



Funded by
UK Government



TENDER

FOR

**MARKET HALL ROOF RENEWAL,
SKYLIGHTS REPLACEMENT AND SOLAR
INSTALLATION**



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This project is funded by the UK government through the UK Shared Prosperity Fund (UKSPF). The appointed contractor/supplier will be expected to ensure adherence to all UKSPF guidance.



BACKGROUND

Knutsford Market Hall underwent a major internal refurbishment in early 2025 and has recently reopened for traders. This refurbishment was funded through the UK Shared Prosperity Fund and Knutsford Town Council. The initial refurbishment renewed the covering of the lower roof, but due to budget constraints no work was undertaken to the main roof.

The Town Council has now been successful in securing a further grant to deliver a second phase of works to the building.

SCOPE OF WORKS

This project is to deliver:

- a) Renewal of the roof covering of the main roof with a Trocal system
- b) Replacement of the existing skylights
- c) Installation of insulation to the top of the roof
- d) Installation of a solar panel array and battery storage system
- e) Replacement of the upper level window

BUDGET

The total budget available for this project is £88,500. The Town Council will value engineer the project to meet this budget and recognises that it may be necessary to omit items from the scope of works to make this work. The A-E list is set out in a priority order.

Should there be funding left over, the council would also look at re-rendering the front of the building as another project excluded from the initial refurbishment.

SPECIFICATIONS

A - RENEWAL OF ROOF COVERING

The image below shows the extent of the roof which requires renewing. The Market has a flat roof, and the metal roof deck appears to be in good condition (it is now visible internally). The covering has not been replaced in at least 15 years and is due for renewal. We would like a Trocal system. The roof is approximately 230 sqm.

B - REPLACEMENT OF SKYLIGHTS

The refurbishment removed a suspended ceiling to expose the skylights and flood the building with natural light. The existing skylights are in a poor condition and require complete replacement. There is no requirement for them to be openable. There is an existing issue of condensation from the warm area in the market on the single-pane skylights which replacement aims to resolve.



We do not have a specific specification for the new skylights and welcome proposals as part of the tender. You may propose any number of system options and make recommendations as to which is most suitable.

C - INSTALLATION OF INSULATION

The Market Hall is a 1960s building and was built with no insulation. We would like to install insulation on top of the roof deck as part of renewing the roof covering, to reduce heat loss and prevent condensation on the metal roof deck.

We do not have a specific specification for the insulation. We welcome proposals for a warm roof insulation system as part of the tender return. You may propose any number of system options and make recommendations as to which is most suitable.

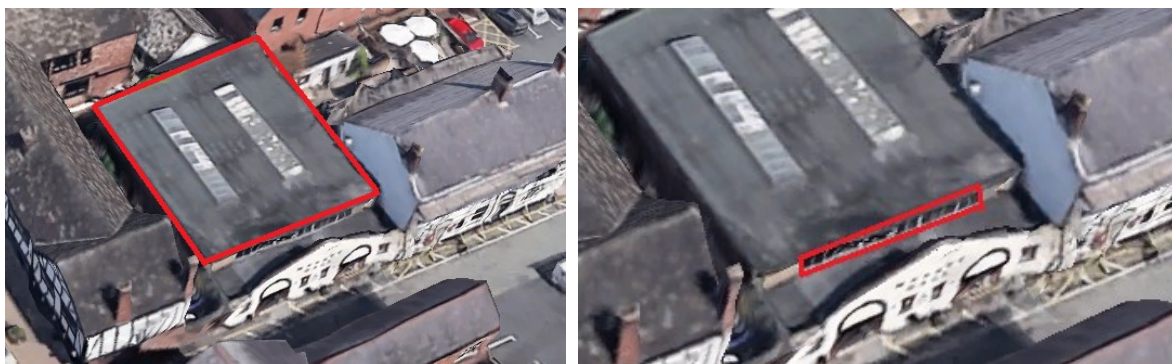
D - INSTALLATION OF SOLAR ARRAY AND BATTERY

We would like to utilise the flat roof to lower our energy costs and install solar panels and battery storage.

The installer must be MCS certified. The tender should provide a specification for the proposed installation.

E - REPLACEMENT OF UPPER LEVEL WINDOW

We would like to replace the existing single glazed window above the lower flat roof with new double/tripled glazed windows. The tender should provide a proposed specification, any metal frame to be anthracite grey.



Left: Roof to be renewed
Right: Front windows to be replaced

TENDER / CONTRACT REQUIREMENTS

SINGLE LEAD CONTRACTOR

The Town Council wishes to appoint a single contractor to undertake / manage all works. The tender must be from this contractor. Specific works may be sub-contracted but the main contractor shall be responsible for overall project management, liaison with sub-contractors and the overall delivery of the project.

WORKS SPECIFICATIONS

The tender must provide detailed specifications for all proposed works. The contractor shall be responsible for ensuring the design/specification meets any necessary building regulations approvals.

The tender should include specifications for each aspect of the works. Where appropriate, these should be accompanied by plans/illustrations showing the finish/proposals. The specification for the solar system should show the locations they are to be installed and an estimate as to the power generated and specification for the batteries.

WORKS METHODOLOGY

The Town Council is eager to minimise disruption to the Market Hall now it has reopened following the main refurbishment.

The Market Hall trading days are Tuesday, Thursday, Friday and Saturday (and the first Sunday of each month). Ideally, the Market Hall would not close during the works or any closure would be limited to Tuesdays. The tender should provide a detailed methodology for how the works are to be undertaken and what impact each stage will have on the opening of the Market Hall.

The methodology should set out how the contractor will get materials to the roof and, in the event of a crane being used, consider precisely how this would be achieved with the constraints of the site.

WORKS TIMELINE

The tender should include a timeline, aligned to the methodology, for undertaking the works. This should be based on an award of contract by 30th June.

STORAGE AND ACCESS

There is no free external storage or an area for a site compound. This should be considered by the contractor and covered in the works methodology. It is possible to section car parking spaces off for this, however this will be at a cost to the contractor (Cheshire East Council



operates the car park and charges for a licence to use parking spaces). The Town Council cannot provide a dispensation for parking.

There is limited access to the site and this must be considered. During previous works, scaffolding was installed to the site of the building to provide access to the lower roof.

PLANNING

It is expected that planning permission will be required for raising the roof level and installing solar panels. An allowance of £1,500 has been made (outside the value of this tender) for preparing the planning application. The contractor is expected to provide all necessary information for a planning application and the allowance is to cover the cost of providing any plans that may need to be prepared.

BUILDING REGULATIONS

The tender should detail where building regulations approval will be required and should make provision for contracting an approved inspector and providing all necessary plans and information to the inspector to secure sign off.

PRICING

All prices quoted should be inclusive of all costs and exclusive of VAT. A detailed schedule of works with all costs should be provided. A 5% contingency figure should be included.

Except where explicitly stated, all costs shall be taken as fully inclusive of costs and no extra charges shall be made by the contractor for omissions.

HEALTH AND SAFETY AND CDM REGULATIONS

The contractor shall have responsibility for the health and safety of the project. They shall also be principal designer for the purposes of CDM Regulations.

ASBESTOS

The pre-demolition survey for the refurbishment identified asbestos containing materials used in the rope seal to the skylights, this is unsealed chrysotile ASM. The total length of the materials is approx. 100m. The contractor shall be responsible for the safe removal of the asbestos as part of the removal of the existing skylights. The method for this shall be covered in the tender submission, and it shall be undertaken under the Control of Asbestos Regulations 2012.

VISITS

The building is open Tuesday, Thursday, Friday and Saturday from 8am to 4pm and contractors can make unaccompanied visits.



An accompanied visit can be arranged by emailing townclerk@knutsfordtowncouncil.gov.uk. If you wish to view the roof, an accompanied visit will need to be arranged.

TENDER SUBMISSIONS

Tender submissions should be submitted by 12pm on Wednesday 4th June.

Any questions should be directed to Adam Keppel-Green - townclerk@knutsfordtowncouncil.gov.uk.

Tender submissions should comprise:

- a) Completed *Pricing Summary Submission Document* form
- b) Company Overview
- c) Details of two references for similar work
- d) Detailed methodology for undertaking the works
- e) Detailed timeline for undertaking the works
- f) Priced schedule of works
- g) Detailed specifications for each aspect of the works

Tenders should be submitted by email to townclerk@knutsfordtowncouncil.gov.uk. Submissions should be password protected. The password should be emailed to bob.allen@knutsfordtowncouncil.gov.uk. All tenders will be opened at 1pm on Wednesday 4th June.

TENDER EVALUATION PROCEDURE

Tenders will be evaluated based on the table below.

Aspect	Points Awarded
Perceived Quality	A score out of 70 will be allocated to each tender based on the perceived quality of the bid, where 70 indicates the proposal perfectly meets requirements and delivers a comprehensive high-quality output and a score of 0 indicates poor quality or failure to meet requirements. Quality shall be appraised based on the submitted methodologies, company profile, references and submitted documents.
Price	A score out of 25 will be allocated to each bid where the lowest priced bid will be awarded 25 points.
Locality	An additional point will be awarded for companies based in the North West, 2 for companies based in Cheshire and 3 for companies based in Knutsford.



TOTAL BUDGET

The total available budget for this project is £88,500. This is externally funded and is not extendable. We will therefore look to achieve the maximum outputs within the available budget and as part of reviewing tenders may elect to omit aspects to ensure we are able to deliver the highest priority aspects.

Please ensure tender submissions are detailed with respect to costs to enable us to cost engineer the tender awards.

Variant bids will be considered.

