

# WESTON-SUPER-MARE TOWN COUNCIL

## Expressions of Interest for Office Fit Out, including Toilet and Kitchen, Grove House, Grove Park, Weston-super-Mare Weston-super-Mare.

Weston-super-Mare Town Council is seeking Expressions of Interest from suitably experienced and qualified companies for the fit out of new offices in an existing office building, including appropriate adjustments to communal areas.

The contractor will need to have proven and demonstrated experience in similar projects and the resources to undertake the various elements of the contract.

Contractors from whom Weston-super-Mare Town Council procure goods and services must demonstrate that all practicable steps are being taken to allow equal access and equal treatment in employment and service delivery, as appropriate to the nature of the contract. Following a decision made by Weston-super-Mare Town Council in July 2020, the Council is committed to working with Contractors who pay the Real Living Wage to their employees.

Companies from whom Weston-super-Mare Town Council procure goods and services must be able to demonstrate an excellent Health and Safety record and will have regard for social value principles, accordingly contractors that cannot demonstrate an excellent record, free from enforcement action, will not be considered.

Weston-super-Mare Town Council will evaluate the Expression of Interest submissions received, and shortlist qualifying companies to invite tenders for the project. Registration of interest does not imply inclusion on the tender list. Tender documents will be issued mid July, work is anticipated to be undertaken Early September 2021.

### **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 4 or more fails will automatically result in exclusion from the tender list.

<b>Evaluation Criteria</b>	<b>Pass / Fail</b>
Proven experience in refurbishment and alteration works in public buildings	Pass / Fail
Financial capability	Pass / Fail
Proven experience working for local authority/town council clients	Pass / Fail

<b>Evaluation Criteria</b>	<b>Pass / Fail</b>
Evidence of an excellent Health & Safety Record (no enforcement action under current legislation)	Pass / Fail
Confirmation that employees are paid Real Living Wage.	Pass / Fail
Resources and availability to tender mid August and undertake work Early September 2021	Pass / Fail

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

- Company name, address, contact name and registration number
- Company bankers 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 company (Max 1000 words)
- Confirmation that the company pays staff Real Living Wage
- Confirmation that the company will be able to submit a tender and should they be successful, commence work September 2021

Expressions of Interest should be sent no later than **12 noon on Friday 9<sup>th</sup> July 2021** to:

Sarah Pearse  
Deputy Town Clerk  
Weston-super-Mare Town Council  
Grove House  
Grove Park  
Weston-super-Mare  
BS23 2QJ

Email: [sarah.pearse@wsm-tc.gov.uk](mailto:sarah.pearse@wsm-tc.gov.uk)  
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