West Horsley Parish Council

Specification for West Horsley Village Hall Windows Replacement (v3 12.11.26)

Current Situation

The windows in the Main Hall and the Rubin Room were installed in 2000. They are white, aluminium-framed, double glazed, top-hung and, where the windows open, are lockable with child-safety opening restrictors. Many of the panes have blown and the locks are difficult to operate with some no longer working. In the lobby, there are 2 x roof lanterns, also installed in 2000. The larger one has been repaired many times but still leaks intermittently, creating a safety hazard in the lobby.

West Horsley Parish Council ("WHPC") is the Custodian Trustee for West Horsley Village Hall ("WHVH") and now wishes to replace all the windows in the Main Hall and the Rubin Room. The windows in the Cedar Room will **not** be replaced at this time, nor will any doors. WHVH is **not** in a Conservation Area. The heating is generally on at WHVH between October-May but the building is only heated when hirers are due in so there are periods of time when no heating will be on (unless during exceptionally cold weather when some heating is provided).

Assumptions

1. The replacement windows will be as thermally efficient as possible.
2. The approved contractor will ensure that the project complies with all current building regulations.
3. So as to minimise the impact on hirers, the work will be done during the 2027 summer holidays when WHVH will be less busy. The lobby, Main Hall and Rubin Room will be closed to hirers but the Cedar Room will be operational so the approved contractor will need to be mindful of this.
4. If scaffolding of any description is required, the approved contractor will deal with this as part of their tender and neither WHPC nor WHVH will organise this.
5. The windows and roof lanterns will be replaced at the same time by the same company.
6. If integral blinds are chosen for the Main Hall kitchen, the windows will be identical to the windows without blinds (other than, of course, the inclusion of the blinds within the windows).

West Horsley Parish Council seeks a quote for the following:

Please note: Companies wishing to tender for this work will be invited to a site visit at WHVH during which they will be able to take measurements for all the windows and roof lanterns to be replaced and it will be confirmed which window panes are to open and/or have obscured glass.

1. To replace all of the windows in the Main Hall and Rubin Room – total of 27 windows of which 14 have 3 x panes and 2 have 2 x panes. The Main Hall includes the backstage area, above the stage, the 4 x cloakrooms and the kitchen.

   The quote is to be for white, aluminium-framed, double glazed windows with, where they open, an easy-to-operate and robust lock/handle and child-safety opening restrictors (with prices for additional options, please see 3. overleaf). The 3 x high level windows are each to have an appropriate opener, also easy to operate and robust (but not requiring a remote control). Where required, safety glazing is to be used and obscured glass in the toilets is to be obscured privacy glass and not basic frosted glass.

2. To replace both roof lanterns above the lobby on a like-for-like basis.

3. As part of the quote, please provide additional prices for the following options:

   i) uPVC frames instead of aluminium frames
   ii) Triple glazing instead of double glazing
   iii) Integral blinds in the Main Hall kitchen with an easy to operate, robust control (not requiring a remote control).

4. The quote should also confirm the following:

   i) the glass specification including the type of Low-E coating
   ii) that the sealed units are argon-filled
   iii) that spacer bars are warm-edge rather than conventional aluminium
   iv) the **whole-window U-value**, in W/m^{2}K, not just the centre pane glass value
   v) that trickle vents are included
   vi) that disposal of the old frames and glass will be included.

Please also provide the following additional information:

- Lead time to installation
- Payment terms, including the deposit required
- Estimated time required for the installation (to assist with the management of bookings)
- Warranty details, including insurance backed guarantees – for the windows, roof lanterns (including a water tightness warranty) and integral blinds, if different
- Details of company certification, eg FENSA, CERTASS etc
- Confirmation of public and employers' liability insurance
- Referee contact details to enable WHPC to take a reference from a commercial customer (work to have been completed within the past 6 months).

Projected timings

- WHPC to circulate the specification to short-listed contractors by Friday 20 November 2026
- Site visits to be conducted by Friday 8 January 2027
- Quotes to be received by WHPC by Friday 29 January 2027
- Contract to be awarded by WHPC by Friday 26 February 2027
- Work to be completed by Friday 20 August 2027

Further information/queries

For any queries during the tender process, please contact the project manager, Julia Reardon Smith, at **juliareardonsmith@gmail.com** or on **07899 887318**.

Submission of tenders

All tenders must be submitted electronically as a pdf to the Clerk to West Horsley Parish Council at **clerk@westhorsley-pc.gov.uk**, e-mailing a copy at the same time to Julia Reardon Smith.

[**Please ensure that the quote is NOT addressed to West Horsley Village Hall – it will be rejected if it is.]**

Short-list of suppliers

Note: All the companies listed below are local and most are well-known in the area. They have all been contacted and have confirmed that they wish to be included on the short-list of suppliers.

Company name	**Location**	**Notes**
BJB Windows	Normandy	Recommended by the Worplesden Clerk. Have completed work for a variety of village halls and churches across Surrey and Hampshire
Bramley Windows	Bramley	Winner of the 2025 FENSA Installation of the Year award
DB Designs	Leatherhead	Installed the Cedar Room windows at WHVH in 2002
P&P Glass	Peasmarsh	Recommended by the Clerk who has used them at her home
TP Improvements	Leatherhead	Have carried out work locally to WHVH, including work for Thakeham Homes at Manorwood. Showroom in Leatherhead to view products in person
Clive Weston	Bookham	Have already completed work at WHVH (fire door opposite the Methodist Chapel) and have worked for Julia Reardon Smith twice at her home