

Invitation to Tender for the exterior paintwork on the Cabman's Shelter

We are pleased to invite you to tender for the exterior paintwork on the Cabman's Shelter.

To ensure the process is fair and transparent for all parties, please follow the instructions carefully. We would like to receive all responses by 2nd April 2025.

Any enquiries should be addressed to Heather O'Neill, Deputy Clerk at heather.oneill@riponcity.gov.uk or on 01765 604097.

Please read the instructions and return the following documents:

- Signed Tender Response detailing your proposed method of surveying and completing the restoration.
- Signed Pricing Schedule for the contract;
- Signed Certificate of canvassing and non- collusive tendering (see appendix 2);
- Organisation information including references for 3 similar works, contact details and insurance provision.

We strongly recommend a site visit by interested parties prior to the submission of a tender, or a detailed telephone conversation. Please contact me via email to arrange a visit.

We hope that you will be able to assist us in this tender and look forward to hearing from you in due course.

Paula Benson
Chief Officer

Attachments

1. TENDER SPECIFICATION
2. APPENDIX 1 - PHOTOGRAPHS OF THE CURRENT CABMAN SHELTER IN SITU
3. APPENDIX 2 - DECLARATION OF CAVASSING AND NON-COLLUSIVE TENDERING

Tender Specification

Cabman's Shelter Exterior Paintwork

1. Background

The Cabman's Shelter currently rests in the East Corner of the Market Place Ripon. It is owned by Ripon City Council following donation from the Civic Society.

The Listed Building number is 1393142. It is a Grade 2 Listed Building. The reasons it is listed, are as follows:- It has a highly decorative Edwardian design dating from 1911. It is a nationally rare and well-preserved example of a cabmen's shelter, an important reminder of the importance of horse-drawn transport in the early C20, supplied by the well-known firm of Boulton and Paul of Norwich.

The structure of the Shelter remains in good order after its full restoration in 2019, however general wear & tear and its exposure to the elements are evident on some of the external paintwork. This is most noticeable on the Southern Elevation where the entrance is located and more generally around the lower boards of the Shelter.

2. Our requirements

Restoration of exterior paintwork specification:

External paintwork to be rubbed down, remove all loose and flaking paint.

Repair work to minor chips or gouges on the external structure. *(see example in 'West Elevation Left Hand Side Damage' image in the Appendix 1)*

If required, reseal the horizontal joint between the vertical timber frame and the sill with an oil-based mastic to prevent water penetration.

Prime all bare areas, apply one undercoat and coat gloss oil paint to match the existing colours.

The work is to be completed with Cabman's Shelter in-situ.

The work is to be completed during summer/Autumn 2025 season.

We expect the tender to include:

- Provision of all materials for exterior painting, using recognised and certified parts only
- Method Statement for completion of works including process to be used for painting the Cabman's Shelter in-situ.

We are looking for a reputable and qualified company who can provide us with value for money.

3. How we would like you to respond to this Tender.

We welcome tender responses from all qualified companies. We would like the process to be as easy as possible and as such, we are not using an application form. When responding to the tender, please submit written plans, which include how you intend to remove and dispose of the equipment and fencing.

Your response should detail how you will approach each of the areas outlined in our requirements and the associated costs.

We also need information about your organisation, including your contact details, insurance information and references / information of 3 similar works completed for other clients.

Please return the following documentation via email to admin@riponcity.gov.uk for the attention of the Chief Officer.

1. Signed Tender Response detailing your proposed restoration;
2. Signed Pricing Schedule/detailed cost template for the contract;
3. Signed Certificate of canvassing and non- collusive tendering (see appendix 2);
4. Organisation information including 3 references for similar works, contact details and insurance provision.

The Council does not bind itself to accept the lowest bid or any quotation.

5. Arithmetic Accuracy of the ITT

It is the responsibility of the supplier to check that all cost areas have been identified and are accurate.

If arithmetic mistakes are found after the contract has been awarded, they will not be considered. The fees agreed at the time of contract will prevail. The Tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated in their tender which shall (except in so far as otherwise provided in the contract) cover all the contractor's obligations under the contract and the contractor shall be deemed to have obtained for itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the contractor's tender. The contractor who submits a tender will be held to have by his/her own independent observations and enquiries fully informed and satisfied himself as to the nature and extent and practicability of the works and as to access to the site and/or storage facility and all points and conditions which can in any way affect the prices upon which this tender is based. The prices for the tender shall include all charges for profits and transport and cartage and labour, materials, plant and insurance and all other expenses. Period of Acceptance of the ITT:

The potential supplier is required to hold their ITT open for acceptance for a period of up to six months from the closing date.

6. Final Submissions and checklist:

The Council does not bind itself to accept the lowest or any quote and will not accept responsibility for any expense or loss which may be incurred by any potential tenderer in the preparation of the ITT. Tenderers should treat the tender documents as private and confidential between the tenderer and the Council.

SOUTH ELEVATION



WEST ELEVATION



NORTH ELEVATION



EAST ELEVATION



Appendix 4 - DECLARATION OF CAVASSING AND NON-COLLUSIVE TENDERING

In recognition of the principle that the essence of selective tendering is that the council shall receive bona fide competitive Tenders from all those tendering.

I/WE CERTIFY THAT:

1 The Tender submitted herewith is a bona fide Tender, intended to be competitive.

2 I/We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.

3 I/We have not done, and undertake that we will not do at any time before the hour specified for the return of the Tender, any of the following acts:

(a) communicating with a person other than the person calling for this Tender the amount or approximate amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender);

(b) entering into any agreement with any other person that he/she shall refrain from Tendering or as to the amount of any Tender to be submitted; and

(c) offering, paying, giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above.

Name:

Position:

Date:

In this declaration: 1 'person' indicates any person, body, or association corporate or incorporate. 2 'any agreement or arrangements' includes any transaction of the sort described above, formal or informal and whether legally binding or not.
