

Policy & Finance Committee 15th August 2022

8.0 Procurement of Various Projects and Services

Report of the Deputy Town Clerk / RFO

Members will also have received the tender and update reports from SJ Surveyors which should be read alongside this report as they provide more in depth detail in regard to the individual quotations received.

The council has approved the procurement exercise for the following areas via the budget setting process and has made budget provisions for them in either EMR or within the revenue budgets. However, it must be noted that we continue to see an increase in costs to those produced by the councils appointed Quantity surveyor which were used as indicative figures for the purpose of producing the budget and starting the process.

This report aims to provide an overview summary of the current procurement underway and details of finances allocated to achieve the works, members will need to make decisions and provided resolution to proceed in each of the areas.

8.1 Museum Kitchen (Additional function kitchen)

In 2021/2022 budget provision was made to provide a second 'Functions' kitchen at the Museum recognising the need to have more space to be able to cater for bigger functions and weddings without having to shut the Café kitchen. The current kitchen is too small to be able to do both at the same time. Following Covid closures we are now seeing an increase in wedding bookings once again and as such this facility would allow in house catering to be achieved for this and other revenue income streams which are limited with the current kitchen size.

The original Budget provision (in EMR)	£20,000
Lowest cost from procurement process	£56,384
Balance not within budget	<u>£36,384</u>

Difference in budget would need to come from the councils PPM budget allocation for 2022/2023.

Members are requested to:

Consider the tender report supplied by SJ Surveyors and if works are to proceed provide resolution to approve the lowest tender and allocate monies from the councils PPM budget (estimate as £36,834) to make the shortfall to the EMR figure (£20,000) provided.

8.2 Cemetery Walls

The cemetery walls and path repairs remain a continuing provision within the councils PPM budgets each year, due to their age and deterioration that is inevitable. The wall in question within this report is located behind the tea hut which has collapsed

and is currently barrier off with temporary fencing. The wall provides the boundary to the rear of a residential property (back garden) which is lower than the wall itself, and as such their garden is currently exposed to the cemetery. The council has assumed the boundary is shared and as such has negotiated that if we replace the wall to a basic ground floor level (to our side) the resident will then provide the fencing to keep his property secure.

Budget available in the PPM	£12,384
(EMR for these works rolled over from 21/22)	
Lowest cost from procurement process	£11,850

Members are requested to:

Consider the tender report from SJ Surveyors and approve the Contractor to allow orders to be placed and works to be done as soon as possible.

8.3 HQ Roof Repairs

The procurement process for roof and stonework commenced following recommendations for the structural reports received as part of the building surveys undertaken for the purchase of the building. The council were able to negotiate a discount on the purchase price in recognition of these specific works needed. Details of the procurement undertaken are included in the report from SJ Surveyors.

The roof and tower structure is in need of repair but other than any emergency stone work repairs it is suggested that the award of this contract is delayed until costs are in for the essential works which are needed for the council to occupy the building (ground floor renovations). The roof works are able to be done when the council has moved into the building and it is felt that there is a need to be prudent and wait for all costs to come in and enable a capital works cost programme to be presented to the council so works can be phased according to affordability.

Members are requested to:

Consider the tender report supplied by SJ Surveyors and appoint a contractor in principle to undertake works which would not commence until all internal works costs are in and included in a capital works cost programme.

8.4 HQ Other Works

Members will note the report from SJ Surveyors which provides detail of works needed that overlap each other. In the main this is in regard to M& E works (Heating and lighting upgrades), Solar provision and the need to have awareness of this with the upcoming internal refurbishment works. The council has already commissioned a M& E overview report to detail how it can meet climate considerations at the HQ building (which is available upon request).

In order to proceed with the internal works (downstairs) the Heating and Lighting upgrades and inclusion of Solar we are needing to have a M&E design specification to allow this to happen. This will then form part of the specification for all works stated. We have gone to 3 contractors who are able to provide this and have included detail of this in the separate report attached.

Members are requested to:

Consider the report attached with regard to the M&E design consultant. It is recommended that the lowest cost option should be awarded. Working with the councils appointed contract administrator (SJ Surveyors) we will issue orders for works for the design as required.

Budget provision is available to cover these costs in the revenue Strategic Planning budget. (£25,000)

Project Planning / Strategic fees balance remaining at month 5 = £21,000

8.5 Solar at Weston Museum

Budget provisions available: £158,000

(for both the Museum Solar and HQ Lighting and Heating upgrades and other works recommended to meet Carbon ambitions at HQ).

Within the councils Road Map to Zero by 2030, there was recognition of the Museum being a suitable place to put in Solar panels on the flat south facing roof. Indicative quotes to do these works had been received to allow for understanding of costs etc.

In order for works to proceed to design and full procurement there is a need to understand structural integrity of the roof in question so any interested parties have this information when quoting for the works and have clear knowledge of load capacity and maximum sizes etc.

Initial Investigation works have commenced and the council's structural surveyor has advised that he will need to see the loading beams and trusses in order to make the calculations and provided the detail required. We have had site meetings inside the museum to see how this can be achieved (inside). However, in order to test this, it was recognised that holes would need to be made in the ceilings within the landscape and seaside galleries. This is not possible to do in the areas needed due to the fitted display cases for the collections without removing the exhibits, then the fitted cabinets as there is no head room above to allow this to happen without this process. This would cause considerable disruption, cost and would potentially mean the museum closing the gallery for a period of time to allow the works to occur.

With this in mind we have asked the structural engineer for an alternative way to be able to do his work and he has advised that he would be able to do this with openings to the exterior roofing to allow him to view and test the beams etc. It should be noted that the council replaced the covering to the flat roofs in recent years and this would mean cutting into this surface to do this. We would need assurance that this would not in any way make our roof guarantees void if this were the case. The councils appointed contract administrator (SJ Surveyors) do not think this would be the case but written confirmation should be sought.

Members are requested to:

Consider the impact necessary structural investigations to allow Solar Panels to be achieved at Weston Museum as per the councils Road Map to Zero by 2030.

- Approve the opening up of the flat roofing area as required to undertaken structural weight testing to allow solar design and procurement to take place.
- Note the delay in this procurement due to these works being required.



**Quotation Report
Internal Alterations to Form
Preparation Kitchen
Weston Musuem**

Contract Ref: 22/101

On behalf of

**Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
BS23 2QJ**

Prepared By:
SJ Surveyors
12 Woodstock Road
Milton
Weston-super-Mare
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BS22 8AH

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1.0 Introduction

1.01 Generally

This Quotation Report provides an analysis of the quotes submitted in response to enquiries sent out on 21 April 2021 to four contractors for works associated with the creation of a preparation kitchen at Weston Musuem. The four contractors were:

1. John West (Contractors) Ltd, Unit 1 Vernon Court, The Great Weston Centre, Weston-super-Mare, BS22 8NA
2. Stephens Catering Equipment Company Limited, 205 Carnalbanagh Road, Broughshare, Ballymena, County Antrim, BT42 4NY
3. Fusion CLC Limited, Station House, Railway Street, Grimsby, DN32 7BN
4. MD Building Services Ltd, The Malt House, Durnford Street, Ashton, Bristol, BS3 2AW

1.02 Quotes

Quotes were due to be received by 12.00 noon on Friday 05 august 2022. Two contractors returned quotes in accordance with the quotation instructions. Stephens Catering Equipment Company Limited and Fusion CLC Limited formally withdrew from the process prior to the quote return date. The contractor responses and quotes are listed in the table below.

Contractor	Quote Return	Lead-in	Duration
1. John West (Contractors) Ltd	£56,384.00	TBA	6 Weeks
2. MD Group Ltd	£63,550.28	5 weeks	6 weeks

All Quotes were delivered to the offices of Weston-super-Mare Town Council at Grove House. The Quotes submitted were opened by Cllr Peak, Cllr Crew, and Mrs Sarah Pearse of Weston-super-Mare Town Council at the offices of Weston-super-Mare Town Council

2.0 Quotation Process

2.01 Process

This Quotation Report provides an analysis of the quotes submitted in response to enquiries sent out on 01 July 2022 to four contractors for internal alterations to form a preparation kitchen within an existing storeroom including alterations to services, forming of new door openings, blocking up of existing openings, lining walls and

decorations at Weston Musuem, Burlington Street, Weston-super-Mare, BS23 1PR.
The quote returns are set out in section 1.02 above.

The quotation process has been undertaken in accordance with Weston-super-Mare Town Council standing orders and standard JCT procedures.

3.0 Technical report

3.01 Technical Submission Generally

The quotes were opened in the presence of Councillors and an Officer of Weston-super-Mare Town Council in accordance with Weston-super-Mare Town Council's standing orders and standard JCT procedures.

3.02 Assessment of the Submission

The quotes submitted have been assessed through the use of a cost/quality matrix weighted, 60% to the cost element of the quote submitted and 40% to the written submission. It is intended that this will allow the quality of the submissions to form part of the successful bid. The maximum score that can be achieved under the assessment process will be 100%.

The written submission will include an assessment of the social value of the contractor and works.

3.03 Programme and Phasing

The contractors have indicated their programmes for the works, lead in times vary between 2 and 10 weeks, the contract period varies between 2 and 3 weeks, these will need to be confirmed and will commence from the receipt of an official order.

Contractor	Lead-in	Duration
1. John West (Contractors) Ltd	TBA	6 Weeks
2. MD Group Ltd	5 weeks	6 weeks

John West have not defined their lead-in, this is to allow the lead-in to coincide with the supply of the kitchen equipment, MD Group have stated a 5-week period. , Both contractors have a period of 6 weeks offered to undertake the works.

3.04 Contract Conditions, Warranties, Insurances

There were no qualifications, queries or changes contained in the quotes received with regard to contract conditions, warranties or insurance within the quotes.

3.05 Site Set-up

No specific site set up plans have been submitted, these will need to be confirmed with the successful contractor prior to issuing an order at the pre-contract meeting.

3.06 Health & Safety/Quality Control

The successful Contractor will have to submit acceptable Health & Safety and Quality Control proposals.

4.0 Financial Report

4.01 Quotes

A copy of the priced schedule of works from John West and MD Group have been requested for checking. The provisional sums, qualifications and contingencies cannot be checked without the breakdown.

<u>Contractor</u>	<u>Quote Return</u>
1. John West (Contractors) Ltd	£56,384.00
2. MD Group Ltd	£63,550.28

4.02 Provisional sums

4.02.1 John West (Contractors) Ltd

John West's priced summary has been requested for checking.

4.02.2 MD Group Ltd

MD Group's priced summary has been requested for checking.

4.03 Quote Evaluation

The detailed priced specification have been requested for checking, the information below is based on the form of quote submitted by the contractors. Any errors or omissions within the detailed breakdown may affect the points awarded

Set out below are the marks awarded for the cost element of the submission, the lowest price submitted has been awarded the full marks available for the cost element. The difference between the lowest and higher tenders has been calculated as a percentage and the points awarded by this percentage. The maximum marks available are 60.

<u>Contractor</u>	<u>Quote Return</u>	<u>Score Awarded</u>
1. John West (Contractors) Ltd	£56,384.00	60
2. MD Group Ltd	£63,550.28	53

5.0 Quality Report

5.01 Quality Assessment Criteria

Weston-super-Mare Town Council have adopted a Social Impact policy within their procurement procedure and financial regulations, in order to comply with this requirement the quote has been assessed on a cost/quality matrix with the quality matrix forming a social impact statement and used to assess the Social Value of the works. The cost assessment is set out above in section 4.0 of this report.

5.02 Submission Evaluation

Set out below are the scores from the cost element submission.

<u>Contractor:</u>	<u>John West</u>	<u>MD Group</u>
	<u>Real Living Wage</u>	
Payment of Real Living Wage	<u>Yes/No</u> (If no then quote disqualified)	<u>Yes/No</u> (If no then quote disqualified)
	<u>Social Impact</u>	
<u>Element</u>	<u>Score</u>	<u>Score</u>
Weston View	9	8
Cleaner & Greener	13	14
Healthier & Happier	7	6
A Bright Future	8	6
Heritage Arts & Culture	Element not relevant to contractors' portion of works – no design element	Element not relevant to contractors' portion of works – no design element
	<u>Quality Submission Points Awarded</u>	
Total points awarded for quality submission (out of 40)	28	25

6.0 Summary

6.01 Summary:

Two contractors submitted quotes, which are technically in order for contract purposes, these are set out below. The quote has been assessed on a Cost/quality matrix and the scores awarded against each section are set out below.

<u>Contractor</u>	<u>Quote Return</u>	<u>Cost Score</u>	<u>Quality Score</u>	<u>Total Score</u>
1. John West (Contractors) Ltd	£56,384.00	60	28	88
2. MD Group Ltd	£63,550.28	53	25	78

The priced specifications have been requested from the contractors for checking, any omissions, errors, or qualifications within the detailed documents may affect the scores awarded.

6.02 Recommendation:

John West (Contractors) Ltd have awarded the best submission based on cost & quality, we would recommend the works are awarded to John West (Contractors) subject to checking of their priced specification.



Quote Report
Wall Repairs
Milton Road Cemetery

Contract Ref: 22/110

On behalf of

Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
BS23 2QJ

Prepared By:
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1.0 Introduction

1.01 Generally

This Quote Report provides an analysis of the Quotes submitted in response to enquiries sent out on 27 April 2022 to three contractors for works associated with the repairs of the boundary wall at Milton Road Cemetery. The three contractors were:

1. Mr S Babbage, Homefield Barn, Duck Lane, Wick St. Lawrence, North Somerset, BS22 7RR
2. Chedvale Construction Ltd, Hylton Hayes, Lower North Street, Cheddar, Somerset, BS27 3HA
3. MD Group, The Malt House, Durnford Street, Bristol, BS3 2AW

1.02 Quotes

Quotes were due to be received by 12.00 noon on Friday 27 May 2022. All three contractors returned quotes in accordance with the quote instructions. The contractor responses and tenders are listed in the table below.

Contractor	Tender Return	Lead-in	Duration
1. SM Babbage Ltd	£19,740.00	4 to 6 weeks	4 weeks
2. MD Group Ltd	£11,850.00	4 weeks	4 weeks
3. Chedvale Construction Ltd	£16,920.00	TBA	TBA

All Quotes were delivered to the offices of Weston-super-Mare Town Council. The Quotes submitted were opened by officers of the Town Council.

2.0 Quote Process

2.01 Process

This Quote Report provides an analysis of the quotes submitted in response to enquiries sent out on 27 April 2022 to three contractors for works associated with the repairs of the boundary wall at Milton Road Cemetery. The tender returns are set out in section 1.02 above.

The Quote process has been undertaken in accordance with the Town Councils standing orders and standard JCT procedures.

3.0 Technical report

3.01 Technical Submission Generally

The quotes were opened by a officers of the Town Council in accordance with the Town Council's standard procurement procedure.

3.02 Programme and Phasing

Two of the contractors have indicated their programmes for the works, lead in time is between 4 and 6 weeks, the contract period is estimated at 4 weeks, these will need to be confirmed and will commence from the receipt of an official order.

3.03 Contract Conditions, Warranties, Insurances

There were no qualifications, queries or changes contained in the tender received with regard to contract conditions, warranties or insurance within the priced schedule of works.

3.04 Site Set-up

No specific site set up plans have been submitted, these will need to be confirmed with the successful contractor prior to issuing an order at the pre-contract meeting.

3.05 Health & Safety/Quality Control

The successful Contractor will have to submit acceptable Health & Safety and Quality Control proposals.

4.0 Financial Report

4.01 Quotes

A copy of the priced schedule of works from all three contractors have been submitted for checking.

4.02 Provisional sums

4.02.1 MD Group Ltd

MD Group's priced summary included the following Provisional Sums and Contingencies: -

Contingency

- The contingency sum of £5,000.00 was included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all quotes.

Provisional Sums

- The contractor has no provisional sums within their quote.

Qualifications

- The contractor has placed no qualifications on their quote.

4.02.2 Chedvale Construction

Chedvale Construction's priced summary included the following Provisional Sums and Contingencies: -

Contingency

- The contingency sum of £5,000.00 was included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all quotes.

Provisional Sums

- The contractor has included a provisional sum of £2,000.00 for the supply of new stone to undertake the repair, specification clauses D.24 & D.25.

Qualifications

- The contractor has placed no qualifications on their quote.

4.02.3 SM Babbage Ltd

SM Babbage's priced summary included the following Provisional Sums and Contingencies: -

Contingency

- The contingency sum of £5,000.00 was included within the specification of works as part of the tender instruction and expenditure is at the direction of the Contract Administrator for all quotes.

Provisional Sums

- The contractor has no provisional sums within their quote.

Qualifications

- The contractor has placed no qualifications on their quote.

4.03 Arithmetical Check

An arithmetical check has been undertaken of the submitted priced schedules of works.

4.03.1 MD Group Ltd

MD Group's priced summary matches the breakdown in the collection.

4.03.2 SM Babbage Ltd

The contractors' figures have been checked and an error noted at the collection. The collection, section E shows, the contingency of £5,000 at line 1, a figure of £240 inserted against section C and a figure of £14,500 against section D.

When checked section C totals matched the £240.00 in the collection. Section D totals added up to £4,100.00 which is just over £10,000.00 less than the collection figure.

SM Babbage Ltd was given the opportunity to review and correct this error, they confirmed, by email dated 02/06/22 that the quote sum should be £17,160.00

4.03.3 Chedvale Construction

Chedvale Construction's matches the breakdown in the collection.

4.04 Tender Evaluation

None of the contractors have included any additional provisional sums or qualifications that affect the award of this contract.

5.0 Summary

5.01 Summary:

Three contractors have submitted quotes that are technically in order for contract purposes, MD Group Ltd have submitted the lower tender at £11,850.00, SM Babbage and Chedvale Construction are not competitive on price being £5,070.00 and £7,980.00 above the lowest price respectively.

SM Babbage have made an arithmetical error in their quote, this has been corrected and they are still above the lowest price submitted by MD Group.

5.02 Recommendation:

MD Group Ltd have submitted the lowest quote and we would recommended they are awarded the works subject to providing suitable construction phase plan of works.



Tender Report
Recovering of pitched roofs,
Stonework repairs
32 Waterloo Street
Weston-super-Mare
BS23 1LW

Contract Ref: 22/116

On behalf of

Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
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Prepared By:
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6.02	Recommendation:	8

1.0 Introduction

1.01 Generally

This Tender Report provides an analysis of the quotes submitted in response to enquiries sent out on 08 July 2022 to six contractors for works associated with recovering the pitched roofs and stonework repairs at 32 Waterloo Street. The six contractors were:

1. John West (Contractors) Ltd, Unit 1 Vernon Court, The Great Weston Centre, Weston-super-Mare, BS22 8NA
2. Stoic Roofing and Construction Limited, Market House, Silver End, Olney, Bucks. MK46 4AL
3. Snape Contracting Services Ltd, Willow End, Stoke Orchard Road, Bishops Cleeve, Cheltenham, GL52 7DG
4. DR Jones Yeovil Limited, Willow House, Artillery Road, Lufton Trading Estate, Yeovil, BA22 8RP
5. M&J Group (Construction & Roofing) Ltd, Hammond Road, Elm Farm Industrial Estate, Bedford, Bedfordshire, MK41 0UD
6. Chedvale Construction Ltd, Hylton Hayes, Lower North Street, Cheddar, Somerset, BS27 3HH

1.02 Tenders

Tenders were due to be received by 12.00 noon on Friday 05 August 2022. Three contractors returned tenders in accordance with the quotation instructions. Stoic Roofing and Construction formally withdrew from the process prior to the tender return date, M&J Group and DR Jones failed to submit a tender. The contractor responses and tenders are listed in the table below.

Contractor	Tender Return	Lead-in	Duration
1. Chedvale Construction	£190,543.00	TBA	TBA
2. John West (Contractors) Ltd	£215,366.00	TBA	22 weeks
3. Snape Contracting Services	£242,980.05	6 weeks	16 weeks

All Tenders were delivered to the offices of Weston-super-Mare Town Council at Grove House. The Tenders submitted were opened by Cllr Peak, Cllr Crew, and Mrs Sarah Pearse of Weston-super-Mare Town Council at the offices of Weston-super-Mare Town Council

2.0 Tender Process

2.01 Process

This Tender Report provides an analysis of the tenders submitted in response to enquiries sent out on 08 July 2022 to six contractors for Recovering of existing roofs, removal of existing tiles, felt & battens, supply and installation of insulation, felt & battens. Replacement of original tiles. High level stonework repairs to Tower and façade at 32 Waterloo Street, Weston-super-Mare, BS23 1 LW. The quote returns are set out in section 1.02 above.

The tender process has been undertaken in accordance with Weston-super-Mare Town Council standing orders and standard JCT procedures.

3.0 Technical report

3.01 Technical Submission Generally

The tenders were opened in the presence of Councillors and an Officer of Weston-super-Mare Town Council in accordance with Weston-super-Mare Town Council's standing orders and standard JCT procedures.

3.02 Assessment of the Submission

The quotes submitted have been assessed through the use of a cost/quality matrix weighted, 60% to the cost element of the quote submitted and 40% to the written submission. It is intended that this will allow the quality of the submissions to form part of the successful bid. The maximum score that can be achieved under the assessment process will be 100%.

The written submission will include an assessment of the social value of the contractor and works.

3.03 Programme and Phasing

The contractors have indicated their programmes for the works, lead in times vary between 2 and 10 weeks, the contract period varies between 2 and 3 weeks, these will need to be confirmed and will commence from the receipt of an official order.

Contractor	Lead-in	Duration
1. Chedvale Construction	TBA	TBA
2. John West (Contractors) Ltd	TBA	22 weeks
3. Snape Contracting Services	6 weeks	16 weeks

Snape Contracting is the only contractor to advise a lead-in. Chedvale Construction and John West have not advised the length of their lead-in time, leaving this to be agreed. Two contractors have provided a contract period, these are between 16 and 22 weeks.

3.04 Contract Conditions, Warranties, Insurances

There were no qualifications, queries or changes contained in the quotes received with regard to contract conditions, warranties or insurance within the quotes.

3.05 Site Set-up

No specific site set-up plans have been submitted, these will need to be confirmed with the successful contractor prior to issuing an order at the pre-contract meeting.

3.06 Health & Safety/Quality Control

The successful Contractor will have to submit acceptable Health & Safety and Quality Control proposals.

4.0 Financial Report

4.01 Tenders

A copy of the priced schedule of works from John West has been requested for checking. The submissions from Chedvale Construction and Snape Contracting were included with their forms of tender.

<u>Contractor</u>	<u>Tender Return</u>
1. Chedvale Construction	£190,543.00
2. John West (Contractors) Ltd	£215,366.00
3. Snape Contracting Services	£242,980.05

A full analysis of the priced schedules of work will be undertaken when they are available.

4.02 Tender Evaluation

Set out below are the marks awarded for the cost element of the submission, the lowest price submitted has been awarded the full marks available for the cost element. The difference between the lowest and higher tenders has been calculated as a percentage and the points awarded by this percentage. The maximum marks available are 60.

<u>Contractor</u>	<u>Quote Return</u>	<u>% of score awarded</u>
1. Chedvale Construction	£190,543.00	60
2. John West (Contractors) Ltd	£215,366.00	53
3. Snape Contracting Services	£242,980.05	47

5.0 Quality Report

5.01 Quality Assessment Criteria

Weston-super-Mare Town Council have adopted a Social Impact policy within their procurement procedure and financial regulations, in order to comply with this requirement the tender has been assessed on a cost/quality matrix with the quality matrix forming a social impact statement and used to assess the Social Value of the works. The cost assessment is set out above in section 4.0 of this report.

5.02 Submission Evaluation

Set out below are the scores from the quality element submission. Chedvale Construction and Snape Contracting have not submitted quality information.

<u>Contractor:</u>	<u>Chedvale Construction</u>	<u>John West</u>	<u>Snape Contracting</u>
	<u>Real Living Wage</u>		
Payment of Real Living Wage	<u>NO- statement not returned</u> (If no then quote disqualified)	<u>Yes/No</u> (If no then quote disqualified)	<u>NO- statement not returned</u> (If no then quote disqualified)
	<u>Social Impact</u>		
<u>Element</u>	<u>Score</u>	<u>Score</u>	<u>Score</u>
Weston View	0	10	0
Cleaner & Greener	0	16	0
Healthier & Happier	0	8	0
A Bright Future	0	9	0

John West have been awarded 84 points for their cost/quality tender, Chedvale construction have been awarded 60 points and Snape Contracting 47.

6.02 Recommendation:

A priced schedule of works has been requested from John West contractors, subject to checking of the priced schedule and an assessment of any conditions, qualifications and provisional sums within the schedule, we would recommend that the contract is awarded to John West (Contractors) Ltd.



Progress Report

32 Waterloo Street

Contract Ref: 22-116

On behalf of

**Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
BS23 2QJ**

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1.0 Introduction

1.01 Introduction

Weston-super-Mare Town Council have instructed work to commence in connection with the new premises at 32 Waterloo Street, the works are to undertake alterations to improve the access to the building, internal alterations and refurbishment to what will be the public areas of the building to form a Council Chamber, reception area, interview rooms, Town Clerks and Mayors office. Together with external works to recover the pitched roofs which are leaking and stonework repairs to the tower. The main areas of work are set out below.

2.0 Works

2.01 Recovering of pitched roofs, stonework repairs

This element of the work has been designed and tendered with costs being returned on 05 August 2022, these will be taken to Policy & Finance Committee on 18 August.

It has been identified that some of the works may be subject to Listed Building Consent, quotes are being obtained from a structural engineer for the structural design of the restraining ties that need to be installed within the structure.

2.02 Internal Alterations & Refurbishment

The initial alterations and refurbishment works have been agreed with the working party, these are principally to the ground floor and to the Town Clerks and Mayors office which are the areas of the building that the public will access.

The se works will require Listed Building Consent and a meeting has been arranged on Wednesday 10th August with the NSC Conservation officer to discuss the alterations prior to submitting the application.

Originally it was intended that these works would be tendered with the priced schedules back on the 05 August. When the full scope of the works was reviewed a substantial overlap with the mechanical and electrical works were identified and it will offer better value to the Town Council to integrate both elements into a single tender.

Without doing this there is the potential to undertake works and then disturb or replace the works when the M&E works commence, ultimately paying twice for the elements of the works. A single specification is required that incorporates the works in this section with the wider mechanical and electrical works.

2.03 Accessibility

Currently the building is not accessible, there is stepped access to the front and rear door and steps within the main circulation area on the ground floor. The building does not have an accessible WC.

The intention is to create an internal ramp to the rear door and create an accessible WC from the main corridor, these works are included within the works in section 202 above.

To the front of the building it is intended to construct an external ramp, this will be on land owned by NSC and negotiations have been undertaken with NSC Highways.

The ramps and alterations will be subject to Listed Building Consent and will be discussed with the NSC Conservation officer at the upcoming meeting. Following this the relevant applications will be submitted.

2.04 Mechanical & Electrical Installation

The M&E survey for the building identified that the electrical installation and the heating are at the end of their service life and in need of replacement. Quotes have been obtained from suitable qualified and experienced engineers to undertake a design for these elements, these will be taken to Policy & Finance Committee on 18 August.

Once the engineers are appointed, then the design for this element will be incorporated into the internal alterations to ensure all works are undertaken at the same time. It is anticipated that it will be possible to phase these works one floor at a time over the next few years.

2.05 Solar PV

The initial M&E appraisal identified the potential to fit solar PV onto the flat roofs, quotes have been obtained from suitable qualified and experienced engineers to undertake a design for these elements, these will be taken to Policy & Finance Committee on 18 August.

The installation of Solar PV will require integration into the building power supply, it will also require Listed Building Consent. The potential to install this will be discussed with the NSC Conservation officer at the meeting on the 10th August. A full design is required before a Listed Building Application can be submitted.

Policy and Finance Committee 15th August 2022

8.4 HQ Other works

Report of the Deputy Town Clerk and Senior Development Officer

We require for a qualified consultant to draft a mechanical and electrical programme of works for 32 Waterloo Street, in order to issue to potential contractors. They were asked to provide a quote for the following:

Specification design for 32 Waterloo Street, for three separate phases of the project redevelopment.

1.0 Pre-Construction MEP Services – Design, specify and ready for tender the MEP systems to BSRIA stage 4

- Analysis of tender returns, report, and recommend
- Attend 3 No design team meetings (MS teams or site based)

2.0 Construction/Post Construction MEP Services

- Technically review Contractor proposals (2 days)
- Undertake construction site visit (5 No allowed)
- Review of O&M and comment as required
- Snag and De-snag site visit

3.0 PV Design Fee Proposal

- Undertake Site technical visit including accessed roof spaces
- Design PV System including drawings
- Produce tender documents and specification as required
- Analysis of tender returns, report, and recommend
- Undertake Client site inspections during installation (6 No allowed for)
- Undertake snag and de-snag

We asked for quotes from Smith Consult, Edifice Design and Brunel Integrated Services. We then asked for these works to be broken down into each floor of the building, recognising that the works may be required to be phased. The quotes returned are as follows:

	Brunel Integrated Services	Edifice Design	Smith Consult
<u>Ground Floor</u> Pre-Construction, Construction and Post Construction MEP Services	£12,100.00 +VAT	£5,370.00 +VAT	Unable to quote
<u>First Floor</u> Pre-Construction, Construction and Post Construction MEP Services	£8,000.00 +VAT	£5,980.00 +VAT	Unable to quote
<u>Second (& third) Floors</u> Pre-Construction, Construction	£8,000.00 +VAT	£5,490.00 +VAT	Unable to quote

	Brunel Integrated Services	Edifice Design	Smith Consult
and Post Construction MEP Services			
<u>PV Design Fee Proposal</u>	£4,900.00 +VAT	£3,790.00 +VAT	Unable to quote
Total	£33,000 + VAT	£20,630.00 + VAT	-

Given the difference in the quotes returned, we asked for Steve Matthews to confirm these quotes were like for like, which he confirmed they are.

The works orders will be issued as required and can be phased as finances and works are planned for the building, but importantly it is crucial that the same engineer is appointed to carry out all stages of works for consistency and to enable support to the appointed contractor for execution of works.

We are not able to proceed with the procurement for internal refurbishment works or Solar installation and heating and lighting upgrades without this work being undertaken so appointment is needed asap.

Recommendation

With budget constraints it is recommended that Edifice Design are appointed for this works with immediate effect.

Members are requested to:

1. Approve a M & E design consultant to undertake works at HQ on a phased basis as required within the renovation plans.

Policy and Finance Committee 15th August 2022

Internal Audit Report 2020-21 Final Update) - Report of the Finance Officer

Please see below the recommendations identified within the Internal Audit Report from Auditing Solutions. These have been actioned as follows: -

Rec. No.	Recommendation	Response
Review of Accounting Arrangements and Bank Reconciliations		
R1	A means of recording a clear audit trail between prime receipt documentation, bank statements and the cashbook should be developed to provide a clear audit trail and an easier means of identification/verification of cashbook entries and matching them to bank statements.	This has been addressed with, whilst still a cumbersome exercise, an appropriate spreadsheet has been set up to aid the process: it is also anticipated that detail, now also available from the reports on the website will further simplify the process.
R2	Where cheques are drawn, they should be recorded accurately under their individual cheque number and not be amalgamated and recorded in the cashbook under a different cash number.	Noted for future reference – the accounts package automatically assigns numeric numbers to the entries when being paid off all at once – this can be avoided by paying off all entries individually.
R3	Bank reconciliations should accurately record the bank statement date at which the reconciliation is undertaken / recorded.	Noted for future reference.
Review of Corporate Governance		
R4	Standing Orders and Financial Regulations should be subjected to review at least every other year or as and when any significant changes occur in legislation affecting town and parish councils.	Revised documents have been approved and adopted at the March 2022 full Council meeting.
Review of Income		
R5	Physical security for staff and cash at the Splash pad when it reopens in 2022 should be improved significantly.	Rearranged how we are implementing taking monies site and we are ensuring 2 members of staff are always on site.
R6	More effective arrangements over cash checking and handling arrangements should	As above, although the VIC will be relocated in the future with appropriate

	be implemented at both the Splashpad and the VIC in 2022.	arrangements put in place.
R7	A more user friendly and functional till should be acquired for the Splashpad in 2022.	The till being used is the one from the old VIC so it is a significantly higher specification than the one we have had previously.
R8	The £100 Splashpad float, which is currently held at the VIC should be banked and a new float established in 2022.	This has been actioned.
R9	More frequent physical stock checks of saleable items should be introduced at the VIC.	Reduced lines of stock available at the VIC and quarterly stock checks are taking place.
R10	Physical cash takings between stock checks should be reconciled to the anticipated takings: ie., Selling Price Control Accounts should be prepared as and when stock checks take place, with any significant variances pursued.	Stock at the waterpark is minimal and has reduced from what was held at the VIC previously. Stock takes will be done quarterly.
R11	The Sales Ledger – Unpaid accounts by date reports should be reviewed periodically with appropriate action taken to pursue the few long-standing uncleared accounts, together with appropriate adjustments to those recorded “unmatched” receipts.	This is now taking place on a monthly basis and we have seen significant improvement.
Investments & Loans		
R12	Appropriate action should be taken to review and, if appropriate, update and formally re-adopt the Treasury Management Policy.	A document was prepared and was submitted to full Town Council for formal adoption and approval.

