

**Invitation to Quote for Refurbishment works at Doddinghurst Parish Council
Accommodation,
Parish Office (Adjacent the Village Hall),
Church Lane, Doddinghurst, Brentwood, Essex, CM150NJ
Parish Office Refurbishment**

1. Preamble. The Parish Rooms comprise a suite of accommodation that include a general purposes meeting room, a Parish Office, Toilets, a redundant shower area and changing rooms plus connecting corridors. A programme of work is underway to update and improve the accommodation. The building has been recently screened for asbestos and found to be free of the material.

2. Scope of Work. The refurbishment of the room known as “The Parish Office”

3. Timing of the Work. The Parish Office is used by the officers to the Council on Tuesdays, Wednesdays and Thursdays but for the duration of the work to refurbish the room they will be prepared to work from home for up to a fortnight to allow the work to be undertaken. Please note that the Parish Council is hosting a Queen’s Jubilee celebration on the Sunday 5th June 2022 when the Village Hall car park and the local fields are likely to be very busy. The optimum time for completing the work is therefore during August 2022 when the building is not expected to be in regular use.

4. Details of the work required under the contract.

(a) Parish Office.

This requires the removal of the existing sink unit and associated kitchen style worktop and cupboards. Redecoration of the whole room including removal of the wall tiles and reskimming of the affected wall area, new flooring, new window blinds, redecorated ceiling and walls. The existing woodwork to be sanded down, cleaned, repainted with undercoat and two topcoats of gloss white paint, including the woodwork of the electrical cupboard located in this room.

(i) Ceiling: To be painted in white with two coats of good quality matt emulsion.

(ii) Walls Loose or flaky paint to be removed and surface defects filled and smoothed over. Old tiles where the worktop is located are to be removed and the walls reskipped. The walls are to be painted with a good quality washable matt emulsion. The timber wall plates that are there to prevent scuffing from chair backs and tables, are to sanded down and given two coats of a good quality gloss paint.

(iii) Windows and Window blinds. The window glass and window frames are to be thoroughly cleaned inside and out. The existing vertical blinds are to be removed and disposed of correctly. Good quality roller blinds are to be fitted to all the window reveals with control cords that are safe for children. New wooden window sills are to be installed to replace the tiled sills, sanded down, primed and given two coats of mid grey gloss paint.

(iv) Flooring: The existing carpet tiles are to be completely removed and disposed of correctly. A new flooring is to be laid in accordance with the manufacturer’s instructions. Proposals for carpeting or carpet tile shall be considered. The Contractor shall allow for the

provision of new skirting where the old cupboards are removed to match the existing which will be undercoated and painted with two coats of quality gloss paint.

(v) Electrical work: Is subject to a separate contract.

5. Colour scheme – throughout the building

To be based on white internal woodwork mid grey doors, white ceilings, light grey walls - to colour blend with internal floors.

End of Specification

For more information contact: The Clerk on clerk@doddinghurst-pc.gov.uk