

Invitation to Tender for Hugh Ripley Hall to Install an Accessible Toilet Facility

We are pleased to invite you to tender for the installation of an accessible toilet facility to be situated at Hugh Ripley Hall.

To ensure the process is fair and transparent for all parties, please follow the instructions carefully. We would like to receive all responses by 28th January 2026.

Any enquiries should be addressed to Adam Chugg at: admin@riponcity.gov.uk or on 01765 604097.

Please read the instructions and return the following documents:

- Signed Tender Response detailing your proposed method statement.
- Signed Pricing Schedule for the contract.
- Signed certificate non- collusive tendering (see appendix 2).
- Organisation information including references for 3 similar works, contact details and your 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 or telephone 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.

Adam Chugg
Locum Chief Officer

Attachments

1. Tender Specification
2. Appendix 1 – Photographs of location of new facility
3. Appendix 2 – Declaration of non-collusive tendering

Tender Specification
Hugh Ripley Hall Installation of Accessible Toilet Facility

1. Background

Hugh Ripley Hall is a venue managed by Ripon City Council for community events and class hire and comprises of several rooms, toilets and kitchen facilities.

On the first floor of the building at the end of the corridor an accessible toilet facility needs to be installed.

See Appendix 1 – Photographs of the available space for the facility to be fitted.

2. Our requirements

To convert a small internal storage space at Hugh Ripley Hall in Ripon into an accessible toilet (DDA -compliant).

We expect the tender to include:

- Provision of all materials and full installation
- Method Statement for completion of works, including details of the length of work and measures that could be taken to minimise disruption to the disabled toilet facilities and kitchen.
- Works to be completed no later than 31st March 2026.

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 complete the works.

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 work.
2. Signed Pricing Schedule/detailed cost template for the contract.
3. Signed certificate of 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.

4. 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 is 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.

5. 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.

Appendix 1 – Location of new facility



Appendix 2 – Declaration of 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.
