

Gillingham Town Council



Replacement of roofs and installation of photovoltaic panels
at

Roman Court Workshops
Le Neubourg Way
Gillingham
Dorset
SP8 4DN

INVITATION TO TENDER

Gillingham Town Council
School Road, Gillingham, Dorset SP8 4QR
Tel: 01747 823588 Email: gtc@gillinghamdorset-tc.gov.uk

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SECTION 1: TENDER PROCESS INSTRUCTIONS

1.1 Gillingham Town Council

Gillingham Town Council is the local authority for the parish of Gillingham, the most northerly town in Dorset. The population of Gillingham is approximately 12,000. Further information about the Council can be found at <https://gillinghamdorset-tc.gov.uk/>

Gillingham Town Council wishes to procure a contractor for the replacement of roofs at the Council's workshops at Roman Court, Le Neubourg Way, Gillingham, Dorset, SP8 4DN. The work will include the removal of two existing asbestos roofs, the replacement of the roofs with metal standing seam roofing and the installation of photovoltaic panels.

This document sets out the requirements, timetable and process, and provides details of the information required to be submitted in order to be considered for the contract.

To arrange a site visit, please contact Gillingham Town Council on 01747 823588 and ask for Simon Dobie, Works Manager.

1.2 Timescales

The council require the roofs to be replaced during the summer/autumn of 2024.

1.3 Contract Award

Once the council has reached a decision in respect of the contract award, it will notify all tenderers of its decision as soon as is reasonably practicable.

1.4 Tender Timetable

Completed tenders must be returned, along with all supporting documents to The Town Clerk, Gillingham Town Council, Town Hall, School Road, Gillingham, Dorset SP8 4QR to be received **no later than 12.30pm on Friday 5th January 2024**.

Tender documents must be sealed in a plain envelope with '*Roman Court Roof Replacement Tender Response*' written clearly on the front. Tenderers should note that this timetable may be subject to change - any changes will be communicated to all known tenderers as soon as possible.

Activity	Date
Issue of Invitation to Tender	24 October 2023
Receipt of any queries from prospective tenderers	No later than 8 December 2023
Submissions of tenders	By 12.30 pm on 5 January 2024*
Decision on award of contract by Full Council on 22 January 2024	22 January 2024
Commencement of work	Summer/Autumn 2024

* Please note that the Council Offices will be closed from 1.00 pm on 22nd December 2023 until 1st January 2024 inclusive.

1.5 Clarifications

Any queries or requests for clarification relating to this tender must be made by email to GTC@gillinghamdorset-tc.gov.uk no later than 8 December 2023. Gillingham Town Council will endeavour, so far as is practical, to respond to all clarifications as soon as possible.

1.6 Tender Evaluation

Tenders will be evaluated in accordance with the details specified in this document. Gillingham Town Council does not bind itself to accept the lowest, or indeed any, of the tenders submitted.

1.7 Contract Terms

By submitting a tender, tenderers are agreeing to be bound by the terms of this tender document without further negotiation or amendment.

1.8 Gillingham Town Council reserves the right to:

- Seek clarification or additional documents in respect of any tender submission.
- Disqualify any tender which has been deemed not to meet the Town Council's requirements.
- Discount evasive, unclear tenders.
- Withdraw this tender at any time or to re-invite tenders on the same or any alternative basis.
- Choose not to award any contract as a result of the procurement process.
- Make whatever changes it sees fit to the timetable, structure or content of the procurement process depending on approvals, processes or any other reason.

1.9 Warranties and Disclaimers

While the information contained within this tender document is believed to be correct at the time of issue, tenderers should not rely on the information and should carry out their own due diligence checks and verify the accuracy of the information.

The council will not accept any liability for its accuracy or completeness, nor with any express or implied warranty given. This exclusion extends to liability in relation to all information including any statement, opinion or conclusion contained in, or any omission from, this tender including its Appendices and in respect of any other written or verbal communication transmitted or made available to any tenderer.

1.10 Costs

Gillingham Town Council will not be liable for any bid costs, expenditure, work or effort incurred by a tenderer or any third party acting under instructions from them in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the council.

1.11 Confidentiality of Data

Gillingham Town Council will ensure that the information and data provided by the tenderers is kept strictly confidential and only utilised for the assessment of this tender.

SECTION 2: REQUIREMENTS

2.1 Introduction

This section sets out the requirements of Gillingham Town Council in terms of the delivery of the contract.

2.2 Safety, Health and Welfare

The contractor will ensure that all activities are carried out in accordance with existing Health and Safety regulations, in particular, but not limited to, the following:

- Health and Safety at Work etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002
- Control of Asbestos Regulations 2012
- Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009
- Hazardous Waste (England and Wales) Regulations 2005

The successful contractor will be required to satisfy Gillingham Town Council as to the knowledge, understanding and compliance with these regulations. Spot checks may be carried out by an authorised officer while work is being carried out. Machinery should be operated by suitably qualified and experienced workers. Contractor staff should wear the required personal protective equipment (PPE) when required.

The contractor should inform Gillingham Town Council of any unsafe feature or any matter of concern.

The contractor is to be responsible for the Health and Safety of their employees/sub-contractors and the public liability towards the general public. Evidence of licences and compliant health and safety training must be made available to Gillingham Town Council.

The contractor is to keep a record of all risk assessments and to supply a copy to the Town Council upon request.

The contractor is to ensure that all staff have the relevant training and ability to carry out the tasks set out on the specification.

The contractor is to ensure that the photovoltaic panels are installed by an MCS (Microgeneration Certificate Scheme) certified installer.

The licensed removal of asbestos must be carried out in accordance with HSE guidance which is available via the HSE website [here](#), the Control of Asbestos Regulations 2012, and the Approved Code of Practice (ACOP) and guidance text for employers. The Regulations set out the legal duties and the ACOP and guidance give practical advice on how to comply with those requirements.

Suitable and sufficient hygiene facilities must be provided to enable employees/sub-contractors working with asbestos to be able to clean and decontaminate themselves. This is to prevent the spread of asbestos and reduce the risk of exposure of others. Suitable hygiene facilities, whether purpose built on site or a transportable dedicated decontamination unit (DCU), must be provided on the site and be fully operational before any work (including ancillary work) starts.

Raw asbestos and asbestos waste must be properly packaged, labelled, stored and transported. Wherever practicable, large items of rigid Asbestos Containing Materials (ACM) such as sheets of asbestos cement and textured coatings attached to a board should not be broken up or cut down for disposal in plastic sacks. The intact rigid waste should be double wrapped in suitable polythene sheeting (1000 gauge or equivalent) or other suitable material and labelled accordingly. If the asbestos waste is not to be disposed of immediately, the wrapped package should be placed in a suitable and clearly labelled sealed receptacle, such as a lockable skip or freight container.

Bags, wrapping or packaging containing asbestos waste should be appropriately labelled and transported to a licensed disposal site in accordance with the specific requirements of the Hazardous Waste Regulations (England and Wales) 2005.

The site must be thoroughly cleaned following the removal of the asbestos and a site clearance certificate for reoccupation should be issued to confirm that premises, or parts of premises where work with asbestos has been carried out, have been thoroughly cleaned upon completion of that work.

2.3 Insurance

The contractor is to put in place and maintain its own public and product liability insurance.

2.4 Accident Reporting

In the event of an accident, incident, potentially dangerous or dangerous occurrence, the contractor will inform the council within 48 hours of the occurrence.

2.5 Precautions to Prevent Nuisance

The contractor shall take all reasonable precautions to prevent nuisance from noise and disturbance during the work.

The contractor shall take all reasonable precautions during the work to prevent damage to property and shall be held responsible for any damage resulting from the work and shall make good such damage at its own expense.

2.6 Tools and Plant

The contractor shall provide all equipment and machinery necessary for the required work and will clear away on completion. Equipment and chemicals should always be used in the correct manner and for the correct purpose. Any equipment shall be satisfactorily maintained and records of maintenance shall be made available for inspection on request.

2.7 Pricing

Pricing set out in the tender response shall be final.

SECTION 3: THEFT/BREAKAGES AND DAMAGES

The contractor will be solely responsible for damage, breakages or theft by its employees/sub-contractors or agents.

SECTION 4 – QUALIFYING INFORMATION

Tenderers are required to complete the application and provide the following documentation:

- Certificate of Public & Product Liability Insurance of £10m indemnity
- Method Statement for each aspect of the work
- Copy of Health and Safety Policy
- Completed Risk Assessment Forms
- Certificates of competency/training for equipment operators (if applicable)
- Copies of site safety training certificates eg CITB card etc (if applicable)
- MOT test certificates and insurance policies for vehicles being used
- The completed contractor declaration (copy supplied)
- Copy of Waste Carriers Licence
- Any other information relevant to the safe completion of the work.

SECTION 5 – SCHEDULE OF WORKS

The following schedules of work including scaffolding to the North and South site, the removal of asbestos, re-roofing and the installation of photovoltaic panels.

The existing asbestos roofs should be removed, transported and disposed of in accordance with the health and safety information included in this document.

The replacement roof must:

- Be metal standing seam roofing
- Be durable and capable of resisting the elements of the weather
- Have dead and imposed loads calculated in accordance with BS EN 1991-1-1, BS EN 1991-1-3 and BS EN 1991-1-4
- Be in accordance with PD 6693-1 and Technical Requirement R5, where appropriate
- Be appropriate for the location, accounting for exposure and wind uplift
- Ensure that the structure is coherent and that all forces are resolved
- Ensure stability with the complete structure, including the connections and compatibility with the supporting structure and adjacent elements
- Resist the spread of fire

- Be able to support loads (weights) including photovoltaic panels
- Provide resistance to heat loss (insulation)
- Be ventilated to protect from condensation
- Have adequate drainage

The dimensions for the roof at Roman Court North are 21 x 7 x 2 = c300m²

The dimensions for the roof at Roman Court South are 12 x 7 x 2 = c170m²

5.1 Scaffolding Schedule – North and South Units

Item No	Quantity	Description	Cost Per	Total
1	Item	Allow to inspect the site and arrange for all necessary protection to services, including overhead cables, photovoltaic panels and roof coverings of the single storey buildings to be scaffolded over. Include for all works necessary to comply with current legislation requirements.	1	£
2	Item	Provide and erect suitable scaffolding to facilitate works to remove the existing roof coverings and enable the replacement with new metal standing seam roofing. See the Sketch at Section 6 showing the areas to have scaffolding erected and note that the Front, Back and End elevation have lower buildings which will need to be bridged over. Include for removal of roof sheets to Front and Rear elevation and reinstatement follow striking scaffolding as necessary.	1	£
3	Item	Allow for a hire period for the duration of the works.	1	£
4	Item	Provide an extra over cost to provide and fix a temporary roof to the whole building for the duration of the hire.	1	£
5	Item	Provide an extra over cost for weekly hire over the twelve weeks hire.	Per Week	£
6	Item	On completion of the works strike the scaffolding complete and clear from site.	1	£
7	Note	The scaffolding company will be held responsible for any damage caused during the erecting, dismantling and striking of the scaffolding and repairs will be undertaken at their own cost.		
			Total	£

5.2 Asbestos Removal Schedule - North and South Units

Item No	Quantity	Description	Cost Per	Total
1	Item	Allow to inspect the site and arrange for all necessary protection. Include for all works necessary to comply with current legislation requirements.	1	£
2	Item	Provide all necessary equipment for the removal of the asbestos containing roof sheets, to include for all requirements of the HSE and current asbestos regulations. Include for all necessary PPE for operatives and all packaging materials for the safe removal of the asbestos sheets and the provision of a suitable container on site or removal from site, in compliance with all relevant regulations.	1	£
3	Item	Remove all roof coverings and dispose of as above item.	1	£
4	Item	Clean down all remaining roof structure as required to leave the property safe and free from contamination by asbestos.	1	£
5	Item	On completion of the works ensure that all plant, waste and general debris caused by the removal works are cleared from site in a timely manner.	1	£
			Total	£

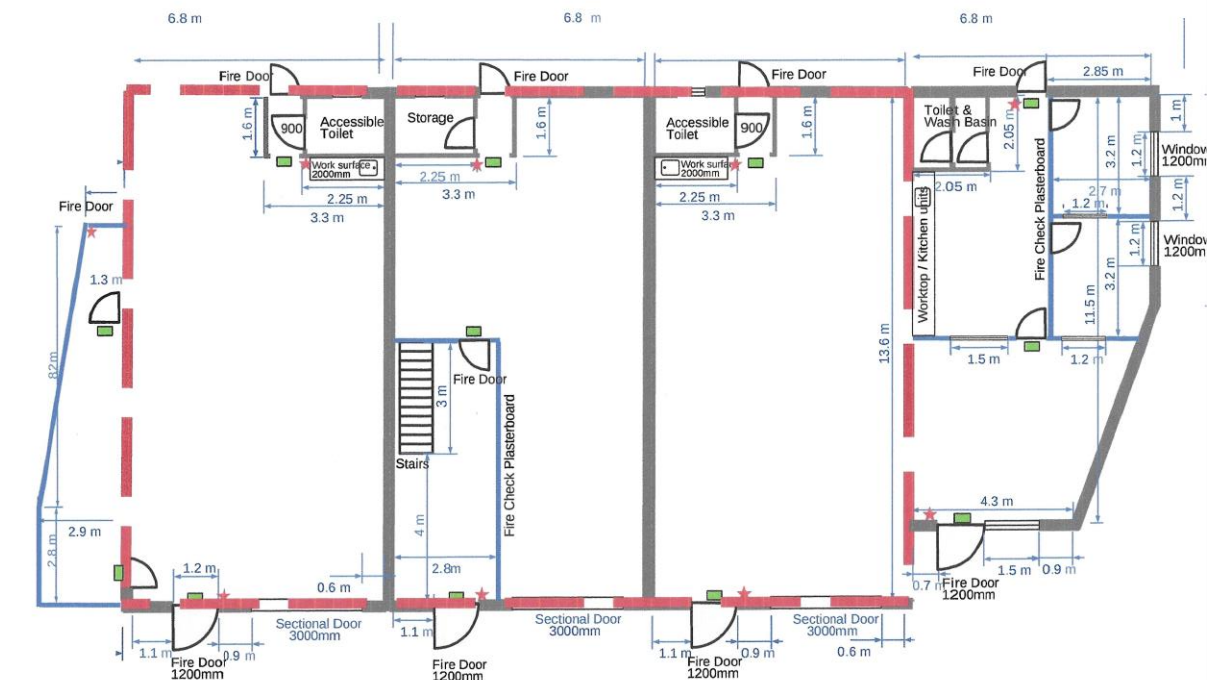
5.3 Re-Roofing - North and South Units

tem No	Quantity	Description	Cost Per	Total
1	Item	Allow to inspect the site and arrange for all necessary protection. Include for all works necessary to comply with current legislation requirements.	1	£
2	Item	Provide all necessary plant, equipment and materials to form a new standing seam roof covering, to include suitable insulation to comply with current building regulations. The new roof covering should be formed to be compatible with the provision of photovoltaic panels.	1	£
3	Item	All works and materials are to be covered by a manufacturer's guarantee for the materials and an insurance backed guarantee for the workmanship.	1	£
4	Item	On completion of the works ensure that all plant, waste and general debris caused by the works are cleared from site in a timely manner.	1	£
5	Item	Include all details of the proposed materials and fixing systems within the quote.	1	£
			Total	£

5.4 Photovoltaic Panels Schedule – North and South Units

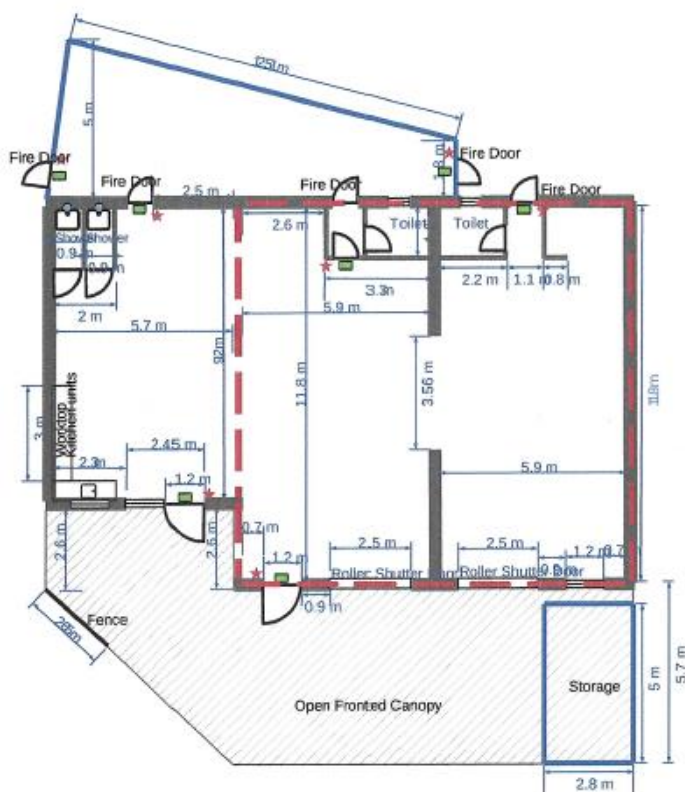
Item No	Quantity	Description	Cost Per	Total
1	Item	Allow to inspect the site and arrange for all necessary protection. Include for all works necessary to comply with current legislation requirements.	1	£
2	Item	Provide all necessary plant, equipment and materials to fit and commission new photovoltaic panels to the entire south facing roofs of both building. The new panels to be compatible with the new standing seam roof covering, include all necessary cables and connection to the existing mains supply. All works to comply with current building regulations and NICEIC (National Inspection Council for Electrical Installation Contracting) requirements.	1	£
3	Item	All works and materials are to be covered by a manufacturer's guarantee for the materials and an insurance backed guarantee for the workmanship for a minimum of five years.	1	£
4	Item	On completion of the works ensure that all plant, waste and general debris caused by the removal works are cleared from site in a timely manner.	1	£
5	Item	Include all details of the proposed materials and fixing systems within the quote.	1	£
6	Item	Provide manufacturer's details of the proposed photovoltaic system, to include expected output and pay-back term.		
7	Item	Provide an extra over-cost for the provision of battery storage facilities to both units, with sufficient capacity for charging 4 electric vehicles.		
			Total	£

SECTION 6 - SKETCH OF ROOF



Area of re roofing shown as :-

Roman Business Centre (North Building)
Indicative Drawing Only **NOT TO SCALE**
Area for re roofing DRW N RR 1.1 28-07-2023

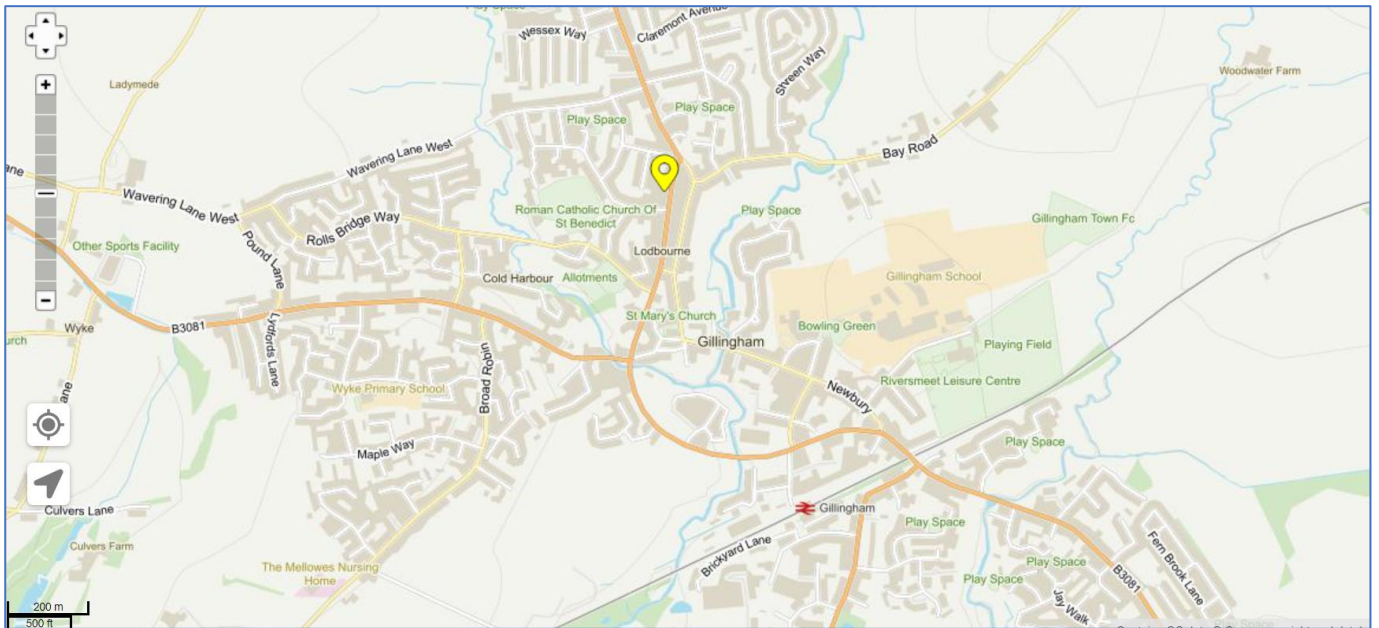


Area of re roofing shown as :-

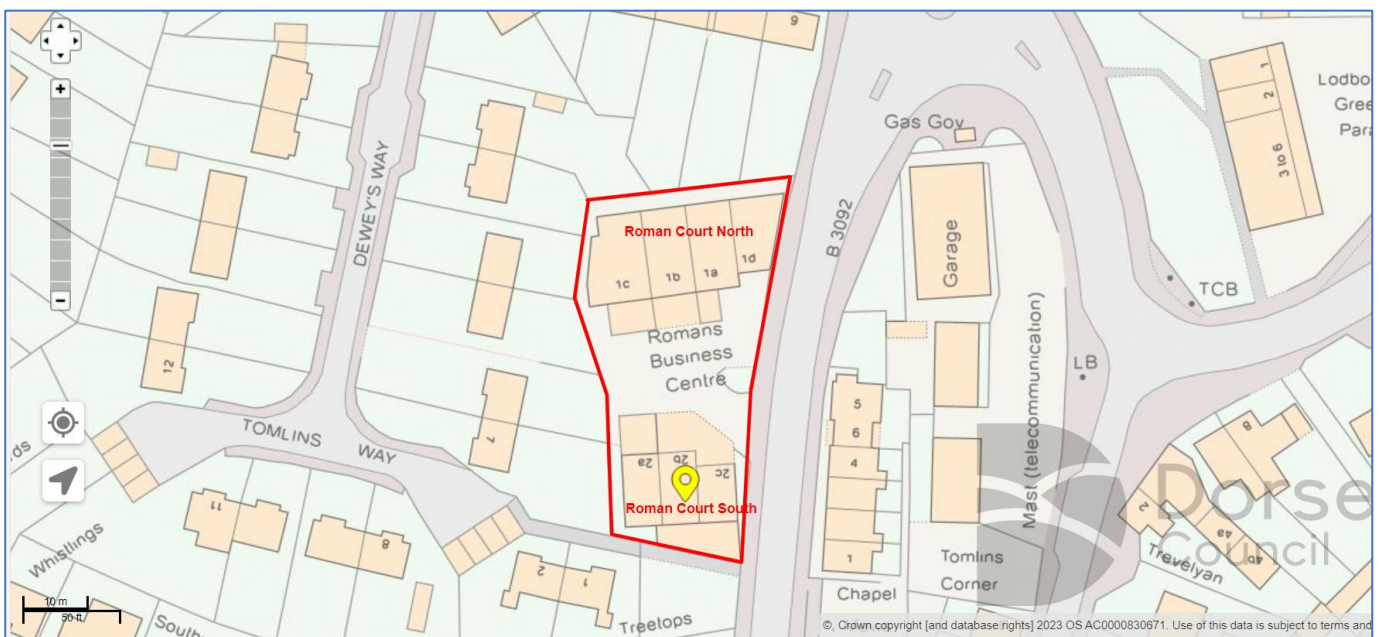
Roman Court Re Roofing Plan South
Indicative drawing only **(Not to Scale)**
DRW S RR 1.1 28-07-2023

SECTION 7 – LOCATION, SITE PLAN

7.1 Location



7.2 Site Plan



SECTION 8 – PHOTOGRAPHS

8.1 Roman Court – Front of North Unit



8.2 Roman Court – Rear of North Unit



8.3 Roman Court – Front of South Unit



8.4 Roman Court – Rear of South Unit



9. APPLICATION FOR TENDER

Name of business	
Contact name	
Address	
Telephone number	
Email address	
Website address (if applicable)	
Company registration number (if applicable)	
Address of registered company (if different from above)	
VAT Registration number (if applicable)	
Total Price Quoted for work, as detailed in the specification	

Health and Safety/Insurance

The following documents must be supplied:

Item no.	Document	Enclosed ✓
1	Certificate of Public & Product Liability Insurance of £10m indemnity	
2	Method Statement for each aspect of the work	
3	Copy of your written Health and Safety Policy	
4	Completed Risk Assessment Forms	
5	Certificates of competency/training/accreditation	
6	Copies of site safety training certificates eg CITB card etc	
8	Details of hazardous substances being brought onto site	
9	The completed Declaration (copy supplied)	
10	Copy of Waste Carriers Licence	
11	References	
12	Any other information relevant to the safe completion of this project	

Please complete and return this form to:

Gillingham Town Council, Town Hall, School Road, Gillingham, Dorset SP8 4QR.

10. DECLARATION STATEMENT

- We undertake to provide and fit new roofs, including fixtures and fittings at Roman Court Workshops in Gillingham, Dorset.
- We accept the provisions of the Invitation to Tender and offer to provide and fit replacement roofs, including fixtures and fittings in accordance with the prices, terms and conditions stated herein.
- We have checked our Tender before submission as amendments to, or withdrawals of, the Tender submitted if received by the Council after the time specified for receipt of tender, may not be considered.
- We undertake, and it shall be a condition of any Contract that the following is a 'bona-fide' Tender, intended to be competitive and that we have not fixed or adjusted the amount of the Tender by, or under, or in accordance with any other person.
- We understand that no variations in, or acceptance of, any Invitation to Tender or Tender shall be binding unless agreed in writing.
- The Tender shall remain open for acceptance for a period of thirty (30) days from the final date for the submission of Tenders.
- Unless and until a formal agreement is executed this Tender, together with your written acceptance thereof, shall not constitute a binding agreement between us.
- We undertake that any of our employees/sub-contractors or agents providing the services under the Contract, where so required, will enter into and abide by a Confidentiality Agreement in an acceptable form.
- We understand, and it is agreed, that the Council shall retain the right to reject any/all Tenders in whole or in part and it is furthermore agreed that the Council shall be under no obligation to select the lowest or any other Tender.
- We understand that the Council reserves the right to alter or cancel any requirement stated in the contract at any time during the period of the contract.
- We have taken all the necessary steps to inform ourselves regarding this requirement and we understand and agree that the Council shall not be liable for any inaccuracy or insufficiency in the information available to us in connection with this Tender.

Name:	
Job Title:	
Company:	
Address:	
Telephone:	
Email:	
Signed:	
Dated:	