

MALMESBURY TOWN HALL KITCHEN REFURBISHMENT – Invitation to Tender

1. Introduction

The fixtures and fittings in the main kitchen of Malmesbury Town Hall were installed during a major re-development of the building in 2007. Although some items are still in good working order, the worktops, shelves, and cupboards are generally in a poor condition and in need of replacement.

It has therefore been decided that a refurbishment of the kitchen is necessary, and a working group has been established to consult with users of the kitchen and draw up plans for the work. The primary objective of the refurbishment is to provide a professional standard of kitchen that will cater for a wide variety of events ranging from simple tea and coffee afternoons to full evening meals for up to 140 covers.

This Invitation to Tender (ITT) provides the outline set of requirements developed by the working group for suppliers to consider in developing a proposal for the kitchen refurbishment. The requirements should be taken as a guideline only, and suppliers are encouraged use their experience and expertise to propose improvements where possible. Suppliers are also invited to visit the Town Hall to survey the kitchen and discuss the requirements with Town Hall staff.

The requirements are based on a kitchen workflow model, which is described a series of sketches showing a possible layout of the refurbished kitchen. Additional notes and requirements are also provided.

2. Kitchen location

The kitchen is located on the first floor of the Town Hall and is adjacent to the Wesleyan Hall where most catered functions will be held. The Hall can accommodate 140 seated guests.

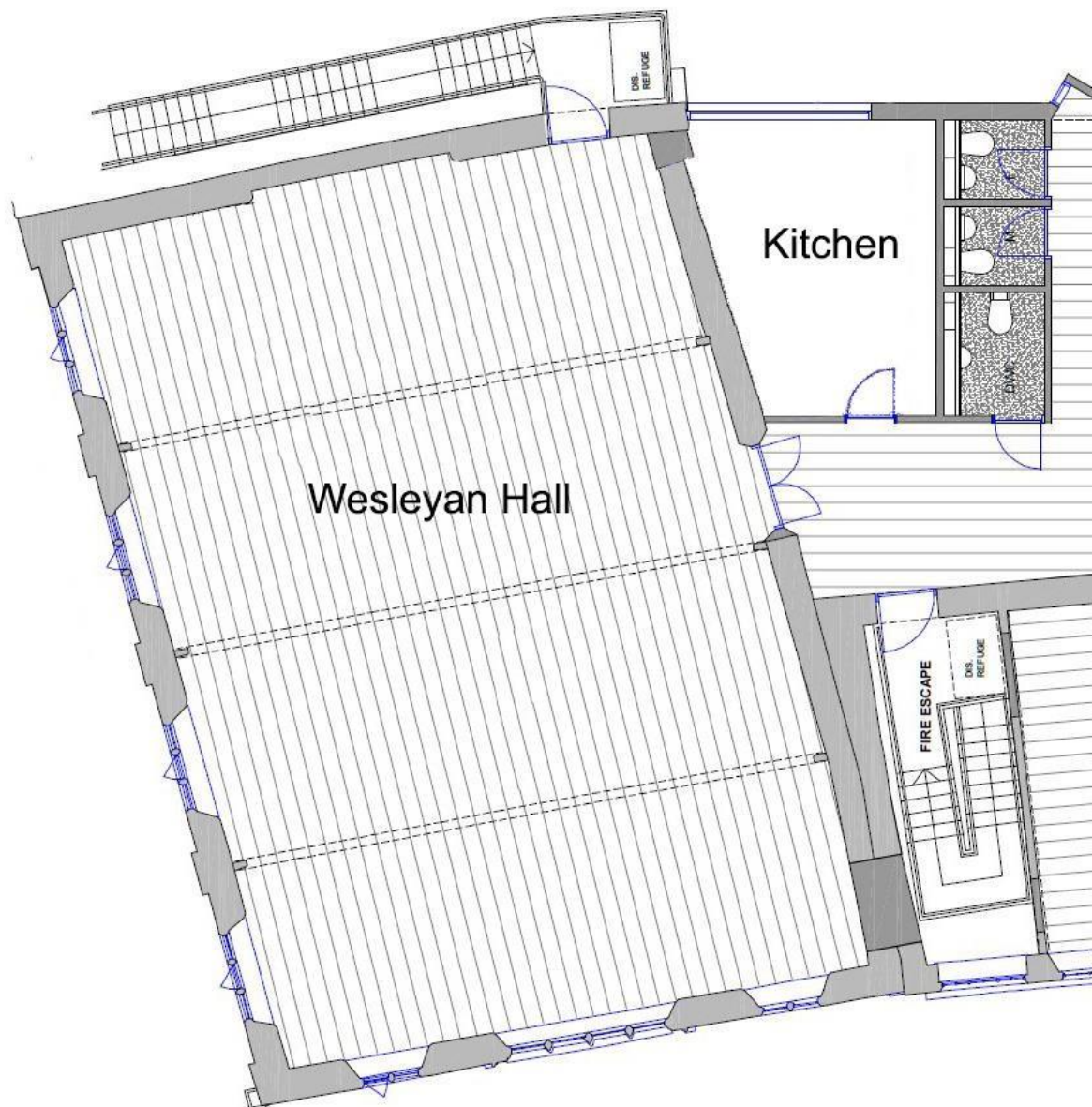


Figure 2.1 – Kitchen location

3. Workflow model

The kitchen layout diagrams provided in this section are based on catering requirements for a large-scale event. The facilities provided should still be adequate for smaller variations.

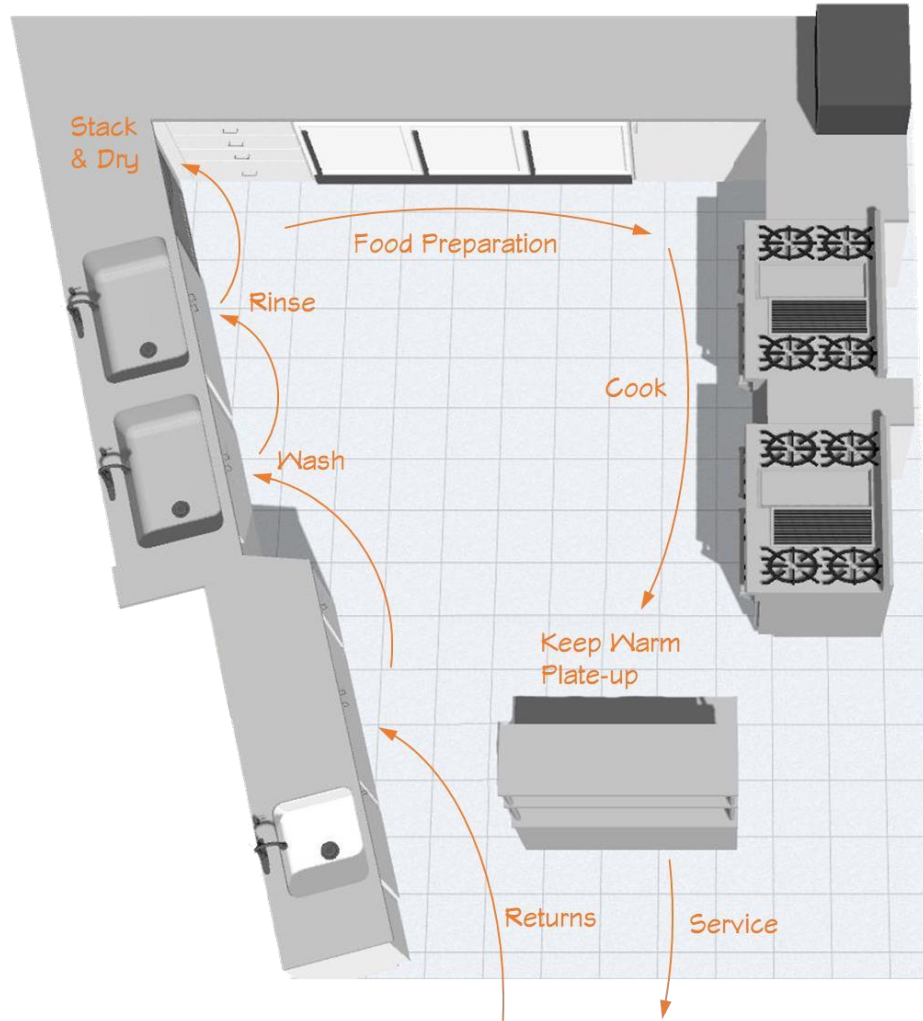
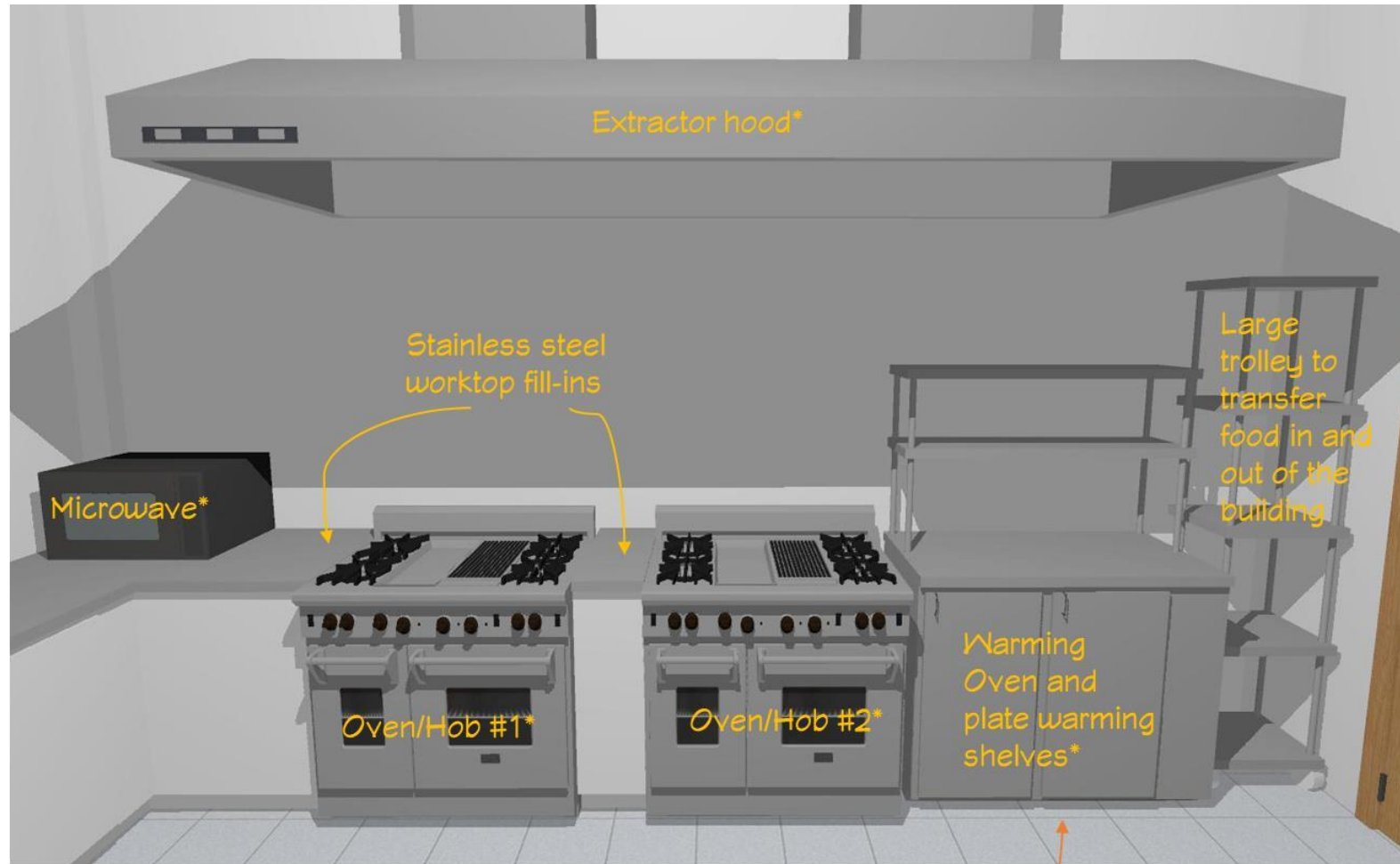


Figure 3.1 – Kitchen plan view with workflow activities



Figure 3.2 – Food preparation



*Existing equipment

Mobile unit
re-positioned for service

Figure 3.3 – Cook and Service

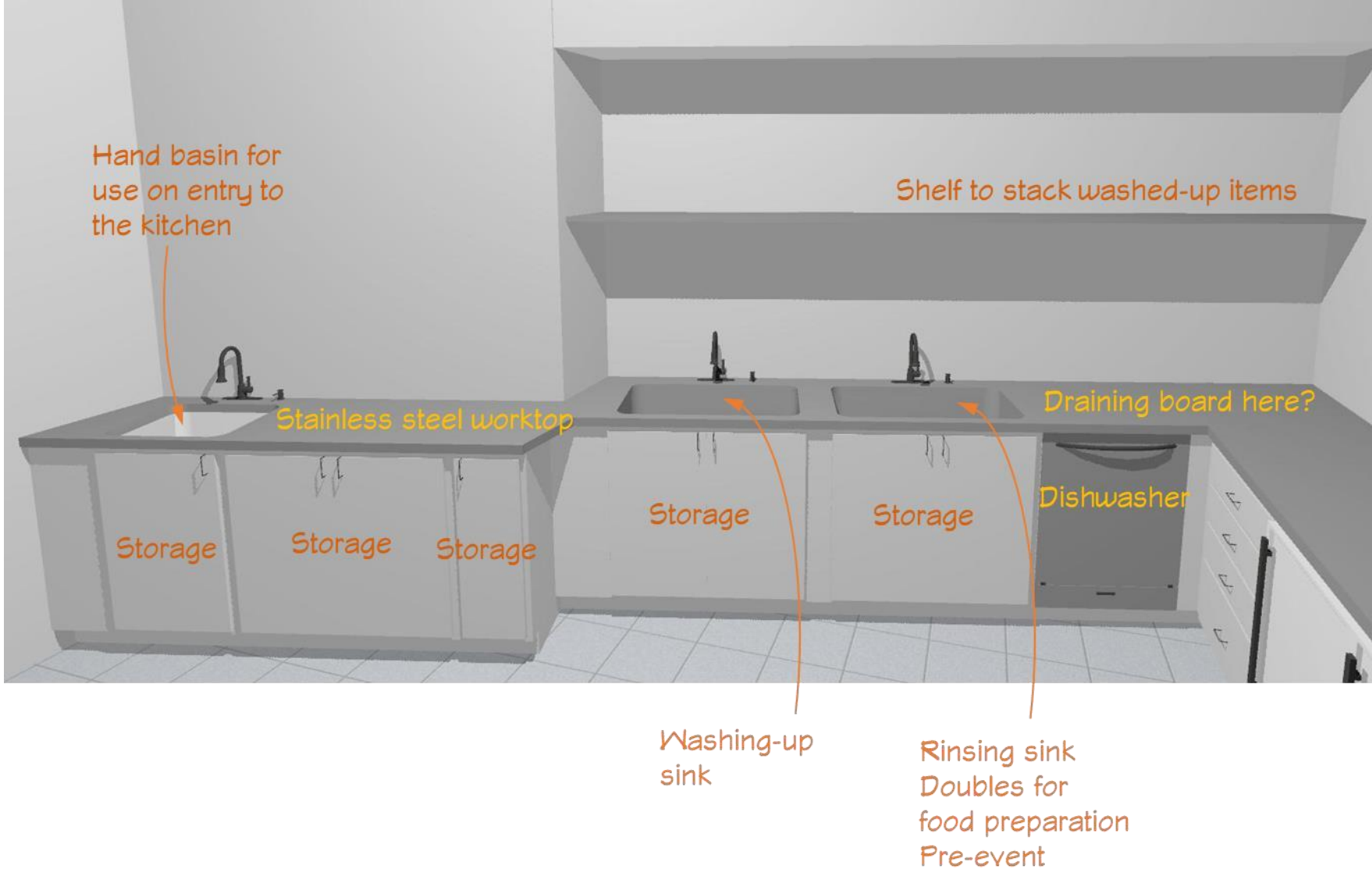


Figure 3.4 – Wash and stack

4. Additional notes and requirements

When developing proposals, suppliers should consider the following:

- All service items (Cutlery, crockery, cups, saucers, serving spoons, condiments etc.) will be stored in new cupboards outside the kitchen.
- The only items stored in the kitchen will be cooking implements and cleaning products.
- A 'clear surface' policy must be implemented after any use of the kitchen.
- We aim to re-use as many fixtures and fittings as possible.
- The kitchen must adhere to current regulatory hygiene requirements.
- Need to consider location/storage for hot water urns.

5. Proposal submission

Written proposals should be submitted to the Town Clerk by 12 midday on Friday 14th July 2023. Proposals should include full costings broken down into design, implementation, and support, and include a project timeline.

