

BISHOP'S STORTFORD TOWN COUNCIL

REPLACEMENT OF CEMETERY GARAGES

Introduction

Bishop's Stortford Town Council has received planning consent for the replacement of two existing predominantly timber garages at The Old Cemetery, Apton Road, Bishop's Stortford, Herts, CM23 3FP (Appendix B).

Requirements

The Town Council requires a contractor to fully manage the replacement. This will include:

1. Demolition and removal of existing garages
2. Construction of replacement garages according to the drawings provided
3. Completion of any detailed design work not included in the drawings provided in Appendix A
4. Compliance with any conditions of the planning consent, engagement of Building Control and any other third parties is also the responsibility of the Contractor

Tenderers are to note that this is an operational site. Whilst it will be possible to clear the garages, the adjacent unit and the yard will need to remain accessible other than by special arrangement.

Specifications

Tenders should include the following information:

1. Pricing, suitably broken down into sub-tasks
 - a. The pricing, including breakdown, should clearly specify what is fixed pricing and what is provisional and therefore subject to variation
2. Proposed payment milestones/schedule
3. Project timeline
4. Proposed earliest practical start date
5. Schedule of activities (if any) which the contractor would require BSTC to undertake
6. A copy of the proposed form of contract
7. Outline of relevant experience, company background, and references
8. Any other information the contractor thinks may be relevant

Prior to confirmation the prospective contractor will be required to complete the health and safety documentation attached (Appendix C). This is not required, but may be submitted, at tender stage.

Further information

A site visit may be arranged by appointment with Maintenance and Cemetery Manager Andrew McCormick (e-mail: andrew.mccormick@bishopsstortfordtc.gov.uk Tel: 01279 712144)

To discuss the contract/tender process contact James Parker (e-mail: james.parker@bishopsstortfordtc.gov.uk, Tel: 01279 712147).

Contact to discuss is not a requirement of the tender.

Tender Submission

Tenders submissions are to be received by 17:00 on Friday, 11th November 2022

Submissions are preferred electronically and can be sent to:

tenders@bishopsstortfordtc.gov.uk

Subject Line: Cemetery Garages Tender Submission

Or can be addressed to:

Cemetery Garages Tender Submission
Bishop's Stortford Town Council
The Old Monastery
Windhill
Bishop's Stortford
Herts
CM23 2ND