



**HAVERHILL**  
TOWN COUNCIL

14<sup>th</sup> July 2017

Dear Bidder,

**Request for Quotation for Design and Build of Haverhill Pump Track**

Thank you for your interest in providing a quotation for the design and building of Haverhill Pump track on land adjacent to Clements Health Centre, Greenfields Way, Haverhill.

I draw your attention to the specification for the works document which sets out the technical design specification. In particular, I want to draw your attention to the following requirements of the work:

- (1) Close liaison with the People's Forum members who have led this project. Regular meetings with this group should be factored into your quote.
- (2) Provision of a viable design that meets all or most of the specifications set out in the attached design diagram.
- (3) The successful applicant will be expected to provide full support in matters of planning and any other permissions required to enable the timely completion of the project.
- (4) We are seeking a fixed-price quotation based only on the design provided, in order to compare quotations. It will be assumed, whatever comments you may wish to make under (2) above, that the price quoted is for the design specification provided.
- (5) The final design will be agreed between the people's Forum and the successful bidder, including any proposals for improvement made in respect of the tender specification and adjustments for cost if such changes are acceptable.

Works are anticipated to be completed during 2017-18. Tenderers should provide an estimate of when they could commence the project and a Gantt chart showing the expected timeframe for the project and the length of the on-site works.

We require the quotation to be in the form of a table of clear costings, with an overall total. Do not include VAT in your calculations.

Applicants must be suitably qualified for the work and be able to demonstrate a track record in providing this service. Two references from councils/businesses/charities to whom you have provided a comparable service will also be required.

Please submit your quotation to the Council in writing no later than **10<sup>th</sup> September 2017**, either by e-mail to [town.clerk@haverhill-tc.gov.uk](mailto:town.clerk@haverhill-tc.gov.uk) or by post to the address given below.

HAVERHILL ARTS CENTRE, HIGH STREET, HAVERHILL, CB9 8AR  
Tel: 01440 712858 Fax: 01440 718931  
Email: [admin@haverhill-tc.gov.uk](mailto:admin@haverhill-tc.gov.uk) Web: <http://www.haverhill-tc.gov.uk>

Your quotation should remain open for acceptance for a minimum of **90** days.

The Council is not bound to accept the lowest or any quotation received.

Acceptance of the quotation by the Council shall be in writing.

Technical and design queries should be addressed to: Darren Foreman Tel:07800 527597 or email [carpetcleaner.darren@gmail.com](mailto:carpetcleaner.darren@gmail.com).

Contract queries should be sent by email to me, [colin.poole@haverhill-tc.gov.uk](mailto:colin.poole@haverhill-tc.gov.uk).

Yours sincerely

**Colin Poole**

Town Clerk, Haverhill Town Council

## **QUOTATION RESPONSE FORM**

Our Ref: BMX PUMP TRACK

Quotation Reply Closing Date: Sunday 10<sup>th</sup> September 2017

I certify that all works will be carried out to the stated specifications and that my quotation price takes this fully into account.

Price (exc VAT) £

Company:

Signed:

Date:

Position in company: