



Town Clerk: Mrs Judy Morris BA(Hons)

The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

[www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)  
[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
Tel: 01884 38249

To Whom it May Concern

March 2019

### **Invitation to Tender for the rejuvenation of the Town Hall.**

At a recent meeting of the Cemetery & Town Hall Committee it was resolved that the Town Hall should undergo internal rejuvenation in order to make it more inviting and aesthetically pleasing for the public, visitors and hall hirers.

You are invited to submit a tender for the re-decoration of Cullompton Town Hall – address as above.

#### **Areas of the Town Hall which need to be re-decorated:**

Hall, kitchen, unisex W.C, Men's W.C., Foyer area, Staircase.

#### **All work is to be carried out in accordance with the following:**

- All surfaces (walls and woodwork) should be best prepared (e.g. All holes and cracks should be filled and sanded down/rubbed smooth) in order to achieve as good a finish as possible and to reduce the need for additional coats of paint.
- All rooms will be cleared of contents, pictures etc., as much as is practicable but you will be expected to show due care and diligence by protecting (with dust covers etc.) any fixtures and fittings remaining that you are not expected to paint.
- All walls and woodwork should be cleaned (e.g. sugar soaped) in order to help paint adhere prior to any application of paint.
- Dust sheets should be laid across as much of the floor as possible. If using heavyweight cotton dust sheets these can be moved around the room as you work. Polythene dust sheets should be taped into place with masking tape.
- Switches and sockets should be covered with masking tape to protect them from paint splatters.
- All surfaces should be primed accordingly and then painted with 2 no. coats – please refer to the individual area breakdown for a description of the specific paint which is to be used.

Please see below for a definitive list of works in each particular area of the Town Hall:

## **Town Hall**

- Ensure that all existing lining paper is in good order i.e. stick down or repair any loose paper.
- The top half of walls where there is panelling on the bottom half, should be painted in 2 no. coats of magnolia vinyl matt paint.
- All woodwork including doors\*, door frames, window sills, Wainscot panelling (bottom half of walls) should be painted with 2 no. coats of water based satin wood paint. The actual windows should be painted in 2 no. coats of white water based gloss.
- \* kitchen door (1 no.) – side facing hall to be painted to match the woodwork in the hall and the reverse side which faces into the kitchen to be painted white/Side exit doors (2 no.) and main hall doors (2 no.) to be painted to match woodwork in the hall.
- All radiators in the hall (6 no.) to be painted using 2 no. coats of matching water based satin paint (woodwork)
- All trusses, buttresses (8 no.) & gaslights (no. 6) should be painted to match the woodwork and Wainscot panelling in 2 no. coats of water based satin wood paint. NB: The handles of the gaslights to be rubbed down and painted black.
- The mantle and surround of the original period fireplace to be painted using 2 no. coats of black satin paint.
- NB: The hall has a 'false ceiling' so there is no requirement to paint this!

## **Kitchen**

- Inside of kitchen door and the door frame is to be painted in 2 no. coats of white water based satinwood paint
- Window ledges (2 no.) should be rubbed down and re-coated using 2 no. coats of matching wood stain.
- 1 no. radiator should be painted white using 2 no. coats water based gloss.
- Skirting boards should be painted using 2 no. coats of white water based gloss.
- The Ceiling should be cleaned using sugar soap (to degrease) and then painted 2 no. coats of white soft sheen emulsion.
- Walls should be painted with 2 no. coats of soft sheen magnolia vinyl paint.

## **Reception**

- All woodwork, including front main door (2 no.), internal office door (1 no.) and hall entrance doors (2 no.) to be prepared and then painted in 2 no. coats of water based satinwood paint – colour as per hall wood paint.
- Stair stringers (2 no.) to be painted in 2 no. coats of water based satin wood paint – colour as per hall wood paint.
- Staircase walls to be prepared by filling in any holes, sanding and ensuring a smooth even base and then painted with 2 no. coats of magnolia vinyl matt.

## **Water Closets (2 no.) & W.C. Foyer**

- The walls of both the unisex and men's WC's & foyer area should be painted in 2 no. coats of magnolia soft sheen (washable) paint.
- The woodwork (including doors & skirting boards) both inside the WC's & in the foyer area should be painted in 2 no. coats of white water based gloss.

## **Hours of Operation**

The Service Provider is required to agree with the Council, suitable times for undertaking the rejuvenation (painting) services contract whilst acknowledging that:

- services must not disrupt the Council's core hours
- cleaning operative must be mindful of hall hirers.

*It is requested that you register your intention to submit a tender by sending an e-mail to the Deputy Town Clerk to Cullompton Town Council (deputy.clerk@cullomptontowncouncil.gov.uk). This will allow the council to inform you of any alterations, additions and answers to questions received concerning this tender.*

<b>Delivery Timescales Milestone</b>	<b>Date</b>
Invitation to Tender published	11 <sup>th</sup> March 2019
Closing Date for Tender proposals	16 <sup>th</sup> April 2019
Preferred Tender announced	24 <sup>th</sup> April 2019
Contract Awarded	24 <sup>th</sup> April 2019
Commencement of Works	To be agreed but as soon as practicable once contract awarded

The contract will be awarded to the provider that best complies with the work specification contained in the attached drawing and is considered to provide the best value for money. Information may be requested by any company who wishes to submit a tender – any question/s and answer/s will be supplied to *all* companies who wish to submit a tender. Considerations that will be made include:

- Compliance with written requirements.
- Satisfactory references.
- After sales service.

The council may request further information from suppliers after tenders have been submitted and before a preferred tender is announced.

## **General Requirements**

As a minimum, the following documentation should be held by the contractor and should be supplied to the council as part of the Tender submission:

- Accreditation certificates.
- Public Liability Insurance certificates.
- Employer Liability Insurance certificates.
- General and specific Risk Assessments.
- Method Statements.
- Health and Safety policy statements.

## **Submission of Tender and General Disclaimer**

Any area of open space or other property, either local authority or privately owned, that becomes damaged by the Contractor during installation works must be made good at the Contractor's expense.

Tenders should be marked 'TENDER SUBMISSION – TOWN HALL REDECORATION' and submitted (in either paper form or electronically) to the Council by 12 noon on the closing date listed above.

Tenders will be viewed by Council Officers and at least three Council members serving on the Cemetery and Town Hall Committee. The decision as to who shall be awarded the contract will be made by the Committee members.

**Any queries concerning this tender invitation should be directed in the first instance to the Deputy Town Clerk as follows:**

Miss Maria Weston  
Deputy Town Clerk  
Cullompton Town Council  
The Town Hall  
1 High Street  
CULLOMPTON  
EX15 1AB  
01884 38249  
[deputy.clerk@cullomptowncouncil.gov.uk](mailto:deputy.clerk@cullomptowncouncil.gov.uk)

Cullompton Town Council very much looks forward to hearing from you.

Yours faithfully

Judy Morris

Town Clerk