



BRAUNSTONE TOWN COUNCIL

www.braunstonetowncouncil.org.uk

Darren Tilley – Chief Executive & Town Clerk

Email: executiveofficer@braunstonetowncouncil.org.uk

BRAUNSTONE CIVIC CENTRE Kingsway, Braunstone Town, Leicester LE3 2PP

Telephone: 0116 2899270 Fax: 0116 2824785 VAT Reg No. 114762482

TENDERS INVITED

REFURBISHMENT OF TOILETS AND KITCHEN AND PROVISION OF CHANGING PLACES TOILET AND CAFÉ KITCHEN AT BRAUNSTONE CIVIC CENTRE

209 Kingsway, Braunstone Town, Leicester, LE3 2PP.

TENDERS ARE INVITED from suitably experienced contractors to carry out refurbishment and improvement works at Braunstone Civic Centre, 209 Kingsway, Braunstone Town, Leicester, LE3 2PP from July/August 2022 as follows:

- refurbish existing toilet facilities, including the existing disabled toilet;
- install a new Changing Places Toilet facility;
- installation of rainwater harvesting for the toilets;
- refurbish staff kitchen facility;
- relocate an existing toilet facility and refurbish;
- provide a new catering kitchen facility for the Civic Community Lounge (Bar/Café);
- provide a new cleaning store facility;
- provide new storage facilities; and
- installation of services, fixtures and fittings for the above.

The specification, requirements, drawings and tender documents are available from HSSP Architects Ltd and from Braunstone Town Council's Website:

<https://www.braunstonetowncouncil.org.uk/index.php/town-council/initiatives?view=article&id=398:tender-civic-centre-improvements&catid=14>

Valid tenders must include the completed Form of Tender and Schedule of Works and must be delivered enclosed in a plain, sealed envelope, endorsed "Tender – Braunstone Civic Centre" and addressed to the Office of the Chief Executive & Town Clerk of Braunstone Town Council, c/o HSSP Architects Ltd, Pera Business Park, Nottingham Road, Melton Mowbray, Leicestershire, LE13 0PB, no later than:

2pm on Thursday 5th May 2022

For further questions on the specification, requirements and drawings, please contact Samantha Griffiths at HSSP Architects Ltd on 01664 563 288 or s.griffiths@hssparchitects.co.uk.

To arrange a site visit, please contact Lydia Assi, Resources & Facilities Manager at Braunstone Town Council on 0116 289 9270 or lydia.assi@braunstonetowncouncil.org.uk

Note: Canvassing of Members or of any committee, directly or indirectly, for any Contract with the Council shall disqualify the Contractor for such appointment. If an applicant for any appointment or Contract with the Council is to his/her knowledge related to any Member of, or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Chief Executive & Town Clerk. A Contractor who fails to do so shall be disqualified for such Contract, and, if appointed, may be dismissed without notice.

Signed:

Darren Tilley, Chief Executive & Town Clerk

Dated: 25th March 2022

Location

Braunstone is the largest civil parish within the district of Blaby in Leicestershire, with a population around 17,000 with around 8,000 households.

The parish is urban and to the north shares a common boundary with the City of Leicester and immediately inside the city boundary is a social housing estate with the same name. To the west of the parish lies the M1 motorway with junction 21 at the south western tip. To the south lies Fosse Shopping Park and Grove Triangle retail parks.

The western part of the parish adjacent to the M1 and west of the Leicester outer ring road contains the Meridian Business and Leisure Parks and a modern housing development, Thorpe Astley, which includes Thorpe Astley Park and Community Centre.

The Council

The Town Council comprises of 21 Councillors who are elected every four years. Each year the Council elects from amongst its number the Town Mayor and the Deputy Town Mayor.

We provide a wide range of services to the citizens of Braunstone Town together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area. The focus of our work is summed up in our Mission Statement:

"We exist to ensure:

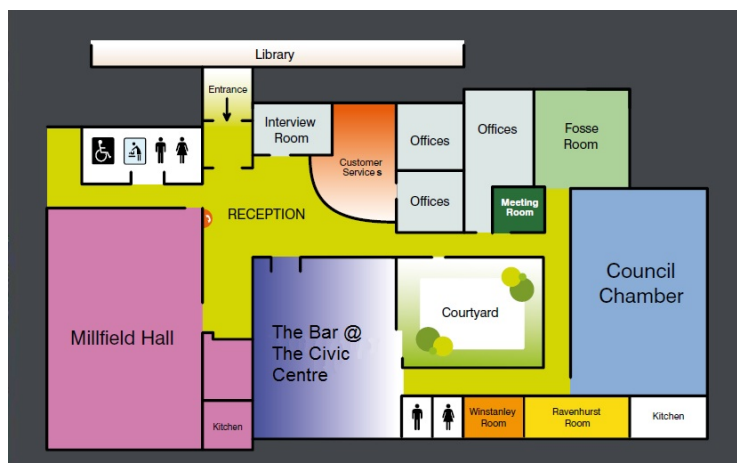
- 1. that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town;*
- 2. to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and*
- 3. to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination.*

"Spectemur. Agendo" translates "Let us be Judged by Our Actions"

The Council was awarded Foundation status under the Local Council Awards Scheme in January 2014.

Braunstone Civic Centre

Braunstone Civic Centre is licensed for music, singing and dancing. Guide Dogs, Hearing & Guide Dogs are welcome in all areas of the Civic Centre. Wheelchair users and pushchairs are catered for as the Civic Centre is a single story building with easy access to all areas with no steps and wide corridors and doors.



Millfield Hall



The Millfield hall is a large hall available for events and family parties. There is a large stage with stage lighting. Extension blocks for the stage are available. The Millfield Hall is fully air-conditioned. Variable coloured mood lighting.

Council Chamber



Available for smaller family events, conference meeting etc. The room is fitted with air extraction, spot lights and a wooden floor.

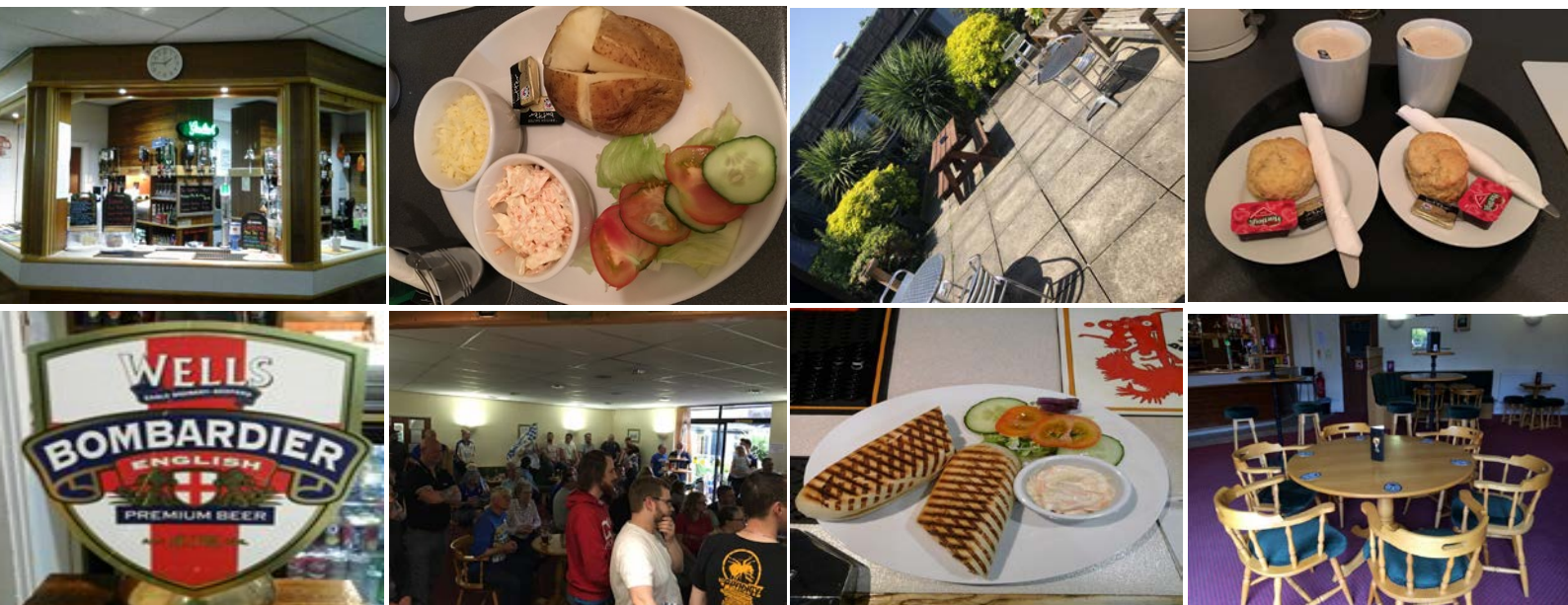
Committee Rooms



A selection of rooms are available for meetings or social occasions for smaller groups. All rooms are fully carpeted, curtained and fitted with fans.

The Civic Community Lounge

The Civic Community Lounge is open to the public and available for all functions booked at the Civic Centre. There is a patio area for customers to use.



The Project

The project includes:

- the refurbishment of both sets of toilets (relocation of one set), including the disabled toilet, since the current toilets are approximately 25 years old;
- installation of rainwater harvesting for the toilets as part of our commitment to reducing the impact of our operations on the climate and the environment;
- the provision of a new Changing Places Toilet, providing an opportunity to ensure that the Civic Centre toilet facilities are fully accessible;
- provision of a catering kitchen facility for the Civic Community Lounge to enable the expansion of the facility to provide a café service during the day and additional lunches and meals, utilising the space more effectively and providing a wider community social space;
- refurbishment of a staff kitchen facility; and
- provision of new cleaning and storage facilities.

Tender Specification Documents and Drawings

Contract/Tender Specification Documentation

1. Form of Tender
2. Schedule of Works

Plans and Drawings

3. Existing plan & elevations
4. Proposed Plan
5. Proposed Sections
6. Proposed Indicative electrical layout
7. Indicative Rainwater Harvesting Layout
8. Changing Places Layout
9. Changing Places Hoist Layout
10. Indicative Layout – Café Kitchen
11. Indicative Layout – Staff Room

Finishes Schedule

12. Proposed door and window schedule - sheet 1
13. Proposed door and window schedule - sheet 2
14. Fixtures and Fittings Finishes schedule
15. Proposed finishes specifications - Staff Room
16. Changing Places Specification
17. Catering Kitchen Items

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