



BLANDFORD FORUM TOWN COUNCIL

Your Ref:

Our Ref:

Date: 15th June 2015

Dear

Ref: Procurement of restoration works to the external features of Grade I listed Town Hall

Blandford Forum Town Council (BFTC) requires a range of restoration services to be undertaken to the external features of its Grade I listed Town Hall. A full scope of potential works is provided for interested applicants and includes, but is not limited, to works on roofing materials, rainwater goods, stonework repairs, decorative wood and plaster cornice, and stonework.

The building is part of a wider regeneration project including the adjacent Corn Exchange and this wider project is going through its Heritage Lottery Fund (HLF) application process to try to raise sufficient funds for a comprehensive restoration and enhancement of both buildings. However, the Town Hall requires some urgent works prior to the completion of this external grant application process, which form the basis of this tender process.

The Council has to balance the extent of the works that it can afford to carry out in this process whilst ensuring that it does not overly deplete its potential match-funding reserves for HLF, with its duty to protect and preserve the listed fabric of the building. For this reason the tender process will be treated as one of competitive tender with dialogue/negotiation with candidates to ensure that the final agreed scope matches the need to repair with what is affordable at the present time and with what is prudent to carry out now given the potential length of time to realised the wider project. The pricing structure is intended to enable the Council to 'menu pick' and candidates must be prepared to engage with the Council's representative to achieve the optimum mix of works.

In the event that the Council is unable to commission the full scope of works it will ensure that all candidates are given the chance to re-submit a revised price for the extent of work that it is able to procure.

The documents for the process are available on the Contracts Finder website (<https://www.contractsfinder.service.gov.uk/Search>) or on the Town Council's own website (www.blandfordforum-tc.gov.uk). Hard copies of the paperwork can be requested by emailing the Council's Project Manager, Mrs Nicki Ginn at (N.Ginn@blandfordforum-tc.gov.uk)

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432
Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk

Enclosed are: Section 1 Invitation to tender acknowledgement
Section 2 Instructions and information on the tendering procedures
Section 3 Information about your company
Section 4 Background information to the required works and scope of the works
Section 5 Pricing Schedule to be completed by tenderer
Section 6 Selection criteria
Section 7 Declaration by the tenderer
Section 8 Draft contract terms and conditions

Please read the instructions on the tendering procedures carefully since failure to comply with them may invalidate your tender which must be delivered to the Town Council's offices by 12.00 noon on the 20th July 2015 via email or in an envelope marked for my attention and notated as containing a tender for "TH Facade".

If you do not wish to submit a tender, as part of our internal procedures it would be helpful for us to know your reasons for not tendering. You may wish to use the space provided in the Tender Acknowledgement document or enclose a separate letter which can be returned via email or post.

Please contact me if you have any questions about the tendering procedure, but please note the arrangements in the enclosed instructions (Section 2) for providing you with further information or clarification of the service requirement.

If you have any questions or would like to arrange a meeting on site please email me at N.Ginn@blandfordforum-tc.gov.uk or phone me on 07581 401375.

Yours sincerely

Mrs Nicki Ginn
Project Manager

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432
Email: admin@blandfordforum-tc.gov.uk
www.blandfordforum-tc.gov.uk