

# D.J DESIGNS LIMITED

## CHARTERED SURVEYORS

1 FERRY LANE, POSTWICK, NORWICH, NORFOLK, NR13 5HL

TEL 01603 437975

E-mail [djdesignsltd@btinternet.com](mailto:djdesignsltd@btinternet.com)

[www.djdesignsltd.com](http://www.djdesignsltd.com)



9<sup>th</sup> April 2021

Dear Sir

**Re. Reroofing & Replacement of Windows Hellesdon Community Centre Woodview Road Hellesdon Norfolk NR6 5QB**

I would ask if you would tender to undertake the roof replacement & window replacement at Hellesdon Community Centre

Attached are a copies of the tender documents...

Contract Preliminaries	
Pre Tender H & S Plan	
Designers Risk Assessment	
Topographic Plan	MJSM09042021DRWA
Existing Elevation & Layout	MJSM29032021DRWA
Proposed Elevation & Layout	MJSM29032021DRWB
Canham Engineering Drawing	214916-CCL-XX-XX-DR-S-1000
Canham Engineering Drawing Existing	214916-CCL-XX-XX-DR-S-1100 - SECTIONS PAGE 1
Canham Engineering Drawing Existing	214916-CCL-XX-XX-DR-S-1101 - SECTIONS PAGE 2
Canham Engineering Drawing Existing	214916-CCL-XX-XX-DR-S-1102 - SECTIONS PAGE 3
Canham Engineering Drawing Existing	214916-CCL-XX-XX-DR-S-1103 - SECTIONS PAGE 4
Canham Engineering Drawing Existing	214916-CCL-XX-XX-DR-S-1104 - SECTIONS PAGE 5
Canham Engineering Drawing Proposed	214916-CCL-XX-XX-DR-S-3000 - PROPOSED ROOF STRUCTURE
Canham Engineering Drawing Proposed	214916-CCL-XX-XX-DR-S-3100 - PROPOSED TRUSS SECTIONS (002) Tender
Blank Layout rates	
Asbestos Report	

The works are as outlined in the attached specification and the works will be procured and managed under a JCT Minor Works Contract. 2016

<b>The Project</b>	Name	<b>Hellesdon Community Centre Reroof &amp; Window Replacement</b>
	Nature	<b>Reroof &amp; Window Replacement</b>
	Location	<b>Hellesdon Community Centre Woodview Road Hellesdon</b>

		<b>Norfolk NR6 5QB</b>
	Length of Contract	<b>Sixteen Weeks in total</b>
<b>Employer (Client)</b>	Name.	<b>Hellesdon Parish Council Diamond Jubilee Lodge Woodview Road Hellesdon Norfolk NR6 5QB</b>
	Address	Natasha Carver PSLCC Clerk Hellesdon Parish Council - Clerk <clerk@hellesdon-pc.gov.uk> <a href="http://www.hellesdon-pc.gov.uk">www.hellesdon-pc.gov.uk</a>  T: 01603 301751 M: 07388 074332
	Contact Details	Name..... <b>Mr Natasha Carver</b> PSLCC  Position... <b>Clerk to Parish Council</b>  Contact details T: 01603 301751 M: 07388 074332 E-mail clerk@hellesdon-pc.gov.uk
<b>Principle Designer / Contract Administrator</b>	Name.	<b>D J Designs Limited</b>
	Address	<b>1 Ferry Lane Postwick Norwich Norfolk NR13 5HL</b>
	Contact Details	Name <b>Michael Marshall</b>  Position <b>Principle Designer</b>  Contact details <b>01603 437975</b>  E-mail. <a href="mailto:djdesignsltd@btinternet.com">djdesignsltd@btinternet.com</a> Web Site <a href="http://www.djdesignsltd.com">www.djdesignsltd.com</a>
CDM Advisor	Name	<b>D J Designs Limited</b>
	Address	<b>1 Ferry Lane Postwick Norwich Norfolk NR13 5HL</b>
	Contact Details	Name <b>Michael Marshall</b>  Position <b>Principle Designer</b>  Contact details <b>01603 437975</b>  E-mail. <a href="mailto:djdesignsltd@btinternet.com">djdesignsltd@btinternet.com</a>

		Web Site <b>www.djdesignsltd.com</b>
JCT Minor Works 2016	Base Date.	1 <sup>st</sup> April 2021
JCT Minor Works 2016	Employer.	Is not a contractor for the purpose of Construction Industry Scheme (CIS)
JCT Minor Works 2016	CDM	The Project is / <del>is not</del> notifiable (F10 to be served)
JCT Minor Works 2016	Framework	<del>Does</del> / Does not Apply
JCT Minor Works 2016	Collaborative Work (supplemental Provision 1)	<del>Does</del> / Does not Apply
JCT Minor Works 2016	Health And Safety (supplemental Provision 2)	Does / <del>Does not</del> Apply
JCT Minor Works 2016	Cost savings and value improvements (supplemental Provision 3)	<del>Does</del> / Does not Apply
JCT Minor Works 2016	Sustainable and environmental considerations (supplemental Provision 4)	<del>Does</del> / Does not Apply
JCT Minor Works 2016	Performance Indicators and Monitoring (supplemental Provision 5)	<del>Does</del> / Does not Apply
JCT Minor Works 2016	Notification and negotiation of disputes (supplemental Provision 5)	Does / <del>Does not</del> Apply
	Employees nominee	<p>Name <b>Mr. Stephen Woodcock</b>  Address  <b>Allman Woodcock Ltd</b>  10-11 Tombland,  Norwich  Norfolk  NR3 1HF</p> <p>Contact details  Tel :01603 610243</p> <p>E-mail. <a href="mailto:info@allmanwoodcock.com">info@allmanwoodcock.com</a>  Web Site <a href="http://allmanwoodcock.com">http://allmanwoodcock.com</a></p>
JCT Minor Works 2016	Arbitration	Article 7 schedule 1 does / <del>does not</del> apply
JCT Minor Works 2016.... 2.2	Works Commencement Date	<b>31<sup>st</sup> May 2021</b>
JCT Minor Works 2016....2.2	Works Completion Date	<b>TBA</b>
JCT Minor Works	Liquidated Damages	<b>£2200</b> per week

2016.... 2.8		
JCT Minor Works 2016... 2.10	Rectification Period from Practical Completion	Building Works <b>Six Months</b> M & E <b>Twelve Months</b>
JCT Minor Works 2016....4.3	Interim Payments	First Payment Due <b>four weeks from commencement... then at intervals of 4 weeks</b>
JCT Minor Works 2016.... 4.3	Payments due prior to practical Completion	95% of value of work
JCT Minor Works 2016.... 4.3	Payments due at Practical Completion	97.5% of value of work
JCT Minor Works 2016	Fluctuation Provision	Schedule 2 <del>does apply</del> or does not apply <del>No fluctuation provision applies</del> The following fluctuations provision applies.....
JCT Minor Works 2016.... 4.8.1	Supply of documentation for computation of amount to be finally certified from Practical Completion	<b>4 weeks</b>
JCT Minor Works 2016.... 5.3	Contractors Public Liability Insurance	<b>£5.0m</b>
JCT Minor Works 2016....	Insurance of Works	<b>Clause 5.4A (works insurance by contractor in Joint Names applies</b> <del>Clause 5.4B (works and existing structure insurance by employer in Joint Names applies</del> <del>Clause 5.4C (works and existing structure insurance by other means applies</del>
JCT Minor Works 2016 .... 5.4	Percentage to cover Professional Fees	<b>15%</b>
JCT Minor Works 2016	Insurance arrangements	<b>Are set out in Preliminaries</b>
JCT Minor Works 2016	The Adjudicator is	Name <b>Mr. Stephen Woodcock</b> Address <b>Allman Woodcock Ltd</b> <b>10-11 Tombland,</b> <b>Norwich</b> <b>Norfolk</b> <b>NR3 1HF</b>  Contact details Tel :01603 610243  E-mail. <a href="mailto:info@allmanwoodcock.com">info@allmanwoodcock.com</a> Web Site <a href="http://allmanwoodcock.com">http://allmanwoodcock.com</a>
JCT Minor Works 2016	Arbitration	RICS

All tenders need to be returned to the Employer at Hellesdon Parish Council Offices by **noon Friday 30<sup>th</sup> April 2021** in a sealed envelope clearly marked **“Tenders Hellesdon Community Centre Roof- Windows”**

**No tenders can be accepted after that time / date or not in a sealed marked envelope**

**Pre Tender Access...**

Access to the site for pre inspection can be undertaken during working hours... by appointment via the employer –

**Supporting Information**

As part of the tender returns please supply your labour rates for this project... and profit and overhead percentages on additional / variations works

If you require any additional information or have any questions or queries please do not hesitate in contacting me.

Yours truly,

Mike Marshall **MRICS**  
*pp D.J. Designs Limited*