



Invitation to Tender

Alterations and Extensions to Treloweth Community Hall

Employer: Carn Brea Parish Council
Parish Council Offices, Treloweth Community Hall
Moorfield Road, Pool, Redruth TR15 3QB

19th October 2026

Dear Sir or Madam,

Alterations and Extensions to Treloweth Community Hall

Austin Architecture & Design Ltd, acting as Contract Administrator for Carn Brea Parish Council, invites you to tender for the alterations and extensions to Treloweth Community Hall, Moorfield Road, Pool, Redruth TR15 3QB. Please submit a compliant Base Tender using the enclosed Form of Tender and the documents listed below. The Council proposes to enter into the JCT Minor Works Building Contract with contractor's design 2024 (MWD 2024), with the Contract Particulars and any amendments included in the tender pack.

Tender information

Tender reference: 22-192

Tender return deadline: 12:00 noon (UK time) on Monday 7 December 2026

Clarification deadline: Monday 23 November 2026

Site visit: By appointment only. Contact the Parish Clerk on 01209 313014.

Tender validity: 90 calendar days from the tender return deadline, unless otherwise stated in the Form of Tender

Tender documents

The tender pack comprises the following documents:

- This Invitation to Tender and its evaluation schedule
- Form of Tender
- JCT MWD 2024 proposed Conditions of Contract, Contract Particulars and schedule of amendments
- Tender specification, drawings and schedules - refer to the appendix issued with the tender pack
- Contractor's Designed Portion requirements for the roof, mechanical and electrical works

Austin Architecture & Design Ltd

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Phone 01209 697277



The Council will issue any clarification or amendment that changes the tender requirements to all tenderers by the same formal route. Tenderers must base their offers on the complete pack and any subsequent addenda.

Questions and site visit

Send all tender questions by email to the Parish Clerk at clerk@carbreaparcouncil.gov.uk by Monday 23 November 2026. Do not contact councillors, Council staff or the Contract Administrator about the tender outside this route. The Council will circulate material answers to all tenderers without identifying the questioner, subject to any genuinely confidential information that can properly be withheld. Requests made after the deadline may not receive a response before tenders close.

Site visits are by appointment only. Arrange a visit with the Parish Clerk on 01209 313014 or by email to clerk@carbreaparcouncil.gov.uk. Tenderers should satisfy themselves about access, existing conditions and constraints to the extent reasonably possible from the visit and information supplied. Oral statements at a visit do not change the tender documents; changes will be confirmed in a written addendum.

Preparing your tender

Return the following completed documents:

- signed Form of Tender, including the Base Tender price excluding VAT, VAT amount, total including VAT and proposed contract period;
- completed pricing schedule, with any provisional sums or allowances shown as required by the pack;
- outline programme and method statement addressing site access, protection of the hall and neighbours, safety, sequencing and completion;
- Contractor's Designed Portion proposal and the information specified in the requirements;
- schedule of qualifications and departures marked "None" if there are none, plus the requested insurance, experience and capacity information for assessment with the tender.

Prices must include all obligations in the tender documents and be stated in pounds sterling. Identify VAT separately. Do not substitute your standard terms. Alternative proposals are not invited under this invitation. The Council would issue a formal addendum to all tenderers if it decided to invite them. A compliant Base Tender is required in all cases.

Tender return

Place the complete tender in a sealed, unmarked envelope and deliver it by hand or recorded delivery to the Parish Clerk, Carn Brea Parish Council, Parish Council Offices, Treloweth Community Hall, Moorfield Road, Pool, Redruth TR15 3QB. For recorded delivery, place the sealed, unmarked tender envelope inside an outer postal wrapper bearing the delivery address and necessary postal labels. The tender must be received at the Parish

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Council Offices no later than 12:00 noon (UK time) on Monday 7 December 2026; posting it by that time is not sufficient. Allow enough time for delivery. Late, incomplete or altered submissions will be handled under the Council's adopted Standing Orders and the stated tender procedure.

Contract particulars and site arrangements

Austin Architecture & Design Ltd, 1 Penhalls Drive, Playing Place, Truro TR3 6GW, is the proposed Contract Administrator. The completed Contract Particulars and the specification govern the detailed obligations. Before issue, the Council will provide the following project information and reconcile it with those documents:

Anticipated possession or start: March 2027

Required completion or programme constraint: In accordance with the phasing plan and completed Contract Particulars

Access and working hours: In line with the phasing plan

Hall use during the works: As set out in the phasing plan

Required insurance levels: As specified below

Contractor design deliverables: Roof, mechanical and electrical works, as defined in the Contractor's Designed Portion requirements

Tenderers should identify any material inconsistency in the tender documents through the clarification process before the deadline. The Council will issue any correction or change to all tenderers in writing.

Insurance requirements

The following are the minimum project requirements for the works at a hall that may remain in use. Tenderers must allow for these levels and disclose any relevant exclusion, excess or restriction affecting occupied areas, public access, temporary protection or existing property.

Insurance	Required level	Scope for this live site
Public Liability	£10,000,000	For injury to persons and third-party property damage arising from the works, including public access routes, scaffolding, hoardings and interfaces with the occupied hall.
Employer's Liability	£10,000,000	For the contractor's employees and any personnel for whom it is legally responsible. Require subcontractors to maintain appropriate cover for their own employees.

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Contract Works	Full reinstatement value of the Works (indicatively £400,000)	Include temporary works, hoardings and public protection screens. Adjust the insured value to the final scope and contract sum, and align the policy with the selected JCT insurance option.
Third-party property damage	Included within Public Liability	Include liability for accidental damage to the occupied hall and its contents where the contractor is legally liable. Disclose exclusions affecting existing property; this does not replace insurance of existing structures and contents under the selected JCT arrangement.

Provide current Public Liability and Employer's Liability evidence with the tender and confirm the proposed Contract Works arrangement. The successful tenderer must provide the relevant policy schedules and evidence of cover before commencement. The Council will complete the JCT MWD 2024 Contract Particulars to specify which party insures the Works and existing structures and contents; the policies and contract must agree.

Evaluation and award

The Council will first check whether submissions meet the mandatory requirements, then evaluate compliant Base Tenders against the criteria below. Supplier capability information requested with the tender will be reviewed as part of the tender assessment; the Council may seek proportionate clarification or verification before award. The Council will apply the published criteria and scoring method consistently. The Council is not obliged to accept the lowest-priced tender or to award a contract.

The tender will be scored using the following weights. The total possible score is 100 points.

Criterion	Weight	Evidence assessed
Price	50%	Total evaluated price including VAT, after arithmetic checks.
Method and programme	30%	Method statement and programme, including the phasing plan, access, working hours and site management.
Contractor's design	20%	Roof, mechanical and electrical design proposals, coordination and deliverables against the stated requirements.
Total	100%	

Price marks: the lowest compliant evaluated price receives 50 points. Each other compliant tender receives (lowest compliant evaluated price ÷ that tender's evaluated price) × 50. Each non-price criterion is scored 0 to 5 (0 = no relevant response; 1 = poor; 2 = limited; 3 = adequate; 4 = good; 5 = excellent); the score divided by 5 is multiplied by its weighting. The highest total score ranks first, subject to verification and Council approval. If total scores are

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tied, the higher combined non-price score ranks first; if still tied, the lower evaluated price ranks first. A materially qualified tender may be rejected as noncompliant.

The Council may clarify a tender but will not permit a material change to an offer after the deadline. Any proposed award remains subject to the Council's required approvals and completion of the building contract. A notification of preferred tenderer does not itself form the contract. Tenderers bear their own tendering costs.

Yours faithfully,

Roy Austin
Austin Architecture & Design Ltd
Contract Administrator for Carn Brea Parish Council

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