



CONTRACT ENQUIRY

Contractor Address 1
Contractor Address 2
Contractor Address 3
Contractor Address 4
Contractor Address 5

For the attention of

Dear Sir/Madam,

Tender Title: Amesbury History Centre

Return date:

We invite you to submit your most competitive offer to carry out the construction and delivery of the Amesbury History Centre inclusive of all necessary Labour, Plant, Equipment, Materials, Supervision and Management whether of a temporary or permanent nature, all in accordance with this enquiry and the documents detailed herein.

A copy of the Contract form is advised within Section 1 of the enquiry. As part of your bid submission and for the purpose of producing a fixed price tender for these works, your quotation should make due allowances for all the appropriate Main Contract obligations.

Your price will be deemed to include for all associated costs in respect of preliminary items required to complete the Contract works.

Your quotation shall be submitted to the undersigned by close of play Thursday **20th April 2019** and be valid for acceptance for a period of **120** days from the date of submission. Any queries or correspondence throughout the bid period should be addressed to the undersigned.

Yours faithfully

For **Amesbury Town Council**

Name:

Title:

Tel:

E-Mail Address:



SECTION 1

Main Contract Particulars

Employer (Client)	Amesbury Town Council
Location Of The Sites	Amesbury History Centre
Short Description of the Works	The works comprise the provision of all necessary labour, plant, materials, small tools and supervision to undertake and complete the demolition of the existing Amesbury History Centre and the construction of a new building.
Programme	Programme to be submitted by Contractor as part of quotation
Site Working Hours	The site working hours will be 07:30 to 17:00 Monday to Friday and weekends by agreement.
Site Visits	Upon request
Main Form of Contract	NEC Option A Price Contract with Activity Schedule
Execution	<i>As a Deed</i>
Pricing Requirements	<i>Lump Sum Fixed Price for the Duration of the works</i>
Price Adjustment for Inflation	Not Applicable
Main Insurance cover (Public, CAR, PI)	Professional Indemnity: £2m any one claim Employers £10m any one claim, Public £5m per claim
Liquidated and Ascertained Damages	To be confirmed
Retention Percentage	3%
Method of Measurement	Not Applicable -The contractor is required to provide all items necessary to comply with the scope.
Dispute Resolution Procedure	Refer to NEC for Dispute Resolution
Defects Liability Period	52 weeks
Payment Terms	Final date for payment is 35 days from assessment date. Assessment intervals are 1 calendar month
Warranties	TBC
Performance Bonds	TBC
Parent Company Guarantee	TBC
Labour Related Costs	It must be clearly understood that the Contractor will be held responsible for the payment of their employees' wages, for the stamping of their annual holiday cards and for the deduction and payment of income tax and national insurance in accordance with all current legislation. The Contractor is also to include for these costs within their quotation, together with the costs of importing labour to the site, all fares, travelling time, insurance, subsistence, holiday payments, guaranteed minimum payments, incentives and any other



	provisions of the Working Rule Agreement or costs of any kind.
Quality Management	The Contractor shall, prior to any order, which may result from this enquiry, describe and implement, during the currency of his works, an inspection system for providing assurance that the works are carried out in accordance with the specification. In addition, the Contractor shall include for any quality assurance requirements that are detailed in the attachments to this enquiry.



SECTION 2

Scope of Subcontract Works

Scope of Works	Scope The Contractor shall include for all necessary design, manufacture, supply of materials and the provision of plant, labour and supervision as is deemed required for the installation, commissioning and testing (where applicable) associated with the Contract Works, all in accordance with the drawings, specifications and contract documents. The Contractor is to make itself aware of all restrictions to the site, particularly restrictions on access, which may impede or impose on the method and sequencing of the subcontract works. The Contractor is to note that these works are let on a fixed price lump sum based on the documents forming the Contract including, but not limited to, the drawings, specifications and scope of works. The Contract works shall include, but are not limited to the supply of all necessary labour, plant, tools, supervision, preliminaries and attendances, equipment, work platforms, safety equipment, edge protection, barriers, access provision and equipment, temporary works, material accessories, hardware connections, fasteners, fixings, surveying equipment, engineering support, design input, back-propping, coordination, management, supervision, drawings, specifications, packaging, transport, distribution, permits, insurances, warranties and all other items, equipment and services deemed required to fully and compliantly complete the Contract works in full accordance with the requirements herein described: <u>Programme</u> The Contractor is to submit a programme. <u>General Contractor Requirements – note list is not exhaustive</u> <ul style="list-style-type: none">- Arrange safe access and egress to place of including up and down embankments into/onto structure and include for inspection, protection and maintenance.- Full PPE including eye protection and gloves are to be worn at all times. This now includes long sleeve high visibility PPE.- The Contractor is to have their own first aiders within their work force, including first aid kit.- Contractor to provide spill kits for each work group and set of machines.- If hot works are to be undertaken the Contractor is to provide any required firefighting equipment.- Any scaffolding erected by the Contractor is to be formally inspected weekly and recorded on site.- Contractor is responsible for removing any waste materials etc. from site.- The Contractor is to provide all plant and equipment for carrying out their works- The Contractor is to provide non-working supervision through the duration of their works and to attend weekly and monthly progress meeting as required- Contractor is to provide weekly updates of their progress, if required.
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General Notes

The contract will be fixed price lump sum therefore you are required to obtain quantities from the provided drawings and will be deemed to have carried the necessary checks to qualify quoted quantities.

Please highlight and qualify any shortfalls and define where assumptions have been made within your submission so that these can be rectified at the earliest opportunity.

You are required to review the proposed form of Contract and confirm acceptance at time of submission. Any contract challenge must be presented prior to your submission for review and upon party acceptance, must not be changed thereafter. Any further challenge following this period will jeopardise the awarding of contract and threaten future relationships.

You will be expected to have visited site to obtain and survey all the necessary information to allow you to price the works effectively.

Drawings - Larkham Design Architectural Services

206 BR 01 A	Proposed Plinth Plan
206 BR 02 A	Proposed Ground Floor Plan
206 BR 03 A	Proposed First Floor Plan
206 BR 04 A	Proposed Roof Space Plan
206 BR 05 A	Proposed Roof Plan
206 BR 06 A	Proposed SE & NE Elevations
206 BR 07 A	Proposed SW & NW Elevations
206 BR 08 A	Proposed Plan & Elevation details
206 BR 09 B	Proposed Section A -A
206 BR 10 B	Proposed Section B-B
206 BR 11 A	Proposed Site Plan
206-BR-12 A	Proposed Ground Floor Electrical Plan
206-BR-13 A	Proposed First Floor Electrical Plan
206-BR-14 A	Proposed Roof Space Electrical Plan
206-BR-15 A	Proposed Ground Floor & Part Site Fire Plan
206-BR-16 A	Proposed First Floor Fire Plan

Steel Structure.

No allowance has been made for the Steel Structure. This will be required and needed to be supplied by The Contractor and they should be fully aware, the need to Calculate and supply the steelwork, either by themselves or a sub-contractor. This will have to be approved by Spire Building Control for compliance, before commencement of any works.

Building Samples.

Samples of external materials will be required by the planning Department.

Electrical

A minimum amount of lighting and sockets, are indicated on the electrical drawings.
An emergency lighting plan will be required by the planning department.

Heating

Options for different types of heating will be considered. It is advisable to quote for variations.



SECTION 3

Documents required with the submission of quotation

- **Method Statement**

The Contractor must provide a detailed statement of the method of works. This information is to accurately reflect the tenderers understanding of:

The requirements/scope of works

The extent of the activities to be undertaken

The Hazards and constraints inherent in an operating environment

Health and Safety needs of all parties involved in the works

The need for detailed planning of all of the works staged and manpower control

- **Programme**

The Contractor is to submit an outline programme of the Contract works. The programme should detail any design requirements, sequence of the works, approval periods and lead times for materials, etc.

- **Bills of Quantities or Pricing Schedules**

The Contractor is to price the enclosed activity schedule reference AHC001. Page 9

- **Assumptions, Inclusions and Exclusions**

The Contractor is to clearly detail all assumptions (technical and commercial) that have been made in the production of the submission. The tenderer is also required to provide a schedule detailing all inclusions and exclusions to the price.

- **Tender Forms**

Daywork rates for Labour and Plant;

Details of sub-suppliers and Subcontractors;



SECTION 4
Form of Tender

To: Amesbury Town Council

Project Name: Amesbury History Centre

Sirs,

I/We having read the Conditions of Contract & Tender Enquiry Documents do hereby offer to execute and complete the whole of the works you require, in accordance with the Tender Documents for the VAT exclusive sum of (in words):-

.....
.....

(£.....)

This Tender is open for acceptance for a period of days from the date fixed for the submission of Tenders.

I/We undertake to complete the Works in Sections within the programme times stated. In the event of your acceptance

I/We undertake to enter into a Contract with you embodying all the terms and conditions contained in the Tender Enquiry. All periods stated are inclusive of Public and Building Industry Holidays.

Signature:

In the capacity of:

For and on behalf of:

Address:

Telephone:

Facsimile:

Dated this day of



SECTION 5

Instructions for Tendering (IFT)

1. Your offer is deemed to include for you having visited, inspected and ascertained the nature of the site, access thereto and all local conditions and restrictions likely to affect the execution of the works.
2. You are deemed to have fully examined and included for complying with, the Tender Drawings and Specifications, copies of which are included within the enquiry documentation.
3. Your offer is deemed to include allowances for any lack of continuity as a result of the nature of the work and the proper execution of your work in relation to other contractors and the reasonable requirements of Amesbury Town Council.
4. Your offer is deemed to include the cost of overtime, travelling time, subsistence, bonus and any other payments and expenses considered necessary.
5. Alternative, conflicting or other conditions are not to be included or attached to your Tender. If so included or attached they will not be considered to be applicable and your Tender will be deemed to have been submitted on the terms of the enquiry documentation.
6. The Employer will not be responsible for paying any expenses incurred in the production of your tender.
7. All monetary values stated or referred to are deemed to be expressed in UK Pounds Sterling.
8. No undertaking is given to accept the lowest or any Tender.
9. Your bid is to make due allowance for the fact that no payments will be made for materials off-site or on-site until they are incorporated into the permanent works.
10. You are to supply with your tender **a fully detailed** tender programme for the procurement and construction of the works.
11. You are required to provide reference details from 3no. Employers that you have previously undertaken work on behalf of.



Amesbury History Centre

Activity Schedule Ref: AHC001

Item	Quote		Tender Submission notes
Design, Planning & Fees		£0.00	
Core Drilling and Trial Holes			
Pre-Commencement		£0.00	
Building Regulations Drawings and package			
Structural Calculations			
Preliminaries		£0.00	
Mobilise to Site			
Welfare & site running costs			
Site Management			
Demolition		£0.00	
Demolition and removal of existing building and existing foundation			
Filling to area of grubbed out foundations, type 1 to building footprint n/e 300mm			
Externals		£0.00	
Drainage			
Tarmac Footpath			
Superstructure		£0.00	
Foundations			
Steel Frame, Roofing & Cladding including fire protection and access			
External windows and doors			
External Timber Cladding			
Internal Slab		£0.00	
Formwork to concrete floor slab			
Insulation, DPM & Blinding			
150mm thick concrete floor slab			
Internal Finishes		£0.00	
Internal walling (GF only excluding perimeter walls)			
Plastering			
Joinery, doors, skirting, stairs and kitchen			
Painting			
Carpet & Vinyl			
Toilet Cubicles			
M&E and Utilities		£0.00	
Mechanical / Plumbing			
Electrical			
Heating	-	£0.00	-
Sub total	-		-



Amesbury Town Council

Amesbury Town Council
The Bowman Centre
Shears Drive
Amesbury
SP4 7XT