

## PROJECT INFORMATION for PRELIMINARY TENDER ENQUIRY

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**PROJECT: COVERED SECURE LOBBY EXTENSION TO GOLDEN ACRE COMMUNITY CENTRE, SAFFRON WALDEN**

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### 1. Project

The Employer wishes to invite tenders for the construction of a covered secure lobby extension to Golden Acre Community Centre, Ross Close, Saffron Walden, Essex, CB11 4DU.

### 2. Description of Works

Removal of existing canopy. Construction of single-storey extension of masonry walls on strip foundations, slate roof, pvcu windows, relocated external security doors, concrete floor and lighting.

### 3. Employer

- 3.1 Saffron Walden Town Council  
11 Emson Close  
Saffron Walden  
Essex  
CB10 1HL

### 4. Employer's Professional Team

- 4.1 Contract Administrator and Quantity Surveyor

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

Contact: Mr Trevor Vincent  
Telephone: 01799 513621  
Facsimile: 01799 514010  
E-mail: trevorvincent@wilbyburnett.co.uk

### 5. Location of Site

The site is in the south of Saffron Walden.

**6. Listing**

The building is not Listed or within the Conservation Zone.

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

Four.

**8. Tender Documentation**

Specification comprising Schedules of Work and drawings.

**9. Form of Contract**

JCT Minor Works Building Contract 2016 and JCT Public Sector Supplement.

The Appendix to this Contract will be completed as follows:

Rectification Period	-	6 months
Insurance 5.3	-	£5,000,000
Insurance 5.4	-	Clause 5.4 Option B
Liquidated and Ascertained Damages	-	£500 per calendar week or pro-rata thereto
Interim Certificates	-	Monthly; period for payment 28 days
Retention	-	5%

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

Alternative 2 will apply - Confirm or Amend.

**11. Execution of Contract**

The Contract is to be executed under hand.

**12. Anticipated Date for Possession**

26<sup>th</sup> June 2017

**13. Period for Completion of the Works**

8 weeks

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

Tuesday 2<sup>nd</sup> May 2017

**15. Date for Return of Tenders**

Friday 26<sup>th</sup> May 2017.

**16. Performance Bond**

Not Required.