

INVITATION TO TENDER FOR

2000 CENTRE ROOF REPLACEMENT & ASSOCIATED WORKS

Site Location:
2000 Centre
St Johns Road, Hedge End
SO30 4AF

Hedge End Town Council have proposed works for the extensive re-roofing, associated works, replacing valleys and flashing at the 2000 Centre. In connection with the associated works there is a requirement to remove and reinstate the existing solar panels.

This project requires careful management and liaison with the Town Council to ensure minimal disruption to services and impact on the car parking.

Hedge End Town Council are seeking tender applications on at least two alternative roofing systems:

1. Redland Cambrian Slate or
2. Permavent Easy Slate or
3. Alternative roof system

In brief, the works involved in this project are sectioned as:

External

1. **Re-Roofing** – careful removal, partial salvaging of the existing roof slate and recovering of all roof slopes. Isolated areas of timber repairs.
2. **Underlay** – replacement of existing underlay suitable to the roofing system
3. **Solar Panels** – removal and reinstatement of solar panels.
4. **Replacement Leadwork** – replacement of valleys, gutters and flashings and associated works.

The property was built in 2000 and is of stone construction with trussed rafters. Please refer to the 'site information' section of this tender for the background information to the site. A map of the location is attached.

All prices are to be **net, excluding VAT**.

Building Regulation – Is applicable to these works with the following reference number **TBC**

NOTE: The contractor is to allow for liaising with the Local Authority Building Control and for being in attendance when planned inspections are due.

Conditions of the Contract to be Emphasised

All building work is to be in accordance with the design specification, the Tender documents and any Contract Instructions that may be raised.

All alterations to the contracted works are to be dealt with as Variations which are to be priced and agreed before the work is undertaken.

Access and storage space is to be agreed with the preferred contractor.

The availability of electricity and water have been confirmed to be available for use for the proposed works.

"On site" welfare facilities are not available for use by Contractors and so these are to be provided by the contractor for the duration of works or in negotiation with the Town Council.

Working Foreman

A named working foreman is to be in control of the works throughout. The building works shall be undertaken without break, other than for weekends and statutory/national holidays.

A timescale for commencing this project will be agreed between Hedge End Town Council and the chosen contractor. Ideally this install would take place as soon as possible after award.

Project Information

Name of Project:	2000 Centre Roof Replacement and Associated Works
Project Budget:	between £70,000 and £180,000
Location:	2000 Centre, St Johns Road, Hedge End, SO30 4AF
Name / Address of Owner:	Hedge End Town Council, 2000 Centre, St John's Road, Hedge End, SO30 4AF
Project Sponsor:	Sarah Jelley, townclerk@hedgeend-tc.gov.uk
Operations Manager:	Brett Athow, opsmanager@hedgeend-tc.gov.uk

IMPORTANT: A site visit is advisable to assess access, gain detailed measurements, location of nearby properties and access points to and around the site. To arrange a site visit please contact Brett Athow on 01489 780440 or preferably by email opsmanager@hedgeend-tc.gov.uk

1. Tender Process

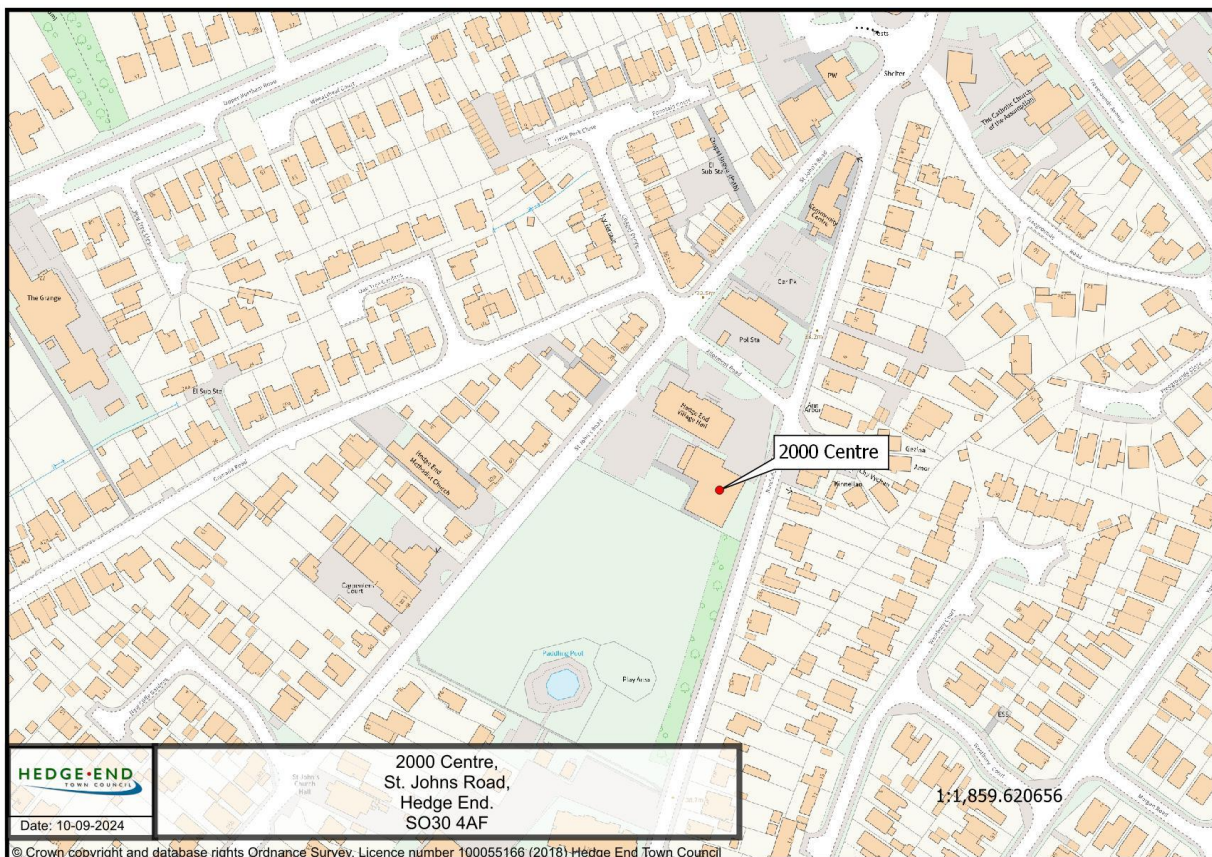
- 1.1. Hedge End Town Council wishes to employ a Principal Contractor to carry out the supply and installation of a replacement roof and associated works.
- 1.2. Tenderers are required to submit a fixed price lump sum tender on the Form of Tender provided in this document.
- 1.3. Tenders should be returned in a sealed envelope bearing no company identification and marked TENDER FOR 2000 Centre Roof to the Town Clerk, 2000 Centre, St John's Road, Hedge End, Southampton, SO30 4AF by **21 October 2024 (noon)**.
- 1.4. Hedge End Town Council does not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expense incurred by the tenderers in submitting a tender.
- 1.5. Tenderers should liaise with Brett Athow, Operations Manager Tel 01489 780440 or opsmanager@hedgeend-tc.gov.uk during the tender period regarding any queries or concerns on the content of this specification.

1.6. The successful contractor will need to show the following at the time they submit expressions of interest:

- A copy of your certificate of public liability insurance
- A copy of your company's Health and Safety policy.

2. Site Information

2.1. The Contractor should visit the site at their own expense to satisfy themselves as to any conditions on site that may affect in any manner whatsoever the execution of the works detailed hereafter.



2.2. The site is also the office for the Town Council, has an on-site pre-school and multiple hires throughout the week. This will all need to be considered as part of the works.

Compound

A designated compound will be agreed prior to works commencing. The contractor must ensure the area is secure and safe and must not impact on the building or facilities and complies with Health & Safety Legislation. The council reserve the right to determine the final location of the compound. All egress routes past the working area are to be kept

clear at all times, and sufficiently fenced off. The preliminary items must be priced in the tender submission.

External Grounds Protection

The Contractor shall take all reasonable precautions to prevent damage to all grounds, gardens and land affected by the works. Allowance is to be made for leaving the side and rear garden area clean and tidy upon completion of all works including the removal of scaffold covering.

Scaffold

The contractor is to provide compliant scaffold for the duration of the works. Any alterations required to the use of the scaffolding for construction and material storage use must be agreed and undertaken by the scaffolding provider to ensure compliance with Health and Safety legislation.

All scaffolding must be inspected for safe use and tagged before it is used and must have safe access to all lifts and safety gates.

NOTE: No proprietary fixing brackets will be permitted into the existing structure of the 2000 Centre Building.

Security

The contractor shall maintain the security of the premises by ensuring Heras fencing or anti-climb hoarding is secured to the lower lifts at all times and that any access ladder to the scaffolding is boarded off and secured to prevent climbing by young / unauthorised persons.

Building Regulations

An application for Building Regulation approval has been made, the application number is TBC during the pre-construction meeting However, the Contractor is to make provision for site visits by the Local Authority.

Waste Management

The Contractor is to allow for the separation of waste for the likes of timber, slate/masonry and clay products to ensure environmental factors have been considered.

Where items are referred to as being “disposed of off-site” this will be in all instance to an approved and traceable source with waste transfer notes provided. Supply all documentation to Contract Administrator for Health and Safety file.

3. Solar Panels

- 3.1. The contractor is to arrange for removal of the solar panels and to be set aside for re-use.

4. Southeast / Northwest Elevations

- 4.1. The tender should include a provision to separate the works for Southeast and Northwest Elevations with Southeast Elevations being priority.

5. Re-Roofing

- 5.1. Allow to carefully remove and set aside any materials worthy of retention and re-use.
- 5.2. The Contractor is to neatly set-a-side all non-salvageable slate for inspection by the Project Manager before disposal.
- 5.3. The contractor is to remove existing felt and batten for disposal.
- 5.4. **Roof Timbers** - As works proceed, following the removal of the roofing slate etc. the Contractor is to allow for contacting the Project Manager or Contract Administrator to assess the condition of the existing roof battening, felt and extents of timber decay and await instructions for remedial works.
- 5.5. The Contractor is to allow for the removal all slater's battening and dispose offsite all waste material. De-nail all rafters and roof timbers previously fixed to in preparation for new roof covering.

Reinstatement – Redland Cambrian Slate

- 5.6. The contractor is to supply and install Tyveck breathable membrane as per manufacturer's recommendations.
- 5.7. The contractor is to allow for the supply and battening of all roof slopes using 50 x 25mm treated battens ensuring a minimum headlap of 75mm, all in according to BS 5534: 2003 (the Code of Practice for Slating and Tiling). All battens are to fixed with a minimum nail size of 65mm in length and 3.35mm diameter galvanised to BS EN 14592:2008.
- 5.8. The contractor is to supply and install new eave support trays.

- 5.9. The contractor is to supply and install new fascia vents.
- 5.10. The contractor is to supply and fix valley trays (material to be agreed)
- 5.11. The contractor is to supply and install Redland Cambrian Grey Slate
- 5.12. The contractor is to supply and install slate soakers
- 5.13. The contractor is to supply and install new grey ridge tiles suitable for the Redland Cambrian Slate.
- 5.14. The contractor is to supply and install a suitable mono-ridge tile for use with Redland Cambrian Slate.
- 5.15. The contractor to supply and install new continuous dry verge system for slate.
- 5.16. The contractor to supply and install new code 4 lead to form steps flashing cut and welded to meet LSA guidelines.
- 5.17. The contractor to supply and install new treated code 5 lead and expansion joints for gully and junction area cut and welded to meet LSA guidelines.

OR

Reinstatement – Permavent Easy Slate

- 5.18. The Contractor is to supply and install Permavent Dry+ breathable membrane as per manufacturer's recommendations.
- 5.19. The contractor is to allow for the supply and battening of all roof slopes using 50 x 25mm treated battens ensuring a minimum headlap suitable for the pitch as per manufacturer recommendations.
- 5.20. The contractor is to supply and install new eave support trays.
- 5.21. The contractor is to supply and install new fascia vents.
- 5.22. The contractor is to supply and fix valley trays (material to be agreed)
- 5.23. The contractor is to supply and install Permavent Easy Slate.

- 5.24. The contractor is to supply and install slate soakers
- 5.25. The contractor is to supply and install new grey ridge tiles suitable for the Permavent Easy Slate.
- 5.26. The contractor is to supply and install a suitable mono-ridge tile for use with Permavent Easy Slate
- 5.27. The contractor to supply and install new continuous dry verge system for slate.
- 5.28. The contractor to supply and install new code 4 lead to form steps flashing cut and welded to meet LSA guidelines.
- 5.29. The contractor to supply and install new treated code 5 lead and expansion joints for gulley and junction area cut and welded to meet LSA guidelines.

OR

Reinstatement – Alternative roof system

6. Fungus / Beetle eradication

- 6.1. The Contractor is to inform the Project Manager of any further signs of rot or beetle attack to areas within the roof void and await further instruction.

7. Solar Panels

- 7.1. The contractor to arrange installation of existing solar panels back to roof.

8. Maintenance and aftercare

- 8.1. Installation must be undertaken as per the manufacturer's instructions and in accordance with BS 5534:2014+A2:2018.
- 8.2. Copies of all relevant warranties and guarantees must be provided.
- 8.3. The works will be subject to an independent Post Installation Inspection, before the project is signed off, as per the pricing and payment section. The contractor shall undertake any remedial issues identified as part of the PII report, as part of the existing project cost.

8.4. The contractor shall offer an insurance backed guarantee for the installation works, separate to the manufacturer product guarantee.

9. Timeline

Anticipated pre-contract timeline:

<i>Invitation to Tender opened</i>	<i>12 September 2024</i>
<i>Pre-tender meetings / site visits</i>	<i>13 September 2024 to 16 October 2024</i>
<i>Indications of interest received from contractors which should include costs, timeline of project, design brief and credentials of the project and company.</i>	<i>Received no later than 12.00 noon – 21 October 2024</i>
<i>Evaluation of tender submissions.</i>	
<i>Award contract (following tender being presented to Policy & Resources Committee and to Full Council)</i>	<i>5 November & 20 November</i>
<i>Works on site can begin post 20 November 2024</i>	

10. Site Management during installation

- 10.1. A project co-ordinator or single point of contact must be nominated by the successful tenderer who should be readily contactable to deal with any queries and problems that may arise.
- 10.2. Access to the site for the Contractor will be limited to the specified works area only, and the contractor should not block the entrances to the adjoining property. There are no welfare services on the site and therefore the contractor will have to provide external welfare facilities for the duration of the works.
- 10.3. Footpaths and access must remain open and safe at all times.
- 10.4. All equipment and machinery should be fit for purpose and maintained in accordance with current legislation i.e. MOT, Tax, LOLER, PUWER etc. The Contractor shall ensure that any construction noise does not cause nuisance to

any users of the building, adjacent buildings or roads etc. outside the site boundary.

- 10.5. Radios are permitted however the volume level should be kept at a reasonable level as not to cause a nuisance to the adjoining properties and no smoking is permitted at any times.
- 10.6. The Contractor shall keep the site tidy at all times. Skips and rubbish must be kept within the agreed compound area and should be inaccessible to the public. Nothing is to be stored outside of the compound without prior written agreement by HETC.
- 10.7. The Contractor will need to supply the Town Council with a copy of their site risk assessment, method statement and a copy of their public liability insurance at least 14 working days before the start of the project.
- 10.8. The Contractor shall advise the Town Council immediately of any deficiencies in the Method Statements of Risk Assessments, or unforeseen hazards to Health and Safety which may become apparent as the project proceeds. This includes notification of any RIDDOR incidents during construction.
- 10.9. The Contractor shall take all precautions as are necessary to protect the Health and Safety of all persons employed by him and shall comply with all the requirements of any Acts, Regulations, orders or directions pertaining to the health and safety of employed persons, the employees of the Council and all other persons.
- 10.10. The Contractor shall allow the Town Council representatives such access as may be required to buildings, locations, vehicles or operations used in relation to this contract.
- 10.11. The Contractor shall be required to attend such meetings as the Operations Manager or their nominated representative may require for the administration and successful completion of this Contract.
- 10.12. The Contractor will be held accountable for, and shall make good any damage whatsoever caused as a result of these works during the construction of the play area to adjoining buildings, gates, paths, roadways, walls, fences, gardens, trees, etc. Full payment may be withheld until the site and adjoining areas are left in a state deemed acceptable, and to the satisfaction of the Town Council.

11. Limitation of working hours

- 11.1. Works are permitted to be carried out during normal working hours, 0800 and 1700 Monday to Friday. Out of hours' work may be permitted by the Town Council, subject to the nature of works. Noisy works will generally not be permitted at weekends.

12. Pricing and Payment

- 12.1. The Contractor shall supply and do everything necessary for the proper execution and completion of the work that may be reasonably inferred from the Contract Documents whether described in detail or not, without any extra payment in respect thereof.
- 12.2. Payment will be upon satisfactory completion of the works and following receipt by the Town Council of a satisfactory Post Installation Report. This report should be commissioned, paid for and supplied to Hedge End Town Council by the Contractor.

The contractor is responsible for re-instatement of any damage caused.

**FORM OF TENDER
2000 CENTRE ROOF REPLACEMENT & ASSOCIATED WORKS**

Supplier Name:

I/We the person named below hereby offer and agree on the acceptance of this Tender or any part thereof by the Council to provide the Goods / Services to the Council as described in and in accordance with the Invitation to Tender.

I/We hereby offer to provide the said Services for the sums properly due under the Contract as calculated in accordance with the Pricing Schedule attached.

Tendered Total Cost (in GBP): £.....

I/We confirm that:

- (a) I/We are fully conversant with all the contract documentation included in the Invitation to Tender; and
- (b) This tender is submitted strictly in accordance with that contract documentation and is without any conditions or qualifications whatsoever; and
- (c) On being called upon to do so by the Council, I/We shall execute the form of Agreement acknowledging our willingness to be bound by the Contract.

I/We offer to execute the complete work within.....weeks from start date on site.

I/We undertake to start on site within weeks of receipt of an order.

Person authorised to submit the Tender:

Name:.....

Position:

Dated: