



RIPON CITY COUNCIL

REQUEST FOR QUOTATION

Front Facade Conservation Repairs and Redecoration

Grade II* listed Ripon Town Hall

Quotation purpose

Ripon City Council is seeking comparable quotations from experienced conservation contractors for interim holding repairs and breathable redecoration to the principal front facade of Ripon Town Hall.

Reference	RCC-THF-2026-01
Issue date	Thursday 23 July 2026
Quote deadline	12:00 noon, Friday 7 August 2026
Return by email	admin@riponcity.gov.uk
Funding	Ripon City Council reserves

WHAT TO RETURN

The completed quotation summary and supplier details in Sections 6 and 7, a brief method statement of no more than two A4 pages, two relevant project references and evidence of insurance. No lengthy tender submission is required.



1. The quotation request

Ripon City Council invites quotations from experienced conservation contractors for conservation works to the principal façade of the Grade II* listed Ripon Town Hall.

This is an exciting time for the Town Hall as it transfers from North Yorkshire Council into local stewardship by Ripon City Council. Ahead of an anticipated wider capital project, these non-abortive works are intended to provide a visible statement of the Council's commitment to the building and its future.

The principal façade forms the Town Hall's public face to the Market Place and the city beyond. After many years beneath non-breathable coatings, it is now visibly deteriorated and presents a rather sorry appearance. These works provide an opportunity to safeguard the historic fabric, restore dignity to this important civic elevation and signal a brighter future for both the Town Hall and the city it serves.

The full-height façade forms the base quotation. A separate alternative price is also requested for limiting the works to the lower level, should the Council determine that a more restricted intervention is appropriate at this stage.

2. How to quote

Email the following to admin@riponcity.gov.uk by 12:00 noon on Friday 7 August 2026, using the subject line QUOTATION - RCC-THF-2026-01 - DO NOT OPEN:

- the completed quotation summary and supplier information in Sections 6 and 7;
- a short method statement, maximum two A4 pages, explaining the proposed cleaning/removal trials, repairs and breathable finish;
- contact details for two comparable listed-building or historic-facade projects completed in the last five years;
- evidence of current employers' liability and public liability insurance; and
- the proposed programme and earliest available start after consent.

Questions and site-visit requests should be sent to the same email address by 12:00 noon on Friday 31 July 2026. Material clarification answers will be published with the procurement documents for all tenderers.

3. Timetable

Step	Target date
Tender issued and posted on Find a Tender (below-threshold notice)	Wednesday 22 July 2026
Site visits and questions	24-29 July 2026 by appointment
Quote deadline	12:00 noon, Friday 7 August 2026
Intended Council decision	By Friday 14 August 2026
Contractor's consent information	Target Friday 21 August 2026
RCC consent submission	Target Friday 28 August 2026
Works start	Date to be agreed following all required consents and RCC's written instruction.

EQUAL PROCESS

RCC will advertise on Find a Tender. All prospective tenderers will receive the same RFQ, deadline and material clarifications. If publication is delayed, RCC will extend the deadline to preserve the response period.

4. Required works

Contractors should price the following full-height base scope. Exact methods and extent will be confirmed through the contractor's proposals, statutory consents and approved site trials.

Project photographs: [View the full photograph set](#)

4.1 Before construction - consent information

- Inspect the available information and make a non-intrusive site assessment.
- Provide proposed trial locations, cleaning/removal parameters, repair materials, coating system, colour approach, scaffold concept and protection measures.
- Supply method statements, product data and drawings reasonably required for RCC's planning and listed building consent applications.
- Answer reasonable clarification requests from the planning/conservation authority.

4.2 Access and protection

- Provide, design, erect, inspect and remove suitable access scaffold to the complete front elevation. State the hire period included in the quotation.
- Provide appropriate scaffold sheeting, secure solid sheet hoarding, safe entrances, pedestrian protection and all required scaffold/highway permits.
- Use a free-standing or non-invasive scaffold where reasonably practicable. Any ties into listed fabric require prior approval and must be sensitively made good.
- Protect windows, doors, the decorative frieze, pediment, cornices, adjoining property, paving and the public.

4.3 Trials, coating removal and cleaning

- Record the existing condition and carry out representative lower- and upper-level trial panels after consent.
- Trial suitable conservation-led coating-removal and cleaning systems, which may include controlled DOFF superheated-steam cleaning and compatible poultice where appropriate.
- Recommend and price the least aggressive effective method, explaining why it is suitable for the existing coatings and historic substrate.
- After written approval, remove defective outer paint coverings to the agreed extent without unnecessary loss of sound historic coatings or substrate.
- Contain water, residues and waste. Do not use uncontrolled high pressure, abrasive blasting or damaging chemicals.

4.4 Fabric repairs and finish

- Allow for compatible fabric repairs that can reasonably be identified from the site inspection and clearly state any assumptions or allowances for repairs that may only become apparent after coating removal.
- Use compatible lime-based render, stucco or conservation repair mortar matched to the existing fabric; do not use gypsum, dense cement-rich mortar or hard resin repair without approval.
- Recommend and apply a complete breathable mineral coating system compatible with the historic substrate, supported by appropriate product information and manufacturer guidance.

4.5 Railings, frieze and completion

- Prepare and redecorate the three first-floor balcony railings using a compatible exterior metal system.
- Clean the painted decorative frieze using the least aggressive approved method.
- Allow for any localised conservation and in-painting of deteriorated frieze lettering or background considered necessary following inspection, clearly stating the proposed extent and method.
- Remove all temporary work and provide before/during/after photographs, product records, repair locations and a short maintenance note.

5. Practical requirements

5.1 Consents and appointment

RCC will prepare, submit and pay for the planning and listed building consent applications. The preferred contractor will first be appointed only to supply the consent/design information described in clause 4.1. No physical work to the listed facade may begin until RCC confirms the necessary consents and gives a written instruction to start.

The Council may decide not to proceed with construction if consent is refused, funding priorities change or the approved method is not acceptable. In that event, only the agreed pre-construction/consent-support price and any separately authorised cost will be payable.

5.2 Site and working arrangements

Site	Ripon Town Hall, Market Place South, Ripon HG4 1DD
Building use	Occupied civic building; public access may continue during the works
Public realm	Busy city-centre pavement and Market Place; maintain safe public access
Working hours	Agree with RCC before starting; noisy work to be coordinated
Parking	No free contractor parking is guaranteed
Utilities/welfare	Confirm requirements in the quotation; do not assume Council provision

5.3 Essential commercial terms

- Quotation to remain open for acceptance for 120 days after 7 August 2026.
- Prices are fixed, except for approved variations and any stated scaffold extra-over hire.
- RCC will use a short written works contract incorporating this request, the accepted quotation and agreed method. Payment will be made against properly submitted invoices within 30 days.
- The contractor must hold employers' liability insurance of at least £10 million and public liability insurance of at least £5 million.
- The contractor will manage site health and safety and accept the Principal Contractor role under CDM 2015. Any required designer appointments will be confirmed before work starts.
- Defects notified within six months of completion must be corrected within a reasonable period.
- The Council is not obliged to accept the lowest or any quotation and will not reimburse quotation costs.

5.4 Programme

Contractors should propose a realistic construction period, sequencing and earliest mobilisation date after consent, identifying any weather or temperature restrictions. RCC wants the earliest safe, consented and seasonally suitable delivery; the indicative consent determination period is not guaranteed.

5.5 How RCC will choose

RCC will choose the quotation offering the best overall value: price 70%, conservation approach 20% and programme 10%. RCC may clarify quotations and verify references; an incomplete or materially non-compliant quotation may be rejected. No lengthy tender submission is required.



6. Quotation summary - contractor to complete

Please provide the two lump-sum prices below. A contractor's normal supporting breakdown may be attached but is not compulsory.

Quotation	Scope	Excl. VAT	VAT	Incl. VAT
Full-height facade	All work in Section 4, including full-height access	£	£	£
Lower-level alternative	Work from pavement level to the underside of the first-floor string course, with suitable access; excludes upper facade, balcony railings and frieze	£	£	£

PRICE CONTENT

The full-height price should include all work reasonably foreseeable from the site inspection and the information provided. The lower-level price should include the equivalent work limited to the stated lower extent. Clearly identify any contractor-proposed allowances, assumptions or exclusions, including the basis used for repairs that may only become apparent after coating removal.

6.1 Other figures

Pre-construction/consent-support fee	£ excluding VAT - payable only if construction does not proceed
Scaffold/hoarding hire included	calendar weeks
Additional scaffold/hoarding hire	£ excluding VAT per week after the included period

6.2 Assumptions and exclusions

List any assumptions or exclusions that affect the prices. If there are none, write 'None'.



7. Supplier information and declaration

Trading name	
Registered address	
Company/charity number	
Contact name	
Telephone	
Email	
VAT number	
Employers' liability	Insurer / limit / expiry:
Public liability	Insurer / limit / expiry:

7.1 Programme

Earliest mobilisation after consent	
Construction period	calendar weeks
Weather/seasonal restrictions	

7.2 Comparable work

Attach details of two relevant projects completed in the last five years, including client contact details, value, date and a short description of the conservation work.

7.3 Declaration

We offer to provide the services and works described in this Request for Quotation for the prices stated. We confirm that the information supplied is accurate, that the quotation remains valid for 120 days, and that construction is conditional on statutory consents and RCC's written instruction.

Authorised signature: _____

Name: _____

Position: _____

Date: _____