TTC/20/007

**Thetford Town Council is seeking expressions of interest for a contractor to enhance and improve the Carnegie flat roof in Thetford**

The top 5 tenders which are the most competitive in price and meet the Town Council’s specification will be evaluated based on 40% quality and 60% cost weighting.

**Failure to supply any of the information requested in the attached specification could result in the Tender being rejected.**

**Quotation Requirements:**

* **A fully costed quotation for the roof enhancement and improvements as detailed below.**
* **The council requires a copy of your public liability insurance**
* **Health and safety policy, a sample method statement and risk assessment.**
* **Details of your environmental policy/strategy**
* **2 examples of previously completed projects, ideally within the last 3-5 years. These are to include a description of the works undertaken and when, a list of any sub-contractors used on the projects, accompanying photographs and references from the relevant Architect/Surveyor.**

Contact name and number: Tina Cunnell, Town Clerk, (01842) 754247.

Quotations to be received by Friday the 30th of October 2020 by 12noon.

**Tender to be sent in sealed inner envelopes to be clearly marked ‘Tender – Enhance and Improvements to the Carnegie Roof**

**For the Attention of the Town Clerk, Thetford Town Council**

Postal Address: The Carnegie, Cage Lane Thetford, Norfolk, IP24 2AT Tel: (01842) 754247

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| **Specification for Tender****We have commissioned a condition report from Hamson Barron Smith the details of which are attached. The report was commissioned as we have a significant issue with the roof above the office area which needs to be replaced as soon as possible. Ideally we would like to have two of the runs of skylights removed and infilled and the remaining skylights replaced.****Now we have the full report we realise that the whole roof needs replaced. Our surveyor has recommended two potential materials for the roof and we are looking for quotes on both options, itemised against the condition report.****Can you please include within the quote for the whole roof, an itemised section for the urgent works above the office.** |
| Materials Quote 2The preferred roofing covering would be a fibre-glass flat roof which begins with a layer of [catalysed resin](https://www.roofinglines.co.uk/product/cromar-pro-25-grp-resin-20kg) being applied to good quality, completely dry roof decking (OSB3 wood), a layer of [fibreglass matting](https://www.roofinglines.co.uk/product/cromar-pro-grp-fibreglass-matting-450gsm-6-75kg) is then laid on top followed by another layer of catalysed resin to complete the system. Once cured, a fire retardant [top coat resin](https://www.roofinglines.co.uk/product/cromar-pro-25-grp-top-coat-fire-retardant-20kg-dark-grey) is then applied to completely weatherproof the roof and give it a more attractive finish. |    |
| Materials Quote 2 The alternative is a replacement bitumen felt roof which consists of structural roof deck (usually comprised of 18mm OSB3 conditioned structural sterling board or WBP plywood), a vapour control layer, an layer of rigid insulation (required in order to comply with current Building Regulations for the thermal insulation of a flat roof), layers of quality roofing felt. Depending on the system, this can be either two layers or three layers. |         |

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| **Section A - Organisation Details**  |
| 1.
 | Full name of organisation tendering   |      |
| 1.
 | Registered office address     |         |
| 1.
 | Named contact for this contract:  |       |
| 1.
 | Email  |   |
| 1.
 | Phone  |   |
| **Reference Details**  |
| 1.
 | **Full name of Reference 1**  |   |
| 1.
 | Registered office address  |   |
| 1.
 | Named contact for this contract:  |   |
| 1.
 | Email  |   |
| 1.
 | Phone  |   |
| 1.
 | **Full name of Reference 1**  |   |
| 1.
 | Registered office address  |   |
| 1.
 | Named contact for this contract:  |   |
| 1.
 | Email  |   |
| 1.
 | Phone  |   |
| **Section B - Health & Safety**  |
| **Please provide a copy of your health and safety policy**  | **Yes**  | **No**  |
|   |   |
| **Note**: if your organisation has less than 5 employees, the Thetford Town Council still requires you to have a written Health and Safety Policy.  |
| **Note: Please enclose Sample Method Statements, Sample Risk Assessments for the types of works included in this contract.**  |
| **Section C - Insurance**  |
|  **You must either confirm that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.**  |
| **Insurance Policy**  | **Indemnity Value (£)**  | **Yes**  | **No**  | **Will secure if successful**  |
| Employers Liability   | Min £5m per claim   |   |   |   |
| Public Liability  | Min £10m per   claim  |   |   |   |
| **Section D – Environmental Responsibility**  |
| **The council has an expectation that contractors will include a copy of their environmental strategy/policy which explains how your company takes care of the environment. It may include recycling, energy use, and ways of improving biodiversity.**  |

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| **Please provide a copy of your environmental policy**  | **Yes**  | **No**  |
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