**Shapinsay Development Trust - Tender Document for Premises Maintenance Contract**

Dear Contractor we would like to invite you to tender for the maintenance contract for SDTs premises.

**1. Introduction**

The Shapinsay Development Trust (SDT) invites tenders from suitably qualified contractors for a maintenance contract covering multiple SDT properties, which include the Boathouse, Schoolhouse, No. 9 Balfour Village, Rulinvoe, Cast Affs, Bike Shed, Balfour Cottages and the Smithy. The contract will cover both routine maintenance and emergency call-out services for these premises.

**2. Scope of Work**

The contractor shall provide:

- **General Maintenance:** Regular upkeep and repairs as needed across all specified properties.

- **Emergency Call-Out Services:** Priority response to urgent maintenance issues, including out-of-hours call-out service.

- **Annual Inspections:** An annual visual inspection of the Smithy, Boathouse, Cast Affs, and Bike Sheds, documenting any issues or required repairs. The houses (Schoolhouse, No. 9 Balfour Village, and Rulinvoe) will be inspected annually by Drever and Heddle, not the maintenance contractor.

**3. Requirements**

**The contractor should demonstrate:**

- Relevant qualifications and experience in property maintenance.

- Capacity to respond to emergency call-outs within a reasonable timeframe.

- Competency to carry out a range of tasks, including minor repairs, inspections, and emergency maintenance.

- Adequate insurance coverage, including public liability and employer’s liability, for the duration of the contract.

**4. Contract Duration**

The initial contract period will be one year, with an option to renew annually, subject to performance and mutual agreement.

**5. Pricing Structure:**

**Contractors are required to provide pricing for the following:**

A **- General Maintenance Fee:** Rate for standard maintenance tasks during regular working hours. £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/hr

**B - Emergency Call-Out Fee:** A rate for emergency call-out services, specifying both standard hours and out-of-hours rates. £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/hr

**C - Pricing fees and list of relevant sub-contractors –**

**Joiner** £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/hr **Contractor** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Plumber** £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/hr **Contractor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Electrician** £\_\_\_\_\_\_\_\_\_\_\_\_\_/hr **Contractor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Painter** £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/hr  **Contractor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mason** £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/hr **Contractor**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Evaluation Criteria**

Tenders will be evaluated based on:

- Pricing and overall cost-effectiveness.

- Relevant experience and qualifications.

- Capacity for emergency response and reliability.

**7. Submission Requirements**

Tenders should include:

- Evidence of insurance coverage and certifications.

- A breakdown of fees for general maintenance, annual inspections, and emergency call-outs.

**8. Submission Deadline**

Tenders should be submitted by 06.01.25 either via email to boathouse@shapinsay.org.uk or delivered in a sealed envelope to the Shapinsay Development Trust office at the Boathouse.

Shapinsay Development Trust reserves the right to reject any or all tenders and to negotiate terms with the chosen contractor.