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FAO Tenderer  
Principal Contractor

16 May 2023

Dear Contractor

**Invitation to Tender** Truro WC

**Site Address** Truro WC, The Green, Green Street, Truro TR1 2LH

**Project** Refurbishment of Existing Public WC

Thank you for expressing an interest in submitting a tender for the above project. We now have the pleasure in enclosing a digital (PDF) copy of the following package of information;

**Tender Documentation**

1. LL NBS Specification dated 16 May 23. This will become the contract specification.
2. LL Drawings as outlined on the Schedule of Drawings (LL Drawing Issue Sheet – dated 16 May 2023). These will become the contract drawings.
3. Quotations (for information purposes only);
  - a. Luminaire Supplier - iGuzzini illuminazione UK Ltd:
    - i. 373 - iGuzzini Quote Uk133822-00157
  - b. Specialist Supplier / Contractor - Astor Bannerman:
    - i. Drawing: 230201 - AB.CP TRURO-Model
    - ii. Quotation: 221020 - AB.CP TRURO-Q82855

**Other Documents**

4. Form of Tender

The completed Form of Tender should be posted / emailed to reach Truro City Council no later than 12 noon on the date advised on Contracts Finder, to the designated officer / person.

Please note the following and price accordingly;

**Client Supply Items** For Main Contractor Use / Installation

- None

**Tender to Include**

- All Public WC refurbishment works only (internal & external).
- Electrical: Rewiring of existing WC to approved Contractors Design. To include all necessary works to existing Fire Alarm system & new emergency lighting.

- Any necessary works to suit Contractors Design to existing Drainage (Cold Water Supply & Foul) from mains pipework entering / underground drainage leaving the WC.
- Attenuated power tools with on-tool dust extraction need to be used at all times on this project.
- The free issue temporary supply by Truro CC of water & electric (240v – contractor to supply mains to 110v transformer(s)) for the duration of the project.
- Following prior discussion with the Architect on exact location, Principal Contractor to install a continuous boundary fence / hoarding (min. height 1.8m) to enclose / secure the compound and create a continuous visual / dust screen, for the duration of the project until Practical Completion and then 3 weeks after Practical Completion has been achieved to allow the Façade Artist to carry out their installation within a secure enclosure.
  - Note: The Façade Artist will not require access into the completed Public WC at any time during these 3 weeks. They will work in a self-contained manner with all necessary insurances, paints & equipment being removed off site each day & brought back on the next. They will also be responsible for protecting all external interface elements (including signage & ironmongery) on the existing façade, along with the surrounding paving. They will require enough space within the compound to securely park a medium sized van during that period.
- Contractor Design Portion: Electrical & Drainage Works. Principal Contractor to complete the design and submit design proposals to Architect for consideration, discussion & agreement before any on site work commences.
- Cartaway of existing strip out, sanitaryware, built-in sanitary disposal units, etc.: Truro CC will strip out any equipment or anything they wish to reuse prior to contract commencement. Once the Principal Contractor starts on site anything not removed is for cartaway / recycling / disposal by the Principal Contractor to an appropriately registered / licenced centre.
- High quality construction & workmanship only. Attention to detail being a priority.

#### **Tender to Exclude**

- External Façade Artist work & associated protection to be carried out after practical Completion has been achieved.
- Works to the primary roof structure & its finish (besides general maintenance, gutter cleaning & RWP, cleaning & redecorating).

#### **Form of Contract**

Design development (pre-tender) has been via a traditional procurement process. Majority of the design has been completed. Our client would like to proceed with a JCT Minor Works Building Contract with Contractor's Design 2016 (MWD 2016). Terms and conditions for inclusion;

- Contractor Design Portion: Electrical (inc. Fire Alarm & Emergency Lighting) & Drainage
- Liquidated Damages: £950 per week.
- Rectification Period: 12 months.
- Advance Payment Bond: Will be required. Contractor to provide indication of premium for 10% and 25% cover of Contract Sum.
- Retention Percentage: 5%.
- No Third-Party Rights / Collateral Warranties required.
- Fluctuations Option: None / 0%.
- Contractors Public Liability Insurance: £5,000,000.00
- Insurance of Works: Works insurance by Contractor in Joint Names
- Dispute Resolution: Arbitration – Article 7 & Schedule 1 apply.
- Execution under 'Hand' applies.

#### **Please also note:**

- a. Before preparing your Tender, we recommend that you visit site to obtain a better understanding of the proposed scope of works. Please contact Adrian Card, Buildings Supervisor, Truro City Council to arrange a mutually convenient time to meet: T: 01872 303459. E: [Adrian@truro.gov.uk](mailto:Adrian@truro.gov.uk)

- b. Any general queries should be raised with either Adrian Card / Roger Gazzard at Truro City Council.
- c. Any technical queries should be raised with Mark Kingsley / Christian Brown at this office.
- d. Tendering Procedures will be in accordance with the NJCC Code of Procedure for Single Stage Tendering 1994.
- e. Planning: The project has already obtained planning consent, which was dealt with & obtained directly by Truro City Council.
- f. Building Regulations: The Building Control Officer for the refurbishment is yet to be confirmed but it will be a Cornwall Council officer. Once their contact details are known then the successful Principal Contractor will be advised.
- g. CDM Regulations 2015: Our understanding is this will be a 'non-Notifiable' project. Therefore, an F10 does not need to be submitted to the HSE. However, all normal safe working & site practices still apply under the CDM Regulations 2015. The Principal Contractor will be required to carry out their duties, including a Construction Phase Plan, as normal & supply all the relevant documents & information necessary / requested to the Principal Designer, prior to Practical Completion, to allow them to complete the H&S File.
  - a. Refer to CDM / Risk & Hazard Plan – LL-373-AL(0)107, dated 16 May 2023.
- h. Asbestos: None envisaged. The existing WC was built in early 1980s.
- i. We wish to make you aware of the fact that a number of the specified items on this project are heavy & associated access is restricted.
  - a. Internal & External Doors / Doorsets.
  - b. Wall TilesPlease ensure that your price includes for best working practices that are fully in accordance with current Health & Safety legislation.
- j. Condition Survey: Lavigne Lonsdale & the successful Principal Contractor to undertake a digital photographic record of the site & existing internal finishes to ensure a true & accurate record exists prior to any site works commencing.
- i. The building owner reserves the right to accept any tender from those submitted.

Please confirm that you have received this letter and enclosures and that you are prepared to tender in accordance with these instructions.

Many thanks.

Yours faithfully

*Mark*

Mark Kingsley

BA(Hons) DipArch MSc RIBA

Senior Architect

For and on behalf of

**Lavigne Lonsdale Ltd**