Invitation to Tender: Door Modernisation & Security Project

Venue: Henley-in-Arden Memorial Hall

Client: Henley-in-Arden Memorial Trust (Registered Charity: 1190244)

1. Introduction and Project Overview

Henley Memorial Hall is seeking a qualified contractor to undertake a comprehensive modernisation of its doors, access control and security systems.

This project is part of a plan to revitalise our facility as a "living memorial" for the community. The objective is to replace ageing 1960s infrastructure with energy-efficient, automated, and secure digitised access solutions that ensure the hall is accessible, inclusive and fit for the 21st century.

The Henley-in-Arden Memorial Hall has stood at the heart of the local community for over a century. Originally opened on New Year's Eve in 1908, the building has served many vital roles throughout its life, including operating as a voluntary auxiliary hospital during the First World War to treat wounded soldiers. In 1946, the Henley-in-Arden War Memorial Trust (now Henley-in-Arden Memorial Trust) took over the management of the building to provide a lasting tribute to the local men and women who lost their lives in the Second World War.

Today, the Hall continues to serve as a central hub for community life, hosting countless gatherings,educational groups, and community celebrations. This door modernisation project is an essential step in ensuring this historic and cherished building remains accessible, safe, and fit for the future.

2. Tender Timeline

- **Tender Issued:** Monday 11th May 2026
- **Deadline for Clarifications/Questions**: Friday 29th May 2026
- **Site Visits:** W/C 25th May 2026 preferred
- **Deadline for Submissions:** Monday 8th June 2026 12:00 noon BST.
- **Contract Award (Subject to Grant Funding):** June 2026
- **Project Completion Deadline:** August - October 2026

3. Detailed Specification of Works

Suppliers must quote for a "turnkey" service, including full design, supply, installation of components and ancillaries and the removal and disposal of all existing units, "making good" all

surrounding masonry.

Measurements provided below/separately are approximate. The contractor is responsible for verifying all measurements.

The system must be fully integrated with the building's fire alarm system to ensure immediate fail-safe release upon activation - all doors form part of an escape route

The system must include reasonable battery backup

3.1 Main Entrance (Exterior)

- Approximate Size 1800mm wide x 2080mm high
- Replace existing single-glazed manual doors with modern, thermally efficient aluminium double-glazed units.
- Installation of low-energy automated swing-door operators with safety sensors, compliant with BS EN 16005 and Building Regulations Approved Document M.
- Safety considerations with barriers or sensors.
- Integration with Access Control System (see 3.4)
- Operation as escape route with integration with fire alarm system
- Exit button control (switchable low level and high level to safeguard when children are present, to prevent them wandering out)

3.2 Inner Lobby (Interior)

- Approximate Size: 1700mm wide x 2020mm high
- Replace existing 1960s inner doors with modern, FD30 fire-rated double doors.
- Installation of automated operators to allow seamless, barrier-free access from the street into the main hall.

3.3 Side Entrance

- Approximate Size: 2700mm wide x 2440mm high with 1000mm wide single leaf opening
- Replace existing door with a matching aluminium double-glazed unit.
- **Access Control:** Manual openers but fitted with the same access control hardware as the main entrance to ensure a unified, audited entry system across the site.

3.4 Access Control Security

- Access control system must be easy to use,
- Supply of 20 fobs or cards to distribute to our users
- Ability to control time-scoped access for fobs/cards / codes issued to ad-hoc bookers
- Full audit trail to track regular user usage
- Available in an offline mode in case of system failure

- Same access control to work on both entrances

4. Submission Requirements

Submissions must include:

- A detailed breakdown of costs (fixed price).
- Technical specifications for all hardware (including battery backup and fire integration).
- Proof of Public Liability Insurance (minimum £5m).
- Case studies or references for similar community/heritage building projects.
- Proposed timeline for delivery.

5. Evaluation and Award Criteria

To allow for fair and accurate scoring against our evaluation matrix, all submitted tenders must include the following documentation:

1. Fixed-Price Quotation: A fully itemised, fixed-price cost breakdown for all hardware, software, and installation labour.
2. Maintenance & Support Plan: A comprehensive, itemised 5-year maintenance and support plan/quote.
3. Warranty Details: Full details of the system warranty (3yr+ warranty is highly preferred).
4. Health & Safety Documentation: A sample Risk Assessment and Method Statement (RAMS) and a copy of your company Health and Safety policy.
5. Environmental & Waste Management Statement: A detailed plan for the disposal of the old doors/frames, including a commitment to recycling (preference for 100% recycling of old glass and metal) and a copy of verified waste carrier details.
6. Local Economic Impact Statement: Details of your business location and your approach to utilising local supply chains.
7. Technical Datasheets: Specifications for the proposed access control software, door hardware, and fire alarm integration relays.

Tenders will be evaluated against a formal scoring matrix. The contract will be awarded to the most economically advantageous tender based on the following weighted criteria.

To achieve maximum points, bidders are encouraged to provide comprehensive details for each of the sub-categories listed below.

1. Cost & Value (60%)

- Capital Expenditure (CapEx): Competitiveness of the total fixed-price quotation.
- Total Cost of Ownership (TCO): Evidence of energy efficiency (e.g., low-E argon-insulated
- DGUs, thermally broken frames) to lower the Hall's utility bills.
- Maintenance Lifecycle: Provision of a comprehensive 5-year maintenance plan, including fixed-price call-outs and BS EN 16005 safety checks.

- Software Licensing: Preference for systems offering a perpetual software licence with no recurring annual/monthly fees.
- Warranty: Length and breadth of the warranty

2. Specification Quality (25%)

- Access Control & Auditing: Software capability, specifically full audit logs and the ability to generate time-scoped access or PINs for ad-hoc bookers.
- Motor Specifications: Heavy-duty, commercial-grade operators (BS EN 16005 compliant) featuring battery backup for power cuts.
- Fire System Integration: Direct integration with the Hall's fire alarm system, ensuring internal FD30 doors release and fail-safe instantly.
- Durability: Use of high-traffic, thermally broken aluminium profiles.

3. Execution & Aesthetics (10%)

- Turnkey Delivery: Comprehensive project management, including the removal/disposal of old doors and complete & making good of masonry and flooring.
- Aesthetics: Minimalist profiles with concealed cabling and neat cable discipline.

4. Sustainability & Impact (5%)

- Material Sourcing: Use of sustainable materials (e.g., high-recycled content aluminium, low VOC finishes).
- Waste Management: Commitment to recycling the old glass and metal, supported by verified waste carrier details.
- Local Impact: Proximity of the supplier/installation crew to the Henley-in-Arden and Stratford-on-Avon District.

6. Conditions of Tender

- The Hall reserves the right not to accept the lowest-priced tender.
- All measurements are approximate and for indicative purposes only.
- Site visits can be arranged at a mutually convenient time *(allow a minimum 5 days notice - last minute requests may not be accommodated)*
- All work must be carried out in accordance with current Building Regulations and Health & Safety legislation.
- Any queries may be sent to info@henleymemhall.co.uk

7. Appendix - Photos

Main Door


PUSH
PUSH
PLEASE
NO PEANUTS
OR
NUT PRODUCTS

Interior Door

Side Door


EXIT
Fire Action
Fire exit
Keep clear
PUSH BAR TO OPEN
Inhaler Notice