



## REQUEST FOR QUOTATION

### To fix the Studio Roof at the Community Centre to prevent further leaks

#### 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 / 07484 904899

Email: [clerk@holmeschapelparishcouncil.gov.uk](mailto:clerk@holmeschapelparishcouncil.gov.uk)

Or: [admin@holmeschapelparishcouncil.gov.uk](mailto:admin@holmeschapelparishcouncil.gov.uk)

## **Background**

Holmes Chapel Parish Council owns the Holmes Chapel Community Centre which is sited at Station Road, Holmes Chapel CW4 8AA. The centre is operated by Everybody Health & Leisure (EH&L), but the Parish Council, as landlord, is responsible for the fabric of the building.

One key part of the Community Centre is a fitness studio, which was formally a badminton court, refurbished with an internal ceiling. There is a significant void in the roof between the ceiling of the studio and the metal roof. In times of prolonged poor weather, this roof is now leaking.

The Parish Council is seeking quotations for a solution that will fix the existing roof insitu and prevent further ingress of water. The supplier will need to present to the Council the most suitable option for solving the problem and we require a minimum 10 year guarantee.

## **Requirements**

1. The supplier should provide options and costings for a suitable solution to prevent further water ingress from the studio roof.
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. These will be shared with EH&L.
4. The Community Centre facilities are in use every day and the supplier will be expected to work with the EH&L to agree all Health & Safety aspects to allow users to enter the buildings. It is accepted that traffic flows may need to be temporarily altered during the work.
5. The quotations should include an indication of when the work could commence and how long it will take to complete.
6. It is expected that suppliers will visit the site to provide the quotation and satisfy themselves that they have all the information required. Access to the site must be arranged through the Clerk/Deputy Clerk. By arrangement, either the Clerk/Deputy Clerk and a parish councillor will attend to discuss any questions the supplier may have.
7. Due to the height of the building it is anticipated that an aerial drone survey may be required and suppliers should ensure that they carry the necessary licence and permissions for such a survey.
8. 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.
9. Suppliers must show compliance and demonstrate they hold the relevant competencies for Working at Height Regulations.
10. Terms and Conditions and other information is in Appendix A

Photo of Roof



## **Appendix A**

### **Terms & Conditions**

- a. Holmes Chapel Parish Council's Financial Regulations stipulate that in a tender process all responses should be sent in paper form to **"The Clerk, Holmes Chapel Parish Council, 1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ."** Please mark the envelope with **HCCC Studio Roof**, to prevent them being opened prematurely. We also require ONE USB MEMORY STICK COPY (certified virus free) to be submitted (NOT via email) in order that the submission can be shared easily among the evaluating officers.
- b. All submissions must include completion of the Quotation Certificate in Appendix B
- c. Quotations need to be provided by **12:00 noon on 2<sup>nd</sup> July 2024**. 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 on the basis of 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. It is expected that the supplier will provide a 'warranty' on the work for a minimum period of ten years.
- k. 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.
- l. The Parish Council reserves the right to request references prior to any works being awarded.
- m. A contract is to be signed by both parties prior to any works being carried out.
- n. 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.
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 no damage is caused to any existing footways/paths and landscaped/grassed areas including existing trees because of the Works. The Supplier shall undertake, in the presence of the Council's staff, a photographic survey of the Site prior to commencement of the Works. A record of the survey shall be issued to the Council prior to the mobilisation of the Supplier's plant onto the Site. Where damage has occurred and is identified as being caused because of the Works being undertaken by the Supplier, the Supplier will be liable at their own expense for the:
  - a. Temporary measures required to prevent further deterioration to the area and surrounding area of damaged pavement or landscaped/grassed area.
  - b. Protective measures required to prevent deterioration to areas of pavement or landscaped areas identified to potentially fail due to the activities of the Supplier.
8. If damage is caused the Supplier shall, at their own expense, reinstate the highways pavement (including footways), landscaped/grassed area to its original condition as indicated by the photographic survey and agreed with the Council.
9. A water supply on the site can be arranged.
10. The Supplier shall ensure that spillage or leakage of fuel and lubricants is prevented within the Site. In the event of accidental spillage, the Supplier shall immediately undertake all works necessary to contain the spillage and minimise the area of contamination at their own expense. All polluted or contaminated materials shall be disposed of off site in approved waste disposal facilities at the Supplier's own expense. The Supplier shall maintain adequate stocks of oil absorbent material.
11. Any pollution incident shall be immediately reported by the Supplier to the Council and the site management company (EH&L) prior to reporting it to the Environment Agency. Contact telephone number: 0800 80 70 60 (24 hours). The Supplier's workforce and any Sub- Suppliers should be made aware of these requirements and the emergency telephone number.
12. It is expected that the supplier may need to erect scaffolding. It is expected that details of what will be erected should be supplied as the pathway to the south of the building forms part of the 'fire escape' route from the fitness room and the café/bar area. All H&S certification for 'working at heights' should be provided.

### **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.  <b>Submission of Quotation</b> 12:00am 2 July 2024
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 end July 2024
Council Approval	Formal approval of quotation selection	Parish Council by end of July 2024
	<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

## 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: .....