



# YAXLEY PARISH COUNCIL

The Amenity Centre, 48 Main Street, Yaxley, Cambs, PE7 3LU  
Telephone 01733 241958  
Email: [clerk@yaxleypc.org.uk](mailto:clerk@yaxleypc.org.uk) Website: [www.yaxleypc.org](http://www.yaxleypc.org)

July 2022

To: Prospective Tenderers

Dear Sirs/Madam

**RE: INVITATION TO TENDER FOR STORAGE ROOM EXTENSION, QUEENS PARK, DAMILER AVENUE.**

1. We invite you to tender for the above project comprising the construction of a small, single storey extension to the existing Community Hall at Queens Park – please see enclosed documents.
2. As part of the tender process it is strongly advised that you visit the site. To do this, please make prior arrangements with the Parish Council – contact details above.
3. On submission of the form of tender, this must be accompanied by the priced Tender Summary.
4. Tenderers should note particularly that contacting Councillors or Staff to encourage or support their tender outside the prescribed process is strictly prohibited and that any tenderer found to have indulged in such activity will be immediately excluded from the tender process.
5. Yaxley Parish Council undertakes to respond in writing to all tenderers by 31<sup>st</sup> August 2022.
6. We trust the enclosed information is clear, however if you have any questions or wish to discuss anything then please do not hesitate to contact us.

Yours faithfully

*H. Taylor*

Helen Taylor

Clerk to Yaxley Parish Council





## **PROJECT PARTICULARS - STORAGE ROOM EXTENSION, QUEENS PARK HALL,**

### **1. Client**

Yaxley Parish Council, The Amenity Centre, 48 Main Street, Yaxley, PE7 3LU, telephone 01733 241958, contact Helen Taylor, Clerk to Yaxley Parish Council, email clerk@yaxleypc.org.uk

### **2. Description of the Work**

Construction of a small, single storey extension to the west elevation of existing community hall, Queens Park, Daimler Avenue, Yaxley to create a storage room.

### **3. Site Address**

Queens Park Hall, Daimler Avenue, Yaxley, PE7 3LX.

### **4. Specification and drawings**

This Specification is to be read in conjunction with the drawings supplied herewith. All works are to be carried out strictly in accordance with the drawings/specification. Any discrepancies found therein are to be settled with the Parish Council, or their appointed agent, before commencement of the work and no responsibility will be accepted by the Parish Council for the costs incurred, due to failure by the Contractor to observe this Clause. The description given to each item in this specification unless otherwise stated, shall include for conveyance, delivery, unloading, storing and handling, all labour, setting, fitting and fixing in position, return of packages, establishment charges and profit.

### **5. Form of Contract**

To be agreed but to be no more stringent than the latest edition of the R.I.B.A Form without quantities.

### **6. Payment**

Payment to be by stage payment, to be agreed with Parish Council with a percentage kept back for snagging.

### **7. Responsibility for Sub-Contractors.**

The Contractor shall be held responsible for the work, conduct and paying of his sub-contractors. The Parish Council will not be liable in any of these respects.

### **8. Statutory Regulations**

The general provisions and requirements of the local Authority and other Authorities, in respect of the Building regulations, including the requirement of the Health and Safety at Work Act and the like, are to be taken as part of this Specification and all work required to accord with the same, its to be executed whether specified herein or not.

## **9. Time**

The date for completion of the works is to be agreed with the Parish Council.

## **10. Visit Site**

The Contractor is advised to visit the site. Examine the drawings and make himself thoroughly conversant with the extent of the work. The Contractor is to satisfy himself as to the local conditions and accessibility. No later claims will be accepted in this respect.

## **11. Care and Control of the works**

The entire responsibility for the work as regard the method of carrying out etc., shall rest with the Contractor, unless otherwise specified and the works shall be under the entire control of the contractor from commencement to completion.

## **12. Plant and Materials**

Provide all materials for the building including plant, tackle, covers, sheets, tools, cartage and labour necessary for the satisfactory completion of the works. Provide any temporary protection during the progress of the work.

## **13. Materials and Workmanship**

The materials and workmanship shall be the best of their respective kinds. All materials covered by the British standards or the Broad of Agreement or other approved Standards, shall be in accordance therewith. All components and products used are to be installed in strict accordance with the written instructions of the manufacturer.

## **14. Attendance**

The Contractor is to oversee each trade and allow for carting away surplus materials if required. The Contractor is to make good after all trades, except where otherwise specified.

## **15. Occupational State**

The extension must be fit for occupation on completion.

## **16. Maintenance**

The Completed work shall be kept in repair for a period of six (6) months after satisfactory completion of the works. Any damage, stains, settlement cracks or other imperfections which may arise within this period, due to faulty workmanship and/or materials shall be made good at the Contractors own expense.

## **17. Insurances**

The Contractor shall insure the works to the full value of the Contract, including materials stored by the Contractor.

## **18. Third Party Insurance**

The Contractor shall, during the execution of the work, insure himself and keep himself insured against Employers liability and third Party claims, arising from accident and claims for injuries or damage to any persons, including the Contractors employees, or property which may arise out of or in consequence of the works and against all claims, demands, proceedings, damages, costs, charges and expenses in respect thereof.

## **19. Insurance Evidence**

The Contractor shall produce evidence of valid insurance prior to commencement of the contract.

## **20. Errors**

No error in the Specification and/or drawing will entitle the Contractor to make any claims for extras, where by previous examination, the error could have been discovered and rectified prior to the Tender.

## **21. Alterations**

The Parish Council reserves the right to make any alterations, additions or deductions to the work specified. No extra, additional or different works shall entitle the Contractor to any additional payment, unless an order for the same has been given in writing by the Parish Council, stating that it is for altered or additional work. Payment shall be to the Contractor in accordance with the rates that he has stated for the work.

## **22. Samples**

The Contractor shall provide the employer with samples of colours of materials where necessary and as requested, before commencing work with such materials.

## **23. Value Added Tax**

The Contractor is to make due allowance in his Tender for any overhead/administrative costs incurred by him in complying with current legislation. Value Added Tax is to be added to the contract amount at a rate ruling at the date of invoice and the Contractor is to correctly apportion Zero rate where permitted by current legislation.

## **24. Penalty Clause**

Unless an extension of time for any part of the works has previously been agreed in writing with the Parish Council, a penalty will be operative in respect of non completion by an agreed hand over date. This penalty will be calculated at the rate of £100.00 for each day that project is late. Assume a five day working week, thus each complete week late will incur a penalty of £500.

## **25. Tender**

The Tender shall be forwarded to the Parish Council, together with a priced copy of this Specification or the Contractors own written estimate and shall be on a Fixed Price Basis, held open for a period of three (3) months.

## **GENERAL**

### **26. Contract Documents**

The extent of the work shall be as detailed in this Specification and shown on the drawings for 21/02071/FUL – Extension to Existing Activity/Sports Hall approved by Huntingdonshire District Council.

### **27. Approvals**

The Contractor is to ensure all building works are carried out in accordance with current Building Regulations, including the latest amendments. On completion of the works Owl Building Control Solutions shall provide the Building Regulations Final Completion Certificate.

## 28. Materials

Sand to be clean sharp wash pit or river sand

Cement to be ordinary Portland cement or other approved manufacture

Mortar – unless otherwise recommended by the brick or block manufacturer, mortar mixes to be as follows:

Below d.p.c 1:3 cement/sand

Above d.p.c 1:5 masonry cement/sand

Bricks - facing bricks to be used shall be lbstock facing bricks to be agreed.

Blocks – 3.6N Lignacite lightweight paint grade

Blocks for use below damp proof course level are to consist of 7N/mm dense concrete blocks in accordance with BS.6073. \*\*\*\*\*

Structural Timber - to be softwood sound, well seasoned, free from shakes, large loose or dead knots and other defects as may render it unsuitable for the purpose of the work, and of best quality available with due regard to the particular purpose for which it is to be used. The grading of all structural timber shall generally be C16 or C24 and be in accordance with BS.4978:Part 2.

Priming - all joinery specified to be painted, shall be knotted and primed before fixing, unless to be stain finish.

Internal Doors - to be plywood faced doors, as John Carr IPL paint grade. The doors are to be 35 mm in thickness.

Door Linings - unless otherwise stated are to be 32mm thick x 125mm wide softwood, and are to be 4 times fixed in opening with appropriate plug and screw fixing.

Door Furniture – all internal doors are to be complete with a set of lever handles.

Fascia Board - to be 25mm thick flat profile white UPVC of an approved manufacture.

Skirting Board - to be 19mm x 125mm softwood moulded board to “Taurus” pattern.

Architrave - to be 13mm thick x 75mm wide softwood moulded to match pattern of the skirting board.

Wallplate shall be 65 mm x 100 mm wrot softwood. All joints shall be made using half lap joint. No butt jointing will be allowed. Wallplate to be in lengths not less than 1.0 metre.

Roof - Warm roof with 150 KR Koolterm Insulation on 175 x 44 C24 joists. Furings to suit fall of 1:40 gradient. Roof covering to be polyroof trims to any drips. Upstand details as required to existing building. This to comprise of 20 years insurance backed guarantee and life expectancy of 30 years +.

Electrics - Single striplight LED to be externally switched from hall, no sockets required.

**FORM OF TENDER**

for

**STORAGE ROOM EXTENSION**

at

**QUEENS PARK HALL, DAIMLER AVENUE, YAXLEY, PE7 3LX**

for

**YAXLEY PARISH COUNCIL**

To: Yaxley Parish Council  
The Amenity Centre  
48 Main Street  
YAXLEY  
PE7 3LU

Sirs/Madam

I/We having read the tender documentation delivered to me/us and having examined the drawings referred to therein, do hereby offer to execute and complete in accordance with the Project Particulars the whole of the works described for the Firm Price Lump Sum of: £

In ..... weeks from a construction programme commencement date of .....

I/We can commence work on this project ..... Weeks from receipt of an official order or Letter of Intent.

I/We agree to submit with our tender a preliminary programme showing the completion of works within the stated time.

The Contractor is to list below any materials specified in the Project Particulars that have a delivery period known at the date of tender which will affect the date of completion.

**Material**

**Delivery period from Date of Order**

It is understood that the lowest of any tender will not necessarily be accepted, and no payment or allowance will be made in respect of any tender.

I/We further agree that this tender remains open for consideration for twelve weeks.

Dated this ..... day of .....

Signed .....

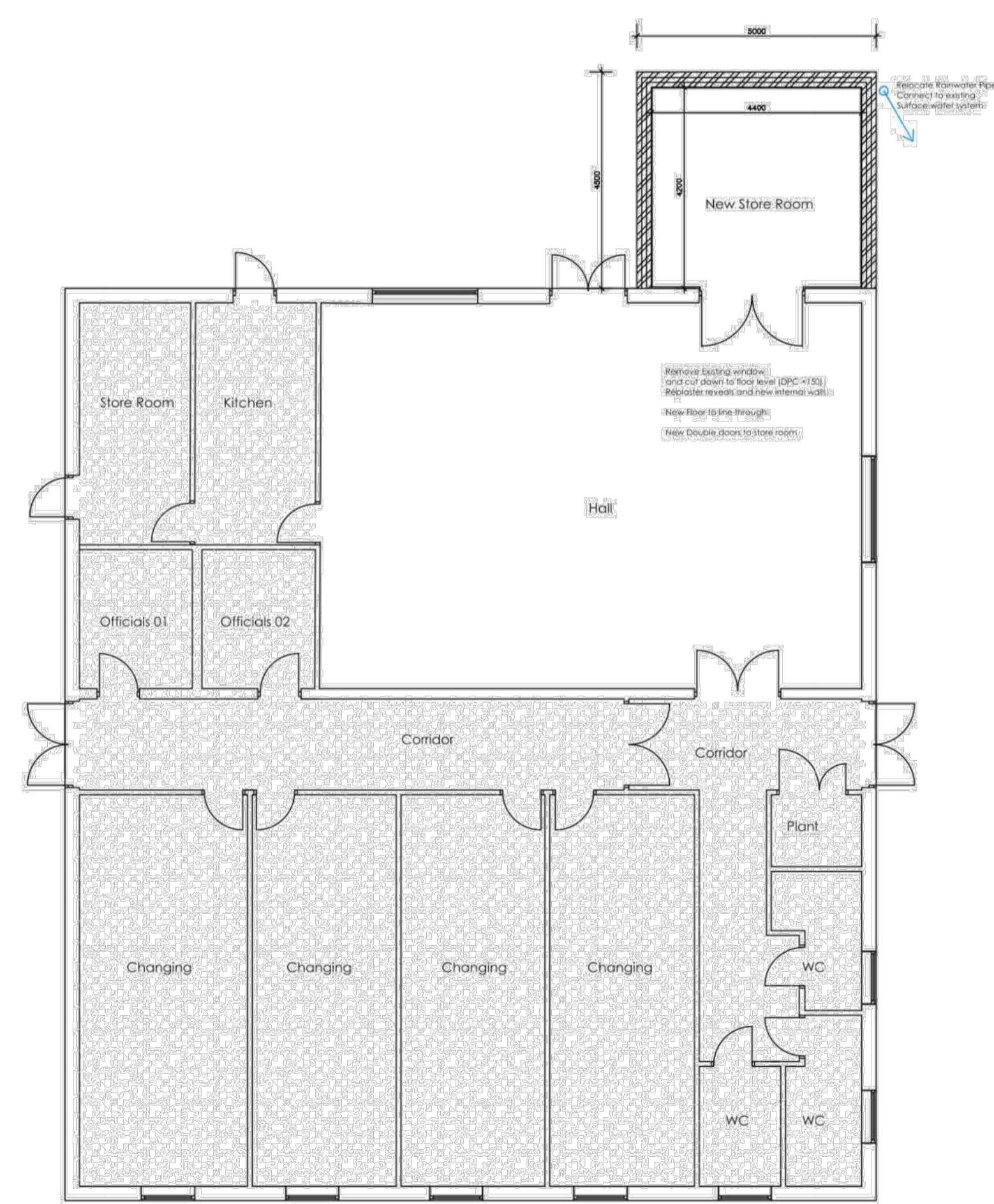
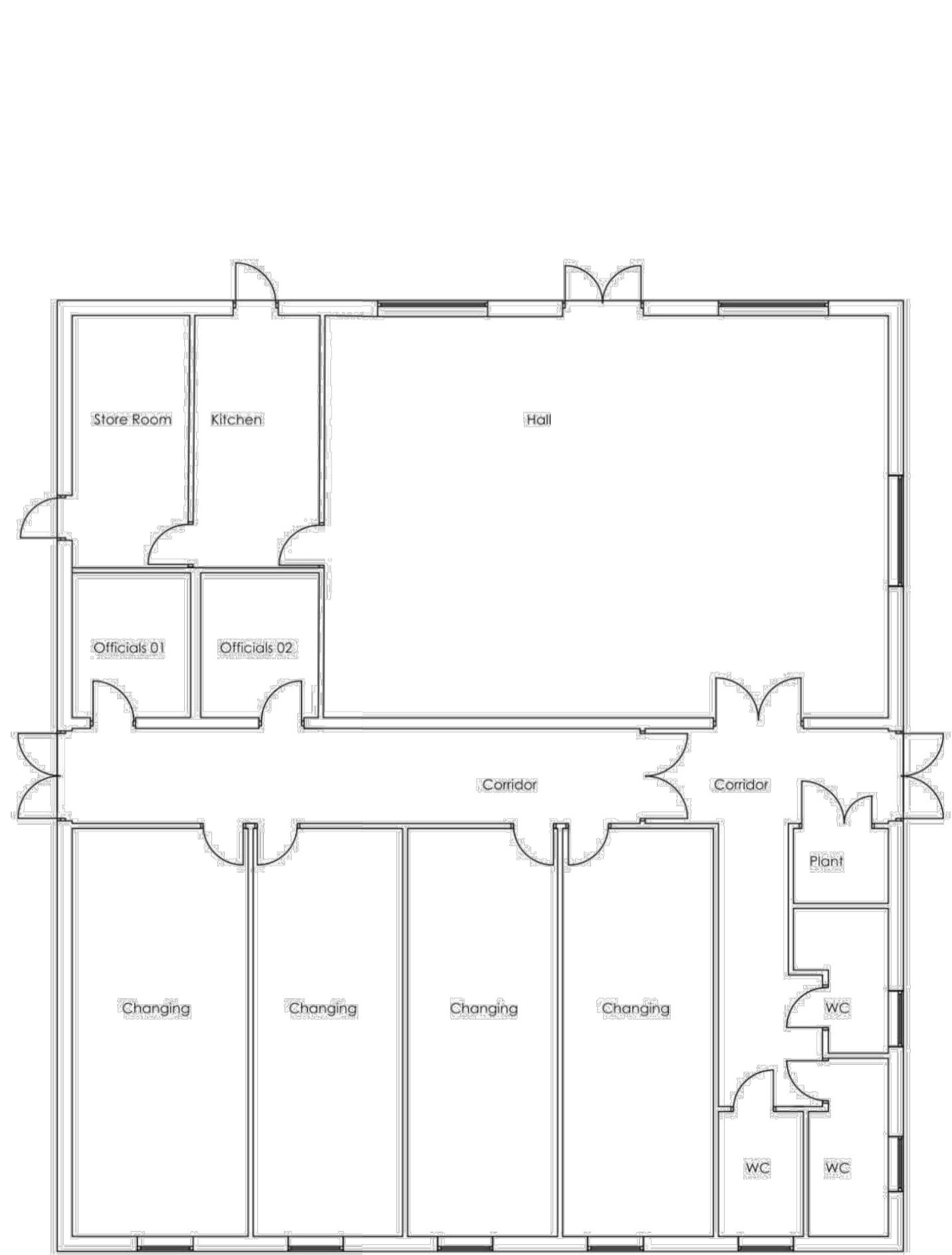
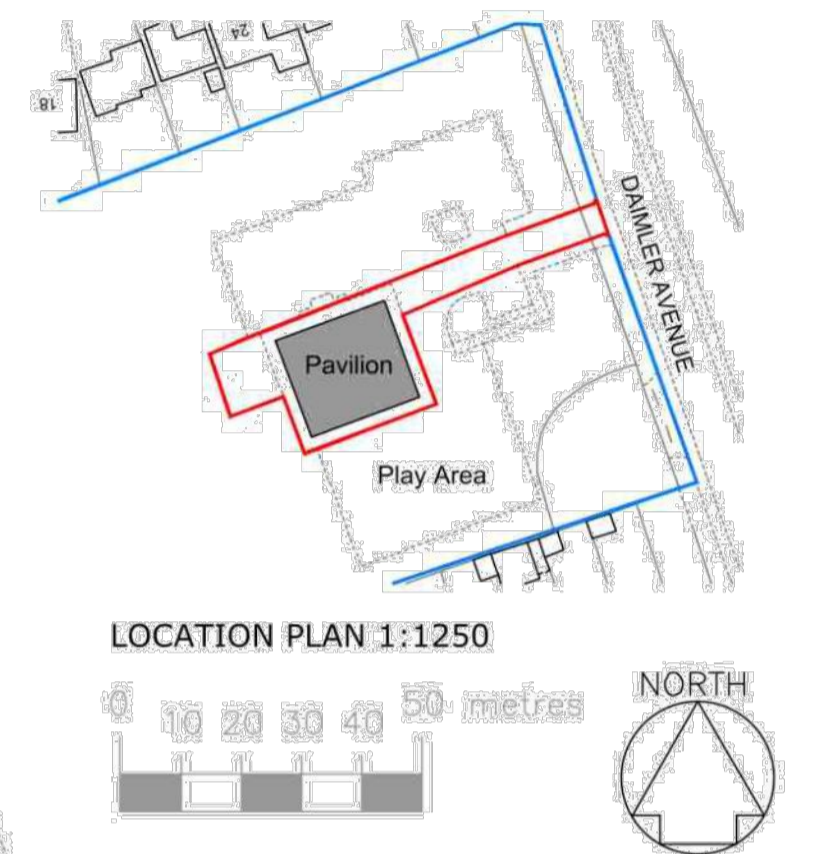
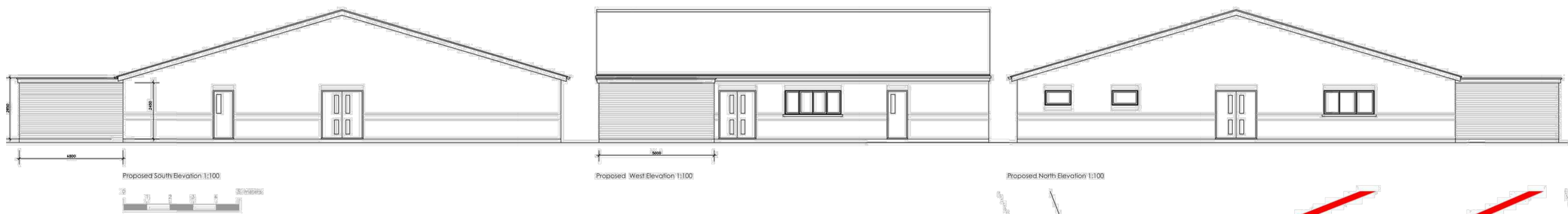
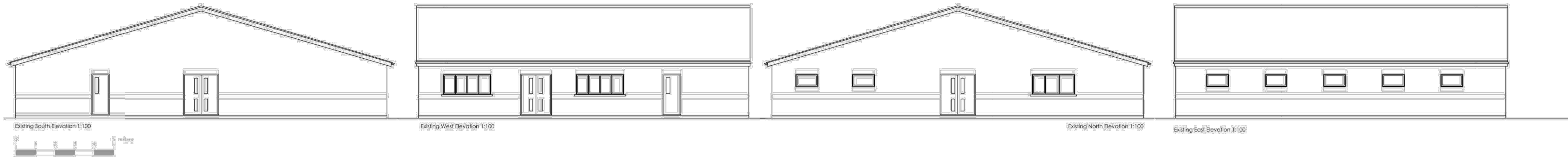
Name .....

Address .....

.....

One copy of this form and a preliminary programme are to be sealed in an envelope addressed to the Chairman of the Property Committee, Yaxley Parish Council, The Amenity Centre, 48 Main Street, Yaxley, PE7 3LU not later than 12 noon on .....





**Chiswick Architectural Ltd.**  
 CHISWICK ARCHITECTURAL Ltd.  
 32 Spring Avenue Hampton Vale  
 Peterborough Cambridgeshire PE7 8BA  
 m: 07714 332 331 t: 01733 242 852  
 e: info@chiswickarchitectural.com  
 Registered in England & Wales | 11843354

**BUILDING REGULATIONS**  
 Client: **Yaxley Parish Council**  
 Project: **Proposed Alterations  
 Yaxley Sports Pavilion  
 Queens Park Hall  
 Daimler Drive  
 Yaxley  
 PE7 3LX**

Drawing Title: **Plan and Elevations**

Drawn	Date	Checked	Scale
RAC	MAY22	-	VAR@A3
Job No	Drawing No	Revision	Note
QPH22	001	-	DO_NOT_SCALE

47 x 66 down sw firrings on noggins

44 x 195 C24 joists@max.  
600mm centres

Joist clips nailed to 100 x 50mm  
sw wallplate at eaves

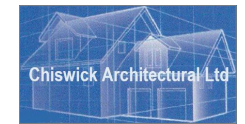
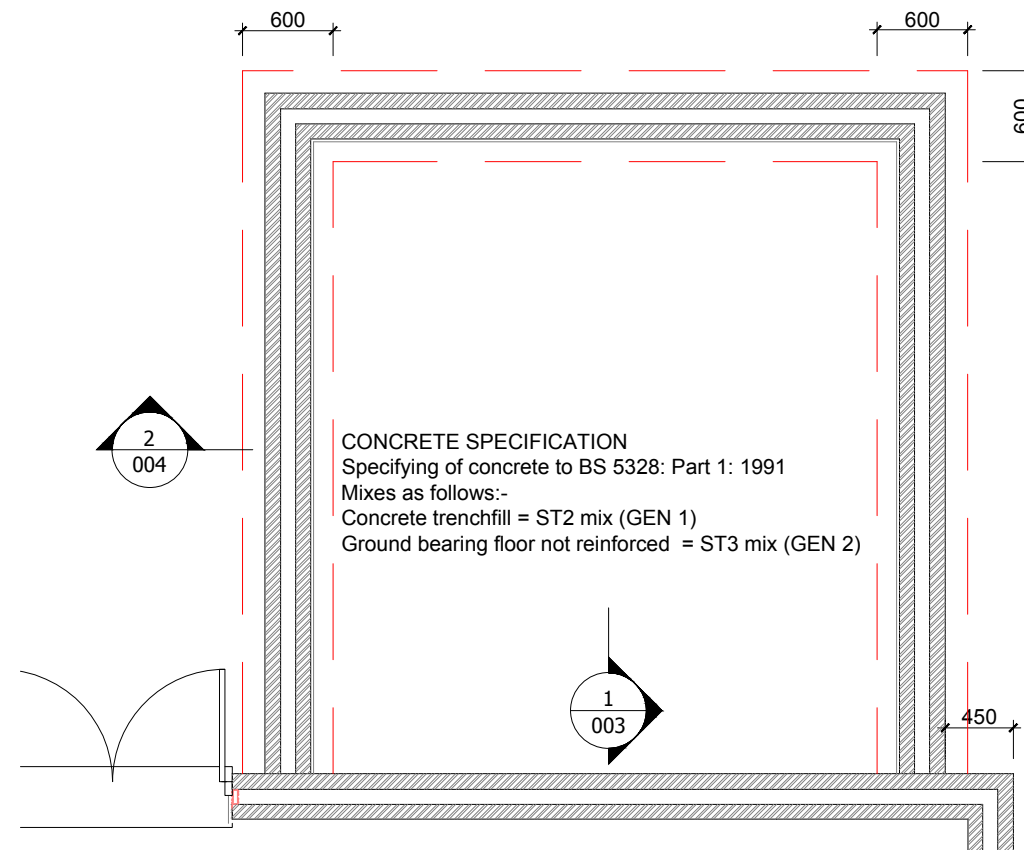
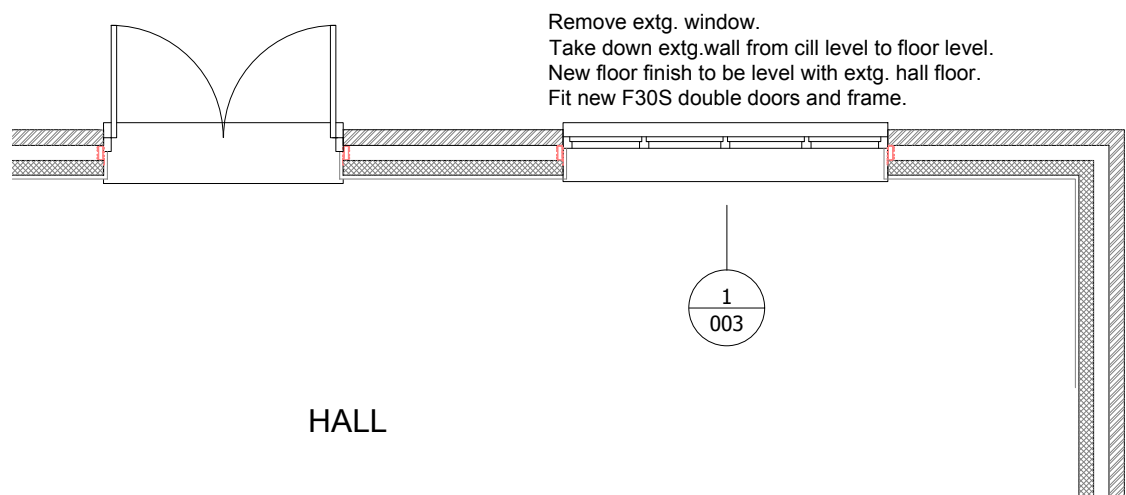
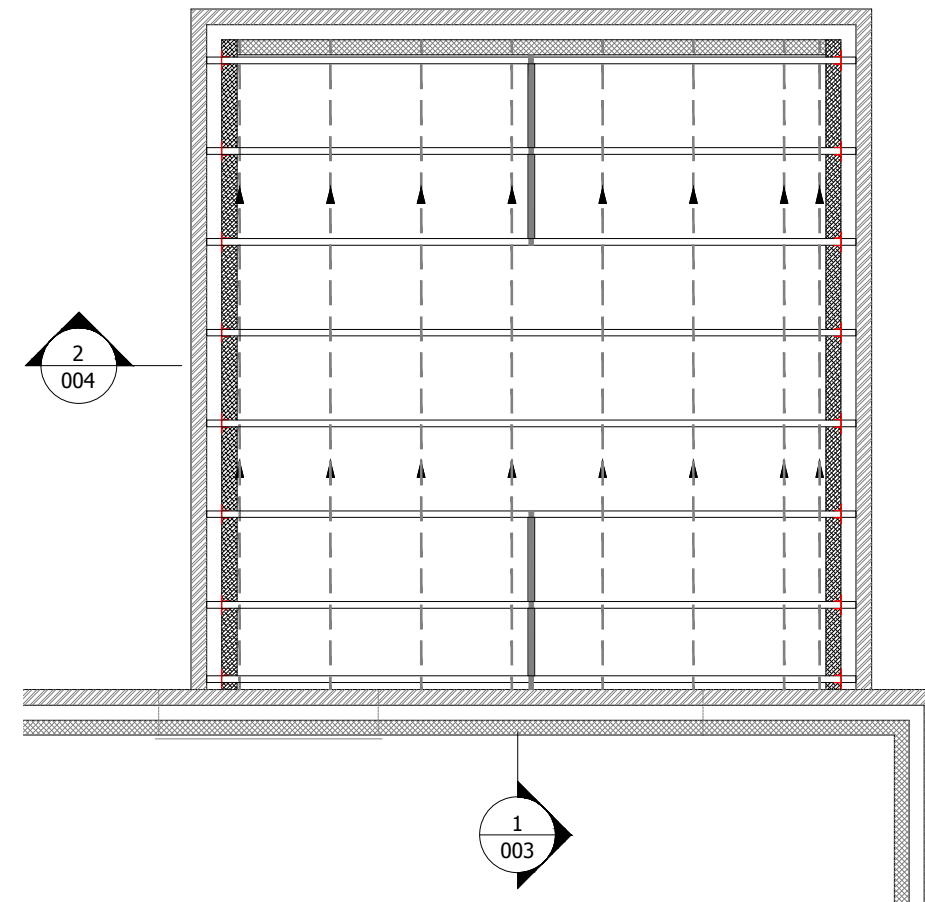
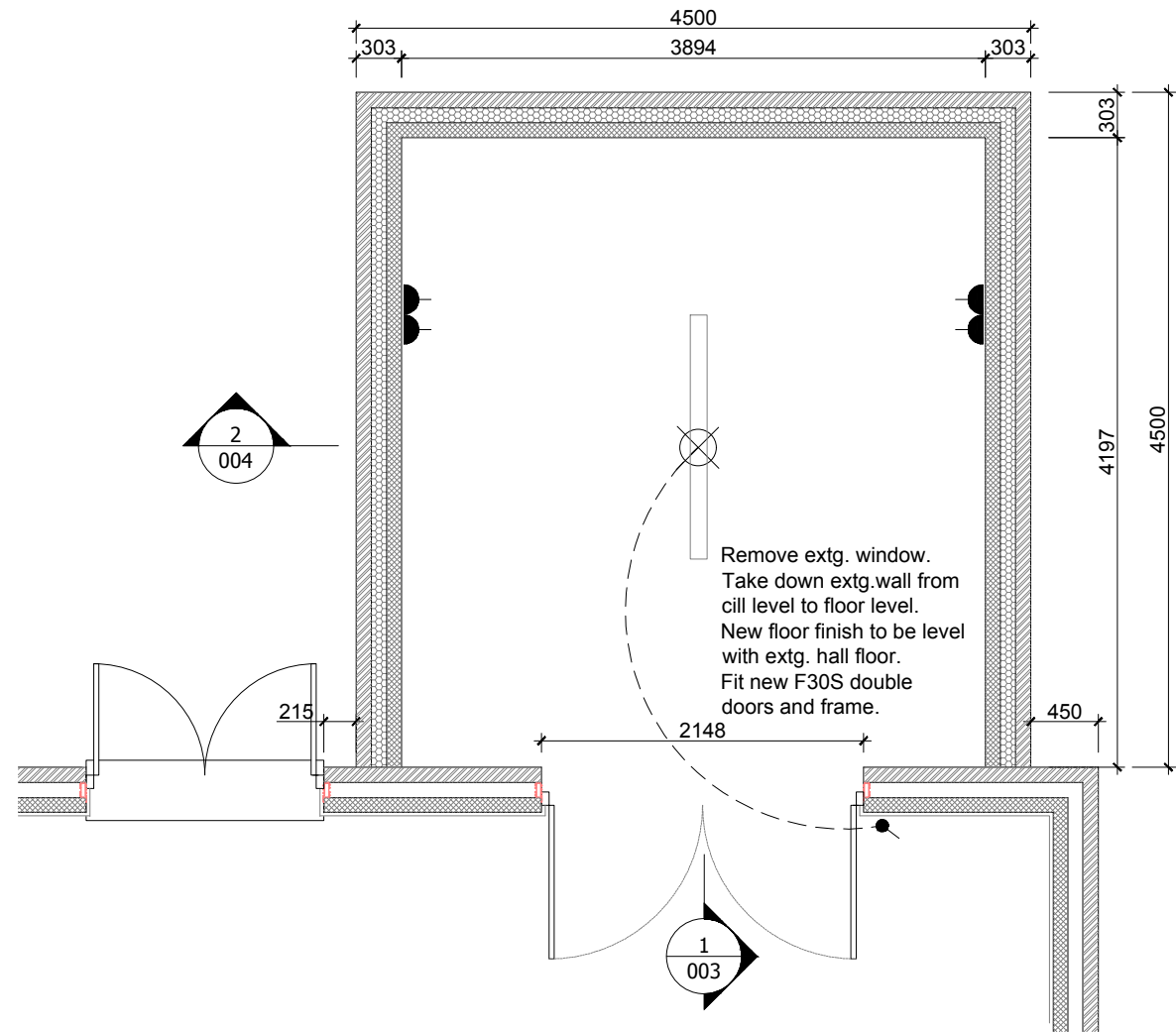
Lateral restraint strap &  
nogging @ joist level

100 x 50 sw wallplate

GENERAL NOTES

This scheme is subject to Town Planning and all other necessary consents. Dimensions, areas and levels where given are only approximate and subject to site survey. All dimensions are to be checked on site. This drawing is to be read in conjunction with all relevant consultants and/or specialists drawings/documents and any discrepancies or variations are to be notified to the architects in writing before the affected work commences. All queries relating to design of structural elements are to be referred to the structural engineering consultant for resolution. The workmanship and materials of all trades and building operations shall comply with the recommendations of British Standard (BS)8000 parts 1-16 inclusive and with Approved Document to support Regulation 7 1999 edition (incorporating 2000 amendments) of the Building Regulations 2010. All design and construction is to be in accordance with the Construction (Design and Management) Regulations 2007.

Rev | Date | Description



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BUILDING REGULATIONS

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Yaxley Parish Council

Project

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Yaxley Sports Pavlion  
Queens Park Hall  
Daimler Drive  
Yaxley  
PE7 3LX

Drawing Title

Detail Plans

Dr	Date	Checked	Scale
QPH22	MAY22	-	1:50@A3
Job No	Drawing No	Revision	Note
QPH22	002	-	DO_NOT_SCALE

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Rev | Date | Description

ROOF CONSTRUCTION:

- Hambleside Danelaw Dryseal GRP fibreglass roofing.
- 150mm Kingspan Thermaroof TR24 insulation.
- Vapour control membrane.
- 18mm OSB decking.
- 47mm sw tilting fillets to give min. gradient of 1:60
- 47 x 195 C24 roof joists at 600mm centres.
- 12.5 plasterboard ceiling.
- 3mm skim finish.

Cut back extg. roof timbers as necessary.  
Fit 6mm wbp ply board over extg. roof rafters to support GRP roofing.  
New roofing to be dressed beneath extg. roof tiles.

U-value = 0.15 W/m²K

NEW EXTERNAL WALLS

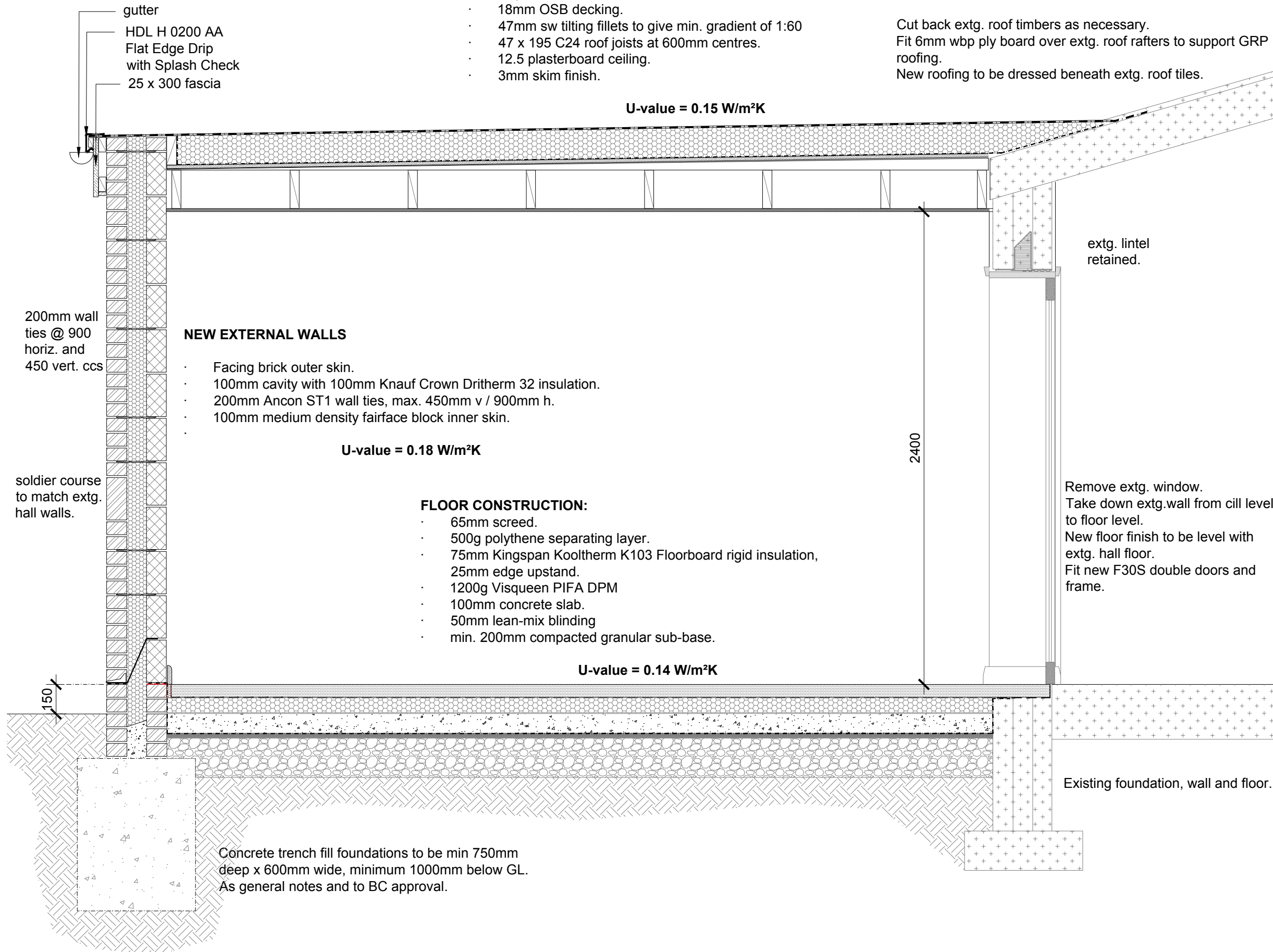
- Facing brick outer skin.
- 100mm cavity with 100mm Knauf Crown Dritherm 32 insulation.
- 200mm Ancon ST1 wall ties, max. 450mm v / 900mm h.
- 100mm medium density fairface block inner skin.

U-value = 0.18 W/m²K

FLOOR CONSTRUCTION:

- 65mm screed.
- 500g polythene separating layer.
- 75mm Kingspan Kooltherm K103 Floorboard rigid insulation, 25mm edge upstand.
- 1200g Visqueen PIFA DPM
- 100mm concrete slab.
- 50mm lean-mix blinding
- min. 200mm compacted granular sub-base.

U-value = 0.14 W/m²K

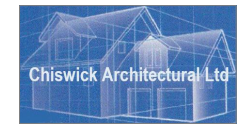


extg. lintel retained.

Remove extg. window.  
Take down extg. wall from cill level to floor level.  
New floor finish to be level with extg. hall floor.  
Fit new F30S double doors and frame.

Existing foundation, wall and floor.

Concrete trench fill foundations to be min 750mm deep x 600mm wide, minimum 1000mm below GL.  
As general notes and to BC approval.



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Project

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Drawing Title

Section 1

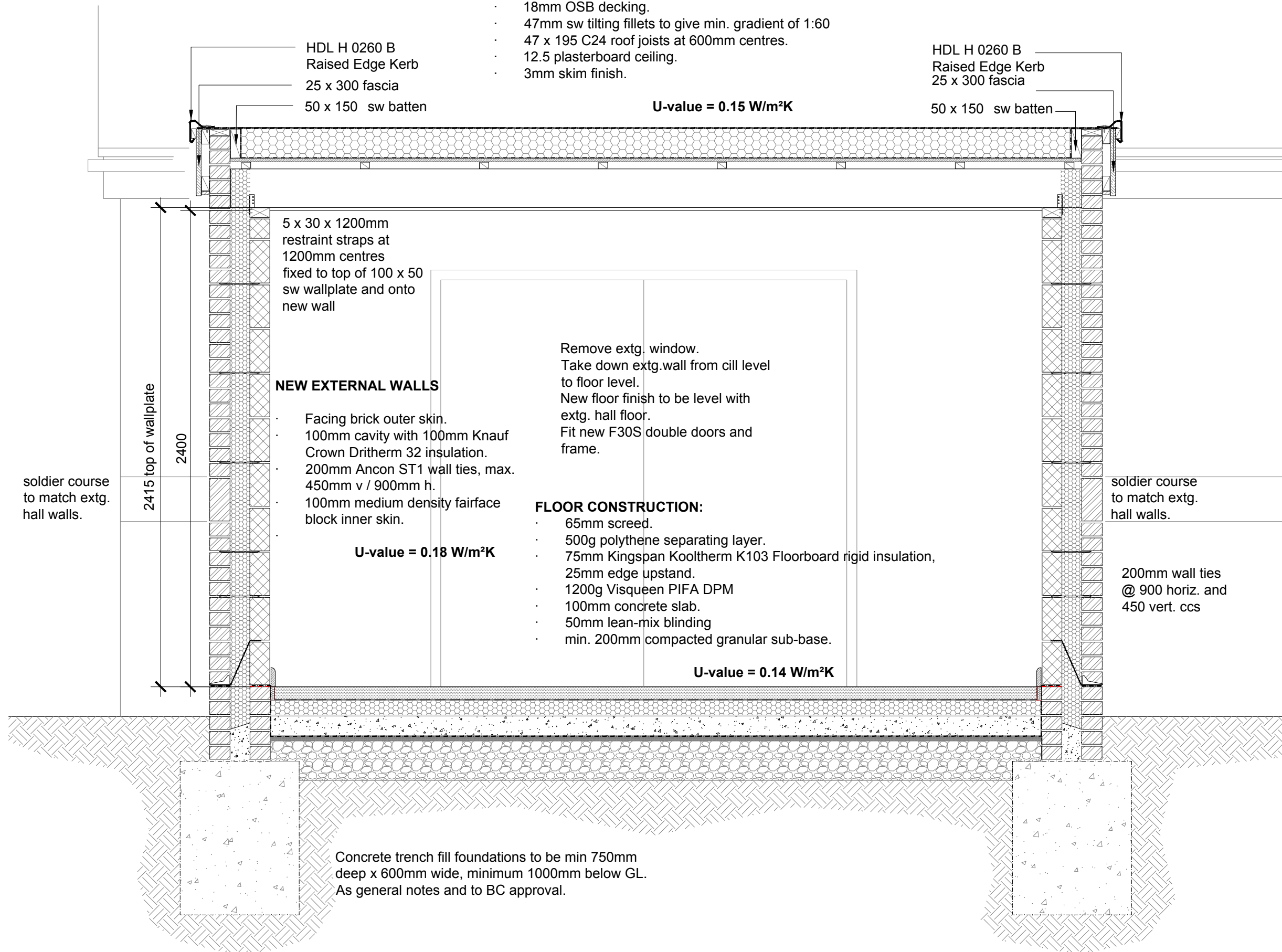
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Job No	Drawing No	Revision	Note
QPH22	003	-	DO_NOT_SCALE

GENERAL NOTES

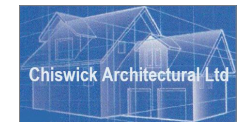
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Drawing Title

Section 2

Dr	Date	Checked	Scale
QPH22	MAY22	-	1:50@A3
Job No	Drawing No	Revision	Note
QPH22	004	-	DO_NOT_SCALE