



**Expressions of Interest
Conversion to Library Hub**

6 Broad Street Launceston Cornwall PL15 8AF

Internal alterations and external works including restoration of stone facades and pitched roofs, and replacement of building services with new mechanical systems and ASHPs.

Project Value = £1,060,000 (Ex-VAT)

Invitation to Tender

Launceston Town Council is seeking Expressions of Interest from suitably experienced and qualified companies to undertake internal alterations and external works including restoration of stone facades and pitched roofs, replacement of building services with new mechanical systems and Air Source Heat Pumps, as part of the conversion to a Library Hub of the former Barclays Bank, 6 Broad Street Launceston Cornwall PL15 8AF. The council is conscious of the amount of work involved in completing a full tender submission, so is electing to use a 'restricted' method for shortlisting. This two-stage process allows suppliers to express an interest by going through an initial pre-qualification stage. Only selected suppliers will be asked to complete the full tender document.

Details of the approved plans for the works can be found at <https://planning.cornwall.gov.uk/online-applications/search.do?action=simple&searchType=Application> Planning application reference PA25/00380

The supplier must demonstrate experience of similar projects including:

- Building Design
- Planning Requirements
- Public Consultation
- Commitment to Equality and Accessibility
- Health & Safety Management of Projects
- Working with Town Councils (preferred but not essential)

Launceston Town Council will evaluate the Expression of Interest submissions received, shortlist qualifying suppliers, and invite them to tender for the project. Registration of interest **does not** imply inclusion on the tender shortlist. See page 2 for full timeline details.

EVALUATION & ASSESSMENT OF EXPRESSIONS OF INTEREST

Interested suppliers are asked to submit Expressions of Interest to include:

- Brief details of two recent (within last 36 months) similar projects undertaken by the company, referring to the selection criteria below.
(Max 1000 words/2 sides of A4)
- A completed business questionnaire and declaration pages 2 - 4 – see below.

Expressions of Interest should be received no later than midday, 11/07/25 to:

- 1. Council Authorised Representative for Tender Enquiries and Expression of Interest returns-**
Christopher Drake – Chris@launceston-tc.gov.uk
- 2. Postal Address for Launceston Town Council:**
Christopher Drake, Town Clerk, Launceston Town Council, Town Hall, Western Road, Launceston, Cornwall, PL15 7AR. **Please mark envelope as Library Hub Expression of Interest**



The evaluation will be judged against the following criteria, as well as completion of the business questionnaire at the end of this document. Failing the business questionnaire will automatically result in exclusion from the tender list.

Selection Criteria:

The expressions of interest will be scored against the following criteria:

- Proven experience – Undertaking of design and conversion of buildings
- Experience of Public Consultation
- Financial Capability
- Proven experience to supply and oversee all works undertaken
- Evidence of excellent Health & Safety
- Availability to complete full tender by 05/09/2025
- Business Questionnaire
- Commitment to Accessibility

Scoring Outcomes: The following table explains how the council scores applications.

0-3	Completely unsatisfactory response – limited or no relevant experience. Respondent would have serious difficulty delivering the outputs to the required standard.
4	Fair response – Respondent would only meet some of the requirements of the brief.
5-6	Acceptable response – Respondent would likely meet basic standards but further work required to ensure all criteria are consistently met.
7-8	Good response – clearly Respondent has fully understood the brief and can apply and deliver all the required output to the necessary standard.
9-10	Excellent response - clearly Respondent has fully understood the brief and experience shows they can deliver all the required output to standards in excess of expectation.

Project Timetable

EOI Announcement: 13.06.2025
 EOI Closing Date: 11.07.2025
 EOI Evaluation & Shortlisting: by the 15.07.2025
 Shortlisted Suppliers Contacted: by the 15.07.2025
 Full Tender Closing Date: 05.09.2025
 Tender Decision/Award of Contract: by the 17.09.2025
 Project Start: To be confirmed with successful tenderer
 Council officers are available for site visits at the request of contractors

BUSINESS QUESTIONNAIRE & LEGAL OBLIGATIONS

Tenderers must answer the following 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 post-contract award.

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	
The successful supplier must have the following insurance:	
• Employer's liability insurance (minimum of £5 Million)	



• Public liability insurance (minimum of £5 Million)				
Type	Yes	No	N/A	Value of Cover
Employer's Liability				£
Public Liability				£
Professional Indemnity				£
Any Other Certification				
<i>Please attach copies of any relevant certificates</i>				
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				

STATEMENT OF NON-COLLUSION AND NON-CANVASSING

To: Launceston Town Council – Library Hub Project

Note to tenderers: 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 statements.

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.

STATEMENT OF NON-COLLUSION

Public procurement processes need to be fair and transparent and the council must ensure this happens.

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. This does not include any sub-contractors which is permitted.

I/we undertake not to:

1. enter into any arrangement or agreement with any other person meaning they shall refrain from tendering to the council



2. inform any person, other than the council, the details of this tender, **except** to obtain business information such as establishing the cost of a necessary insurance premium or the hire of equipment such as scaffolding etc.
3. commit any offence in relation this project.

Signed:

Name:

Position:

DECLARATION

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 EOI 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.

Business Name:

Business Address:

Name:

Position in the Business:

Telephone:

Email:

Website if applicable:

Date:

Signature:

Launceston Town Council thanks you for the time and effort you will have taken in the completion of this Expression of Interest and wishes you well in the process.

Christopher Drake
Town Clerk
Launceston Town Council
4 June 2025



For official use only:

Name of Business			
	Pass	Fail	Score
Proven experience – Undertaking of design and conversion of buildings			
Experience of Public Consultation			
Financial Capability			
Proven experience to supply and oversee all works undertaken			
Evidence of excellent Health & Safety			
Availability to complete full tender by 05/09/2025			
Business Questionnaire			
Commitment to Accessibility			
Overall Pass/Fail			
Total Score			

Forward to short list?

Yes	No	Reserve List