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**PROJECT INFORMATION for PRELIMINARY TENDER ENQUIRY**

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**PROJECT:      SAFFRON WALDEN TOWN HALL  
                 RENDER AND DECORATION REPAIRS TO TOWN HALL**

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**1.      Project**

The Employer wishes to invite tenders for the render and decoration repairs to the historic Saffron Walden Town Hall.

**2.      Description of Works**

Faux timber panels the rear of the Town Hall requires re-rendering to include removal of loose render and replacement with a new breathable Monocouche render system to finish in heritage visual effect. Works required to all rear panels. Also, minor roofing/repairs to front elevation. The contractor should allow for all scaffolding access footpath closures as necessary gaining Local Authority permissions and permits all as required to complete the works.

**3.      Employer**

- 3.1      Saffron Walden Town Council  
            The Town Hall  
            Market Street  
            Saffron Walden  
            Essex  
            CB10 1HZ

**4.      Employer's Professional Team**

- 4.1      Contract Administrator and Quantity Surveyor

Wilby & Burnett LLP  
Provident House  
123 Ashdon Road  
Saffron Walden  
Essex  
CB10 2AJ

Contact:            Lianne Toothill  
Telephone:        01799 513621  
E-mail:             liannetoothill@wilbyburnett.co.uk

**5. Location of Site**

The site is located in the centre of Saffron Walden in the Market Place.

**6. Listing**

The building and the works are all subject to Listed Building Consent.

**7. Number of Tenderers it is Proposed to Invite**

Six.

**8. Tender Documentation**

Specification comprising Schedules of Work and drawings.

**9. Form of Contract**

JCT Intermediate Building Contract with Contractor's Design 2011, including NRM update August 2012, Amendment 1 March 2015 and JCT Public Sector Supplement.

The Appendix to this Contract will be completed as follows:

Rectification Period	- 12 months
Insurance 6.4.1.2	- £5,000,000
Insurance 6.7	- Clause 6.7 Option C
Liquidated and Ascertained Damages	- £500 per calendar week or pro-rata thereto
Interim Certificates	- Monthly
Retention	- 5%
Contractor Designed Elements:	- None

**10. Examination and Correction of Priced Documents**

Alternative 2 will apply - Confirm or Amend.

**11. Execution of Contract**

The Contract is to be executed as a Deed.

**12. Anticipated Date for Possession**

27<sup>th</sup> September 2021

**13. Period for Completion of the Works**

3 weeks

**14. Approximate Date for Despatch of Tender Documents**

August 2021

**15. Tender Period**

4 weeks.

**16. Performance Bond**

Not required.