



**Invitation to Tender:  
Recycling Workshop & Office Renovation**

**November 2021**

# Heeley Trust:

HEELEY TRUST is a Community Development Trust founded by local volunteers, business-people & activists in 1996. We are a charity run by local people and we are Heeley's Community Anchor.

Our work links:

## People:

We deliver services that genuinely improve local lives and prospects; Like supporting older people to feel included and confident to access new services online, or helping people to find training and work, or keeping them commuting by bike and keeping active.

## Land:

We built and maintain Heeley People's Park - a beautiful, well managed network of parks and public green spaces.

## Buildings:

We are developing a Thriving Community Asset Base

Tackling dereliction and neglect, creating spaces to learn, grow, run a business or visit; celebrating our heritage, creativity and art.

More Information here: <http://heeleytrust.org/>

# Ash Tree Yard:



*Ash Tree Yard (ATY) is the home of Heeley Trust. It is the main site for our operations and is also the home of A Different Gear cycle shop.*

**The Site** was once a cutlery factory and before that, watchmaker's premises. It was demolished during the war and rebuilt. It comprises of 9 units of varying sizes and is split over two separate buildings. Most of these spaces are undeveloped and remain in shell condition. Heeley Trust's Head Office is located in one of these units and requires work to make it habitable again. Over the years we have changed and adapted the site to suit our needs and in 2020 we completed the renovation of A Different Gear (*formerly ReCycle Bikes*). Our hope is that, with funding, we can continue the renovation of this site.

Ash Tree Yard will comprise of a mixed tenant base and, with further renovations, we can provide more lettable spaces on this site. The funding we have secured will deliver just that.

## A Different Gear:



**Started life** in 2005 as *ReCycle Bikes*, a non for-profit bicycle repair and recycle shop in the heart of Heeley.

This blossomed into a community resource, a youth training initiative and local employer dedicated to ensuring our community had affordable cycles and greener transport options. Fast forward to now, rebranded as A Different Gear in 2020, it is now a totally different beast whilst maintaining its social enterprise status. Essentially, it's a bike shop that specialises in adventure biking, spares and repairs; new cycles & products and yet, it retains the ReCycle Bikes ethics we started with.

A Different Gear has been subject to funding in the past year that enabled us to appoint architects and contractors and complete a rigorous works programme that has transformed the site and the prospects of this charitable enterprise. We worked very closely with contractor and architect to ensure that the project was value for money and delivered on time.

The revamp of ADG has revolutionised the way we operate and has increased the capacity for this business to thrive and grow. It is now a 'go-to' bicycle shop for the adventure cyclist. Recycling donated bicycles is still a huge part of our offer and it's how we are able to provide affordable bikes to our customers. The recycling process is carried out in a workspace that is not fit for purpose. It requires uplift to make it habitable, warm, and comfortable for staff to carry out essential recycling projects. A modular design to this unit would future proof its options for occupancy and provide ADG and Heeley Trust with options for its use further down the line.

More info here: <https://www.adifferentgear.com>

## Funding:

Funding for this project has been granted by Key Fund, Coop Foundation and Power to Change.

The grant is a fixed sum and must be spent for the purpose agreed. The grant is awarded to enable the renovation of two workspaces on site at Ash Tree Yard. These include ATY office space and A Different Gear recycling workshop. We expect the installation of domestic heating system, internal fit out, security upgrades and electrical rewire throughout both units.

The Total Fixed Budget for this project is **£49,427.00 Including VAT**

Exceeding this sum is not possible, all works proposed must be achieved for this sum or less.

Works within this budget must include:

- Structural Works
- Heating
- Electricals
- Painting & Decorating
- Upgraded Security on Doors and Windows
- Welfare Station
- Alarm systems
- Door upgrades

## Specification:

We require as a minimum a proposal including the following:

A design or plan drawing showing your proposed layout of both units plus features to meet the list above.

Images or elevations sufficient to illustrate your proposal along with any notes or rationale explaining your approach

An assessment of the existing units and, where deemed possible and cost effective - a schedule of fully costed repairs to reinstate.

A detailed product specification for each proposed item replacement with links to manufacturers websites.

A schedule of works demonstrating how you will complete the works by no later than 31<sup>st</sup> March 2022.

A budget itemised in such a way we can see clearly individual elements broken down to include equipment, labour and any contingencies or other expenditure.

The budget should show clearly how you propose to deliver the project within the fixed budget. Please note the total budget for the project is inclusive of VAT

An example of a method statement (RAMS) demonstrating how you approach Health, Safety and Welfare of your operatives and public in and around your projects – the successful tenderer will need to agree a project specific RAMS with us prior to start on site.

Details of all warranties, guarantees and defects liability period.

A Scope of Works list is attached to this document.

# How We Will Evaluate:

3 Staff and Trustees will judge submissions and will score their opinion of the following:

## **Programme – 30%**

Completion within Funders Timetable including all inspections and handover. Accounts for weather and contingencies.

## **Quality – 50%**

Well thought out and modern design that exude quality and efficiency. Both Office and Workshop layouts must be quality and to a high standard with modern, economical appliances at the heart of each unit. New gas heating systems for each unit plus upgraded insulation to ensure efficiency. Workshop must retain similar qualities to that of the ADG fit out and some consultation may be needed to achieve this.

Modular designs that allow multi-use occupancy and options for mixed tenancy for future lets.

Longevity / Maintenance - durability, future maintenance.

Environmental Impact – Use of sustainably sourced materials, use of local supply chains and employees, minimal impact on environment, minimises waste.

## **Price 20%**

Although a fixed price – an assessment of value for money will be made – plainly put; what are we getting for our money?

We will be working with industry experts to assess how realistic the budget in your submission is.

## **Other Information:**

### **Safety of Public / Staff and Site Access:**

Ash Tree Yard is located at the top of Thirlwell Road. Our premises sits in the heart of a residential area. Construction work must not start any earlier than 8am and must not exceed 6pm. The site sits back from the road and has both Works and Customer Entrance. Customer entrance and car park must not be obstructed at any time during the day.

Vehicular access to the site must be pre agreed and all vehicle movement must be at walking speed A full risk assessment and vehicle movement and parking plan should be agreed prior to commencement of work.

Access codes for site entrance will be provided on completion of procurement process.

Please be aware that staff will be moving around the site during working hours. A thorough risk assessment will need to be carried out and adequate fencing, signage and security should be in place to ensure safety of staff and that no unauthorised access to the construction site can be gained.

### **Submission Deadline / Instructions:**

All submissions should be electronic (paper free) and should be submitted by e-mail to:

File formats should be accessible without specialist software – i.e. drawings and manuals (if appropriate) as jpegs or pdf's, budgets via excel, written submissions by word.

Total submission file size not to exceed 10MB

Cut off for clarification questions: 20th December 2021 5pm

Deadline for submission: 10th January 2022 5pm

Decision made: 17<sup>th</sup> January 2022

Contract Cooling Off Period to: Friday 11<sup>th</sup> February 2022

E-mail submissions / clarification questions: [info@heeleytrust.org](mailto:info@heeleytrust.org) / [frank.f@heeleytrust.org](mailto:frank.f@heeleytrust.org)

# Scope Of Works

Heeley Trust

62-68 Thirlwell Road, Sheffield, S8 9TF

ITEM	
1	<b>Preliminaries:</b>
1.1	Site Set up
1.2	Welfare Facilities
1.3	Skips
1.4	<b>Strip out Office</b>
1.4.1	Removal of existing heating system, Pipe work & rads
1.4.2	Remove existing wiring circuit and lighting circuit
1.4.3	Strip and make good all walls
1.5	<b>Strip out Workshop</b>
1.5.1	Remove welfare facility
1.5.2	Remove existing wiring circuit and lighting circuit
1.5.3	Make good lead water inlet (Repair)
1.5.4	Tanking Party walls
1.5.5	Make good / repair walls
2	<b>Demolition:</b>
2.1	Remove internal wall in office only
3	<b>Internal Refurbishment of Office:</b>
3.1	Supply and install RSJ
3.2	Install new electrical circuit and separate consumer unit
3.3	Install new lighting circuit
3.4	Install insulation to ceiling / roof space.
3.5	Install heating system, rads and pipe work to service this unit only
3.6	Boarding and plastering
3.7	Install new internal door
3.8	Painting and decorating
3.9	Supply and fit new carpet throughout
3.10	Supply and fit new electronic roller shutter to external entrance (door)
3.11	Supply and fit anthracite composite / UPVC front door







