

Oswestry Town Council are upgrading the roofing and associated works at The Centre building and are seeking costed proposals from suitably qualified companies to supply and install new roofing to the building for which the Town Council are responsible.

## **The Brief**

Oswestry Town Council is undertaking this work in order to improve facilities for the town's young people. The building, a purpose built Youth facility, was built by Shropshire Council and was transferred to the Town Council's ownership in 2024.

## **Process**

Any company that may be interested in applying for this work may view the Tender Documentation on the Oswestry Town Council procurement portal.

## **Specification of Requirement**

### **1. Introduction / Background**

Oswestry Town Council is committed in reducing their carbon footprint around the town.

### **2. Purpose**

By changing and upgrading the roofing materials this will ensure the sustainability of reducing their carbon footprint within the town.

### **3. Specification**

The Council wish to provide sustainable finishes to the roof areas. Therefore companies are required to quote against using the material specifications supplied by Trem Co CPG UK Ltd. and Euroclad Group Limited for the various roofing finishes and accessories.



#### 4. Similar projects and sustainability

4.1 Contractors are required to produce examples of works that are similar to that of which is being tendered for, along with processes outlined to recycle all materials. The contractor must provide details of how they will achieve this.

4.2 Details and contact information of two references will also be required.

#### 5. Contractors responsibility

5.1 It shall be the responsibility of the contractor to comply fully with the requirements of legislative Health and Safety Law and Regulations including CDM regulations.

5.2 The contractor will provide a Health & Safety statement, along with risk assessments and method statements prior to the commencement of the work.

5.3 The contractor **must** provide insurance details along with their application, to include public liability to a minimum of £10 million.

5.4 The contractor **must** provide all relevant qualification and accreditation information to allow them to carry out such work with their application. This is to include:

- Health & safety certification - CHAS/Safe Contractor/Construction Line
- IPAF
- Working at height
- Street works traffic management signing, guarding & lighting

5.5 The contractor will provide their Companies House Registration Number at point of application.

#### 6. Sub-contracting

6.1 The Council does not agree to any work being subcontracted by the appointed contractor unless otherwise instructed.



## 7. Form of Contract

7.1 A JCT Intermediate Building Contract with Contractors Design (ICD2024) will be adopted by the Town Council for this purpose.

7.2 Upon appointment, the successful contractor will be invited to attend a pre-contract

## Submission

8.1 Tenders must be submitted to [tenders@oswestry-tc.gov.uk](mailto:tenders@oswestry-tc.gov.uk) by 12 noon on Monday 22<sup>nd</sup> of September 2025.

8.2 Tenders not submitted in accordance with the above requirements will be rejected.

8.3 Tender errors - if errors are discovered in the submission, the bidder may be required to correct genuine arithmetical errors within the tender submission at the discretion of the Council.

## 9. Selection

9.1 The Council shall make their decision based on a quantitative and qualitative assessment. This will be made up as follows:

70% Price (as per section 8)

25% Health and Safety

Include a valid health and safety policy and information. Provide information pertaining to any previous enforcement action issued by the HSE in the last three years.

5% Previous Experience & References

Provide information relating to similar work undertaken within the last three years and provide details of two organisations to provide a reference.



The Council reserve the right to carry out a credit check on the selected contractor.

The contractor will set out how they seek to reduce its impact on the environment.

### **Timetable**

Application Opens	26 <sup>th</sup> August 2025
Tender receiving deadline	22 <sup>nd</sup> September 2025
Contractor Selected	6th October 2025
Start date for roofing works (anticipated)	27th October 2025

## **11. Checklist**

Breakdown of costs  
Insurance details  
Qualifications and  
accreditation  
Health & Safety Policy  
References and  
environmental impact  
statement  
Confirmation of recycling  
materials  
Company registration details