3238

# PROJECT INFORMATION for PRELIMINARY TENDER ENQUIRY

**PROJECT: GOLDEN ACRE COMMUNITY CENTRE, SAFFRON WALDEN: ROOFING & GUTTERS**

**1. Project**

 The Employer wishes to invite tenders for roofing repairs and new gutters & downpipes to Golden Acre Community Centre, Ross Close, Saffron Walden, Essex, CB11 4DU.

**2. Description of Works**

 Removal of existing gutters, downpipes and fascia boards; repairs to roofing generally; relining valley gutters; new gutters, downpipes and fascia boards; minor repairs and repointing of facing brickwork.

**3. Employer**

3.1 Saffron Walden Town Council

 11 Emson Close

 Saffron Walden

 Essex

CB10 1HL

**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: Mr Trevor Vincent

Telephone: 01799 513621

Facsimile: 01799 514010

E-mail: trevorvincent@wilbyburnett.co.uk

**5. Location of Site**

 The site is in the south of Saffron Walden.

**6. Listing**

 The building is not Listed or within the Conservation Zone.

**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 2016 and JCT Public Sector Supplement.

 The Appendix to this Contract will be completed as follows:

Rectification Period - 6 months

Insurance 5.3 - £5,000,000

Insurance 5.4 - Clause 5.4 Option B

Liquidated and Ascertained Damages - £500 per calendar week or pro-rata thereto

Interim Certificates - Monthly; period for payment 28 days

Retention - 5%

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

 Alternative 2 will apply - Confirm or Amend.

## 11 Execution of Contract

 The Contract is to be executed under hand.

**12. Anticipated Date for Possession**

 January/February 2018

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

4 weeks

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

 November 2017

**15. Date for Return of Tenders**

 By noon 11th December 2017.

**16. Performance Bond**

 Not Required.