

**Roofing Refurbishment -**

**Allendale Road Offices**

**Market Engagement Event**

**Introduction**

Date: August 2017

Site: Allendale Road,

Byker,

Newcastle Upon Tyne

NE6 2SZ

Lead Commissioning & Procurement contact:

Neil Dixon [neil.dixon@newcastle.gov.uk](mailto:neil.dixon@newcastle.gov.uk)

Newcastle City Council is currently considering options for the possible future replacement of its roofing material at the above site.

Allendale Road is a three-storey office block built in the late 1960’s. The existing flat roofs are covered with a multi-layer bitumen felt roof covering which has recently developed a number of leaks causing water damage internally. As part of our future investment in the building it is our intention to recover the flat roof surfaces with a suitable product to alleviate the problem. The roof is approximately 1,638 m2 in size.

In preparation for any future procurement exercise, we are inviting manufacturers/suppliers to take part in a market engagement event. Suppliers are being given an opportunity to attend a site visit at the Allendale Road address, following this site visit we will require suppliers to draft and present a product proposal to modernise the roofing arrangements. We expect this exercise to assist the Council with their specification and tender preparations.

The event will be attended by key representatives from across the business and it is envisaged all those in attendance will participate in designing the roofing specification.

**Please note you are not obliged to attend a site visit and can instead utilise the information provided in this report. The City Council will still accept your roofing proposals.**

**Purpose of the Supplier Event**

* Gain a better understanding of the products on the market to ensure the City Council procures the best value option available to replace the existing roofing. The key areas the City Council are wishing to address are:
  + Sourcing a minimum of a 20 year Insurance backed roofing material for this area, we will also be interested in Insurance backed roofing materials which exceeds this period;
  + Ensuring the product is of high quality;
  + Assessing the suitability of the product for the roofing area;
  + The City Council has an indicative budget of £250,000-£300,000 this is subject to review following the supplier event;
* Allows the supplier market an opportunity to put forward a proposal(s) for the refurbishment of the Allendale Road Site.
* Gather information from roofing manufacturers on an approach to repair and water seal the existing roof.
* Gain a knowledge of preventative maintenance methods to ensure the roofing solution is fully effective over the 20 year span.
* Gain a knowledge of lead times for the product, the required installation period and any potential installation restrictions
* **Please note this exercise does not commit the City Council to any further actions or involvement.**

**Newcastle City Council Performance Specification and Site Drawings**

Please find attached useful documents to assist in your product proposals

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**Site Conditions**

Building and Commercial Enterprise (BCE) the City Council’s In House team will be the main contractor, they will provide access / scaffolding designed to suit the needs of all subcontractors.

Site Facilities / Compound to be provided by the Contractor

Roofing works will be permitted during the following periods:

Monday – Friday 7:00am – 17:00pm

**Additional Information**

If you require a site visit you can contact:

Keith Howe

(0191) 2783332

[**keith.howe@newcastle.gov.uk**](mailto:keith.howe@newcastle.gov.uk)

Keith Howe is an Estimating Specialist for the City Council.

Or

Paul Watson

(0191) 0191 2116653

[**paul.watson@newcastle.gov.uk**](mailto:paul.watson@newcastle.gov.uk)

Paul Watson is anArchitectural Designer

This event is free of charge. No expenses will be paid by the Council for your attendance.

**How to Register your interest**

Please contact Neil Dixon, Lead Specialist Commissioning and Procurement at Newcastle City Council using the following method:

[neil.dixon@newcastle.gov.uk](mailto:neil.dixon@newcastle.gov.uk)

**Next Steps and Key dates**

Following any potential site visit, the City Council will then arrange a 1-2-1 session with interested parties. You will be invited to the Allendale Road Office (subject to change) to present a product proposal to the Client Team for this project. Neil Dixon will co-ordinate a timeslot for this event.

The following points will need to be addressed within your proposal and 1-2-1 session:

* The Type of material you propose for the Allendale Road Site;
* The Lead time for the material;
* The estimated installation period for this project;
* Details regarding warranty including any aspects outside of the scope of the warranty;
* Preventative maintenance methods which can prolong the lifespan of the roof;
* Any factors which could affect the installation of the roofing, for example adverse weather conditions;
* List of trained and approved installation contractors – with confirmation of accreditation levels (Gold, Silver or Bronze Levels as an example);
* Environmental benefits of the project;
* Proposed method of disposing with the existing roofing material and
* Confirmation your product is within the indicative budget.

Plus any other points or benefits you deem appropriate.

Each supplier will be expected to produce a Product proposal document **in no more than 4 pages of A4** to be forwarded in advance of the 1-2-1 session.

Each 1-2-1 session is scheduled for 30-45 minutes. We have provisionally allocated the week commencing the 25 September 2017 to undertake the 1-2-1 sessions, to achieve this timetable you be expected to submit your product proposals by 12:00 Noon on **Tuesday 19 September 2017**. Please submit your proposals to the following email address:

[neil.dixon@newcastle.gov.uk](mailto:neil.dixon@newcastle.gov.uk)

The City Council may request further information or an additional meeting if required.

**Moving Forward**

Following a review of the product proposals, the City Council will decide upon the roofing option which provides best value, Newcastle City Council will then proceed with a formal Procurement, the process and timescales are marked below.

**Procurement overview**

* All Tender documentation will only be published via the Council Electronic Tendering System at website - [www.nepoportal.org](http://www.nepoportal.org)
* In order to be considered for the opportunities, please register your details free of charge on the above Electronic Tendering Portal.
* You can register your details on the tendering portal by entering the ‘Suppliers Area’ and following the registration instructions
* Please leave sufficient time to allow the Council to respond to your questions and raise your queries no less than four working days before the tender return date

**Procurement Timescales**

* October 2017 – Tender Documents published on the Electronic Tendering Portal
* October - November 2017 – Deadline for the return of all tender documents (Via Electronic Tendering Portal only)
* November 2017 – Evaluation
* November 2017 – The City Council will seek Internal approval and announce its intent to award and adhere to the 10 day Alcatel standstill period
* November – December 2017 – Contract award Letter issued and Contract Signed
* December 2017 – January 2018 – Contract mobalisation
* January 2018 – Contract start date

The Procurement timescales are subject to change.