

D.J DESIGNS LIMITED

CHARTERED SURVEYORS

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31st August 2021

Dear Sir

**Re. Renewal of Mechanical & Electrical Works At Hellesdon Community Centre Wood View Road
Hellesdon Norfolk NR6 5QB**

I would ask if you would tender to undertake the complete refurbishment of the Mechanical & Electrical Services at Hellesdon Community Services in line with the information below

Attached are a copies of the tender documents...

Contract Preliminaries	
Pre Tender H & S Plan	
Designers Risk Assessment	
MECH & ELECT Drawings	See attached drawing issue sheet 12-08-2021
MECH & ELECT Specification	See attached drawing issue sheet 12-08-2021
Asbestos Reports	
Blank Layout rates	(to be completed and returned as part of the specification)

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

The Project	Name	Hellesdon Community Centre Full Mech & Elec Refurbishment.
	Nature	Refurbishment of Building Services
	Location	Hellesdon Community Centre Wood View Road Hellesdon Norfolk NR6 5QB
	Length of Contract	Ten Weeks in total
Employer (Client)	Name.	Hellesdon Parish Council

		Diamond Jubilee Lodge Wood View Road Hellesdon NR6 5QB
	Contact Details	Natasha Carver PSLCC Clerk and RFO Hellesdon Parish Council Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB www.hellesdon-pc.gov.uk T: 01603 301751 M: 07388 074332
Principle Designer		<i>Principal Designer:</i> ALH Building Services Design Limited, Name Andrew Holmes MIET ALH Building Services Design Limited, Green Ridge, Littlefields, Dereham, Norfolk, NR19 1BQ andrew@alhdesign.co.uk Tel: 01362 652704 Mob: 07789 815 485
Contract Administrator	Name.	D J Designs Limited
	Address	1 Ferry Lane Postwick Norwich Norfolk NR13 5HL
	Contact Details	Name Michael Marshall Contact details 01603 437975 E-mail. djdesignsltd@btinternet.com Web Site www.djdesignsltd.com
CDM Advisor	Name	Name John Water CMATS (Eastern) Ltd, 7 Sea View Rise, Hopton on Sea, Norfolk, NR31 9SE johnwaters051@gmail.com 01502 733373 ~ Mobile: 07939073097
JCT Minor Works 2016	Base Date.	1 st September 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 / is not notifiable (F10 to be served)
JCT Minor Works 2016	Framework	Does / Does not Apply
JCT Minor Works 2016	Collaborative Work (supplemental Provision 1)	Does / Does not Apply
JCT Minor Works 2016	Health And Safety (supplemental Provision 2)	Does / Does not Apply
JCT Minor Works 2016	Cost savings and value improvements (supplemental Provision 3)	Does / Does not Apply
JCT Minor Works 2016	Sustainable and environmental considerations (supplemental Provision 4)	Does / Does not Apply
JCT Minor Works 2016	Performance Indicators and Monitoring (supplemental Provision 5)	Does / Does not Apply
JCT Minor Works 2016	Notification and negotiation of disputes (supplemental Provision 5)	Does / Does not Apply
	Employees nominee	<p>Name Mr. Stephen Woodcock Address Allman Woodcock Ltd 10-11 Tombland, Norwich Norfolk NR3 1HF</p> <p>Contact details Tel :01603 610243</p> <p>E-mail. info@allmanwoodcock.com Web Site http://allmanwoodcock.com</p>
JCT Minor Works 2016	Arbitration	Article 7 schedule 1 does / does not apply
JCT Minor Works 2016.... 2.2	Works Commencement Date	18th October 2021
JCT Minor Works 2016....2.2	Works Completion Date	24th December 2021
JCT Minor Works 2016.... 2.8	Liquidated Damages	£650 per week
JCT Minor Works 2016... 2.10	Rectification Period from Practical Completion	Building Works Six Months M & E Twelve Months
JCT Minor Works 2016....4.3	Interim Payments	First Payment Due four weeks from commencement... then at intervals of 4 weeks

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 does apply or does not apply No fluctuation provision applies 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	4 weeks
JCT Minor Works 2016.... 5.3	Contractors Public Liability Insurance	£5.0m
JCT Minor Works 2016....	Insurance of Works	Clause 5.4A (works insurance by contractor in Joint Names applies Clause 5.4B (works and existing structure insurance by employer in Joint Names applies Clause 5.4C (works and existing structure insurance by other means applies
JCT Minor Works 2016 5.4	Percentage to cover Professional Fees	15%
JCT Minor Works 2016	Insurance arrangements	Are set out in Preliminaries
JCT Minor Works 2016	The Adjudicator is	Name Mr. Stephen Woodcock Address Allman Woodcock Ltd 10-11 Tombland, Norwich Norfolk NR3 1HF Contact details Tel :01603 610243 E-mail. info@allmanwoodcock.com Web Site http://allmanwoodcock.com
JCT Minor Works 2016	Arbitration	RICS

All tenders need to be returned to the Natasha Carver Hellesdon Parish Council by **noon Friday 24th September 2021** in a sealed envelope clearly marked "**Tenders M & E Contract Hellesdon Community Centre**"

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