



Holmes Chapel Parish Council



REQUEST FOR QUOTATION

**To resurface two flat roofs at Holmes Chapel Community Centre,
Station Road, Holmes Chapel**

Contact Officer

All queries regarding this document should be addressed to:

Tina Cartlidge, Clerk of the Council

(or Sue McKay, Deputy Clerk)

Holmes Chapel Parish Council

1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ

Tel: 01477 533934

Email: clerk@holmeschapelparishcouncil.gov.uk

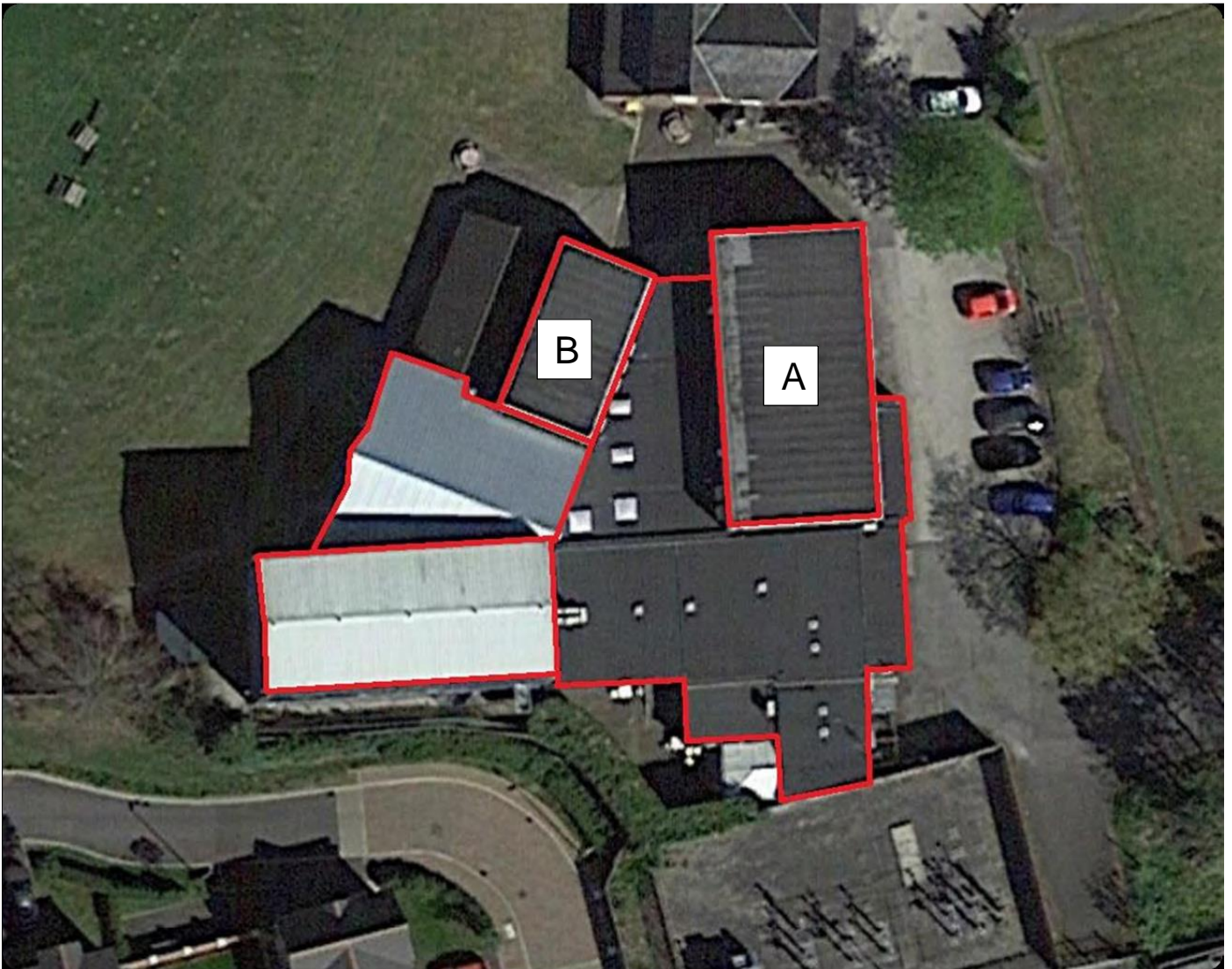
Or: admin@holmeschapelparishcouncil.gov.uk

Background

Holmes Chapel Parish Council owns the Holmes Chapel Community Centre and its daily operation is managed by Everybody Health & Leisure.

It is the intention to install solar panels on three of the flat roofs and one pitch roof in the very near future but before doing so, two of the roofs need re-surfacing. The roofs in question are shown on the diagram below and labelled A and B.

Currently, it is planned that the solar panels will be installed starting about 10th May. Therefore quotations are expected to include a timescale that will mean the re-surfacing of Roofs A & B, can be completed by that date. Quotations should indicate that this can be achieved or alternatives suggested.



Information from a survey undertaken in 2022 stated:

Roof A

“The roof area is covered with mineral felt membrane waterproofing layer that has slight falls from the central ridge line. The existing roof covering appears to be aged condition with numerous defects and signs of deterioration.

After long term deterioration, the mineral surface has started to come away and splits are likely to start to appearing across the roof. The seals appear to be failing on a number of the lap joints of the waterproofing membrane.

Several patch repairs have been attempted across the roof area with various remedial repair grade

materials installed. The previous liquid coatings repairs and patches of felt are starting to show failure.

A large patch of coating has been applied to a reported leaking area. This suggests a long-term history of rainwater leaks. Although these repairs may have temporarily resolved the water ingress issues, they are evidently not a long-term solution to the ongoing problems.

The existing covering is poor. It is not possible for any remedial repairs to be guaranteed to solve the leaks and the previous repairs have proved unsuccessful.

It is recommended to fully refurbish the existing roof covering by overlaying the covering with a new high-performance waterproofing felt membrane system.”

Roof B

The roof area is covered with a mineral felt membrane waterproofing layer that has slight falls from the central ridge line. The roof is in a similar aged condition to Area A.

There is evidence of long-term deterioration across the roof covering, with a number of failed side laps on the mineral felt and several blisters are evident in the waterproofing layer.

There were no reports of water ingress at the time of the survey, but due to the age and condition of the covering it is recommended that the roof area is fully refurbished with an overlay to the existing roof covering with a new high-performance waterproofing felt membrane system.

Quotations are therefore sought for providing new high-performance roof coverings to these two roofs. It is expected that an overlay to the existing roof covering will be sufficient and that the work will not need to include any removal of the existing membranes.

Requirements

1. The supplier(s) should provide options and costings for a suitable solution to the above.
2. The supplier should detail the proposed solution in the response submitted.
3. The supplier will need to provide a method statement and risk assessment prior to any works being carried out.
4. The HC Community Centre is in use every day and the supplier will be expected to work with the Everybody Health & Leisure (EH&L) and the parish council to agree all Health & Safety aspects to allow users to continue to use the centre. It is accepted that pedestrian movements may need to be temporarily altered or restricted during the work.
5. The quotations must include an indication of when the work could commence and how long it will take to complete. Because of the proposed installation of solar panels in the near future an early start date is requested.
6. It is expected that suppliers will visit the site to provide the quotation and satisfy themselves that they have all the information required. By arrangement, either the Clerk/Deputy Clerk and a parish councillor will attend to discuss any questions the supplier may have in assessing the work.
7. In view of the possibility that suppliers may offer differing or alternative solutions then suppliers may be individually called to a meeting to discuss potential solutions. These will be confidential, and any information received will not be shared with other bidders.
8. Suppliers must demonstrate they hold the relevant competencies for completing the work proposed.
9. Terms and Conditions and other information is in Appendix 3

Appendix A

Terms & Conditions

- a. Holmes Chapel Parish Council's Financial Regulations allow that in a tender process all responses can be sent by email to flatrooftenders@holmeschapelparishcouncil.gov.uk. A written submission can be sent to **"The Clerk, Holmes Chapel Parish Council, 1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ."** If posted, please indicate on the envelope 'Flat Roof Tender'.
- b. All submissions must include completion of the Quotation Certificate in Appendix B
- c. Quotations need to be provided by **12:00 noon on 7th March 2025**. Any quotations submitted after this date and time will not be considered unless there are any agreed extenuating circumstances.
- d. Canvassing and Quotations excluded
 - i. No quotation will be considered for acceptance if the supplier has indulged or attempted to indulge in any corrupt practice or canvassed the quotation with any member or officer of Holmes Chapel Parish Council. If a supplier has indulged or attempted to indulge in such practices and the quotation is accepted, then grounds shall exist for the termination of the contract and the claiming of damages from the Supplier.
 - ii. It is unlikely that any quotation will be accepted which (a) is incomplete or inaccurately or inadequately completed or which purports to impose conditions and (b) is delivered out of time or in a manner other than specified in these Instructions.
- e. Representations
 - i. A supplier may contact the nominated Officer identified at the front of this document to obtain any further information about the requirements of the contract or the quotation procedures if these are not evident or clear from the documents supplied to Suppliers.
 - ii. No representation by any Officer or Councillor of Holmes Chapel Parish Council which has a bearing on the contract for this work made outside this requirement shall constitute a term or condition of the contract nor a representation which gives the supplier grounds for rescinding the contract or claiming damages for misrepresentation.
- f. Quotations will be assessed on their quality and completeness with the requirements. This will include Design, Safety of Design and Construction detail.
- g. Suppliers should note that once a preferred supplier is identified, under financial due diligence there may be an assessment of financial stability of that supplier.
- h. Price is important but not the only requirement and the Parish Council is not obliged to accept the lowest quotation. Offers will be assessed based on the most advantageous tender. Fixed prices are required from Suppliers. These prices to be held for six months from the time of contract agreement to the completion of work.
- i. The payment arrangements for the project will be within 10 days of receipt of a correct invoice after successful completion of the work, with 5% retained for 6 months.
- j. Suppliers must have the minimum levels of insurance (£5M Public Liability, £5M Employer's Liability and £1M Professional Indemnity Insurance). The Parish Council reserves the right to request proof that this level of insurance is held.
- k. The Parish Council reserves the right to request references prior to any works being awarded.
- l. A contract is to be signed by both parties prior to any works being carried out.
- m. Meetings with the Parish Council and supplier both before, during and after the works will be scheduled.

Site Work Specification

Entry onto the site

1. Suppliers must always protect the site and its immediate surrounding area from damage by vehicles and plant; suppliers are therefore required to submit their methodology for protecting this area.
2. The Supplier shall keep all public highways and footways affected by the Works clear of construction debris. If scaffolding needs to be erected, it is expected that this will be included in the quotation.
3. The Supplier shall satisfy themselves of the adequacy of the Site access for his intended method of construction and equipment, and, where deemed necessary, provide any additional protection or temporary measures.
4. Access to the Site shall be managed by the Supplier to avoid undue disturbance to the properties near the Site. The Supplier shall confine their access on the Site to the areas where Works are required and on routes agreed with the Council.
5. Sufficient Site signage must be provided to ensure safe operation of the Site.
6. The Supplier will ensure that all required daily notifications of who is present on site will be maintained for the purposes of fire and health and safety requirements.

PROTECTION AGAINST DAMAGE

Footways and Landscaped Areas

7. The Supplier shall ensure that the area around the works are protected and no damage is caused to the landscape. Any damage will need to be rectified at the suppliers expense.
8. The Supplier shall ensure that nothing contaminates the site. In the event of accidental contamination, the supplier shall immediately act to minimize its impact at their own expense and immediately report to the Environment Agency.

Submission and Evaluation details

The project comprises the stages detailed below. This is indicative and will depend on several factors including the supplier's delivery plan and weather conditions.

Stage	Description	Key Dates
Stage 1: Quotation	The supplier is to provide a quotation for the works described above.	Suppliers can attend the site to examine the area and work required. This would be expected at an early stage and the supplier can contact the Clerk or Deputy Clerk to advise of a suitable day/time. Submission of Quotation 12:00am 7 March 2025
Evaluation:	Responsibility of the Parish Council. If required, suppliers may be asked to attend to provide additional clarification of their proposal.	The quotation submissions are assessed, and the preferred supplier recommended to the full Parish Council by mid March 2025
Council Approval	Formal approval of quotation selection	Parish Council by mid March 2025
	<i>Following approval of the successful supplier, the unsuccessful suppliers will be offered a meeting to hear the evaluation results.</i>	
Stage 3: Order & Build	The chosen supplier advised to provide the works agreed	A contract to be signed between the two parties.
	Work to commence on site	Earliest possible construction start date to meet the needs of solar panel installation in mid-May 2025

Appendix B

QUOTATION CERTIFICATE

To: HOLMES CHAPEL PARISH COUNCIL ("the Council")

I/We certify that this is a bona fide quotation, intended to be competitive and that I/We have not (either personally or by anyone acting on my/our behalf):

1. Fixed the amount of the Quotation (or the rate and prices quoted) by agreement with any person.
2. Communicated to anyone other than the Council the amount or approximate amount or terms of my/our proposed quotation (other than in confidence to obtain quotations, professional advice or insurance necessary for the preparation of the quotation).
3. Entered into any agreement or arrangement with any other person that they shall refrain from quotation or as to the amount or terms of any quotation to be submitted by the supplier.
4. Canvassed or solicited any member, officer or other employee of the Council or EH&L in connection with the award of this or any other Council contract or quotation.
5. Offered, given or agreed to give any inducement or reward in respect of this or any other Council Supplier quotation.

SIGNED* (1)

Status

SIGNED* (2)

Status

for and on behalf of

Date: