

Woodford Park Leisure Centre

Invitation to Tender

Replacement Flat Roofing

Client:

Woodley Town Council (WTC)

Oakwood Centre

Headley Road

Woodley

Reading

Berkshire

RG5 4JZ

Tel: 0118 9690356

Email: colin.holland@woodley.gov.uk

Contact: Mr Colin Holland – Maintenance Manager

Site:

Woodford Park leisure centre (WPLC)

Haddon Drive

Woodley

Reading

Berkshire

RG5 4LY

Woodford Park Leisure Centre

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Scope of Works

Supply and installation of **single ply** flat roof membrane system to specified area.

Flat roof area:

774m²

Site description

Woodford Park Leisure Centre, Haddon Drive, Woodley, RG5 4LY

The site has easy access and location for vehicles and waste skip if required. The flat roof area currently has a 3 layer felt system applied and the new single ply membrane is to be installed over the top of existing.

Insulation

Exemption has been granted in relation to the provision of insulation in accordance with building regulations.

Site visits

A site visit will be required to assess the site requirements. Please contact colin.holland@woodley.gov.uk to arrange a site visit.

Environment

Woodley Town Council declared a Climate Emergency in October 2019 with a commitment to becoming a carbon neutral organization by 2030. Tender submissions should give consideration to this and provide appropriate information and environmental policy documents for your company, including details of sustainably sourced materials and waste disposal.

Equality

Woodley Town Council considers equality impacts in the procurement and provision of goods and services. Your company equality policy should be included with this submission.

Format of submission

Postal submissions should be clearly marked **TENDER – CONFIDENTIAL**

Please submit to:

Colin Holland

Deputy Town Clerk

Woodley Town Council

The Oakwood Centre

Headley Road

Woodley

RG5 4JZ

Electronic submissions should be marked **TENDER – CONFIDENTIAL**

Please submit to:

Colin.holland@woodley.gov.uk

Please provide;

- A fully costed specification with bills of quantities.
- Last set of your company's audited accounts.
- Details of any enforcement action under Health & Safety legislation
- Brief details of two recent (within the last 36 months) similar scale projects undertaken by the company.
- Confirmation that should the submission be successful the company will be able to meet the timetable.
- Details of company insurance.
- Health and Safety Policy Statement.
- Equality policy and statement
- Environmental policy and statement

Form of Contract

The successful supplier will enter into a contract by way of a JCT Design & Build contract with Woodley Town Council.

Materials

All materials and systems shall be in accordance with the appropriate British Standards for their type and installation method. Full details should be provided in the tender submission.

Guarantee

The installation should include a minimum 10 year insurance backed materials guarantee and a minimum 10 year workmanship guarantee.

The supplier is assumed to have visited the site to assess the nature and full scope of the work.

Site works

Confirmation of work hours, storage of materials, access, location of skips. final Programme of Works and Risk Assessment Methods Statements (RAMS) will need to be finalised and agreed with the Maintenance Manager before work begins.

During installation, the supplier should provide a secure work compound for the build, this compound should ensure that the public cannot gain access to the work site, we suggest the supplier erect suitable HERAS fencing and safety notices around the construction site.

Pricing

All pricing should be exclusive of VAT and valid for 12 months from the due date of the submission.

Waste

All waste shall be stored safely while on site and removed from site by the contractor.

Inspection

The installation will be subject to independent electronic integrity testing upon completion.

Evaluation

Tender submissions will be evaluated on the basis of meeting the criteria set out in the this document;

- Suitability of materials/roofing system
- Company profile
- Price
- Supplementary documentation

Timetable

Tender submissions by: Friday 3 December 2021

Project delivery: January 2022