

WCA Community Centre Refurbishment Invitation To Tender

The WCA will be embarking on a series of improvements over the coming three years as part of Vision 20:20 Strategy to create an amazing space for future generations.

The WCA Council now invite contractors to bid for the first part of the work, the refurbishments of the main bar.

Detailed architect drawings will be provided to any contractor wishing to review and bid for the work and an onsite visit can be arranged – see contact details section at the end of this document.

Bids should be submitted as formal written specifications within current building regulation, (BUILDING CONTROL) standards and fully costed with relevant contingencies described.

Submissions will be reviewed by a dedicated working group, known as the Bar Project Committee and which may lead to subsequent follow up questions to clarify any areas of the bid. The Bar Project committee will decide on a preferred shortlist and present their recommendations to the WCA Council Meeting with their reasoning.

The WCA Council will be asked to select, by vote (in accordance with the published WCA constitution) the preferred bidder.

The preferred bidder will then be invited to undertake the work. If any preferred bidder subsequently confirms they are unable to perform the work then the WCA Council will review the remaining shortlist and select an alternative contractor.

All WCA decisions and voters will be minuted.

In order to ensure a fair and transparent process, the following conditions are to be applied: -

1. Any contractor who submits a proposal may not be part of the Bar Project Committee proposal review process or have visibility of any of the submissions received.
2. Any contractor who submits a proposal will not be entitled to vote at the WCA Council selection meeting for the preferred bidder.
3. The WCA is not required to necessarily accept the lowest bid and consideration of all factors as laid out in the written specification will be given.
4. All bidders will be informed via email of the decision.
5. No further correspondence will be entered into regarding the decision.
6. The decision and selected contractor will be published on the WCA website.

Dates

- Submissions are required by 5pm on Friday the 1st June 2018. Any submission received after this date will not be taken forward.
- The final decision will be made at the WCA Council meeting to be held at 8pm on the 12th June 2018.

Submission details

Bid submissions should be sent to the WCA Secretary, Louise Wyles in sealed envelope specifically marked 'BAR PROJECT BID'.

Address: -10 Parsonage Farm, Wingrave, HP22 4RP

After the closing date the Bar Project Committee will open and review all submissions in order to make a recommendation for the Council meeting. The Bar Project Committee may wish to speak to potential contractors during this review period so please provide relevant contact details.

Contractor Site visits

To arrange a site viewing and receive architect drawings in order to prepare a submission please contact Tony Lambourne on 01296 681901.