



INVITATION TO TENDER

Plant Room Refurbishment Phase 2

Heating System Replacement, Mechanical, Electrical & BMS Works



Employer	Shrewsbury House Youth & Community Centre (The Shewsy)
Site Address	37 Langrove Street, Everton, Liverpool, L5 3PE
Project Contact	Colin Scicluna, Operations Manager
Email	colin.scicluna@the-shewsy.com
Document Date	July 2026

Purpose of this tender pack

This document provides the instructions, submission requirements and evaluation criteria for contractors tendering for Phase 2 of The Shewsy's plant room refurbishment works.

Document Control

Document Title	Invitation to Tender – Plant Room Refurbishment Phase 2
Client / Employer	Shrewsbury House Youth & Community Centre (The Shewsy)
Project	Heating System Replacement, Mechanical, Electrical & BMS Works
Version	Draft for tender issue
Contact	Colin Scicluna – Operations Manager

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1. Introduction

Shrewsbury House Youth & Community Centre ("The Shewsy") invites suitably qualified and experienced contractors to submit a tender for the delivery of Phase 2 of our Plant Room Refurbishment Project at our Everton site.

The project involves the refurbishment and upgrade of the existing heating plant room, including mechanical, electrical, controls and associated building services works in accordance with the design information and specifications prepared by Vital Building Services.

The Shewsy is a long-established youth and community charity serving children, young people, families and local residents throughout Liverpool. The building remains operational throughout the year and supports a wide range of community activities, youth programmes and residential accommodation.

2. Employer Details

Employer	Shrewsbury House (The Shewsy)
Address	Shrewsbury House Youth & Community Centre, 37 Langrove Street, Everton, Liverpool, L5 3PE
Project Contact	Colin Scicluna, Operations Manager
Email	colin.scicluna@the-shewsy.com

3. Background

The existing heating infrastructure has been the subject of phased improvement works. Phase 2 involves comprehensive refurbishment of the existing plant room, replacement and modification of heating infrastructure, associated electrical works, controls integration and commissioning of the upgraded system.

The design incorporates mechanical, electrical and Building Management System (BMS) requirements to improve reliability, efficiency and future management of the building's heating services.

The works are being undertaken within a live, occupied youth and community building. Contractors must demonstrate experience of managing projects safely within operational environments.

4. Scope of Works

The principal works include:

- Removal and disposal of redundant plant, pipework and controls.
- Modification of gas services.
- Installation of new heating plant infrastructure.
- LTHW (Low Temperature Hot Water) system modifications and reconnections.
- Installation and commissioning of a new BMS control system.
- Electrical modifications associated with the plant room refurbishment.
- Testing, commissioning and certification.
- Production of as-installed drawings and operation & maintenance manuals.
- Staff training and handover.

The detailed technical scope is contained within the accompanying specifications and drawings.

5. Tender Documentation

Tenderers shall review all documents issued as part of this tender package.

Specifications

- Mechanical Performance Specification – VBS-0126 L5 3PE 2.1 Mechanical Performance Specification.
- Electrical Performance Specification – VBS-0126 L5 3PE 2.1 Electrical Performance Specification.
- BMS Specification – VBS-0126 L5 3PE BMS Specification.
- Electrical Workmanship Specification – VBS Doc A Electrical Building Services Workmanship Specification.
- Mechanical & Public Health Workmanship Specification – VBS Doc B Mechanical and Public Health Building Services Workmanship Specification.

Drawings

- LTHW Layout – P2-L5 3PE-ZZ-PL-M-001.
- LTHW Schematic – P2-L5 3PE-ZZ-SC-M-002.
- Plant Room Strip-Out (1 of 2) – P2-L5 3PE-ZZ-SC-M-003.
- Plant Room Strip-Out (2 of 2) – L5 3PE-ZZ-SC-M-004.
- Domestic Water Services Layout – L5 3PE-ZZ-PL-M-005.
- Plant Room Electrical Strip-Out – L5-3PE-ZZ-SC-E-5001.
- Plant Room Electrical Installation – L5-3PE-ZZ-SC-E-5002.

Tenderers are responsible for ensuring they have reviewed all documentation before submitting a tender.

Important: Tender Return Schedules

Tenderers must complete the tender return schedule included on the final page of each of the Electrical, Mechanical and BMS Performance Specifications. These schedules are required to support a like-for-like comparison of quotations and must be returned as part of the tender submission.

6. Site Visit

Tenderers are strongly encouraged to undertake a site visit prior to submitting a tender.

Site visits will enable contractors to assess access arrangements, review existing plant room conditions, understand operational constraints and identify any matters affecting programme or pricing.

Important note

Failure to visit the site will not be accepted as justification for additional costs following contract award.

7. Working Environment

The Shewsy will remain operational during the works. Contractors must therefore plan accordingly to:

- Maintain safe operation of the building.
- Minimise disruption to services.
- Protect staff, volunteers, visitors and contractors.
- Coordinate noisy or disruptive activities.
- Ensure access and emergency routes remain unobstructed.
- Maintain continuity of services wherever practicable.

8. Safeguarding Requirements

As a youth and community organisation, safeguarding is fundamental to all operations.

The successful contractor shall:

- Comply with The Shewsy Safeguarding Policy.
- Ensure all personnel sign in and out.

- Wear identification badges at all times.
- Ensure appropriate conduct whilst on site.
- Avoid unnecessary interaction with children and vulnerable adults.
- Report safeguarding concerns immediately.
- Refrain from photography without prior written approval.

The successful contractor may be required to provide evidence of safeguarding procedures and staff vetting arrangements.

9. Health & Safety Requirements

The successful contractor shall:

- Comply with the Construction (Design and Management) Regulations 2015.
- Act as Principal Contractor where applicable.
- Develop and maintain a Construction Phase Plan.
- Provide Risk Assessments and Method Statements (RAMS).
- Manage hot works through a permit system.
- Provide competent and appropriately qualified personnel.
- Ensure all plant and equipment is properly maintained and certified.

10. Programme Requirements

Tenderers shall provide:

- Earliest available commencement date.
- Proposed contract duration.
- Detailed works programme.
- Key milestones.
- Lead times for major equipment.
- Assumptions affecting delivery.

Particular consideration should be given to maintaining building operations and coordinating service shutdowns.

11. Contractor Information Requirements

Organisation Details

- Company profile.
- Years trading.
- Key personnel.
- Organisational structure.

Competence

- Gas Safe Registration.
- NICEIC, ECA or equivalent accreditation.
- SSIP accreditation such as CHAS, Constructionline, SafeContractor or equivalent.
- Membership of relevant trade associations.

Insurance

Minimum requirements:

- Employers Liability Insurance: £10 million.

- Public Liability Insurance: £5 million.
- Professional Indemnity Insurance, where applicable.

Relevant Experience

Provide details of at least three comparable projects completed during the last five years.

12. Tender Evaluation Criteria

Tenders will be evaluated using the following weighted criteria:

Criterion	Weighting
Price	45%
Technical Quality & Methodology	25%
Relevant Experience & References	15%
Programme & Resource Allocation	10%
Environmental Sustainability	5%

13. Environmental Sustainability Question (5%)

ENV1 – Environmental Management and Carbon Reduction

Please explain how your organisation will minimise the environmental impact of delivering these works.

Your response should address, where applicable:

- Waste minimisation.
- Recycling and re-use of materials.
- Disposal of plant and equipment.
- Low-emission transport.
- Sustainable procurement.
- Packaging reduction.
- Energy-efficient working practices.
- Environmental management systems.
- Environmental accreditations.

Tenderers are encouraged to provide measurable commitments wherever possible.

Scoring Guidance

Score	Assessment
0	No response.
1	General statements only.
3	Clear sustainability measures identified.
5	Comprehensive and measurable environmental commitments.

14. Added Value Opportunities (Non-Scored)

Please describe any additional benefits your organisation could provide outside the core contract requirements.

As a youth and community charity, The Shewsy is particularly interested in added value that supports safe, reliable building operation, minimises disruption to children, young people, families, residents and community users, and helps staff understand and manage the new heating and BMS systems confidently after handover. This section is not

formally scored and does not replace the evaluation criteria, but tenderers are encouraged to identify practical, proportionate and deliverable benefits that would strengthen the overall value of their proposal.

Responses will not be formally scored but may be considered during contract discussions.

15. Tender Submission Requirements

Tender submissions shall include:

☐	Form of Tender
☐	Pricing Schedule Completed Tender Return Schedules from the Electrical, Mechanical and BMS Performance Specifications
☐	Programme
☐	Method Statement
☐	Environmental Sustainability Response
☐	Insurance Certificates
☐	Accreditation Certificates
☐	References
☐	Details of Proposed Subcontractors

16. Post-Completion Deliverables

The successful contractor shall provide:

- Mechanical commissioning certificates.
- Electrical installation certificates.
- Gas certification.
- BMS commissioning records.
- Water treatment reports.
- Technical support following completion.
- As-installed drawings.
- Equipment warranties.
- Asset register.
- Staff training and handover documentation.

These documents shall be provided before practical completion and final payment.

17. Tender Conditions

- Tenderers are responsible for their own costs associated with this tender.
- All information contained within the tender pack shall be treated as confidential.
- Tenderers are deemed to have reviewed all issued documentation.
- Clarification questions must be submitted in writing.
- The Shewsy reserves the right not to award a contract.

- The Shewsy reserves the right to seek clarification regarding any aspect of a submission.

18. Tender Timetable

Activity	Date
Tender Issue Date	Friday 31 st July 2026
Site Visits Available	Tuesday 18 th August – Thursday 20 th August 2026, 3pm-5pm Tuesday 25 th August 2026, 8am - 4pm
Clarification Deadline	Friday 4 th September 2026 at 12noon
Tender Submission Deadline	Friday 11 th September 2026 at 12noon
Tender Evaluation	Week commencing 14 th September 2026
Contractor Appointment	Friday 1 st October 2026
Anticipated Start on Site	Monday 12 th October 2026

19. Contact for Queries

All tender queries should be submitted to:

Name	Colin Scicluna
Role	Operations Manager
Organisation	Shrewsbury House Youth & Community Centre (The Shewsy)
Email	colin.scicluna@the-shewsy.com

Thank you for your interest in this opportunity. We look forward to receiving your submission and working with a contractor who shares our commitment to quality, community impact and sustainability.