



**Directorate of Transformation**

**Bob Livermore FCIH**  
**Assistant Director Housing and Regeneration**

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Email: [stuart.gibson@westlancs.gov.uk](mailto:stuart.gibson@westlancs.gov.uk)

*Date:* 22 June 2016

*Your ref:*

*Our ref:* SG/AC-34-36 Gorsey Place

*Please ask for:* Stuart Gibson

*Direct dial no:* 01695 585294

*Extension:*

Dear Tenderers

**INVITATION TO TENDER**  
**34-36 GORSEY PLACE, SKELMERSDALE – REBUILD WORKS**

You are invited to submit a fixed price tender for the work contained in the enclosed Tender Documentation. Please note that these documents should be carefully read and scrutinised prior to submitting your tender.

**IMPORTANT:** Please register your interest by emailing the contact named above so that you can be advised of any amendments to the tender documents prior to the tender closing date.

Your attention is drawn to the following:-

1. The closing date for the receipt of Tenders is 4.00pm on Friday 15<sup>th</sup> July 2016.
2. Tenders must be made on the enclosed Form of Tender.

The tender should be completed, signed and sealed in a Foolscap Manilla envelope. Within the tender pack is an A4 tender return address label with the contract reference which must be affixed to your tender return envelope, without any identifying marks, not later than 4.00pm on the date shown on the Invitation to Tender letter, otherwise it will not be considered.

3. If you have any queries regarding the Specification, Contract Documents etc, please contact Stuart Gibson on [stuart.gibson@westlancs.gov.uk](mailto:stuart.gibson@westlancs.gov.uk)
4. Tenders being personally returned during normal office hours, should be taken to the reception desk of 52 Derby Street and a formal written receipt obtained, acknowledging time and date of delivery. The tender envelope, shall not be obscured by any other packaging.

**Gill Rowe LL.B (Hons) Solicitor**  
**Managing Director (People and Places)**

**Kim Webber B.Sc., M.Sc.**  
**Managing Director (Transformation)**

5. Tenderers intending to return their completed tenders by post should return them by FIRST CLASS RECORDED DELIVERY, OR BY SPECIAL DELIVERY. Where a tender is despatched by “recorded delivery” the Royal Mail often require that a label is stuck to the tender return envelope and the name and address of the sender is written on the label. Tenderers must not write their name or address on such a label. To do so would amount to identifying on a tender return envelope who the tenderer was. This is strictly forbidden by the Council’s Standing Orders and the Tender would be disqualified.
6. The successful tenderer will be required to enter into a formal contract. Until this has taken place, the successful tender, together with the Employer’s written acceptance shall form a binding agreement in the terms of the Contract Documents. Where there is any discrepancy or difference between the Tender Documents and the Contract Documents, the latter shall prevail.
7. All parties who intend submitting a tender for the enclosed scheme should contact the named officer electronically to register their interest, in order that any amendments can be communicated to all registered parties.

Yours faithfully

Phil Holland BSc (Hons); MRICS; MCIQB  
**PROPERTY SERVICES MANAGER**