	<ul style="list-style-type: none"> • Close up existing windows/doors as noted on drawings – using matching brick and/or brick colouring. • Supply & fit new double doors – metal faced – c/w 5-lever security locks. Slave leaf to be fitted with 2# shoot bolts to the LPC store area. • Extg retained doors to be fitted with new metal faced doors c/w 5-lever security locks. • New WC doors by Healthmatic – including access control systems reporting to remote location (LPC to advise). Direct Access Doors for Public Toilets - Healthmatic
Certificates	<ul style="list-style-type: none"> • All works to be completed to LABC/AI satisfaction • All electrical/plumbing works to be certified on completion.



Appendix E –Application to Tender

Tender:	Reconfiguration of Lenham Public Toilets
Company Name:	
Address:	
Contact Telephone Number:	
Contact Email Address:	
Name of person completing tender:	
Position in Company:	

Please provide:

- 1 – Proposals to complete the work
- 2 – Payment Profile of proposed milestone payments
- 3 – Details of any additional items including description and price





Appendix F: Contractors Insurance

Name of contractor:	
Address	
I certify that I hold the following insurance Policies:	
Public Liability Policy No:	
Renewal Date:	
Issued by:	
Employers Liability Policy No:	
Renewal Date:	
Issued by:	
I enclose relevant copies of these certificates	
Signed	
On behalf of:	
Date:	
<p>Please note that the acceptance of the Certificate does not imply that LPC accepts or has checked as adequate, your insurance details. You are reminded that it is the responsibility of each contractor to check their insurance satisfy LPC's requirements.</p>	





Appendix G – Declaration

I certify the information supplied is accurate to the best of my knowledge and belief.

I understand that Lenham Parish Council may contact anyone to verify this information and false and misleading information could result in exclusion from the deleted tender list.

Signed

Position

On behalf of.....

Date

Before returning this application, please ensure that you have answered all the questions and enclosed all the relevant documents.

