

## PROJECT INFORMATION for PRELIMINARY TENDER ENQUIRY

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PROJECT: SAFFRON WALDEN, 5 MARKET PLACE  
FLAT ROOF REFURBISHMENT

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### 1. Description of Works

Flat roof refurbishment approx. 60m<sup>2</sup> including upgrading insulation infilling small sky light aperture and new waterproof coverings by Nimbus Roof Technologies. Interested contractors must be Nimbus Roof Technologies approved contractor and able to carry out all necessary works from inception to completion. Please register your interest with W&B at the address below.

### 2. Employer

Saffron Walden Town Council  
The Town Hall  
Market Place  
Saffron Walden  
Essex  
CB10 1HR

### 3. Employer's Professional Team

#### 3.1 Contract Administrator and Building Surveyor

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

Contact: Mr Wayne Everitt  
Telephone: 01799 513621  
Email: [wayne@wilbyburnett.co.uk](mailto:wayne@wilbyburnett.co.uk)

### 4. Location of Site

The site is located in the centre of Saffron Walden, accessed by Market Hill, King Street and Market Street. Rear access to the roof is available externally up an external steel staircase.

### 5. Listing

The property is not listed.

**6. Number of Tenderers it is Proposed to Invite**

Three.

**7. Tender Documentation**

Specification comprising Schedules of Work and drawings.

**8. Form of Contract**

JCT Minor Works Building Contract 2025.

The Appendix to this Contract will be completed as follows:

Rectification Period	-	12 months
Insurance 5.3.2	-	£5,000,000
Insurance 5.4	-	Clause 5.4
Liquidated and Ascertained Damages	-	£500 per calendar week or pro-rata thereof
Interim Certificates	-	Monthly
Retention	-	5%

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

Alternative 2 will apply – Confirm or Amend.

**10. Execution of Contract**

The Contract is to be executed as a Deed.

**11. Anticipated Date for Possession**

July 2025.

**12. Period for Completion of Works**

Tender A - 4 weeks

or

Tender B - Alternative period to be proposed by the tenderer

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

May 2025

**14. Tender Period**

3 weeks.