**Expression of Interest for Routine Maintenance Contracts (3yrs) within the South East Region**

The Churches Conservation Trust (CCT) is the national charity saving historic churches at risk. We care for over 350 buildings which attract almost 2 million visitors a year. The CCT is the operator of the third largest heritage estate in charitable ownership in the UK and we have an international, award-winning reputation in heritage conservation and regeneration. All the churches in our collection are listed, mostly Grade I and II\*, and some are Scheduled Ancient Monuments. They all remain consecrated and available for occasional worship and their spirit, tranquillity and sense of place remains intact. We are their guardians, charged with protecting 1,000 years of history, and keeping them open for people to use.

Within the South East region, the CCT is responsible for 127 churches across 13 counties. In addition to its estate the CCT also supports other places of worship in managing the maintenance of the buildings in their care. The Conservation Project Manager (CPM) and Estates Officer (EO) oversee all the work undertaken at the churches and are the primary point of contact for all maintenance and conservation work. The estate has been divided into 9 geographical areas or clusters, please see attached map.

Further information about the CCT and the specific churches in the south east region can be found on our website <https://www.visitchurches.org.uk>

Expression of interest are invited from suitably qualified conservation contractors for maintenance works across the 9 clusters. There is no minimum or maximum number of clusters that must be tendered for. Each area will be awarded individually as a separate contract. The tender comprises of 3 elements and the contract will be for all 3 services in each cluster.

1. Routine Maintenance
2. Emergency Call Out
3. Additional Orders (minor repairs)

**Information sessions (optional)**

To assist with making a decision on whether to submit a tender, we hope you may attend an information session via Zoom regarding the estate and the contract.

* **Monday 6th March, 10am to 12noon**

**Join Zoom meeting here:** <https://us06web.zoom.us/j/81423401459>

Or

* **Thursday 9th March, 10am to 12noon**

**Join Zoom meeting here:** <https://us06web.zoom.us/j/82998704246>

A 20mins presentation will start at 10:15am, followed by an opportunity to ask questions. Each session will be attended by the CPM and EO.

Please indicate which session you would like to attend when responding to this invitation for expression of interest.

**Deadlines and Tendering timescale**

Interested contractors must send an expression of interest by email to MaintenanceContractsSE@thecct.org.uk by **5pm** on **Wed 15th February**.

It is anticipated that the tendering timescale will be as follows:

|  |  |
| --- | --- |
| **Stage** | **Expected timescale** |
| Expression of Interest submission due date | Wed 15th February |
| Invitation to tender | Mon 20th February |
| Submission due date | Wed 15th March |
| Contract awarded | Fri 24th March |
| Contract starts | Wed 1st April |

No liability or costs will be accepted for work involved in making any submission and no guarantee is given that the contract will be offered.

We look forward to perhaps seeing you at an Information Sessions and to receiving your expression of interest.

Regards

**Conservation Team (SE)**

**Churches Conservation Trust**

MaintenanceContractsSE@thecct.org.uk