

RIPON CITY COUNCIL



INVITATION TO TENDER

Fire Safety Remedial Works

Hugh Ripley Hall

Tender purpose

Ripon City Council is seeking a single, comprehensive and properly certified package of fire safety remedial works at Hugh Ripley Hall, including fire detection and alarm, emergency lighting and fire extinguisher provision.

Reference	RCC-HRH-FS-2026-01
Issue date	Thursday 30 July 2026
Tender deadline	12:00 noon, Monday 10 August 2026
Return by email	mark.williamson@riponcity.gov.uk
Site visits	By appointment with the Deputy Chief Officer
Anticipated works period	From Monday 17 August 2026

WHAT TO RETURN

The completed pricing and ongoing-cost schedules, together with a quote issued by your company on letterheaded paper, a concise technical method statement, two relevant references, and evidence of current insurance and relevant accreditation. No lengthy tender submission is required.

1. Preamble

1.1 Invitation

Ripon City Council invites suitably qualified fire safety contractors to tender for fire safety remedial works at Hugh Ripley Hall, Skellbank, Ripon, HG4 2PT. Tenderers should read the full document before submitting a response.

1.2 Background to the requirement

Hugh Ripley Hall is operated as a community facility and is used by regular hirers for activities including dance classes, karate lessons and other community uses. The building includes a main hall, ancillary rooms, kitchen area (microwave and kettle only), accessible WC, circulation spaces, basement/rifle range areas and an attached house/dwelling element.

The attached house/dwelling is currently unused. However, it is attached to the main building in an integral way and must be included within the contractor's assessment and proposed fire safety solution.

The works arise from a recent Fire Risk Assessment. The Council now wishes to procure a single, comprehensive and properly certified package of remedial works.

1.3 Key objectives

- provide a compliant and properly certified fire detection and alarm system – requiring own fuse spur;
- address the attached house/dwelling, boiler room and other higher-risk areas;
- improve emergency lighting provision where required;
- review and rationalise fire extinguisher provision;
- secure a clear handover pack, training and whole-life maintenance information;
- achieve value for money through a transparent tender process.

1.4 Site visits

Tenderers are expected to have conducted a site visit before submitting a tender. Site visits can be facilitated by appointment with the Deputy Chief Officer.

By submitting a tender, the tenderer will be deemed to have satisfied itself as to the nature of the site, access requirements, layout, installation routes, building constraints and any matters that may affect price, programme or delivery.

1.5 Asbestos information

The Council has undertaken a 2026 Asbestos Survey. For the purposes of this tender, tenderers may assume that there is no asbestos in the areas affected by the proposed works. If the contractor identifies or suspects asbestos-containing materials during the works, work in that area must stop immediately and the Council must be notified. The survey can be provided upon enquiry.

1.6 Tender timetable

Stage	Date
Invitation to Tender issued	Thursday 30 July 2026
Site visits available from	Thursday 30 July 2026, by appointment
Deadline for clarification questions	12:00 noon, Wednesday 5 August 2026
Tender submission deadline	12:00 noon, Monday 10 August 2026
Evaluation period	Monday 10 to Tuesday 11 August 2026
Anticipated award decision	Wednesday 12 August 2026
Anticipated works period	From Monday 17 August 2026, with completion as soon as reasonably practicable

1.7 Submission and clarification

Tender responses must be received no later than 12:00 noon on Monday 10 August 2026. Responses should be submitted by email to mark.williamson@riponcity.gov.uk with the subject line: Hugh Ripley Hall Fire Safety Tender.

Clarification questions should be submitted by email before 12:00 noon on Wednesday 5 August 2026. Questions and answers may be shared with all tenderers where necessary to ensure a fair process.

1.8 Procurement basis and tender validity

This procurement is being undertaken as an open competitive process. The Council is not obliged to accept the lowest or any tender and may reject incomplete, non-compliant or late tenders.

Tenderers shall keep their tender open for acceptance for 90 calendar days from the tender return deadline unless otherwise agreed in writing.

1.9 Evaluation of tenders

Tenders will be evaluated on a 50% quality / 50% cost basis. The Council will award on the basis of the highest overall score under the published criteria.

Criterion	Weighting
Quality	50%
Cost	50%
Total	100%

2. Service Specification

2.1 Summary of required works

The successful contractor shall design, supply, install, test, commission and certify a single comprehensive package of fire safety remedial works. No specific manufacturer is required. Equivalent or superior equipment may be proposed.

Tenderers remain responsible for designing a compliant and suitable solution based on their site inspection, professional competence, current standards and the building's use.

2.2 Fire detection and alarm system

The contractor shall provide a fire detection and alarm system compliant with BS 5839-1:2025, to a minimum of Category L3 coverage.

The proposed system must cover the whole relevant building, including the main hall, escape routes, rooms opening onto escape routes, ancillary rooms, kitchen area, accessible WC and other WCs where appropriate, circulation areas, basement/rifle range areas, boiler room, attached house/dwelling and other higher-risk spaces identified by the contractor.

- control and indicating equipment in an appropriate accessible position;
- automatic smoke and/or heat detection as required by the design;
- manual call points at exits, changes of level and other appropriate locations;
- sounders sufficient to achieve required audibility levels;
- visual alarm devices where required, including WCs and areas where audibility may be impaired;
- fire-resistant cabling, fixings and containment compliant with relevant standards;
- suitable battery standby capacity, zoning/address text and labelled power supply arrangements;
- safe decommissioning or removal of redundant equipment where applicable;
- monitoring functionality.

The Council will accept hard-wired, wireless or hybrid systems, provided the tenderer demonstrates that the proposed system is suitable for the building and fully compliant. If wireless or radio-linked equipment is proposed, any required signal survey must be included in the tender price.

2.3 Emergency lighting

The contractor shall assess, design, supply, install, test, commission and certify a complete emergency lighting solution in accordance with BS 5266-1 and the building's use. The scope shall include provision in the accessible WC and the corridor outside the kitchen, together with all other luminaires, signs or changes required to provide suitable emergency lighting coverage across the relevant parts of the building.

Tenderers are responsible for satisfying themselves during the site visit as to the extent and positioning of the required provision. Their tender must allow for the complete solution required for suitable coverage across the relevant parts of the building.

A single price must be provided for the complete emergency lighting works. Any assumptions or exclusions must be stated clearly in the tender response.

2.4 Fire extinguishers

The contractor shall review and provide a complete, suitable fire extinguisher arrangement for the building in accordance with BS 5306-8 and the risks present. This must include removal and replacement of the two dry powder extinguishers located in the entrance lobby with extinguishers suitable for the relevant Class A and electrical risks.

The tender must also include all repositioning, additional extinguishers, identification signs, stands and associated works identified by the contractor as necessary to provide suitable coverage throughout the building. Tenderers must state the extinguisher types proposed and explain why they are appropriate.

A single price must be provided for the complete extinguisher works, including safe removal and lawful disposal of redundant extinguishers. Any assumptions or exclusions must be stated clearly in the tender response.

2.5 Certification, commissioning and handover

The successful contractor must provide all appropriate certification and handover information before final payment is made.

- design, installation and commissioning certificates;
- emergency lighting certification;
- extinguisher commissioning/service documentation;
- certificate of conformity or compliance where applicable;
- zone chart or addressable device schedule;
- as-fitted drawings, asset schedule, O&M manual and logbook;
- staff handover/training session;
- warranty details and recommended testing/maintenance schedule.

2.6 Ongoing maintenance and monitoring

Tenderers must provide clear ongoing costs for the system and equipment proposed. Costs should be provided for years 1 to 5 or, where this is not possible, the tenderer must explain the period for which costs are fixed.

- annual maintenance costs for fire alarm, emergency lighting and extinguishers;
- whether remote monitoring is proposed, required or optional;
- annual monitoring cost, if applicable;
- call-out rates and response times;
- battery/device replacement assumptions;
- whether parts are included;
- whether equipment is owned outright by the Council after installation;
- whether any element is proprietary, leased, rented, locked to the installer or dependent on a particular maintenance provider;
- minimum maintenance/monitoring period and cancellation terms.

2.7 Working arrangements

The building may be in use by hirers and community groups. The contractor must liaise with the Council to minimise disruption and must provide RAMS before works commence.

- anticipated duration of works and proposed start date;

- whether areas need to be closed during the works;
- whether power isolation, access equipment or ceiling void access is required;
- whether out-of-hours working is required;
- whether making good, decoration, builders' work or other trades are included or excluded.

3. Pricing Schedule

Prices must be submitted in Pounds Sterling and exclusive of VAT. The tendered price should include all costs required to deliver the complete works, including labour, travel, tools, equipment, access, preliminaries, certification, handover, overheads and profit unless clearly stated otherwise.

The Council intends to award the fire alarm, emergency lighting and extinguisher works as one combined contract. The pricing breakdown below is required solely for transparency and evaluation and does not indicate separate contracts or staged delivery.

Item	Description	Price ex VAT	Notes / assumptions
A	Complete fire detection and alarm system: BS 5839-1:2025 Category L3, covering the whole relevant building including the attached house/dwelling, boiler room, basement/rifle range and other higher-risk areas	£	
B	Optional upgrade from Category L3 to Category L1 coverage	£	
C	Complete emergency lighting works to BS 5266-1, including the accessible WC, corridor outside the kitchen and all other provision required for suitable coverage	£	
D	Complete fire extinguisher works to BS 5306-8, including replacement of the two dry powder extinguishers and all required additions, repositioning, signs and stands	£	
E	Decommissioning, removal and lawful disposal of redundant equipment	£	
F	Certification, commissioning, handover documentation and training	£	
G	Access equipment, plant, making good or preliminaries	£	
H	Any other costs - please specify	£	
	Total tender price, excluding optional Category L1 upgrade	£	
	Total tender price, including optional Category L1 upgrade	£	

3.1 Ongoing cost schedule

Item	Year 1	Year 2	Year 3	Year 4	Year 5
Fire alarm maintenance	£	£	£	£	£
Fire alarm monitoring, if applicable	£	£	£	£	£
Emergency lighting maintenance/testing	£	£	£	£	£
Fire extinguisher servicing	£	£	£	£	£
Other recurring costs	£	£	£	£	£
Total annual ongoing cost	£	£	£	£	£

4. Supporting Information Required

Section A - Supplier Details

Question / Requirement	Response
A1. Supplier name	
A2. Trading status - limited company / sole trader / partnership / charity / other	



Question / Requirement	Response
A3. Registered office or business address	
A4. Company/charity registration number, if applicable	
A5. VAT registration number, if applicable	
A6. Main contact name, telephone and email	

Section B - Experience and Competence

Question / Requirement	Response
B1. Describe your experience of comparable fire safety works in community, public or local authority buildings.	
B2. Provide at least two relevant references or comparable examples.	
B3. Confirm relevant accreditations, such as BAFE, SSAIB, FIA or equivalent.	
B4. Confirm competence to design, install, commission and maintain the proposed system.	
B5. Confirm insurance held, including public liability, employer's liability and professional indemnity/design liability where applicable.	

Section C - Method Statements

Question / Requirement	Response
C1. Proposed technical solution: explain your fire alarm/detection design approach and how it meets BS 5839-1:2025 Category L3 as a minimum.	
C2. Explain how your proposal treats the attached house/dwelling, boiler room, rifle range/basement and other higher-risk areas.	
C3. Explain your approach to audibility, visual alarm devices, call points, detector selection and cable routes.	
C4. Explain how your proposed emergency lighting works provide a complete and suitable solution in accordance with BS 5266-1, including the accessible WC, corridor outside the kitchen and wider building coverage.	
C5. Explain how your proposed extinguisher arrangement provides complete and suitable coverage in accordance with BS 5306-8, including replacement of the entrance-lobby dry powder extinguishers and any required repositioning or additions.	
C6. Explain your programme, access requirements, disruption management and health and safety approach.	
C7. Explain certification, commissioning, handover, training, warranty and aftercare arrangements.	
C8. Explain ongoing maintenance and monitoring arrangements, including whether equipment is owned outright by the Council.	

4.1 Policies, insurance and compliance

Tenderers should provide, where possible: insurance evidence or confirmation; health and safety policy or statement; RAMS relevant to the works; accreditations/certificates; data protection/confidentiality approach where relevant; and any standard terms and conditions proposed.

5. Conditions of Contract

5.1 Form of contract

The contract will consist of this document, the accepted tender, pricing schedule, technical submission, clarification responses, award letter, official order and any additional contract terms agreed in writing. The

Council intends to appoint one contractor for the combined package of fire alarm, emergency lighting and extinguisher works.

5.2 Contractor obligations

- deliver the works with reasonable skill, care and diligence;
- comply with the specification, accepted tender and relevant standards;
- provide competent personnel, tools, equipment, access equipment and PPE;
- notify the Council promptly of any issue preventing or hindering delivery;
- not vary the scope, price or programme without written agreement;
- provide certification and handover documents before final payment.

5.3 Variations and additional works

No additional works shall be undertaken unless instructed in writing by the Council, except where immediate action is required to make safe an urgent hazard and prior approval is not reasonably practicable. Any variation must state the effect on scope, price, timetable and risk.

5.4 Health and safety

The contractor shall comply with the Health and Safety at Work etc. Act 1974, associated regulations and all applicable codes of practice. The contractor shall provide RAMS before works commence and shall protect staff, hirers, Council officers, Members, visitors and the public.

5.5 Insurance and indemnity

The contractor shall maintain adequate insurance throughout the contract and shall provide evidence on request. The contractor shall indemnify the Council against liabilities, losses, costs, claims and proceedings arising from negligence, default, breach of contract or breach of statutory duty by the contractor, its personnel, agents or subcontractors.

5.6 Confidentiality, freedom of information and transparency

The contractor must keep confidential information confidential. The contractor acknowledges that the Council may be required to disclose information under freedom of information, audit, transparency or local government legislation.

5.7 Termination

The Council may terminate the contract by written notice where there is material breach, persistent poor performance, serious health and safety concern, insolvency, material misrepresentation, bribery, fraud, unlawful activity or another serious matter affecting the contractor's ability to deliver.

6. Payment Details

The Council's standard payment terms are 30 days from receipt of a valid invoice following satisfactory completion of the relevant works or milestone and receipt of required documentation. Payment is by BACS.

No invoice will be accepted without an official written order or written contract reference where one has been issued. The order number or contract reference must be quoted on all invoices.

Payment information	Response
Bank name	
Account name	
Sort code	
Account number	
Bank address	
Invoice email/address	
VAT registered? Yes / No	
VAT number	

Appendix 1 - Certificate of Canvassing and Non-Collusive Tendering

In recognition of the principle that Ripon City Council shall receive bona fide competitive tenders, I/we certify that:

- the tender submitted is a bona fide tender intended to be competitive;
- I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person;
- I/we have not communicated with any person other than the Council's named contact about the amount or approximate amount of the proposed tender, except where disclosure in confidence was essential to obtain insurance or subcontract prices required for preparation of the tender;
- I/we have not entered into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted;
- I/we have not offered, paid, given or agreed to give any sum of money or valuable consideration intended to influence this tender;
- I/we undertake not to do any of the above before the tender return deadline.

Declaration item	Response
Name	
Position	
Supplier	
Signature	
Date	



Appendix 2 - Tender Return Checklist

Item	Completed?
Completed pricing schedule	
Completed ongoing cost schedule	
Supplier details	
Experience, accreditations and references	
Technical proposal / method statements	
Insurance evidence or confirmation	
Health and safety information / RAMS	
Certification and handover details	
Maintenance and monitoring proposal	
Assumptions and exclusions	
Contract conditions acceptance	
Certificate of Canvassing and Non-Collusive Tendering	

Tender return

Please submit tenders by email to mark.williamson@riponcity.gov.uk with the subject line: Hugh Ripley Hall Fire Safety Tender. Late submissions may not be accepted.