

**REQUEST FOR QUOTQTION**

# Roof Replacement

Old Ambulance Station

Westgate Street

Launceston

PL15 7AE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Client** | | **Key Dates & Project Timetable** | | | |
| Launceston Town Council | | Request for tender issued: | Friday 14 June 2024 | | |
| Western Road | | Last date for clarifications: | Wednesday 3 July 2024 | | |
| Launceston | | Tender closing date: | Friday 12 July | | |
| PL15 7AR | | Tender Evaluations Commence: | Monday 15 July | | |
| 01566 773693 | | Contract Awarded: | Wednesday 17 July 2024 | | |
|  | | Project Start Date: | Monday 22 July 2024\* | | |
|  | | Project Completion Date: | Friday 25 October 2024 | | |
|  | | Project Value: | £25,000 - £38,000 (ex-VAT) | | |
| **For further information Contact:**  Martin Cornish (Estates & Properties’ Manager) [*martin@launceston-tc.gov.uk*](mailto:martin@launceston-tc.gov.uk) | | | | | |
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| 8 | Declaration – ***please read and sign*** | | | 4 |

***Please complete sections 4 – 8 and return as below***

(As long as all questions are answered, tenderers may submit the information in whichever form is most convenient)

**SECTION 1 - INTRODUCTION**

**GENERAL REQUIREMENTS & BACKGROUND**

Launceston Town Council seeks tenders from appropriately qualified and experienced businesses to provide:

1. Assessment of work required
2. Removal of sections of the existing roof and the installation of replacement

***More detailed requirements are specified in the Section 3 on page 2 of this document.***

The building, **which is not listed**, is owned by Launceston Town Council, and has suffered dilapidation over many years. The existing failing section of the roof appears to be made of asbestos and this will be required to be removed and replaced with new roofing material. Depending on the work required, it may need planning permission and/or relevant building regulations This would be established following the roof assessment as detailed above. Visits to the site are encouraged.

**SUBMISSION OF QUOTATIONS**

To comply with the council’s tender regulations, submissions should be in a sealed envelope and posted as follows:

**FAO Chris Drake**

**Launceston Town Council**

**Western Road,**

**Launceston PL15 7AR**

**Ambulance Roof Replacement Tender**

**CONFIDENTIAL – REMAIN SEALED**

**General Data Protection Regulation –** The council undertakes to ensure that all information submitted by tenders is held securely and not disclosed to a third party unless compelled to do so by the courts or any other relevant statutory body.

**SECTION 2 – HOW WE EVALUATE TENDERS EXPLAINED**

The council has certain legal obligations and in order to fulfil these requirements, tenderers should complete the business and legal questionnaire on page 3 of this document. The council will evaluate tenders on an 80% quality/20% cost basis.

**QUALITY ELEMENTS**

A panel of councillors will meet and score quotations against the following 4 quality elements:

*A – Your experience C – How your business considers environmental issues*

*B – Any references you may present D – Timescale i.e. availability for project start date and anticipated duration*

***Please submit any information you feel appropriate in support of these areas.***

**SECTION 3 - SPECIFICATION**

Contract Duration: July 2024 – October 2024

Project Timetable: See page 1 of this document

Reporting and Monitoring: Weekly

**The deliverables of this project are identified as follows:**

1. Assess the condition of the roof, and specify the work to be undertaken including any roof replacement sections
2. Removal and disposal of any hazardous materials, including asbestos, ensuring all legal and regulatory requirements are followed. **All** waste materials to be removed by contractor from site prior to contract completion
3. Recommend which replacement materials are best suited for the building and if relevant, specify any ‘cost-differential’ of the materials
4. Either under your own regulatory powers and/or, in consultation with Cornwall Council Building Control, secure any necessary permissions and consents for the signing off/completion of the work
5. Undertake replacement of the new roof section(s) ensuring it meets any required permissions as at section 4 above
6. Provide a breakdown of costs for each element of the work
7. Provide an outline work schedule/timeline of the process from start to completion
8. Submit a summative quotation for the project which will be valid for 6 months from the award of contract

**SECTION 4 – SUPPLIER CONTACT INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of person to whom any queries should be addressed | |  | |
| Postal Address: | |  | |
| Telephone/Mobile: | |  | |
| Email: | |  | |
| Website Address if relevant: | |  | |
| Address if different from the registered office stated above | |  | |
| **Additional Key People** (if relevant) | | | |
| Name | Email | | Telephone |
|  |  | |  |
|  |  | |  |

**SECTION 5 – PRICING SCHEDULE**

Prices should be submitted in Pounds Sterling and exclusive of VAT. It is assumed that all the requirements, under the specification schedule above, should be included in the costing proposal.

##### The costs should be broken down into components with any associated costs.

**Please confirm you agree to the 6-month fixed price period** Yes/No

The overarching deliverables of this project are identified as follows:

|  |  |  |
| --- | --- | --- |
|  | **Output** | **Value £’s** |
| 1 | Assess the condition of the roof, and specify the work to be undertaken including any roof replacement |  |
| 2 | Removal and disposal of any hazardous materials, including asbestos ensuring all legal and regulatory requirements are followed |  |
| 3 | Recommend replacement materials, specify any cost differential between materials and undertake the reconstruction of the roof sections ensuring it meets all required permissions and consents |  |
| 4 | Removal of all waste materials prior to contract completion |  |
| 5 | Secure all necessary permissions, including disposal certificates/licencing and building regulations |  |
|  | **Total Cost** |  |

The table above identifies over-arching and outline costings for the project outputs. Tenderers may wish to provide more detailed ‘broken down’ costs for each aspect and phase of the project but this is not a requirement.

**SECTION 6 – BUSINESS QUESTIONNAIRE & LEGAL OBLIGATIONS**

**IMPORTANT PLEASE READ AND COMPLETE:**

Tenderers must answer these questions in complete honesty and the council reserves the right to confirm any information that is relevant. Any discrepancies may invalidate the submission or the process post-contract award.

**Award Criteria**

All questions in this section are mandatory.

Tenderers failing the business questionnaire and legal obligations will be excluded from progressing to the further stages of the tendering process.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **FINANCIAL INFORMATION** | | | | | | | |
| Please confirm your average turnover over the last 3 years | | | | | £ | | |
| **INSURANCES HELD** | | | | | | | |
| **Type** | Yes | No | N/A | Value of Cover | | | |
| Employer’s Liability |  |  |  | £ | | | |
| Public Liability |  |  |  | £ | | | |
| Professional Indemnity |  |  |  | £ | | | |
| Any Other Certification |  |  |  |  | | | |
|  |  |  |  |  | | | |
| *Please attach copies of any relevant certificates* | | | | | | | |
| **PROFESSIONAL & BUSINESS STANDING** | | | | | | | |
|  | | | | | | Yes | No |
| Has your organisation during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration or receivership | | | | | |  |  |
| Has your organisation, its directors or any other person with power of representation, ever been convicted of a criminal offence related to business or professional conduct | | | | | |  |  |
| Does your organisation hold all relevant licences and memberships if required by law? | | | | | |  |  |
| Please include/attach your organisation’s terms and conditions of Business Terms and Conditions including billing processes and the procedures regarding any upfront payment | | | | | |  |  |
| **DISPUTES** | | | | | | | |
| Has your organisation been involved in a tribunal in relation to any similar service in the last three years, which has resulted in a judgement being made against you? | | | | | |  |  |
| **LEGAL OBLIGATIONS** | | | | | | | |
| Does your organisation conform to the Equalities Act 2010? | | | | | |  |  |
| Does your organisation have a policy which conforms to the Health &Safety at Work Act 1974 | | | | | |  |  |
| Has your organisation, its directors or any other person who has the power of representation been convicted of slavery, forced or compulsory labour, child labour or human trafficking | | | | | |  |  |

**SECTION 8 - STATEMENT OF NON-COLLUSION AND NON-CANVASSING**

To: Launceston Town Council – Ambulance Roof Replacement Project

Date:…………………………………

**Note to Organisation:** As a public body it is important that the Council receives fair, genuine and competitive offers from tenderers. Tenderers are therefore required to sign the following statement.

STATEMENT OF NON-CANVASSING

**I/We certify the following.**

I/we hereby certify that I/we or anyone acting on behalf of the company, has/have not canvassed any councillor and/or employee of Launceston Town Council in connection with this tender and will not do so in the future.

**STATEMENT OF NON-COLLUSION**

The public procurement process needs to be fair and transparent and the council must ensure this happens. **To that end:**

I/we hereby certify that this is a genuine, competitive offer, and that I/we have not fixed or adjusted the amount with any agreement or arrangement with another person/organisation, excluding sub-contractors.

**I/we undertake not to:**

1. enter into any agreement or agreement with any other person meaning they shall refrain from tendering to the Council
2. inform any person, other than the council of the details of the tender or the amount of my/our offer except where the disclosure was in confidence and was essential to obtain support such as an insurance premium required for the preparation of this tender
3. commit any offence in relation this project. Signed: …………………………………..

Name:…………………………………….. Position:…………………………………

**SECTION 10 - DECLARATION**

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| --- |
| I declare that to the best of my knowledge, the answers submitted in this tender, as well as any supporting documents, are correct. I understand that the information will only be used to evaluate this tender. Should the council discover any discrepancies or that I have been dishonest, this will result in the quotation being rejected from the process or, if post-contract, will have the contract terminated with immediate effect.  The signatory should be someone of standing within the business who has the authority to act upon or represent the company. |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Position: |  |
| Telephone: |  | Email: |  |
| Date: |  | Signature: |  |

Launceston Town Council thanks you for the time and effort you will have extended in the completion of this tender document and wishes you well in the process.

Martin Cornish

Estates and Properties’ Manager

Launceston Town Council

7 June 2024