

EPPING TOWN COUNCIL

JACK SILLEY PAVILION – STONARDS HILL REFURBISHMENT PROJECT 2017

- **Important information:**

Please note this is a request for quotations.

Tenders will be formally invited using this document, once an indication of costs has enabled Epping Town Council to fine-tune requirements.

1) Summary Information

Reference: 2017/ETC/JSROOF

Title: Stonards Hill Refurbishment Project

Advertisement of tender: July/August 2017
Closing Date:

Contract Start Date: Autumn 2017 (approx)

Contract End Date: Summer 2018 (approx)

Work schedule installation: T/C

Pre assessment: July/August 2017

Value of tender:

Lowest value: £25,000

Highest value:

The contract falls over the OJEU thresholds and is subject to the use of Contracts Finder under the Public Contracts Regulations 2015 (It is a contract with a likely value over £25,000).

SME enterprise suitability: Yes
(Small and Medium Enterprises)

VCSE enterprise suitability: No
(Voluntary Community and Social Enterprise)

2) Location & industry

Location: Epping

Industry: Local Government (Town Council)

3) Description

Description: Provision of a new roof and associated fittings for the Jack Silley Pavilion at Stonards Hill Recreation Ground, Epping, CM16 6SP

Part A) Summary:

Epping Town Council require a roofing contractor to provide a quotation for a replacement roof and associated works for the Jack Silley Pavilion at Stonards Hill Recreation Ground, as part of a refurbishment project.

The successful contractor will be required to meet Epping Town Council on site by arrangement, to discuss the specific requirements.

The successful contractor will be required to work in conjunction with Epping Town Council to deliver the project.

Part B) Detailed description of works:

Works to be undertaken are as follows:

1) Main works:

- **QUOTE 1:** Strip off existing roof and replace with new roof structure and aluminium roof covering. Roof will need to extend over a new partial rear extension.
- **QUOTE 2:** Strip off existing roof and replace with new roof structure and tiles. Some of the existing roof tiles may be reusable. Roof will need to extend over a new partial rear extension.

2) Rainwater goods:

- Installation of new gutters: 20m
- Replacement of damaged downpipes
- Clean and flush through installation
- Please note rainwater goods must be designed and positioned to discourage vandalism, therefore boxed

3) Reconstruction of porch:

- Removal and reinstatement of roof covering
- Provision of timber collars
- Adaptation of main entrance opening
- Installation of rainwater goods and roof joinery

Plus: Scaffold tower for works

Please see attached designs

4) Methodology

- Contractors will be required to have the necessary roofing and associated qualifications and certification

- Use of protective health and safety clothing, including high visibility jackets and safety helmets
- The contractor must comply with Regulations regarding the use of ladders/scaffolding equipment and have the necessary qualifications to use them
- Contractors are required to have £10 million of public liability insurance (to include themselves)
- Any work to be subcontracted must be notified to the Town Council in advance, the contractor being responsible for contracting to qualified parties with Public Liability Insurance of £10 million
- Contractors are required to work in accordance with any method statements provided by Epping Town Council. Council pride themselves on excellent relationships with our partners and residents and all contractors are respectfully reminded that whilst working for Epping Town Council, those standards must be upheld.
- Any instructions issued by the Town Clerk or Town Supervisor are final.

5) Contact details

Contact name: Beverley Rumsey, Town Clerk, Epping Town Council
 Email: brumsey@eppingtowncouncil.gov.uk
 Address: Epping Hall, St Johns Road, Epping, Essex. CM16 5JU. England
 Telephone: 01992 579444
 Website: www.eppingtowncouncil.gov.uk

6 Submission of tenders

Tenders to be submitted in writing, by post, addressed to the Town Clerk and sent to the address above. If you wish to tender, please request a pre-marked envelope from Epping Hall on 01992 579444. This will remain sealed until after the closing date in accordance with Council procedures.

7) Requirements in addition to tender

Epping Town Council request two references from contractors' current or previous clients in a related field.

8) Evaluation criteria

- Tenders will be evaluated by full Council, giving consideration to Epping Town Council's Procurement Policy.

- Preference will be given to the tenders which most closely match Council's requirements and those which will provide a high level of customer service to Epping Town Council.
- References will be used in the evaluation process.

9) Contract details

Terms and conditions of the contract to include termination, delivery, service monitoring and reviews will be determined once the contract has been awarded.

10) Notification

The successful contractor will be notified as soon as possible after the full Council meeting which follows the closing date. Bidders will be notified of any delays. Unsuccessful bidders will also be notified once the contract has been awarded. Feedback will be available.