



Sherwood Surveyors & Property Consultants Ltd
Cavendish House, The Welbeck Estate,
Worksop, Nottinghamshire, S80 3LL
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Tel: 01909 511 229 email: info@sherwoodsurveyors.co.uk

Our ref: HARD/0318/001

9th March 2018

[TENDERING CONTRACTOR]

Dear Sir/Madam

Tender: Upgrade works at Harworth & Bircotes Town Hall, Scrooby Road, Bircotes, DN11 8JP

Client: Harworth & Bircotes Town Council, Scrooby Road, Bircotes, DN11 8JP

Contract Administrator: Sherwood Surveyors & Property Consultants Ltd, Cavendish House, The Welbeck Estate, Worksop, Nottinghamshire, S80 3LL

You are invited to tender for the above contract. The tender documentation comprises:

TENDER DOCUMENTS
Section No. 1 – Project Particular Preliminaries – [Pricing Document]
Section No. 2 – Schedule of Works – [Pricing Document] including appendices A to E
Tender Drawings - Refer to list to attached Appendix 1
Pre-construction information pack for CDM
Tender Return Form

The key dates for the project include:

KEY DATES	
Tendering programme:	
• Project out to tender:	9th March 2018
• Tender return date:	9th April 2018 [12 Noon]
• Tender reviews:	10th April 2018
Appointment of Principal Contractor:	16th April 2018
Start of Construction Phase:	7th May 2018
Duration of Construction Phase:	9 weeks
Sectional Completions	
• External works	11th June 2018
• Internal works and project handover:	9th July 2018

If it is your intention to provide a Tender, you will be required to confirm the same by email to info@sherwoodsurveyors.co.uk by no later than Friday 23rd March 2018.



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Tenders will be evaluated based on either the 'Code of Procedures for Single Stage Selective Tendering 1996' Section 6, Alternative 2 or JCT Tendering Practice Note 2012 [Single Stage Selective Tendering Process].

The completed Form of Tender and pricing documents [Sections 1 & 2] will need to be returned to Mrs Wendy Davies at Harworth & Bircotes Town Hall, Scrooby Road, Bircotes, DN11 8JP by no later than 12.00 noon on Monday, 9th April 2018. Tenders delivered after this time will not be considered.

Tender documentation must be returned in hard copy format with Sections 1 & 2 fully priced, electronic documents will not be accepted. You will be required to place your Tender Return in a sealed envelope and on the face of the envelope you will be required to cut and attach Appendix 2.

All Tenders shall be opened by Mrs Wendy Davies in the presence of a least one councillor after the deadline for submission of tenders has passed.

You are reminded that all costs associated with providing the Tender are your responsibility and are not recoverable.

Under no circumstances should any prospective contractor contact any councillor or member of staff of Harworth & Bircotes Town Council at any point during the Tender Period other than for arranging access to visit the site.

Any evidence of a prospective contractor contacting any councillor or member of staff of Harworth & Bircotes Town Council during the Tender Period to encourage or support their tender outside the prescribed process will result in the immediate disqualification of the Tender Return.

Should you have any queries or require any further information please do not hesitate to contact Craig Watson at Sherwood Surveyors & Property Consultants Ltd on 07530291367 or at craigwatson@sherwoodsurveyors.co.uk.

Yours faithfully



Craig Watson MAPM MRICS C.Build E FCABE
Chartered Building Surveyor
Chartered Building Engineer

Appendix 1 – List of Tender Drawings

EXISTING FRONT [NORTHERN] ELEVATION - OFFICE - DRAWING HAR001

EXISTING FRONT [NORTHERN] ELEVATION – CONFERENCE ROOM & CLEANERS STORE - DRAWING HAR002

EXISTING RIGHT [WESTERN] ELEVATION - CONFERENCE ROOM & STORE - DRAWING HAR003

EXISTING LEFT [EASTERN] ELEVATION - OFFICE - DRAWING HAR004

EXISTING RIGHT [WESTERN] ELEVATION - OFFICE - DRAWING HAR005

PROPOSED FRONT [NORTHERN] ELEVATION - OFFICE - DRAWING HAR006

PROPOSED FRONT [NORTHERN] ELEVATION - CONFERENCE ROOM & CLEANERS STORE - DRAWING HAR007

PROPOSED RIGHT [WESTERN] ELEVATION - CONFERENCE ROOM & STORE - DRAWING HAR008

PROPOSED LEFT [EASTERN] ELEVATION - OFFICE - DRAWING HAR009

PROPOSED LEFT [WESTERN] ELEVATION - OFFICE - DRAWING HAR010

EXISTING GF PLAN - OFFICE - DRAWING HAR011

EXISTING GF PLAN - CONFERENCE ROOM AND CLEANERS STORE - DRAWING HAR012

PROPOSED GF PLAN - OFFICE - DRAWING HAR013

PROPOSED GF PLAN - CONFERENCE ROOM AND CLEANERS STORE - DRAWING HAR014

EXISTING SECTION A - A - DRAWING HAR015

PROPOSED SECTIONS A - A - DRAWING HAR016

EXISTING SECTION B - B - DRAWING HAR017

PROPOSED SECTIONS B - B - DRAWING HAR018

TYPICAL SECTION THROUGH EXPANSION JOINTS 1 OF 2 - DRAWING HAR019

TYPICAL SECTION THROUGH EXPANSION JOINTS 2 OF 2 - DRAWING HAR020

PROPOSED GF PLAN [LOCATION OF WORKS TO FLOOR] 1 OF 2 - DRAWING HAR021

PROPOSED GF PLAN [LOCATION OF WORKS TO FLOOR] 2 OF 2 - DRAWING HAR022

Appendix 2 – Wording for Tender Return Envelope

Contractor to cut and paste the wording below to an A4 Tender Return envelope.

THIS IS THE TENDER ENVELOPE

FOR

**PROJECT: UPGRADE WORKS AT HARWORTH & BIRCOTES TOWN HALL,
SCROOBY ROAD, BIRCOTES, DN11 8JP**

TENDER TO BE RETURNED BY NO LATER THAN 12 NOON ON MONDAY 9TH APRIL 2018

TO

**Mrs Wendy Davies
Harworth & Bircotes Town Hall,
Scrooby Road,
Bircotes,
DN11 8JP**

Appendix 3 – Form of Tender

FORM OF TENDER:

Works commencing Monday 7st May 2018 and completed by Monday 9th July 2018

TENDER FOR HARWORTH & BIRCOTES TOWN COUNCIL – UPGRADE WORKS

To: Mrs Wendy Davies
Harworth & Bircotes Town Hall
Scrooby Road
Bircotes
DN11 8JP

Dear Madam

I/We have read the conditions of contract and specification/schedules delivered to me/us and having examined the drawings and other documentation referred to therein do and hereby offer to execute and complete in accordance with the conditions of the contract the whole of the works described for the sum of £..... and within a period ofweeks from the date of possession.

I/We agree that should obvious errors in pricing or errors in arithmetic be discovered before acceptance of this offer in the priced documentation submitted by me/us these errors will be dealt with in accordance with either:

Alternative 2 contained in Section 6 of the NJCC 'Code of Procedure for Single Stage Selective Tendering' 1996 or JCT Tendering Practice Note 2012 [Single Stage Selective Tendering Process].

I/We confirm that we have visited the site of the works before submitting the tender.

This tender remains open for consideration for 13 weeks from the date fixed for the submission or lodgement of tenders.

Dated thisday of2018

Name

Address

.....

Signature

This completed form of tender, pricing documents and other requested information are to be sealed in an enclosed envelope and are to be lodged not later than **12 noon on Monday 9 April 2018** at the above address.