



MELKSHAM TOWN COUNCIL

Expressions of Interest for the repair of the roof to the Assembly Hall, Market Place, Melksham

Melksham Town Council is seeking Expressions of Interest from suitably experienced and qualified businesses for the repair of the Assembly Hall roof for Melksham Town Council. The contractor will need to have proven and demonstrated experience in similar projects and the wide-ranging skill base to achieve the various elements of the contract which include repair works to a timber decked flat roof system and a pitched roof formed around a steel 'fink' truss structure.

Businesses from whom Melksham Town Council procures goods and services must demonstrate that all practicable steps are being taken to comply with the Council's Procurement Policy, as appropriate to the nature of the contract.

Businesses from whom Melksham Town Council procure goods and services must be able to demonstrate an excellent Health and Safety record, accordingly businesses that cannot demonstrate an excellent record, free from enforcement action, will not be considered.

Melksham Town Council will evaluate the Expression of Interest submissions received, and shortlist qualifying businesses to invite tenders for the project. Registration of interest does not imply inclusion on the tender list. Tender documents will be issued late February 2023.

EVALUATION & ASSESSMENT OF EXPRESSION OF INTEREST

The evaluation will be in accordance with the following criteria, a fail under the Health and Safety criteria will automatically result in exclusion from the tender list.

An aggregate of 3 or more fails will automatically result in exclusion from the tender list.

Evaluation Criteria	Pass / Fail
Proven experience in the repair of flat roofs	Pass / Fail
Proven experience in the repair of pitched roofs	Pass / Fail
Financial capability	Pass / Fail
Evidence of an excellent Health & Safety Record (no enforcement action under current legislation)	Pass / Fail
Resources and availability to tender and commence in April 2023	Pass / Fail

Interested parties are asked to submit Expressions of Interest to include their:

- Business name, address, contact name and registration number (if applicable)
- Business bank's name and account number
- Details of any enforcement action under Health & Safety Legislation
- Brief details of two recent (within last 36 months) similar projects undertaken by the business (Max 1000 words)
- Confirmation that the business will be able to submit a tender and should they be successful, commence work April 2023.

Expressions of Interest should be sent no later than **12 noon on Friday 10th February 2023** to:

Hugh Davies
Head of Operations
Melksham Town Council
The Town Hall
Melksham
Wiltshire
SN12 6ES

Email: hugh.davies@melksham-tc.gov.uk

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