

## **Tender for:**

*South-East Wing of  
Downside Community Centre  
Suffolk Road  
Dunstable  
Bedfordshire  
LU5 4ES  
Re-covering the Roof and  
Ancillary Repairs*



**DUNSTABLE**  
TOWN COUNCIL

## **Introduction**

### **About Dunstable Town Council**

Dunstable Town Council was formed in 1985, located in Bedfordshire. Dunstable is one of the country's largest town councils and is the second tier of local government, positioned within Central Bedfordshire Council.

The council consists of 18 councillors who represent five wards and serve a population of about 37,000 people. The council is responsible for providing various services and facilities for the town, such as parks, cemeteries, allotments, markets, community events, civic awards, grants, and consultations. The council also works in partnership with other organisations to promote and improve the economic, social and environmental well-being of Dunstable and its residents.

The council is seeking to repair the roof on the south-east wing of Downside Community Centre.

The council invites proposals from Building Contractors.

The successful bidder will be expected to work closely with the council's project team throughout the implementation process, as well as to provide ongoing support and training.

### **Objective**

Dunstable Town Council (DTC) is looking to appoint a Building Contractor to repair the roof and associated features in accordance with the Specification of Works prepared by Brasier Freeth LLP, dated 5 November 2025. The tender will be a single stage selective process.

### **Tender Introduction**

The Council is issuing this Tender document to attract potential bidders to our tender process

This document contains details of how to submit a bid, the nature of the contract and the timelines that the successful bidder will need to work to.

Please contact [paul.raitt@brasierfreeth.com](mailto:paul.raitt@brasierfreeth.com) if you have any questions or require any clarification.

It is important to the Council that a single supplier can implement the repairs. To aid service delivery there must be clear point of contacts for specific roles and responsibilities.

The supplier may sub-contract delivery of certain areas if this is made clear in the tender response and that by sub-contracting it does not stop the organisation providing the single support, account management and billing required. The tender applicant must also provide detail on how they validate any working relationship with a 3<sup>rd</sup> party contractor. All parties must be fully insured.

The supplier may sub-contract elements of service provision but must state clearly in their response that they remain entirely responsible for the delivery of service, the quality of that service and its associated communications. This should include, but is not limited to, ensuring that all services are delivered in compliance with appropriate regulations and standards, and are appropriately insured. The use of sub-contractors will be entirely transparent to the Council.

### **Submission Details**

Organisations wishing to reply to this tender must fully read this document including the separate Appendix sections. The organisation must fill in the forms and tables within **Appendix B** of this tender.

In addition, Appendix B, the organisation must also submit a **detailed proposal** including:

- **Completion of the Specification of Works on an itemised basis.**

<b>Instructions and Information on the Tender Document and Process</b>
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### **Important notice**

The Council have issued this Request for Quotation (RFQ) to interested Tenderers, to allow them and their professional advisers to prepare a Quotation for this Contract and for no other purpose.

The Council give this RFQ and any other documentation that the Council sends to Tenderers for this Quotation process, on the basis that they remain the Council's property and Tenderers must treat the contents as confidential. If Tenderers are unable or unwilling to keep to this rule they:

- must destroy this RFQ and all associated documents at once; and
- must not keep any electronic or paper copies.

Tenderers must not take part in any publicity activities with any part of the media about the Contract or this RFQ process without getting the Council's written agreement first. This includes the Council's agreement on the format and content of any publicity.

This RFQ is made available in good faith. The Council give no warranty as to the accuracy or completeness of the information contained in it. The Council also disclaim any liability for any inaccuracy or incompleteness. The Council reserve the right to cancel the Quotation process at any point.

These instructions are designed to ensure that all tender responses are given equal and fair consideration. It is important therefore that you provide all the information in the format and order specified.

Pre-tender negotiations are not permitted.

### **Contract Period**

The contract will be eight weeks, subject to satisfactory performance and by mutual agreement.

The Town Council expects to reach a provisional decision on the award of the contract within four weeks of the closing date of the tender, at the latest.

The successful bidder will be required to commence work on an agreed date, anticipated to be in March 2026.

### **Incomplete Tender Documents**

Tender responses may be rejected if the information asked for is incomplete or proves to be inaccurate.

### **Receipt of Tender Documents**

The completed tender form must either be emailed to [accounts@dunstable.gov.uk](mailto:accounts@dunstable.gov.uk) .

Submission should be received no later than arrive no later than 12 (noon) on 5 January 2026.

Those received before the due date will be retained until then. It is the responsibility of the submitter to ensure that their document is received no later than the appointed time.

By issuing this invitation the Council is not bound in any way to continue with the tender process.

### **Inducements**

Offering an inducement of any kind in relation to obtaining this or any other contract with the Council will disqualify your tender from being considered and may constitute a criminal offence.

### **Confidentiality of Tenders**

Please note the following requirements, you must not:

- Tell anyone else what your tender price is or will be before the time limit for delivery of tenders.
- Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
- Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

## Costs and Expenses

You will not be entitled to claim from the Council any costs or expenses which you may incur in preparing your tender or expression of interest, whether or not your tender is successful.

## Freedom of Information

The Council is committed to open government and to meeting their responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Council may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from Disclosure. If a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked 'confidential' or equivalent by the Council should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful tenders or expressions of interest.

## Tender Scoring

Each tender response will be evaluated against an agreed scoring method. The scoring method is shown in Appendix B of this document.

## Conclusions

Whilst every endeavour has been made to give tenderers an accurate description of the Council's requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

### Tender Timeline

The tender process timeline is outlined below. All dates are subject to change.

The successful organisation will be selected from the organisations asked to present to the panel.

Tender Docs Issued	26 November 2025
Deadline For Clarifications	19 December 2025
Deadline for Submissions	12.00 (noon) – 5 January 2026
Invitations to Presentations Issued	N/A

Presentations Held	N/A
Decision Made on Appointment and Communicated	End of January 2026
Standstill Period	10 days from decision communication
Chosen Supplier Confirmed	Day 11

The Council withholds the right to enter final commercial negotiations with the successful organisation before signing contracts.

### **Compliance**

All bidders are expected to confirm they comply with the following legislation/standards and to provide proof upon request:

- Equality Act 2010
  - General Data Protection Regulations and the Data Protection Act 2018 preferably via an Information Security Policy that reflects the control objectives as specified within the ISO27001 control set.
  - The Building Etc. (Amendment) (England) Regulations 2023.
  - The Building Safety Act 2022.
1. The Construction (Design and Management) Regulations 2015.

### **Outline of Council Requirements**

Dunstable Town Council has outlined below the requirements for the contract. This will enable organisations to determine if they wish to submit a tender.

Dunstable Town Council wants prospective suppliers to provide solutions that meet these requirements based on their experience of working with similar organisations and understanding of the available solutions in the market.

The Council is willing to review any solution put forward if it meets the basic requirements outlined below. Please ensure all solutions have a proven track record, are commercially viable and fully supported by yourselves.

Refer to Brasier Freeth's Specification of Works, dated 5 November 2025.