

Ref: AD/Reliance House/T001

29<sup>th</sup> June 2018

Dear Sirs

**RELiance HOUSE, DURSLEY – NEW CAR PARK FACILITY**

Further to recent discussions in respect of the above project we now enclose, on behalf of our client, all tender documentation for the complete design, supply and installation of labour, plant and materials to undertake the works, namely: -

- Simpson Associates drawings
- Survey and record drawings
- Preliminaries – to follow
- Quantified schedule of works for completion and return with the form of tender.
- Pre-tender Health & Safety plan
- Form of Tender

Your completed form of tender and priced schedule should be hand delivered to Dursley Town Council, Jacobs House, Castle Street, Dursley, GL11 4BS for the attention of John Kay **NO LATER** than **12:00 on FRIDAY 20<sup>th</sup> JULY 2018** and if requested an electronic copy of your priced schedule of works must be received at our Offices via e-mail to [info@adcms.co.uk](mailto:info@adcms.co.uk) **within 24hrs.**

Site visits should be arranged through John Kay, Town Clerk – 01453 547758

It is intended that the car park will be open to the public **NO LATER** than Friday 28<sup>th</sup> September 2018

Retention will be held at 5% until practical completion of the project is achieved, when this will be reduced to 2½% and held for a further 12 months.

We would be grateful if you could acknowledge receipt of this letter and enclosures.

If there are any queries in the meantime please contact the undersigned.

Yours faithfully  
**For and On Behalf of ADCMS LTD**



**Andy Davis**