

## **PROCESS**

Environmental Care Services (ECS) will advertise the ‘ request ‘ on Contracts Finder to open the opportunity to all ‘ suppliers’ to participate in the process, prospective suppliers will be required to demonstrate they meet the requirements as set out within the Quotation / Tender documents.

**The supplier must download the documents and follow the instructions to the letter.**

**Kettering Borough Council will post the ‘ pre-addressed’ envelope on to the supplier in which to submit their submissions.**

Generally you will be given two weeks to visit the site, complete your quoted price and return it to us by the due date (by noon). Please refer to the letter inviting you to quote / tender for the quote / tender return date.

All quotations submitted are to be **(by post)** on or before the submission date, they will be held in a folder and will remain unopened until 12 noon on the indicated return date, where after the Head of Service and nominated officers will open all submitted returns. All quotations received and related information will be collated and forwarded to the relevant lead officer. The Surveyor will check and verify the quotation prices / information and the successful ‘ supplier’ confirmed – all ‘ suppliers’ will be advised by letter whether their quotation has been successful or not.

## **RETURN DATE AND TIME**

This is the latest date and time at which your quotation should be received. The quotation / Tender return date is stated in the letter inviting you to quote / Tender.

**All submissions are due by 12 noon on the due date.** Please ensure that your quotation / Tender is returned on or before this date and time.

**Late submissions are not acceptable and will not be considered.**

Please note - if you have agreed to quote / Tender and fail to return your quote / Tender price on time, this will be noted (a contractor failing to return their price three times will be reviewed).

If an extension to the submission return date is required, you must make your request to the Leading Officer specifying a reason at least 3 days before the quotation / Tender return date. If the extension is agreed, we will notify all ' participants' of the extension, ensuring a fair quotation process.

### **SCHEDULE OF WORKS**

This is the full specification for the proposed works – **please ensure that each item is priced**. A fully completed Schedule of Works **must** be sent to us on or before the due date, along with any design details supporting the contractor' s submission, and the fully completed ' Form of Quotation Tender' , in order for your submission to be considered.

### **FORM OF QUOTATION / TENDER**

This is the form that states your quoted price (excluding VAT), your proposed duration of the works and your lead-in period (in weeks) – please ensure that this form is fully completed. A fully completed ' Form of Quotation / Tender' **must** be sent to us on or before the due date, along with the fully completed Schedule of Works, in order for your submitted price to be considered.

### **LEAD IN AND DURATION**

It is a requirement that you state your lead in period for works and your duration for works, failure to comply may invalidate your submission.

### **SUBMITTING YOUR QUOTATION / TENDER PRICE**

The quotation / Tender, comprising the fully priced schedule and completed Form of quotation / Tender must be posted in the self-addresses envelope provided:

**Please ensure you pay for postage:**

Your quotation / Tender price will remain unopened and kept in a “ holding” folder until the quotation return due date/time.

**Please note, any qualifications/additional notes relating to your quotation must be clearly marked in the relevant item/section in **larger, bold Red text.****

**Kettering Borough Council 2 :NOTIFICATION OF KNOWN HAZARDS**

Client:	Kettering Borough Council
Project Surveyor (Contact):	Baz Kalsi – Senior Surveyor
Principal Contractor:	TBA

**LOCATION:** 41Meadow Road, Kettering, NN16 8TL

**WORK ACTIVITY SUMMARY:** Re-roofing works

HAZARDS	Yes	No	COMMENTS	CONTROL	
				Yes	No
<b>LAND</b>					
Contamination		X			
Geological structures unstable/flooding		X			
Tunnels/shafts		X			
Vegetation		x			
Rights of Way		x			
<b>ACCESS/EGRESS</b>					
Bus route		X			
Traffic and Parking		x			
Schools		X			
Emergency Services	x		Keep access clear from main access area into car park beyond the gates		
<b>EXISTING SERVICES</b>					
Electricity (overhead)		x			
Electricity (underground)		x			
Gas		x			

**Kettering Borough Council 2 :NOTIFICATION OF KNOWN HAZARDS**

Telephone cables	x		Contractor to check prior to carrying out works		
Water and Foul Sewers	X		Contractor to ensure adequate protection on ground prior to scaffolding works		
Data		x	Contractor to check prior to carrying out works		

<b>NOISE</b>					
Hospitals		X			
Public	X		Must give consideration to Neighbouring residents and provide notice(s) if necessary prior to starting works		
Schools		X			
Other buildings affected		x			
Vibration	x		Suitable electric / portable hand tools to be used, to reduce vibration when in use		
<b>BUILDING WORKS</b>					
Hazardous substances (COSHH)	X		Provide R.A.M.S.		
Materials handling / manual lifting	X		Provide R.A.M.S.		
Disposal of waste	X		Provide R.A.M.S.		
Hot Works permit	X		Provide application prior to starting works		
Working at heights	X		Provide R.A.M.S.		
<p>Signature ..... Date.....</p> <p style="text-align: center;">B Kalsi : Senior Surveyor</p>					

**1.0 Parties Details**

- 1.1 Employer  
Environmental Care Services  
4 Robinson Way Telford Way Industrial Estate  
Kettering  
Northants  
NN16 8PP
- 1.2 Contractor / Principal Contractor  
The person or company whose quotation is accepted by the Employer.

**2.0 Works**

- 2.1 Description of the Works *Re-roofing Works*
- 2.2 Location  
41 Meadow Road  
Kettering  
Northants  
NN16 8TL

**3.0 Documents Enclosed describing works to be undertaken**

- 3.1 Design drawings Aerial and Site Location plan enclosed
- 3.2 Schedule of works As enclosed

**4.0 Provisions to Allow For**

- 4.1 Collaborative working, Health & Safety (Method Statements and Risk Assessments),  
Cost savings and value improvements,

Sustainable development and environmental considerations, negotiation of disputes.

**5.0 Contract Administration**

5.1 Contract Administrator      Lead Officer : Mr.B.Kalsi of Environmental Care Services

**6.0 Contract Sum**

6.1 As contractors' quotation      Tba

**7.0 Date for commencement and completion of works**      Tba

7.1      Tba

**8.0 Liquidated damages**      Not Applicable

**9.0 Rectification period**

9.1 12 months from date of practical completion      At contractors' costs; note period of guarantee required

**10.0 Retention**      Not Applicable

**11.0 Insurances**

11.1 Public Liability to be no less than £5,000,000

11.2 Employers Liability to be no less than £ 10,000,000

11.3 Contractors all risks to be no less than £100,000

## **12.0 CONDITIONS OF QUOTATION**

- 12.1 The contractor to allow for complying with the Health & Safety requirements
- 12.2 Alterations to the Quotation Documents by the Contractor without written agreement strictly prohibited.
- 12.3 Contractor to inspect the site and acquaint themselves fully with the site conditions prior to submitting the Tender.
- 12.4 Arithmetic or other inaccuracies in the Quotation or Schedule of Works – contractor will be informed and afforded the option to correct error.
- 12.5 Quotation costs/Consideration of prepared Schedules are to be borne in full by the Contractor whether successful or not.
- 12.6 The quotation shall remain valid for a period of 90 days from the quotation return or Priced Schedules will remain valid and rates fixed at the prescribed rates.
- 12.7 There shall be no obligation on the Employer to accept the lowest or any Tender or the Priced Schedule of Works.

### **AGREEMENT TO CONTRACT CONDITIONS**

Please sign and return one copy of this agreement to Environmental Care Services. This forms the basis of the Contractual Agreement between you and the employer, for building / construction works at :  
41 Meadow Road, Kettering NN16 8TL

**Environmental Care Services 3: STANDARD CONDITIONS OF CONTRACT (FOR BUILDING WORKS)**  
Kettering Borough Council

Signed (Client)		Date	
Signed (Contractor)		Date	

PROJECT	4: SCHEDULE OF WORKS : Quotation Ref: BK QU 4-16					
ITEM	ITEM DESCRIPTION	UNIT	QTY	RATE	AMOUNT	
					£	p
	<p>It is essential contractors obtain suitable professional advice in relation to the schedule and any statutory requirements before proceeding with the works. Although every care is taken to ensure that all information in this schedule is accurate and up to date, Kettering Borough Council will not be held liable for, or accept any responsibility for costs incurred as a result of errors or omissions in respect of any part of the schedule whether it relates to a statutory matter, building item or any other content.</p>					
	<p>The items in the Schedule of Works are deemed to include all operations necessary to complete the works in accordance with the documentation whether specifically itemised or not. The Contractor shall include for any repair or reinstatement works required as a result of his chosen method of working.</p>					
1.0	<b><u>Preliminaries</u></b>					
	<p>Allow for all supplementary costs incurred in complying with the requirements of the Quotation / Tender Documents, such as correct level and valid insurances</p>					
	<p>Allow for attendance at site meetings as</p>					

	required.					
	<p><b>Health &amp; Safety:</b></p> <p>Contractor to comply with CDM 2015 regulations (if applicable).</p> <p>Welfare Facilities: Client is happy for contractor to use facilities inside the building being worked on, providing the facilities are used responsibly and cleaned after use.</p> <p>COSHH; comply with COSHH regulations 1988</p> <p>Provide Method statements and risk assessments prior to starting works, comply with safe working practices at all times, in line with HSE HSG33 H&amp;S in roof work.</p>					
	<p><b>Standards &amp; Quality:</b></p> <p>The contractor to carry out all works in accordance with BS 6229:2003 code of practice for flat roofs &amp; BS 8217:2004 reinforced bitumen membranes for roofing code of practice, and with all other current British Standards and Approved Code of Practice for workmanship and materials in connection with this project / works.</p> <p>Only use qualified trades personnel to carry out the works to the required current regulations / standards, and apply good code of conduct.</p>					
	<p><b>Protection of works &amp; Materials Storage:</b></p> <p>Allow for all necessary temporary protection to leave the site weathertight at all times.</p> <p>All materials to be used must be stored and laid in strict accordance with the</p>					

	<p>manufacturers recommendations, on temporary protection of the roof deck.</p>					
	<p>Debris / Waste:</p> <p>Allow for removal of all debris and waste at regular intervals, avoiding storing / bulking up on the roof or scaffolding. Disposal to be either carried down or disposed via enclosed chute into skip.</p>					
	<p>Services / Supplies</p> <p>There is electric and water on site which contractor may use if used responsibly. Services to be isolated at the end of each working day.</p>					
	<p>Access equipment:</p> <p>Allow for Scaffolding / all access equipment as required to carry out the works. Scaffolding to have tamper alarm system for security, and restrict access to authorised personnel only.</p>					
<b>2.0</b>	<b><u>Description of Works</u></b>					
	<p>Set up site; establish site investigations regarding 'hidden services' in order to precede works in a safe manner. Create safe perimeter, include for temporary protection, access equipment as appropriate to enable works;</p> <p>Remove any fixings &amp; fixtures carefully to be re-instated on completion of the works.</p> <p>Strip existing roof coverings and insulation,</p>	1	Item			

	<p>exposing existing substrate and upstands. Sweep clear of all dirt and debris, prepare deck for new system.</p> <p>Supply and Install new roofing system, 'Esha' or similar to be approved by the client; contractors' preferred system to be detailed on a separate sheet of paper to be submitted with this submission.</p> <p><b><u>Within the above Contractor to allow for:</u></b></p> <p><u>Guarantee and Compliance Certificate</u>  QA report is to be provided on completion of the works regarding progress photographs and evidence of compliance, along with a minimum of a 32 year labour and materials backed guarantee with a certificate for the client of proof of guarantee, which is to be substantiated by the Technical Advisor of the system / product being used by the contractor.</p> <p>Compliance with current Building Regulations and submitting relevant Notice and costs associated with the notice.</p> <p>Renewing rainwater outlets to suit the covering system; all to be correctly sealed to existing rain water goods / pipework, tested on completion and be provided with a suitable grille / grating.</p> <p>Where necessary raise the door thresholds, reducing the size of doors to then fit into opening.</p> <p>A/C units: to be de-commissioned and removed during works and repositioned and re-commissioned on completion</p>	1	item			
	<p><u>Option 1:</u></p>					

	<p>Parapet Brickwork / Copings</p> <p>Supply and affix covering to cover the copings and brickwork, pack out coping projection as necessary with treated softwood battens and marine ply to enable a smooth surface for covering. Base sheet and cap sheet to be dressed vertically and horizontally terminating at outside edge.</p>	1	Item				
	<p><u>Option 2:</u></p> <p>Parapet Brickwork / Copings</p> <p>Take off, clean down wall and copings, prepare base, install correct size damp proof membrane, re-bed coping stones</p>	1	item				
TOTAL CARRIED TO FORM OF QUOTATION / TENDER (exc vat) £							

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Position: \_\_\_\_\_

Tel: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**5: FORM OF QUOTATION / TENDER**

**For use with Environmental Care Services (KBC) Standard Terms & Conditions for Building Works.**

**Site Address: 41 Meadow Road, Kettering, NN16 8TL, our ref BK QU 4-16**

Dear Environmental Care Services, Kettering Borough Council

I/We have read the Quotation / Tender Documents (as in the Conditions of Quotation) and offer to execute and complete the whole of the Works described, for the sum of (excluding VAT):

**IN WORDS** .....

**IN FIGURES** £.....

Earliest commencement date of works on site from receipt of order  
..... **weeks**

(to take due account of period required for completion of design and obtaining necessary approvals).

I/We undertake to complete the work on site within a maximum Contract Period as stated in the Contract Specific Schedule.

If none is stated, I/We undertake to complete the work on site within a maximum Contract Period of .....**weeks** from commencement.

In the event of your acceptance I/We agree to enter into a Contract embodying all the terms and conditions contained within the Quotation Documents as issued and without amendment or addition thereto.

I/We understand that you are not bound to accept the lowest or any Quotation you may receive.

I/We confirm that this is a bona fide quotation intended to be competitive. Furthermore, I/We certify that I/We have not participated in, at any time before the returnable date for this tender, any of the following acts:-

- 1 Communicate to any person or company other than the person calling for these tenders the amount, or approximate amount of the proposed tender;

Continuation / 2

- 2 Enter into any agreement or arrangement, whether informal or formal, legal binding or not, with any other person or company, that he shall refrain from quoting or as to the amount of any quotation to be submitted;
  
- 3 Offer, pay, give or agree to pay or give any sum or money or valuable consideration directly or indirectly to any person or company for doing or having done or causing or having caused to be done in relation to any other quote or proposed quote for the work any act or things of the sort described above.

I/We understand that any misrepresentations may also be the subject of criminal investigation or used as a basis for civil action and agree to indemnify you for any breach of this agreement in this respect.

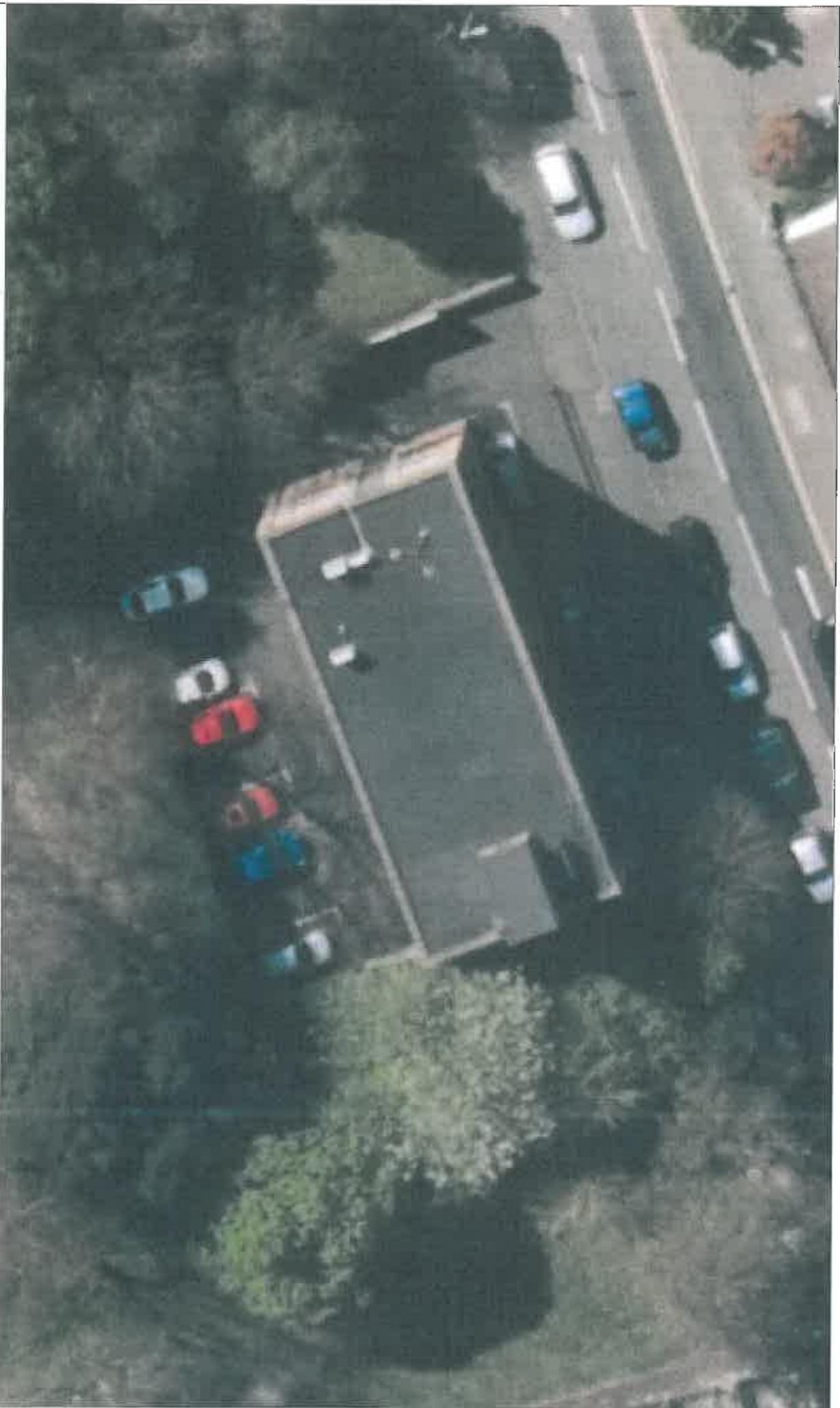
I/We further agree that unless and until a formal Agreement is prepared and executed, this quotation, together with its acceptance in writing by you or the Contract Administrator on your behalf, within the quotation Acceptance Period, shall constitute a binding Contract between us.

**Dated this** .....**day of** ..... **20**.....

**Company**.....  
(in block capitals)  
.....

**Signature**.....

**Name**.....  
(in block capitals)



Title: 41 Meadow Road, Kettering (Aerial View)

Date: 18:05:16

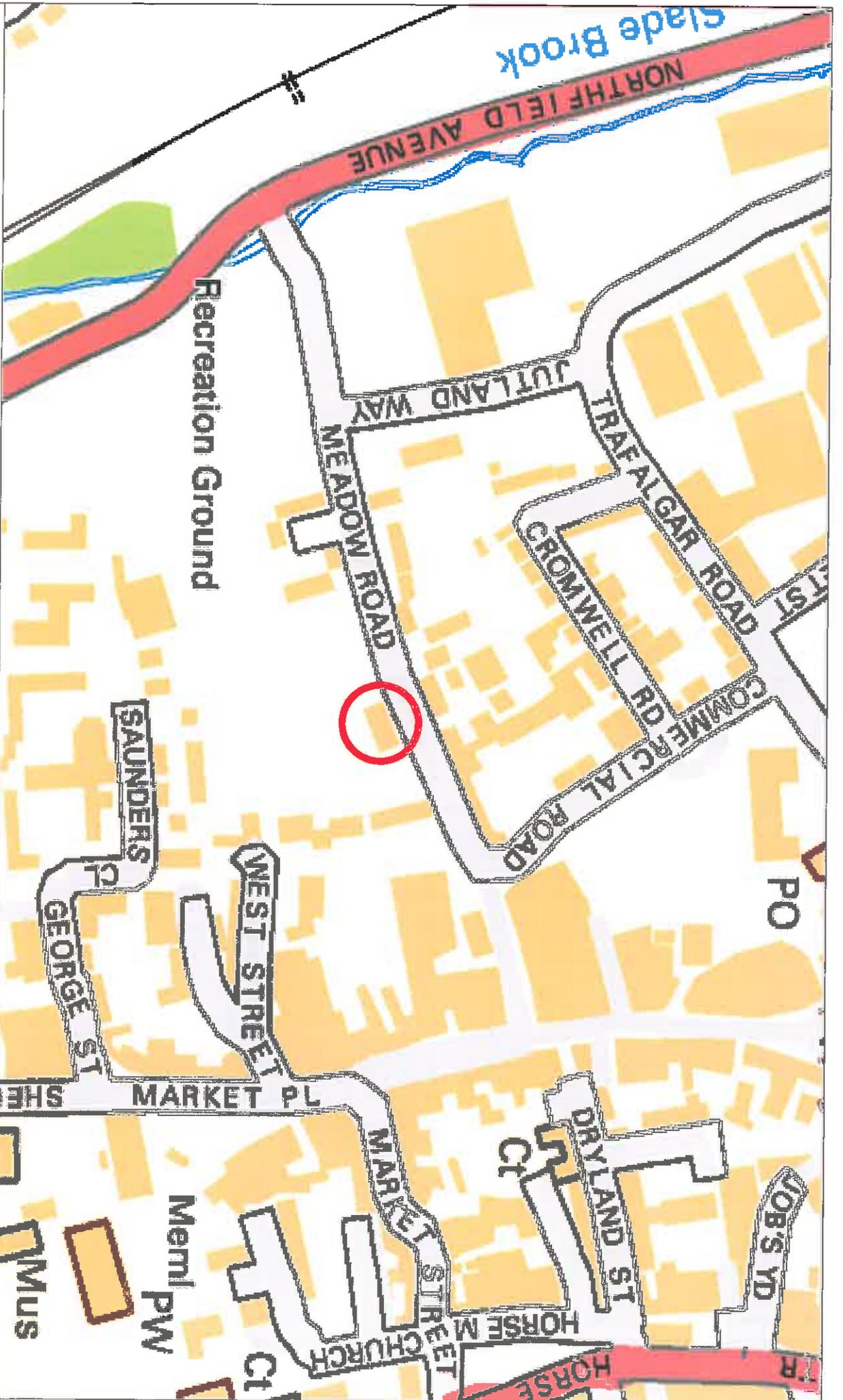
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**Kettering**  
*Borough Council*



Title: 41 Meadow Road (Location Plan)

Date: 18.05.16

Scale: 1:2500

Drawn by: MC

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**Kettering**  
Borough Council