



ILMINSTER TOWN COUNCIL

MARKET HOUSE ROOF REPAIRS

QUOTATION REQUEST

Mrs Julie Earp
Deputy Town Clerk
Ilminster Town Council
Council Offices
North Street
Ilminster
Somerset
TA19 0DG

01460 52149
town.council@ilminster.gov.uk

Issued: 11th February 2020

ILMINSTER TOWN COUNCIL

INSTRUCTIIONS FOR SUBMITTING QUOTATIONS

1. Contractors will be held to have fully informed and satisfied themselves by their own independent observations and enquiries, including where appropriate site visits and inspection of drawings, as to the nature, extent and practicability of the works and where appropriate the positions relevant thereto of buildings, structures, the means of access to the works and all other points which can in any way affect the prices inserted in the Form of Quotation.
2. Where the drawings are issued with documents, quotations will be based on them.
3. Where a quotation requires entry by the contractor, they must be completed in ink or typescript and signed by the contractor.
4. All contract documents, including drawings, whether a quotation is submitted or not, remain the property of Ilminster Town Council and shall be treated as private and confidential.
5. Quotations shall remain open for acceptance for a period of **90 days** after the latest date for submission.
6. The Council will not be responsible for or pay any expenses or losses, which the contractor may incur in the preparation of their quotation.
7. Quotations are to be returned to: Mrs Julie Earp, Deputy Town Clerk, Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG.

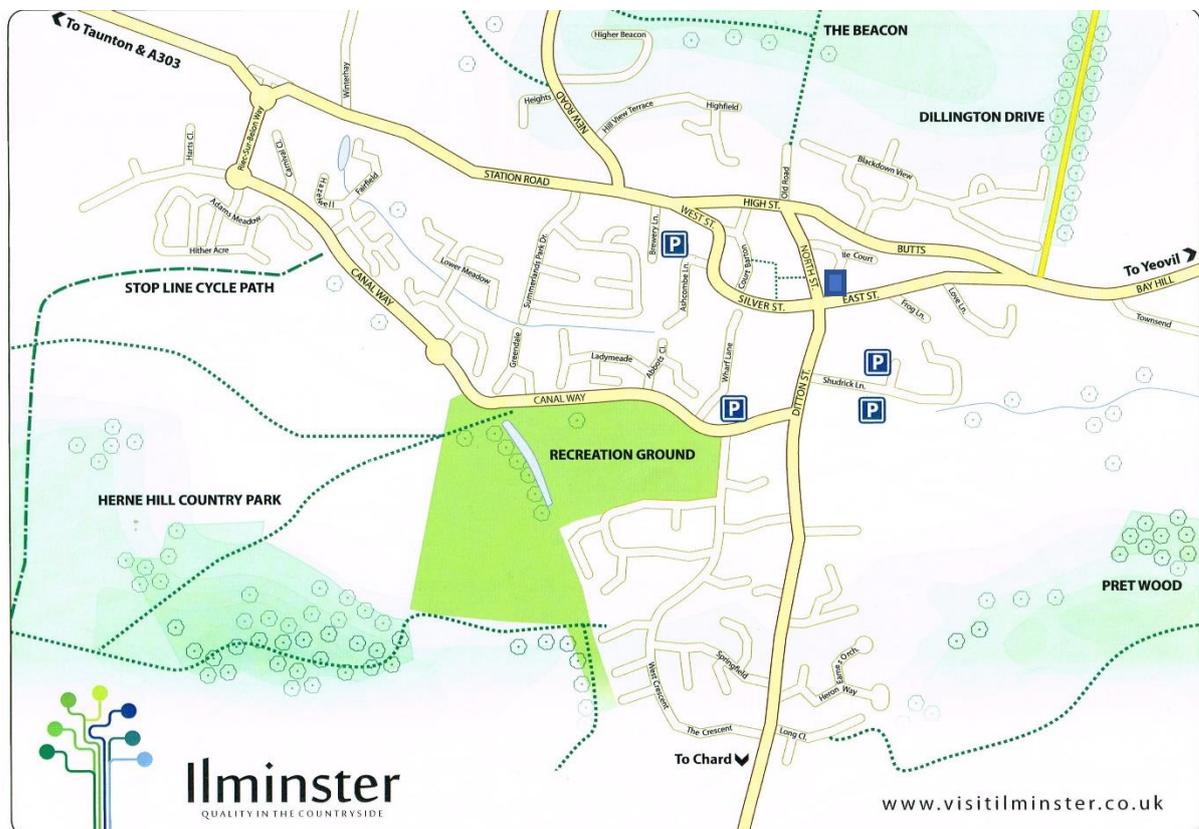
QUOTATIONS TO BE RECEIVED BY NO LATER THAN NOON ON 7TH MARCH 2020.

SPECIFICATION

The Market House is a Grade II listed building situated in Cornhill on the corner of East Street and North Street, Ilminster.



Note: The Market House is in use on Thursdays and most Saturdays which should be avoided in the work plan.



■ Market House

The Inner Roof

One of the inner slopes of the roof, which is not visible from the street, has some slipped and broken slate tiles which need to be repaired or replaced. It is preferred to re-slate using the existing slates as far as possible.

The cause of some of the slate damage is from a hatch on the inner slope. This hatch is made of lead and is very heavy. The hinges to this hatch need to be replaced with stainless steel hinges.

The works required to be carried out do not need planning permission as confirmed by the South Somerset District Council Conservation Officer.



To enable you to inspect the roof and the works required, our groundsman will be able to give you access to the roof on the following dates and times:

1. 0900 Friday 21st February 2020
2. 0900 Monday 24th February 2020

Please call the Deputy Town Clerk, Julie Earp (01460 52149) to arrange an inspection of the roof on one of these dates.

HEALTH & SAFETY – INCLUDING METHOD STATEMENT

The working area and any storage area must be fenced off to protect members of the public.

The contractor is to provide with the quotation, a simple method statement to show the method of working and how safety of the public and workers will be ensured during the period of the works.

INSURANCE

The contractor shall maintain a comprehensive policy of Public Liability and Employer's Liability insurance. In respect of its liability such insurance cover to be maintained and provide for a minimum of £5,000,000 (FIVE MILLION POUNDS). Cover in respect of death or personal injury due to negligence will be unlimited.

PAYMENTS

Payment to the contractor will be made within 28 days of receipt of the invoice subject to agreement of the account by the Council's officer.

REFERENCES

Please provide names of 2 people/organisations for whom you have undertaken similar work.

Contractor's Name:
(in block letters)

SHORT DESCRIPTION OF WORKS:

Repairs to the inner roof of Market House, Ilminster.

FORM OF QUOTATION

To: Mrs Julie Earp
Deputy Town Clerk
Ilminster Town Council
Council Offices
North Street
Ilminster
Somerset
TA19 0DG

Closing Date & Time: 7th March 2020
12 noon

Having examined the specification for the above-mentioned works, we offer to carry out the whole of the said works in conformity with the said specification for the sum of £.....(incl.VAT)

We can advise that once the quotation is formally accepted we can anticipate being able to commence the work within weeks and complete the works within days/weeks.

This quotation together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other quotation you may receive, and that this quotation will remain open for acceptance for a period of 90 days from the latest date for receipt of quotations.

Reference Contact 1:

Contact Name: Company Name:

Address:
.....

Phone No: Email:

Reference Contact 2:

Contact Name: Company Name:

Address:

.....

Phone No: Email:

Yours faithfully,

Signature: Date:

Name: Company:

Address:

.....

.....

Tel No: Email: