

## **Tender Instructions / Information**

1. The Employer, Grayshott Parish Council is seeking to extend the Grayshott Sports Pavilion, Beech Hanger Road, Grayshott, GU26 6LS.
2. Planning permission has been granted reference 53996/001 and is conditioned.
3. The appointed contractor is required to assist the Design team in discharging the application where required to do so for the works.
4. The works are to be procured under single stage competitive tendering conditions on the open market based on Specifications and Drawings produced by the appointed Design Team and herein referred as the **'Tender Documentation'**
  - a. Architectural drawings (specification notes are on the drawings) – **Plan A UK limited**
  - b. Structural drawings and specification – **Mrs J M Smith**
  - c. Pre-Construction Health & Safety information – **Plan A UK limited**
  - d. Schedule of Works – July 2019 – **Plan A UK limited**
  - e. Invitation letter to tenderers and Instructions for tender – **Plan A UK limited**
5. The Design Team, named hereunder, are expected to be retained by the Client for the duration of the project:
  - a. Plan A UK limited – Architect
  - b. Plan A UK limited – Contract Administration
  - c. Plan A UK Limited – Principle Designer
  - d. Mrs J M Smith – Structural Engineer
6. The works are to be completed as noted in the Tender Documents and will be executed under a JCT Minor Works Building Contract 2016.
7. Additional Employers Requirements:
  - a. Limitation of working hours: Monday – Friday 8.00a.m. - 6.00pm, Saturday working will only be permitted by agreement in advance with the employer and contract administrator - limited to 8.00a.m. – 12 noon., no works on Sundays or Bank Holidays
  - b. The employer shall be able to specify location and number of electrical points in the office and meeting area
  - c. Provision of samples of materials on request of the employer.
  - d. Payments within 14 days from issue of certificate to allow Parish Council payment procedures to be carried out.
8. Collateral warranties will be required in respect of any Contractor designed elements.
9. Contractors shall submit a fully priced and unqualified tender. The contractor shall return the fully priced schedule of works document in excel format, with all cells completed. Spreadsheet sum analysis anomalies will not be accepted.
10. The Employer is not bound to accept the lowest or any tender. The Employer accepts no liability for any costs incurred in the preparation and submission of tenders.
11. Any discrepancy in the tender documentation shall be notified to the Contract Administrator. Any additional costs arising from discrepancies not brought to the attention of the Contract Administrator at tender stage will be the contractor's responsibility.
12. Contractors shall not alter the wording of the Schedule of Works or other component of the tender documents without the written authorisation of the Contract Administrator, unless expressly invited to do so by the text relating to a specific part of the tender documents.
13. Contractors are to allow within their Tender, all costs necessary to undertake and complete the entire works as indicated in, or may reasonably be inferred from, the Tender Documentation.
14. Contractors are required to visit site prior to submitting a tender and shall make appointments to visit with the Principle Designer.

15. The Contractor is responsible for obtaining all surveys and information necessary for carrying out his obligations under the Contract.
16. The Contractor shall be liable for any costs arising from the Contractors failure to perform his obligations under the above clauses, or from any lack of information or knowledge which the Contractor is deemed to have under the above clauses.
17. Key programme dates are as follows:
  - Tender return: Midday Friday 9<sup>th</sup> August 2019
  - Contractor interviews: To be confirmed – anticipated w/c 26<sup>th</sup> August 2019
  - Appointment of Contractor: anticipated 2 weeks post interview
  - Date of Possession (Start on Site): 23<sup>rd</sup> September 2019 (anticipated)
  - Practical Completion: No later than 14<sup>th</sup> March 2020. Contractor's proposed programme to be provided for consideration.
18. The Contractor shall ensure that any spreadsheet based tender return is correct and all cells totalled correctly. Errors or omissions in the – completion database will not be accepted and all are figures are deemed to be included.