



14 August 2023

To whom it may concern

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Invitation to Tender Letter

Sawtry Parish Council
Extension and refurbishment of Sports Pavilion
Greenfield Sports Field Straight Drove Sawtry

You are invited to submit a Fixed Price Tender for the Main Contract works for the extension and refurbishment of the Sports Pavilion at Greenfield Sports Field, Straight Drove, Sawtry PE28 5XP.

The invitation to tender the Main Contract will be hosted on Contracts Finder.

Please ensure that you are in receipt of all the tender documentation listed below.

1. Architect – HSSP Architects Limited

Invitation to Tender Letter dated 14 August 2023
Form of Tender
Pre-Construction Information – dated 11 August 2023
Tender Qualification Questionnaire(TQQ) – dated 11 August 2023
Finishes schedule – Rev A – 10 August 2023
Drawing issue schedule
Drawing 8219 04 01 – plans and elevations as existing
Drawing 8219 04 02 B – GA plan and elevations
Drawing 8219 04 03 B – section A-A
Drawing 8219 04 04 A – sections B-B & C-C
Drawing 8219 04 05 B – proposed site plan
Drawing 8219 04 06 C – door schedule
Drawing 8219 04 07 C – roof plan
Drawing 8219 04 08 E – GF plan
Drawing 8219 04 09 C – doors and windows
Drawing 8219 04 10 A – kitchen and access WC details

2. Quantity Surveyor – Addison Hunt

Contract sum analysis – Summary rev A

Continued/.....

RIBA The RIBA logo, which consists of the letters 'RIBA' in a bold, serif font, followed by a stylized architectural symbol.

Chartered Practice

Directors:
N Cooper Dip Arch RIBA
J Botterill Dip Arch RIBA
R Cooper Dip Arch RIBA

Associates:
S Griffiths PGDip Arch RIBA
I Lowe M.Arch RIBA ACIAT
R Barnes BA(Hons) Int. Des.,
BA(Hons) Arch

Registered in England and
Wales at the above address

Company No. 06364232



3. **Electrical Services – Axis M&E Consulting Engineers**

Specification – Ref AX1937 - July 2022

CDM Hazard Assessment – Hazard Identification and Risk Assessment
(Designer) – July 2022

Document Issue Schedule

Drawing AX1937-E-01-B - lighting, emergency lighting & fire alarms

Drawing AX1937-E02-B – small power and data

Drawing AX1937-E03-A – existing site plan showing demolition and strip out

Drawing AX1937-E04-B – proposed site plan showing CCTV, external and
incoming utility services

Drawing AX1937-E-05-B – roof space

Drawing AX1937-E-06-A – symbols

4. **Mechanical Services – Axis M&E Consulting Engineers**

Specification – Ref AX1937 Rev B – July 2022

Pre-Tender Health and Safety – Hazard Identification and Risk Assessment
(Designer) – July 2022

Document Issue Schedule

Drawing AX1937-M-001-C – proposed mechanical ventilation

Drawing AX1937-M-002-C – proposed domestic hot and cold water
services

Drawing AX1937-M-003-C – proposed LTHW space heating services

Drawing AX1937-M-004-C – proposed plantroom / section mechanical
services

Drawing AX1937-M-005-C – proposed mechanical piped services
schematic

Drawing AX1937-M-006-C – external mechanical services

5. **Structural Engineer – Dragon Structural**

Interpretative Ground Investigation Report issued by Grange
GeoConsulting Limited – ref R22013/R001 - dated May 2022

Drawing 21-222-01-P02 – foundation plan

Drawing 21-222-02-P02 – ground floor plan showing structure over

Drawing 21-222-03-P02 – roof level structure

6. **Washrooms – Venesta**

Specification ref : IH: 2023: 1030B dated 1 August 2023

Quotation ref : N1/318944C-X. This quotation is based on a superseded
drawing ref : 8219 04 08 D. Vanesta may include additional items that are
no longer required, please call to confirm

7. **Changing places - Innova**

Specification and quotation ref 105740 REV001 dated 1 August 2023

Drawing INN-GPF-CP-S1-001 P01 – changing place layout

Drawing INN-GPF-CP-S1-002 – P01 – CP hoisting layout

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You should visit the site to acquaint yourself with the project and surroundings – please contact HSSP Architects Limited to make arrangements.

The closing date for return of tenders is no later than **12 noon on Monday 18 September 2023**. Sawtry Parish Council reserve the right to exclude any tenders received after this time.

A copy of the completed **Tender Qualification Questionnaire** and **supporting information** detailed in Part H of the TQQ, **Contract Sum Analysis** and **Form of Tender** should be sent via email to the Clerk of Sawtry Parish Council – clerk@sawtry-pc.gov.uk - by the closing date.

To confirm, the tenders will be reviewed on a best value basis and Sawtry Parish Council will not be obligated to accept the cheapest tender. Sawtry Parish Council may also call an end to the tender process at any time.

No costs incurred in pricing this tender will be recoverable from Sawtry Parish Council in any scenario.

Please ensure that all information requested is submitted in support of your tender.

All questions or matters for clarification regarding this invitation to tender and the associated tender documents should be directed to the Contract Officers, as detailed in section 1.6 '*Queries about the procurement*' of the Tender Qualification Questionnaire.

Yours faithfully

A handwritten signature in black ink, which appears to read 'Nick Cooper', is positioned below the 'Yours faithfully' text.

Nick Cooper
Director
HSSP Architects Limited