

BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL

Expressions of Interest for Refurbishment & Alterations at The Princess Theatre, Burnham-on-Sea

Burnham-on-Sea & Highbridge Town Council is seeking Expressions of Interest from suitably experienced and qualified companies for a scheme of refurbishment and alteration works at The Princess Theatre, Princess St, Burnham-on-Sea TA8 1EH for Burnham-on-Sea & Highbridge Town Council. The contractor will need to have proven and demonstrated experience in similar projects and the resources to undertake the various elements of the contract which include the safe access and management of the work area, refurbishment of the auditorium and internal spaces, replacement of existing seating, decorations, electrical installation, refurbishment of toilets and public areas health & safety management and guarantees for the works.

Companies from whom Burnham-on-Sea & Highbridge 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.

Companies from whom Burnham-on-Sea & Highbridge Town Council procure goods and services must be able to demonstrate an excellent Health and Safety record, accordingly contractors that cannot demonstrate an excellent record, free from enforcement action, will not be considered.

Burnham-on-Sea & Highbridge 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 late November 2019, work is anticipated to be undertaken Spring 2020.

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 refurbishment and alteration works in public buildings	Pass / Fail
Financial capability	Pass / Fail

Proven experience working for local authority/town council clients	Pass / Fail
Evidence of an excellent Health & Safety Record (no enforcement action under current legislation)	Pass / Fail
Resources and availability to tender November/December 2019 and undertake work early 2020	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 will be able to submit a tender and should they be successful, commence work Early 2020

Expressions of Interest should be sent no later than **12 noon on Friday 25th October 2019** to:

Sam Winter
Town Clerk
Burnham-on-Sea & Highbridge Town Council
The Old Courthouse
Jaycroft Road
Burnham-on-Sea
Somerset
TA8 1LE