

Cyngor Tref

Caerfyrddin



Carmarthen

Town Council

CARMARTHEN TOWN COUNCIL

REQUEST FOR QUOTATIONS (RFQ)

Roof Replacement to Existing Grandstand Including Removal and Reinstatement of Solar Photovoltaic (PV) Panels

Reference: CTC/RFQ/2026/01

Issue Date: 5 August 2026

Closing Date and Time: 4 September 2026 at 5:00pm

1. Introduction

Carmarthen Town Council invites suitably qualified and experienced contractors to submit a quotation for the replacement of the existing roof covering to the Grandstand structure, including the temporary removal, secure storage, reinstatement, testing and commissioning of the existing Solar Photovoltaic (PV) system.

The Council intends to appoint a single contractor to undertake the works in their entirety.

2. Employer

Carmarthen Town Council

St Peter's Civic Hall

1 Nott Square

Carmarthen

SA31 1PG

Contact: Mike Griffith

Email: DMGriffith@carmarthentowncouncil.gov.uk

Telephone: 01267 235199

3. Project Background

The existing Grandstand roof has reached the end of its serviceable life and requires complete replacement.

The roof currently supports an operational Solar PV installation. The successful contractor will be responsible for coordinating the safe removal, storage and reinstatement of the solar installation as part of the overall contract.

The completed works shall provide a durable, weatherproof roofing system with a minimum expected design life of 25 years.

4. Scope of Works

The Contractor shall provide all labour, plant, equipment, materials, supervision and temporary works necessary to complete the project.

4.1 Roof Works

The works shall include, but not be limited to:

1. Full removal and lawful disposal of the existing roof covering.
2. Inspection of the supporting roof structure.
3. Reporting any defects requiring instruction prior to proceeding.

4. Installation of a new roof covering.
5. Replacement of flashings, ridges, verge details and rainwater interfaces where required.
6. Replacement of all necessary roof fixings.
7. Installation of breathable membranes and insulation where specified.
8. Making good all disturbed areas.
9. Ensuring the completed roof is fully watertight.

4.2 Solar PV Works

The Contractor shall:

1. Safely disconnect the existing PV system.
2. Remove all existing PV panels.
3. Remove mounting rails and associated fixings where required.
4. Securely store all equipment during the roofing works.
5. Reinstall all PV panels.
6. Replace any damaged mounting components.
7. Reconnect the electrical installation.
8. Test and commission the PV system.
9. Provide certification confirming the installation is fully operational.

Any damaged solar components identified during the works shall be reported immediately to the Contract Administrator.

5. Contractor Responsibilities

The successful contractor shall:

1. Undertake a site visit prior to submitting a quotation.
2. Verify all dimensions and site measurements.
3. Provide all necessary access equipment.
4. Supply all scaffolding required for the works.
5. Provide edge protection and safety measures.

6. Maintain site security at all times.
 7. Ensure the protection of members of the public.
 8. Coordinate all subcontractors.
 9. Remove all waste from site.
 10. Leave the site clean and tidy upon completion.
-

6. Health and Safety

The Contractor shall comply with:

- Health and Safety at Work etc. Act 1974
- Construction (Design and Management) Regulations 2015
- Work at Height Regulations 2005
- Electricity at Work Regulations
- All relevant British Standards
- Current Building Regulations
- Welsh Government guidance where applicable

Prior to commencement, the Contractor shall submit:

- Construction Phase Plan
 - Risk Assessments
 - Method Statements
 - Emergency Procedures
 - Evidence of workforce competency
 - Insurance documentation
-

7. Environmental Requirements

The Contractor shall:

- Minimise waste wherever practicable.

- Recycle materials wherever possible.
- Dispose of waste through licensed facilities.
- Prevent pollution.
- Minimise disruption to neighbouring properties.
- Control dust and noise.

Waste Transfer Notes shall be provided upon request.

8. Programme

The Contractor shall provide:

- Proposed start date.
- Detailed construction programme.
- Estimated duration of works.
- Key project milestones.

Normal working hours shall be agreed with Carmarthen Town Council.

9. Quality Requirements

All materials shall be new unless otherwise agreed in writing.

All workmanship shall comply with:

- Current British Standards.
- Manufacturers' recommendations.
- Relevant Codes of Practice.
- NHBC good practice guidance where applicable.

Roofing materials shall be installed by competent operatives trained by the manufacturer where required.

10. Warranties

The Contractor shall provide:

- A minimum 10-year workmanship warranty.
- Manufacturers' warranties for roofing products.
- Manufacturers' warranties for replacement PV mounting components.
- Copies of all guarantees and warranties upon completion.

11. Insurance

The minimum insurance requirements are:

- Employers' Liability: **£10 million**
- Public Liability: **£10 million**
- Professional Indemnity (where applicable): **£2 million**

Evidence of insurance cover shall accompany the quotation.

12. Contractor Experience

Tenderers shall provide details of:

- Similar roofing projects completed.
- Solar PV removal and reinstatement projects.
- Experience of working within the public sector.
- Three recent client references.

13. Site Visit

A site visit is strongly recommended prior to submission of quotations.

Appointments shall be arranged through the Council's representative.

14. Contract

The successful contractor will be required to enter into a formal agreement with Carmarthen Town Council.

The Council reserves the right to:

- Reject any quotation.
 - Request clarification from tenderers.
 - Amend the scope of works prior to contract award.
 - Cancel the procurement process at any stage.
-

15. Completion Documentation

Upon completion of the works, the Contractor shall provide:

1. Completion Certificate.
 2. Electrical Test Certificates.
 3. Solar PV Commissioning Certificate.
 4. Manufacturers' Warranties.
 5. Workmanship Guarantee.
 6. Operation and Maintenance Manual.
 7. Waste Transfer Notes.
 8. As-installed photographs.
 9. Any updated drawings.
 10. Handover documentation.
-

16. Payment

Payment shall be made against agreed valuations following satisfactory completion of the works.

Any retention arrangements, where applicable, shall be agreed prior to contract award.

17. Contact Details

All correspondence relating to this Request for Quotations shall be directed to:

Mike Griffith

Carmarthen Town Council

St Peter's Civic Hall

1 Nott Square

Carmarthen

SA31 1PG

Email: DMGriffith@carmarthentowncouncil.gov.uk

Telephone: 01267 235199

End of Document

Reference: CTC/RFQ/2026/01