

Bodmin Town Council – Flat Roof Tender Document

1. Introduction

Bodmin Town Council is looking to replace a split level area of flat roof on Shire House.

The Council's existing flat roof is in need of replacement and this document sets out what the Council is looking for. It is seeking a quality contractor who is able to provide the best recommendation for the Council going forward, taking into account the cost and life span of the offered replacement solution.

The Council requires that each contractor provides a quotation to the Council with full costs and is open to any suggestions for improvement.

Any proposal will need to be secure, reliable and comply with the Council's Hot Work Safety Policy. It must also comply with all other statutory, mandatory and legal requirements such as CDM and health and Safety legislation.

Proposals will also need to take into account the large number of employees and public using the building daily. With this in mind the Council requires that the successful contractor plan to carry out all works with minimal disruption to the day to day users of the building, also taking into consideration pedestrians and traffic passing by.

The Shire House is a Grade II listed building and as such may require listed buildings consent for these works.

2. Existing Shire House Flat Roof

The Council currently has a felt flat roof in need of replacement in two sections as follows:

- Main Section measures approximately 15.2 meters x 8.8 meters, this section is to include the replacement of 9 Sky lights (1 x 700mm, 6 x 1000mm, and 2 x 1300mm). This section of roof connects the original building to the Shire House Suite.
- Section two measures approximately 2.5 meters x 23 meters, this is a longer section running at a slightly lower level along the back edge of the building.

3. Flat Roof Requirements

The Council is open to all suggestions as to what may work most efficiently giving greater longevity into the future. This may involve using felt, fibre glass, rubber bond, or an alternative suggestion. Each company is permitted to provide the Council with a number of quotations covering different options for consideration, with details of

their recommendation and reasons supporting this in terms of life span, Guarantee and costs.

All quotations will be required to detail the following:

- Clean off and Removal of existing felt roof and sky lights
- Removal of perimeter slates, to be re-fixed on completion
- Repair or replace any existing timber as needed underneath the current felt roof
- Removal of all rubbish on completion

4. Contractor Requirements

The Contractor must be committed to quality and performance. The Council will require that performance is monitored and measured in an appropriate way.

The Contractor will ensure that the staff delivering these services all hold the necessary qualifications and experience to deliver the project within the agreed timescales and to the required standards.