

CM.TKA.1486.002

5<sup>th</sup> March 2019

To All Tenderers

Dear Sirs

**Alterations, Extensions and Refurbishment for Redevelopment of Sevenoaks Community Centre**

*Sevenoaks Community Centre, Crampton's Road, Sevenoaks, Kent TN14 5DN*

We confirm the following tender documents in respect of the above project:

- 1) One copy each of the Architects drawings listed on the Schedule of Drawings in Appendix A of the Employers Requirements, General Conditions and Contract Sum Analysis
- 2) One copy of the Architects Specification
- 3) One copy of the Architects Schedules
- 4) One copy each of the Structural Engineers drawings listed on the Schedule of Drawings in Appendix A of the Employers Requirements, General Conditions and Contract Sum Analysis
- 5) One copy of the Structural Specification
- 6) One copy each of the Services Engineers drawings listed on the Schedule of Drawings in Appendix A of the Employers Requirements, General Conditions and Contract Sum Analysis
- 7) One copy of the Mechanical Specification
- 8) One copy of the Electrical Specification
- 9) One copy of the Pre-Construction Information
- 10) One copy of the Employers Requirements, General Conditions and Contract Sum Analysis comprising:
  - Section A - Employers Requirements and General Conditions
  - Section B - Contractors Submission - Contract Sum Analysis
- 11) One copy of Form of Tender A

Town Council Offices  
Bradbourne Vale Road  
Sevenoaks Kent TN13 3QG

tel: 01732 459 953 fax: 01732 742 577  
email: [townclerk@sevenoakstown.gov.uk](mailto:townclerk@sevenoakstown.gov.uk)  
web: [sevenoakstown.gov.uk](http://sevenoakstown.gov.uk)

Town Clerk

Please confirm that all information has been received and contact us immediately should there be any items missing.

You are required to submit a FIXED PRICE TENDER on Form of Tender A all in accordance with the Conditions of Contract and the clauses contained within the Preliminaries section of the Employers Requirements, General Conditions and Contract Sum Analysis.

You should return your completed Form of Tender, together with the items listed below by midday on 15<sup>th</sup> April 2019 at the latest, to Linda Larter at the following address:

**Sevenoaks Town Council  
Council Offices  
Bradbourne Vale Road  
Sevenoaks  
Kent  
TN13 3QG**

Information to be submitted with Form of Tender:

- a) 1 copy of completed Contract Sum Analysis - all items within the Contract Sum Analysis must be individually priced including:
  - a. Percentage mark-up's in the Dayworks Section. The tenderer must provide his mark-up on materials and subcontract works
  - b) List of main subcontractors namely; Mechanical and Electrical subcontractors etc
  - c) Site plan indicating location of site hut/welfare, materials and refuse storage
  - d) Access statement and logistical plan
  - e) A description detailing the proposed organisation, quality management systems and resources to be provided by the Contractor to control the works
  - f) CV's of site based personnel
  - g) Summary programme
  - h) Lead in period from date of appointment to start on site

All queries concerning documentation and drawings should be directed to the portal and any clarifications or amendments shall be distributed to all tenderers.

The project will be administered under JCT Design and Build Contract (DB) 2016.

Arrangements to visit the site should be made with Simon Sharpe of Theis + Khan Architects (01892 518094). We strongly recommend that all tenders visit the site during the tender period.

Please note that in addition to the Design Consultants Drawings, Specification and Schedules the following items should be included within your tender as noted in the Employers Requirements, General Conditions and Contract Sum Analysis.

1. Preliminaries requirements
2. Provisional Sums section
3. Dayworks section
4. Schedule of Rates
5. Requirements of Appendices A-I attached to Employers Requirements, General Conditions and Contract Sum Analysis document

Yours faithfully



**Linda Larter** MBE  
*Chief Executive / Town Clerk*  
*Sevenoaks Town Council*