

**PROJECT INFORMATION for PRELIMINARY TENDER ENQUIRY**

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**PROJECT: TOWN HALL CB10 1HR, NUMBER 3 and 5 MARKET SQUARE CB10 1HS  
SAFFRON WALDEN ESSEX**

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**1. Project**

The Employer wishes to invite tenders for external redecoration and building works.

**2. Description of Works**

Main contractors are invited to tender for the following works to 5 Market Square, 3 Market Square and Town Hall, Saffron Walden. Works involving external window redecorations and general repairs.

- Window decorations for 59 windows in total
  - GF – 22 windows
  - FF – 18 windows
  - SF – 18 windows
- External fire escape redecoration
  - 1no. to rear of town hall (Ground to First Floor level)
  - 1no. to side of No.3 Market Square (Ground to Roof level)
- External stairs repair as necessary.
  - 1no. side of town hall
  - 1no. rear to 3 Market Square (entrance from Butcher Row)
- Redecoration / repairs of external wall
  - Front elevation
  - Wall at and adjacent to 5 Market Square side (entrance from Butcher Row) forming part of rear internal enclosed area.

Contractor is to note access restrictions prior to tender. Limited space for welfare/storage can be made available if required.

**3. Employer**

- 3.1 Saffron Walden Town Council  
The Town Hall  
Market Street  
Saffron Walden  
Essex  
CB10 1HR

#### **4. Employer's Professional Team**

##### **4.1 Contract Administrator and Quantity Surveyor**

Wilby & Burnett LLP  
Provident House  
123 Ashdon Road  
Saffron Walden  
Essex  
CB10 2AJ

Contact: Wayne Everitt  
Telephone: 01799 513621  
E-mail: wayneeveritt@wilbyburnett.co.uk

#### **5. Location of Site**

The site is located in the centre of Saffron Walden in the Market Square.

#### **6. Listing**

The building and the works may be subject to Building Control approval.

#### **7. Number of Tenderers it is Proposed to Invite**

Four.

#### **8. Tender Documentation**

Specification comprising Schedules of Work and drawings.

#### **9. Form of Contract**

JCT Minor Works Building Contract with Contractor's Design 2011, including NRM update August 2012, Amendment 1 March 2015 and JCT Public Sector Supplement.

The Appendix to this Contract will be completed as follows:

Rectification Period	- 12 months
Insurance 6.4.1.2	- £5,000,000
Insurance 6.7	- Clause 6.7 Option C
Liquidated and Ascertained Damages	- £500 per calendar week or pro-rata thereto
Interim Certificates	- Monthly
Retention	- 5%
Contractor Designed Elements:	- None

**10. Examination and Correction of Priced Documents**

Alternative 2 will apply - Confirm or Amend.

**11 Execution of Contract**

The Contract is to be executed as a Deed.

**12. Anticipated Date for Possession**

1<sup>st</sup> June 2024.

**13. Period for Completion of the Works**

12 weeks.

**14. Approximate Date for Despatch of Tender Documents**

August 2024.

**15. Tender Period**

4 weeks.

**16. Performance Bond**

Not required.