

## **Redruth Town Council**

Invitation to Tender for repair and renovation works to Redruth Clock Tower, Fore Street, Redruth

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### **1. General Principles**

#### **1.1 Introduction**

This Specification sets out the details for the repair and renovations works to the interior and exterior of the clock tower located in Fore Street, Redruth. It represents the minimum requirements of the Contractor in terms of outputs and performance. It is not intended to be restrictive in terms of innovation or flair. The ultimate aim is to preserve this important local landmark for the future, with all repairs and replacements adhering to the conditions of the building's listed status in keeping with the surrounding community and has the durability to withstand the prevailing weather conditions in the area; whilst at the same time offering a safe working environment for those personnel responsible for the maintenance of the clock mechanism.

The specification covers:

- The key policy and other generic requirements;
- The statutory and mandatory compliance issues;
- The management and administrative arrangements;

The Contractor shall note that the contract between Redruth Town Council and the Contractor will, in its final negotiated form, oblige the Contractor to provide services in accordance with this Specification, except where changes are mutually agreed.

#### **1.2 Redruth Town Council – Preservation of Historic Landmarks**

Redruth Town Council is committed to the effective maintenance and improvement of all community assets owned or managed by the Council on behalf of the people of Redruth.

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In line with this ideal Redruth Town Council commissioned a Building Survey of the Clock Tower in February of 2017 (a copy of this survey is included with the supporting paperwork for this specification). This survey identified a number of issues which need to be addressed in the short term, along with a range of preventative tasks needed to preserve the existing structure in the medium term.

All submissions should be of sufficient detail, with regard to a breakdown of tasks and costs, to enable a fair and considered comparison of all tenders received. **Tenders for specialist tasks e.g. electrical works, joinery etc. will be considered alongside submissions for the entire refurbishment project.** In order to assist with this requirement an outline Schedule of Works has been created to enable bidders to break down the costs and timeline for the project, identifying any issues for each stage and omitting any elements of the project beyond their expertise, a copy of which has been attached.

**The invitation to quote will close at 1700 on Friday 22<sup>nd</sup> February 2019**, by which time bidders will need to submit their Best and Final Offer for review by the Town Council, with the intention being that all bidders are informed of the decision on Friday 15<sup>th</sup> March 2019. Submissions can be made in hard copy or electronic format with all information kept Confidential until the time of the assessment and marking by the designated Council Member(s) and Officer.

### 1.3 Quality and Performance

Redruth Town Council is looking for a Contractor who is committed to quality and performance. Redruth Town Council will work closely with the Contractor to ensure that a quality ethos underpins the services provided.

The emphasis shall be placed on the Contractor implementing their own quality monitoring system; the performance standards set out in this specification shall contribute to the overall measurement of performance.

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### 1.4 Personnel attributes

The Contractor shall ensure that all staff delivering these services have the necessary qualifications, licences, permits, skills and experience to discharge their responsibilities effectively, safely and in conformance with law and Redruth Town Council policies and procedures. **The Contractor shall ensure that all staff receive the instruction, training and supervision necessary to properly carry out work to safe and legal standards.**

### 1.5 Responsiveness and flexibility

This contract calls for a level of flexibility and responsiveness from the Contractor. Redruth Town Council expects that the Contractor's management and staff will be attentive and that resources will be found to maintain service standards during times of staff shortage.

Although this specification identifies the services and the standards required; Redruth Town Council views this as the base on which to build a partnership working together to achieve the best quality outcomes that finances will allow.

## 2. Statutory and Mandatory Compliance

### 2.1 Relevant Law

The Contractor shall deliver all the services defined in this Specification in compliance with relevant law. Relevant law means any applicable law, statute, proclamation, bye-law, directive, decision, regulation, rule, order, notice, rule of court, or delegated or subordinate legislation and any applicable request or requirement.

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### **2.2 Guidance, Policies and Procedures**

The Contractor shall deliver all services defined in this specification in compliance with HSE guidance , Redruth Town Council's policies and the agreed Service Level Agreement.

### **2.3 Insurance Levels**

The Contractor shall provide evidence of the following levels of insurance cover, or provide guarantees to the Council that such cover will be in place prior to commencement of works:

Employer's (Compulsory) Liability Insurance = £10,000,000

Public Liability Insurance = £5,000,000

Professional Indemnity Insurance = £2,000,000

\* It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

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**3. Service Requirements**

<b>Item No.</b>	<b>Item</b>	<b>Requirement</b>	<b>Description of Requirement</b>	<b>Performance Standards</b>
3.1.1	Exterior	Masonry - Pointing – Inspection and Repair  Masonry – Cleaning	Extensive weathering to the existing pointing requiring partial or total replacement  Cleaning of all stonework to remove dirt and staining.	Reasoned recommendations for suitable materials and extent of replacement, in line with building’s listed status.  Sympathetic cleaning method to deliver optimum results without damaging the masonry, decorative features and windows.
3.1.2	Exterior	Roof – Inspection of lead covering	Largely in good condition, inspection of roof covering to identify potential future issues or factors contributing to water damage in other areas of the building.	Reasoned recommendations for required works to achieve future proofing with minimal maintenance.
3.1.3	Exterior	Sandstone Apertures – Inspection, Repair and Cleaning	Extensive staining and weathering of the existing sandstone apertures requiring repair and cleaning.	Recommendation for most effective and economic solution, in line with building’s listed status – minimising use of chemicals and negative impact to adjacent buildings and public

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<b>Item No.</b>	<b>Item</b>	<b>Requirement</b>	<b>Description of Requirement</b>	<b>Performance Standards</b>
				area.
3.1.4	Exterior	Rainwater Goods – Inspection, repair & refurbishment	Check of all gutters, downpipes etc. for damage or corrosion with repair or replacement of any failing or failed sections.	Recommendation for most effective and economic solution to existing system.  Recommendations or alternative routing of rainwater to eliminate issue in the future, in line with building's listed status.
3.1.5	Exterior	Flashings & Window Lead Work - Inspection, repair & replacement	Extensive weathering to the existing lead work requiring re-setting, repair and partial or total replacement	Recommendation for most effective and economic solution, in line with building's listed status.
3.1.6	Exterior	Joinery – Windows – Refurbishment / Replacement	Inspection of all windows and frames for damage and rotting with repair or replacement of any failing or failed sections.	Reasoned recommendations for suitable materials and extent of replacement, in line with building's listed status.
3.1.7	Exterior	Clock Faces - Ornate Metalwork	Inspection of clock faces for damage and corrosion with repair or replacement of any failing or failed sections.	Recommendation for most effective and economic solution achieving undetectable and durable finish.
		Clock Faces - Glazing	Repair to retaining bars and replacement of missing glass	Recommendation for most effective and economic solution,

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				in line with building's listed status
3.1.8	Interior	Roof – Replacement of Iron Uprights	Extensive structural corrosion to iron roof supports... replacement necessary.	Recommendation for most effective and economic solution, in line with building's listed status
3.1.9	Interior	Masonry – Waterproofing, rendering and redecoration	Installation of waterproof tanking, application of hard sand & cement render and re-painting	Recommendation for most effective and economic solution, in line with building's listed status
3.1.10	Interior	Bell Supporting Beams – Inspection & replacement	Inspection to determine structural integrity of bell supporting beam in light of extensive corrosion... possible replacement	Recommendation for most effective and economic solution, in line with building's listed status.  Suggestions for alternative material e.g. oak would be welcomed
3.1.11	Interior	Electrical Wiring – Inspection and partial or total replacement	Elements of modern and aging electrical wiring, switches and connections. System inspection to determine partial or total replacement.	Suggestions on upgrade to existing electrical system for greater safety and economy.
3.1.12	Timber	Joists - Refurbishment and	Signs of rotting at ends of beams requiring repair and waterproofing	Recommendation for most effective and economic solution,

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<b>Item No.</b>	<b>Item</b>	<b>Requirement</b>	<b>Description of Requirement</b>	<b>Performance Standards</b>
		protection of joist ends		in line with building's listed status
3.1.13	Interior	Timber –Landings	Extensive water damage, rotting and infestation. Requirement for treatment of remaining areas, repair and replacement of areas beyond repair.	Recommendation for most effective and economic solution, in line with building's listed status
3.1.14	Interior	Timber - Stairs	Replacement of missing staircases (currently replaced by ladders) along with strengthening and repair of existing staircases.	Recommendation for most effective and economic solution, in line with building's listed status  Re-design of internal access for safer access and working areas.
3.1.15	Management Information	Provide management information for Redruth Town Council	The Contractor shall provide Redruth Town Council with management information. As a minimum, the Contractor shall support invoices with:  Details of all purchases including all discount arrangements (invoice, statement, over-riders)  Records of work sheets and information to support labour costs	Information to be available when required by Redruth Town Council  Information in support of any invoices  Ad hoc reports within timescale agreed with Redruth Town



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<b>Item No.</b>	<b>Item</b>	<b>Requirement</b>	<b>Description of Requirement</b>	<b>Performance Standards</b>
			Details of all other costs incurred e.g. specialist equipment hiring	Council Information in support of any invoices
3.1.16	Personnel Management	Management of staff	The Contractor shall manage all staff in accordance with best employment practice The Contractor shall be mindful of the Redruth Town Council personnel policies to ensure that approaches to personnel management are consistent	Adoption of best practice personnel and health & safety management
3.1.17	Training	Provide training to all staff	The Contractor shall ensure that staff are trained in accordance with the requirement of the job they are performing.	<ul style="list-style-type: none"> <li>• Staff trained in accordance with the job they are undertaking</li> </ul>