

**Replacement of the flat roof on the
Morgan Centre, Crowthorne, with a fast-
setting, cold-applied system.
To include reinforcement to house solar
panel array and insulation.**



Invitation to tender October 2024

Deadline for submissions Monday 9th December

1.0 Background

1.1 Morgan Centre

Built in the 1970s, the Morgan Centre has a flat, unshaded roof. The Centre is in constant use by hall hirers, impromptu visits from members of the public and office staff. The adjacent car park is CPC owned and parking/storage areas are easy to reserve for contractors. The building is on a slope so scaffolding will vary in height.



Morgan Centre roof from Google Earth ///wire.island.zeal

1.2 Consultation

CPC asked contractors to estimate the life left in the felt roof in readiness for a solar array. This has delayed the installation of the solar system in order that both upgrades can be made at the same time.

1.3 Site visits

Bidders are encouraged to visit the site before submitting a tender. Contact projects@crowthome-pc.gov.uk or call 01344 771 251 to arrange this.

2.0 The project

2.1 Project cost

This tender serves as a quotation for council to assess.

2.2 Project vision

CPC would like to remove the existing failing felt and flashings, check internal gutter seals and current run-off provision, install insulation, prepare roof structure to hold PV panels for years to come and then install a new roofing layer.

Another tender is currently available for the installation of a solar PV system. These tenders are linked, with the expectation that contractors will liaise with each other with regards to timings so the scaffolding can be used for both projects and that load calculations are complete. Companies are welcome to bid for both tenders if able to deliver both new roof and solar PV system.

2.3 Timeline

Contract published on Contracts Finder government portal	Tuesday 8 th October
Deadline for submissions (see Format of submissions 6.2)	noon, Monday 9 th December
Tender evaluation initiated	Tuesday 10 th December
Contract awarded conditional of satisfactory RAMS and allowing an 8-day standstill period in line with the new Procurement Act 2023.	Tuesday 14 th January 2025

It is anticipated that the successful roofing contractors will start work at the end of January, in order to complete by 21st March 2025. They will liaise with the successful bidder of the solar PV contract to coordinate a start time for solar installation.

2.4 Planning permission

CPC will send a pre-application to Bracknell Forest Council for the solar array. The successful bidder will be required to work with the projects officer if needed.

2.5 Pricing and payment schedule

All pricing should be listed exclusive of VAT and valid for 6 months from the date of submission.

Payment will be made upon completion and the RPII report, less 5% snagging. Once the snagging is complete and CPC is satisfied that there are no ongoing issues, the last 5% will be settled.

For the full CPC Financial Regulations, see Appendix 1.

2.6 Inspection

The roof must be inspected by an NRFC competent person and this must be arranged at the expense of the contractor. The installed insulation must be inspected and certified by a suitable BREEAM or LEED competent person to state U values. The current EPC of the Morgan Centre is C. Council expects an improvement on the EPC scores once the roof is complete.

3.0 Specification

The work specification is not exhaustive, but stipulates the preferred requirements. Bidders are expected to visit the building in order to understand its use and take their own measurements.

CPC are not obliged to accept the lowest tender but are bound to assess 'best value' and 'advantageous' tender. Bidders are welcome to bid for one, or both parts of the project.

Where it is not stated it is expected that bidders will follow best practice to meet industry standards.

Specification	Notes
Preparation	
Install scaffolding for both the new roof and solar PV installation. Sweep and clean the roof and bag for disposal. All bubbled or raised areas cut out and repaired back to a flat position. Remove roof perimeter flashings completely. All sagged and dipped areas filled and allowed to cure. Check internal gutters and reseal down pipe junctions if necessary.	
Insulation	
Insulate whole roof area - to industry standards. See Building Regs 2010. Approved document L. Conservation of Fuel and Power. Volume 2 <i>Note: Currently there is an empty cavity/no insulation between the ceilings and roof so it is not envisaged that there will be insulation to remove/dispose.</i>	
Strengthening in readiness for solar pv system	
Overboard whole roof with OSB boarding sufficient to hold solar array. State OSM thickness. Reinforce all joints laps and gaps with the cold applied fast setting primer bandaging and allow to cure.	
Waterproofing roof	
Fit GRP trims to all roof perimeters and mechanically fixed as per the manufacture's recommendations. Waterproof the whole roof and upstand areas with the fast-setting, cold applied system, reinforcement membrane and allow to cure to fully encapsulate the roof. Apply whole roof area with hard wearing, PMMA top-coat layer for additional strength and waterproofing such as WIDOCRYL-Topsiegel PM. Over-board and waterproof the 2 vent wall areas to stop any cold front issues in the hall, and install 2 small vent breathers.	
Site Access and Safety	
There is appropriate parking approximately ten metres south of the proposed site.	

<p>The successful bidder will directly manage their preferred scaffolding contractor to arrange scaffolding to suit their needs and liaise with CPC to ensure all access and use of the site is safe and secure. The scaffolding will be required for the duration of the following contract – solar pv installation too.</p> <p>Where necessary, access to the internal work area will be marked with appropriate barriers and signage to protect staff and members of the public.</p> <p>All works must be preceded by an appropriate Method Statement and Risk Assessment which will be prepared with due diligence and must include a site visit.</p>	
Timings	
<p>The Morgan Centre is booked, often in hourly slots, throughout the week. The successful bidder will liaise with CPC staff to receive a copy of the hall bookings which will indicate when the hall and front door will be busy. It would be amazing if noisy work such as drilling could be minimised around events such as a weekly baby or yoga group.</p>	
Liaison with other contractors	
<p>The successful bidder will liaise directly with the contractor managing the solar array installation to:</p> <ul style="list-style-type: none"> • Ensure scaffolding is erected to suits their needs. • Assess roof and load calculations while the roof is dismantled/roof structure visible. • Agree on timings for solar project start date. • Understand qualities of the roof membrane to house the mounting units to determine if an additional layer/matting is required beneath them to offer additional protection to the roof membrane. • Inform on completion date so scaffolding can be removed. 	
Certification	
<ul style="list-style-type: none"> • Arrange for inspection and certification of roof and insulation. 	

3.2 Maintenance

Submissions must include a schedule for expected annual maintenance costs for 25 years, laid out as follows:

	Maintenance costs					
Item	Years 1-5	Years 6-10	Years 11-15	Years 16-20	Years 21-25	25 year total

3.3 Equipment warranty

Please state warranty period for each element/material used and note that CPC require an insurance backed 20 year guarantee for labour.

4.0 Work considerations

4.1 Site works

Confirmation of working hours, storage materials, access, location of skips, final programme of works and Risk Assessment and Method Statements (RAMS) will be agreed with CPC before work starts.

Materials and machinery should not be stored beneath tree canopies, again to minimise root compaction.

During installation, the contractor should secure the work area for the build, ensuring that the public cannot gain entry to the construction site.

The contractor will be held responsible and liable for any damage caused by, or to, machinery and materials left on site, and any vandalism caused by, or to, machinery and materials left on site.

The contractor will be held responsible for, and must make good any damage caused to existing buildings, roads, paths, grassed areas, car parks, drives, fences, drains, sewers, service mains, landscaping etc.

Before the project's completion any area that has been damaged during the installation must be made good and returned to new, or as a minimum to the original condition, at the contractor's expense.

The contractor must protect the whole CPC estate against unauthorised persons, vehicles and encampments by ensuring the access points are locked when not in use. The contractor shall bear the costs incurred in the removal of unauthorised encampments due to the contractor's negligence.

4.2 Removal of existing items and waste

Any works undertaken by the contractor, resulting in waste will need removing from site, and the costs to form part of this tender.

All waste should be stored safely while on site and then removed from site by the contractor. Please supply a copy of Waste Carrier Licence.

4.3 Use of public buildings

The successful company will need to work with CPC to ensure that the hirers of the buildings are aware of any disruption throughout installation.

4.4 Liaison with other contractors

As listed in the works specification table in section 3.

5.0 Making the most of your bid

5.1 Scoring and evaluation

Tender submissions will be assessed on whether they meet the following criteria – MET or NOT MET. Submissions which fail to meet these criteria will be rejected.

Criteria	
Satisfactory references wrt installation	MET/NOT MET
Total project costs not to exceed £50,000	MET/NOT MET
Satisfactory references wrt maintenance	MET/NOT MET
Evidence of insurance cover (Public, Employer's, Professional)	MET/NOT MET
Assurances to deliver by 21 st March 2025	MET/NOT MET
Assurances to liaise with company delivering solar PV system	MET/NOT MET
Insurance backed 20 year guarantee for roof works	MET/NOT MET
NFRC RoofCert accreditation or similar	MET/NOT MET

The following criteria will be scored on a scale of 0-5, and each weighted as shown.

Criteria	Weighting	Potential score
Value for money <ul style="list-style-type: none"> Total project costs – please state Projected maintenance costs (see 3.3) Warranties and guarantees (see 3.4) 	1	5
Ability to work on site around hall hirers and H and S guidelines <ul style="list-style-type: none"> Provide certification for roof and insulation fitting 	1	5
Adherence to work specification (see 3.1) <ul style="list-style-type: none"> Provide projected U value. 	1	5
Social value <ul style="list-style-type: none"> Environmental statement Equality statement Any other social value factors Assurances to use local subcontractors 	1	5
Maximum possible score		20

Where 0 score = No response, 1 = Significantly below expectations, 2 = Below expectations, 3 = Meets expectations, 4 = Above expectations and 5 = Significantly above expectations

5.2 Format of submission

The tenders must be submitted in line with provisions outlined in section 11 of the CPC Financial Regulations, see Appendix 1.

In short, the sealed tenders must be addressed to the CPC clerk, Melanie Saville, until the prescribed date for opening tenders - noon, Monday 9th December.

Please make sure your delivered submission includes:	/ or x
A developed scheme with diagrams, along with costs for individual components, scaffolding and installation, including proposed installation dates.	
Evidence to address the criteria listed in 6.1 Scoring and Evaluation Two satisfactory references wrt installation from the last 3 years Two satisfactory references wrt maintenance from the last 3 years	
A table specifying component maintenance costs.	
Individual component warranty details.	
Recent set of the bidding company's audited accounts.	
Details of any enforcement action under the Health and Safety legislation.	
Assurances that the bidder will be able to deliver by 21 st March 2025	
Waste carrier licence	
Accreditation/Membership details	
Health and safety policy statement	
Equality policy statement	
Environmental policy statement	
Evidence of Public liability insurance (minimum £10 million)	
Evidence of Employers' liability insurance (minimum £5 million)	
Evidence of Professional indemnity insurance (minimum £5 million)	

Bidders must ensure they fully understand this document, work requirement and specification. If you have any queries please ask - projects@crowthorne-pc.org.uk or 01344 771 251.

Submissions should be marked 'Solar Panel installation tender – CONFIDENTIAL' and posted to The Clerk, Crowthorne Parish Council, Morgan Centre, Wellington Roads, Crowthorne, RG 45 7LD to arrive by noon, Monday 9th December.

Appendix 1 – Relevant provisions from Crowthorne Parish Council’s Financial Regulations – adopted June 2024

5. Procurement

- 5.1 Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2 The RFO should verify the lawful nature of any proposed purchase before it is made.
- 5.3 Every contract shall comply with the council’s Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.
- 5.5 Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6 For contracts estimated to exceed £30,000 including VAT, the Clerk shall either seek formal tenders from at least three suppliers or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.
- 5.8 For contracts greater than £5,000 excluding VAT the Clerk or Finance Officer shall seek at least 3 fixed-price quotes;
- 5.9 Where the value is between £500 and £5,000 excluding VAT, the Clerk or Finance Officer shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers, or use a regular supplier/contractor who has previously been engaged by Council.
- 5.10 For smaller purchases, the Clerk or Finance Officer shall try to achieve value for money.
- 5.11 Contracts must not be split into smaller lots to avoid compliance with these rules.
- 5.12 Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below, in which case the requirement to obtain competitive prices in these regulations need not apply, and the Clerk or Finance Officer are duly authorised to determine and approve the work/contract and report to Council at the next meeting:

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- i. specialist services, such as legal or other suitably qualified professionals;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
 - v. for the supply of gas, electricity, water, sewerage, broadband and telephone services and the like;
 - vi. for additional audit work of the external/internal auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of the council and report to council at its next meeting)
- 5.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk under delegated authority, on revenue items up to the amount included for that class of expenditure in the approved budget.
 - the Clerk, under delegated authority, for any items below £2500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Vice Chair of Council in the Chair's absence, for any items between £2500 and £5000 excluding VAT.
 - In respect of grants the Administration Working Group or a dedicated sub group shall review applications, recommend expenditure/awards within any limits set by council and ensure compliance with the Council's Grant Awarding Policy and statutory powers. The Administration Working Group's recommendations must be taken to council for approval/resolution and must not exceed the budget sum approved for grant payments. Subject to these provisions the Clerk is authorised to pay any grants duly approved. Occasionally unspent grant funding may remain and ad hoc approval for small community grants up to £250 may be authorised by the Clerk in consort with either the Chair or Vice Chair, any such approval shall be reported to Council at its next meeting.
 - the council for all items over £5,000;

Such authorisation must be supported by a purchase order, minute (in the case of council or committee decisions), or other auditable evidence trail, which in the case delegated powers purchases, emergency or urgent matters could be a signed telephone note or an email.

- 5.16 No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17 No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or where the budget and earmarked reserve, or budget and vired budget cover the expenditure, except in an emergency.
- 5.18 In cases of serious risk to the delivery of council services or to public safety/health and safety on council premises, the Clerk, or Finance Officer in the Clerk's absence, may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk or Finance Officer shall report such action to the Chair, or Vice Chair in the Chair's absence, as soon as possible, and to the council as soon as practicable thereafter.
- 5.19 No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the officer, committee or council with authority to authorise the expenditure is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20 A purchase order, letter or email shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate due to de minimis principles or petty cash type purchases. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21 Any ordering system can be misused and access to them shall be controlled by the RFO and Finance Officer.

Appendix 1 of Crowthorne Parish Council's Financial Regulations adopted June 2024 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council. Council should be aware that for large, technical projects, it may be best to require tender by post in order that the person or organisation tendering provides hard copies of all tender document, plans and associated papers.
- 3) Where a postal process is used, each tendering firm shall seal and clearly mark their envelope 'Tender for []'. The tender is to remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use the Clerk's email address and emails containing a tender must be headed 'Tender for []' to ensure that nobody

inadvertently opens and accesses any tender before the expiry of the deadline for submission.

- 5) Any invitation to tender issued under this regulation shall be subject to the relevant standing order of Council and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) Where the tender opportunity has been advertised on the Government's Contract Finder Portal a notice confirming the decision to award or not to award a contract as the case may be shall be uploaded to the portal within the timeframes required for public inspection.