



Invitation to Tender

Sustainable Controlled Temperature System

Minehead Community Centre - Function Hall

Irnham Road

Minehead

TA24 5DW

1. Introduction

Minehead Town Council invites suitably qualified and experienced contractors to submit a tender for the design, supply, installation, commissioning and handover of a sustainable controlled temperature system for the main Function Hall.

This document sets out our performance requirements and objectives. It is the responsibility of the tenderer to propose an appropriate technical solution, methodology, programme and cost. Contractors are expected to use their professional expertise to determine the most suitable system(s) to meet the brief.

2. Client Objectives

The overarching objectives of this project are:

- To provide effective cooling in summer and heating in winter for the Function Hall
- To ensure thermal comfort for a wide range of occupancies and activities
- To utilise a solution that is economically viable, energy efficient and environmentally sustainable
- To minimise long-term operational and maintenance costs
- To align with the Community Centre's commitment to sustainability and reduced carbon impact

3. Scope of Works

The successful contractor will be expected to undertake, as a minimum:

- Site assessment and evaluation of the existing building and services

- System design tailored to the Function Hall's size, usage and occupancy patterns
- Supply and installation of the proposed temperature control system
- Integration with any existing electrical or building management systems (where applicable)
- Testing, commissioning and optimisation of the system
- Provision of user training and clear operating instructions
- Supply of all required documentation, certifications and warranties

Tenderers should clearly identify any exclusions or assumptions within their submission.

4. Project Timeframe

The successful contractor must be in a position to complete the installation of the temperature control system and submit the final invoice no later than Friday 10th April 2026. This fixed deadline supersedes the indicative programme period where necessary to ensure timely delivery of the project.

5. Performance Requirements

The proposed system must:

- Provide cooling during warmer months and heating during colder months
- Maintain comfortable internal temperatures suitable for a function hall environment
- Be capable of handling variable occupancy levels (e.g. small meetings to large events)
- Operate reliably and quietly, suitable for public and community use
- Allow for straightforward user control and adjustment

Specific temperature set points, capacities and control strategies should be proposed by the contractor and justified within the tender submission.

6. Sustainability and Environmental Considerations

Sustainability is a key requirement of this tender. Tenderers are encouraged to propose solutions that:

- Use renewable or low-carbon energy sources where feasible (e.g. heat pumps, solar-assisted systems, high-efficiency technologies)
- Demonstrate high energy efficiency and reduced carbon emissions
- Minimise environmental impact during installation and operation
- Avoid or reduce reliance on fossil fuels

Tenderers must explain:

- The environmental benefits of their proposed system
- Expected energy consumption and efficiency
- Any relevant environmental certifications or standards met

7. Indicative Budget

This project is subject to the successful awarding of an external grant for which the Community Centre has applied. Minehead Town Council reserves the right to amend, delay, or cancel the procurement process should the anticipated grant funding not be secured.

8. Economic Considerations

The Community Centre seeks a solution that offers best value over the system's lifecycle, not solely lowest capital cost.

Tenderers should therefore provide:

- Capital cost breakdown
- Estimated running and maintenance costs
- Expected system lifespan
- Any potential grants, incentives, or funding opportunities applicable to the proposed solution

9. Existing Building Information

The Function Hall is located within The Minehead Community Centre and is used for a variety of events and activities.

Tenderers are expected to:

- Make their own assessment of the space, construction, insulation and existing services
- Identify any constraints or limitations
- Confirm any site visits undertaken as part of the tender preparation

10. Contractor Responsibilities

The contractor will be responsible for:

- Compliance with all relevant legislation, regulations, and standards
- Health and safety during all phases of work
- Protecting the existing building and minimising disruption to centre operations
- Coordination with the Community Centre's representatives

11. Tender Submission Requirements

Tender submissions should include, as a minimum:

- Company background and relevant experience
- Description of the proposed system and how it meets the brief
- Technical specifications and drawings (where applicable)
- Method statement and programme
- Fixed price quote
- Cost breakdown
- Sustainability and energy performance information
- Maintenance and aftercare proposals
- Details of warranties and support

12. Evaluation Criteria

Tenders will be assessed based on:

- Technical suitability and performance
- Sustainability and environmental impact
- Whole-life cost and value for money relative to the indicative budget
- Contractor experience and competence
- Quality and clarity of submission

13. Tender Clarifications

Any requests for clarification must be submitted in writing within the tender period. Responses will be shared where appropriate.

14. Submission Details

- **Full Address:** Minehead Community Centre, Irnham Road, Minehead TA24 5DW
- **Tender Contact / Queries:**
 - **Name:** Ben Parker
 - **Email:** clerk@mineheadtowncouncil.gov.uk
 - **Tel:** 01643 707213
- **Tender Submission Method:** Submissions to be sent via email to clerk@mineheadtowncouncil.gov.uk with subject line “Controlled Temperature System Tender”
- **Date and time of tender closing:** Deadline for submissions: 12:00pm, 13th February 2026
- **Optional: Site Visit Information:** Site visits can be arranged by appointment with the Tender Contact between 10am–4pm, Mon–Fri.

Tenderers must submit their completed tender by the stated deadline, in the format specified by the Community Centre.

Late submissions may not be considered.

Minehead Town Council is not bound to accept the lowest or any tender and reserves the right to accept a tender in whole or in part.