



REQUEST FOR QUOTATION

Re-tender

The original tender process did not receive sufficient submissions to meet the town council's Financial Regulations 2024. The council will forward all previous submissions to be assessed with new tenders.

**Roof Replacement
Old Ambulance Station**
Westgate Street
Launceston
PL15 7AE

Client
Launceston Town Council
Western Road
Launceston
PL15 7AR
01566 773693

Key Dates & Project Timetable
Request for tender issued: Friday 23 August 2024
Last date for clarifications: Friday 13 September 2024
Tender closing date: Friday 27 September 2024
Tender Evaluations Commence: Monday 30 September 2024
Contract Awarded: Friday 4 October 2024
Project Start/completion date to be agreed with successful tenderer
Project Value: £25,000 - £38,000 (ex-VAT)

For further information Contact:

Ewan Murray (VIC Manager) ewan@visitlaunceston.co.uk (01566 772321)

CONTENTS

Page

Section 1 - Introduction	1
Section 2 - How we evaluate tenders explained	2
Section 3 - Project Specification	2
Section 4 - Supplier Contact Information – <i>please complete</i>	2
Section 5 - Pricing Schedule - <i>please complete</i>	4
Section 6 - Business Questionnaire and Legal Obligations – <i>please complete</i>	3
Section 7 - Statement of non-collusion and non-canvassing – <i>please read and sign</i>	4
Section 8 - Declaration – <i>please read and sign</i>	4

Please note: As long as all questions are answered, tenderers may submit the information in whichever form is most convenient to them.

SECTION 1 - INTRODUCTION

GENERAL REQUIREMENTS & BACKGROUND

Launceston Town Council seeks tenders from appropriately qualified and experienced businesses to provide:

1. Assessment of work required
2. Removal of sections of the existing roof and the installation of replacement sections

Detailed requirements are specified in the Section 3 on page 2 of this document.

The building, **which is not listed**, is owned by Launceston Town Council, and has suffered dilapidation over many years. The existing failing section of the roof appears to be made of asbestos and this will be required to be removed and replaced with new roofing material. Depending on the work required, relevant permissions from Cornwall Council may be required.

Pre-tender visits to the site are encouraged and may be arranged by contacting the council.

SUBMISSION OF QUOTATIONS

To comply with the council's finance regulations, submissions should be in a sealed envelope and posted as follows:

**FAO Chris Drake
Launceston Town Council
Western Road,
Launceston PL15 7AR
Ambulance Roof Replacement Tender
CONFIDENTIAL – REMAIN SEALED**

General Data Protection Regulation – The council undertakes to ensure that all information submitted by tenders is held securely and not disclosed to a third party unless compelled to do so by the courts or any other relevant statutory body.

SECTION 2 – HOW WE EVALUATE TENDERS EXPLAINED

The council has certain legal obligations and in order to fulfil these requirements, tenderers should complete the business and legal questionnaire on page 3 of this document. The council will evaluate tenders on an 80% quality/20% cost basis.

QUALITY ELEMENTS

A panel of councillors will meet and score quotations against the following 4 quality elements:

A – Your experience

C – How your business considers environmental issues

B – Any references you may present

D – Timescale i.e. availability for project start date and anticipated duration

Please submit any information you feel appropriate in support of these areas.

SECTION 3 - SPECIFICATION

Contract Duration: To be agreed with the successful tenderer

Project Timetable: See page 1 of this document

Reporting and Monitoring: Weekly

The deliverables of this project are identified as follows:

- 1 Assess the condition of the roof, and specify the work to be undertaken including any roof replacement sections
- 2 Removal and disposal of any hazardous materials, including asbestos, ensuring all legal and regulatory requirements are followed. **All** waste materials to be removed by contractor from site prior to contract completion
- 3 Recommend which replacement materials are best suited for the building
- 4 Either under your own regulatory powers and/or, in consultation with Cornwall Council Building Control, assist the council to secure any necessary permissions and consents for the signing off/completion of the work
- 5 Undertake the replacement of the new roof section(s)
- 6 Provide a breakdown of costs for each element of the work
- 7 Provide an outline work schedule/timeline specifying anticipated start and completion times
- 8 Submit an overall quotation for the project which will be valid for 6 months from the award of contract

SECTION 4 – SUPPLIER CONTACT INFORMATION

Name of person to whom any queries should be addressed		
Postal Address:		
Telephone/Mobile:		
Email:		
Website Address if relevant:		
Address if different from the registered office stated above		
Additional Key People (if relevant)		
Name	Email	Telephone

SECTION 5 – PRICING SCHEDULE

Prices should be submitted in Pounds Sterling and exclusive of VAT. It is assumed that all the requirements, under the specification schedule above, should be included in the costing proposal.

The costs should be broken down into components with any associated costs.

Please confirm you agree to the 6-month fixed price period Yes/No

The overarching deliverables of this project are identified as follows:

	Output	Value £'s
1	Assess the condition of the roof, and specify the work to be undertaken including any roof replacement	
2	Removal and disposal of any hazardous materials, including asbestos ensuring all legal and regulatory requirements are followed	
3	Recommend possible replacement materials, specify any cost differential between materials and undertake the reconstruction of the roof sections ensuring it meets all required permissions and consents	
4	Removal of all waste materials prior to contract completion	
5	Secure all necessary permissions, including disposal certificates/licencing and building regulations	
	Total Cost	

The table above identifies over-arching and outline costings for the project outputs. Tenderers may wish to provide more detailed 'broken down' costs for each aspect and phase of the project but this is not a requirement.

SECTION 6 – BUSINESS QUESTIONNAIRE & LEGAL OBLIGATIONS

IMPORTANT PLEASE READ AND COMPLETE:

Tenderers must answer these questions in complete honesty and the council reserves the right to confirm any information that is relevant. Any discrepancies may invalidate the submission or the process post-contract award.

Award Criteria

All questions in this section are mandatory.

Tenderers failing the business questionnaire and legal obligations will be excluded from progressing to the further stages of the tendering process.

FINANCIAL INFORMATION				
Please confirm your average turnover over the last 3 years				£
INSURANCES HELD				
Type	Yes	No	N/A	Value of Cover
Employer's Liability				£
Public Liability				£
Professional Indemnity				£
Any Other Certification				
<i>Please attach copies of any relevant certificates</i>				
PROFESSIONAL & BUSINESS STANDING				
	Yes	No		
Has your organisation during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration or receivership				
Has your organisation, its directors or any other person with power of representation, ever been convicted of a criminal offence related to business or professional conduct				
Does your organisation hold all relevant licences and memberships if required by law?				

Please include/attach your organisation's terms and conditions of Business Terms and Conditions including billing processes and the procedures regarding any upfront payment		
DISPUTES		
Has your organisation been involved in a tribunal in relation to any similar service in the last three years, which has resulted in a judgement being made against you?		
LEGAL OBLIGATIONS		
Does your organisation conform to the Equalities Act 2010?		
Does your organisation have a policy which conforms to the Health & Safety at Work Act 1974		
Has your organisation, its directors or any other person who has the power of representation been convicted of slavery, forced or compulsory labour, child labour or human trafficking		

SECTION 7 - STATEMENT OF NON-COLLUSION AND NON-CANVASSING

To: Launceston Town Council – Ambulance Roof Replacement Project

Note to tenderers: As a public body it is important that the council receives fair, genuine and competitive offers from tenderers. Tenderers are therefore required to sign the following statements.

STATEMENT OF NON-CANVASSING

I/We certify the following.

I/we hereby certify that I/we or anyone acting on behalf of the company, has/have not canvassed any councillor and/or employee of Launceston Town Council in connection with this tender.

STATEMENT OF NON-COLLUSION

Public procurement processes need to be fair and transparent and the council must ensure this happens.

I/we hereby certify that this is a genuine, competitive offer, and that I/we have not fixed or adjusted the amount with any agreement or arrangement with another person/organisation. This does not include any sub-contractors which is permitted.

I/we undertake not to:

1. enter into any arrangement or agreement with any other person meaning they shall refrain from tendering to the council
2. inform any person, other than the council, the details of this tender, except to obtain business information such as establishing the cost of a necessary insurance premium or the hire of equipment such as scaffolding etc.
3. commit any offence in relation this project.

Signed:

Name:.....

Position:.....

SECTION 8 - DECLARATION

I declare that to the best of my knowledge, the answers submitted in this tender, as well as any supporting documents, are correct. I understand that the information will only be used to evaluate this tender. Should the council discover any discrepancies or that I have been dishonest, this will result in the quotation being rejected from the process or, if post-contract, will have the contract terminated with immediate effect. The signatory should be someone of standing within the business who has the authority to act upon or represent the company.			
Name:		Position:	
Telephone:		Email:	
Date:		Signature:	

Launceston Town Council thanks you for the time and effort you will have extended in the completion of this tender document and wishes you well in the process.

Martin Cornish
Estates and Properties' Manager
Launceston Town Council
23 August 2024