

Our Ref: 600682/DL/AW

To: **Tendering Contractors**

17th May 2018

Dear Sirs

Re: **Chantry Centre – Demolition / Enabling Works**

Billericay
10 Lake Meadows Business Park
Woodbrook Crescent
Billericay
Essex CM12 0EQ
T: 01277 637800

www.ingletonwood.co.uk

You are invited to submit a firm price tender for the above scheme in accordance with the following enclosed documents:

- Specification and Schedule of Works
- Form of Tender
- Drawings as detailed within the tender documents

Your acceptance of this invitation will imply your agreement to submit a wholly bona fide tender and not divulge your tender price to any person or body before the time of submission of the tenders.

The work will be carried out under the terms of the JCT Intermediate form of contract with Contractors Design Portion. All tenders must be strictly in accordance with the tender invitation documents and any tender which carries with it any qualification will be rejected.

The following documents are to comprise your tender return and must be fully completed:

- Form of Tender
- Priced breakdown of the tender document
- General Summary
- Dayworks

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The tender must be returned in an unmarked envelope with the enclosed tender return address label affixed, showing no sign of the sender's identification, and delivered to **Billericay Town Council, The Loft, Crown Yard, Billericay, Essex, CM12 9BX, by Monday 18th June 2018**. Tenders may be sent through the post or handed in personally to Billericay Town Council's office. In either case, the envelope must be sealed and bear no mark whatsoever by which the sender may be identified.

The responsibility for ensuring that tenders are returned by the stated date and time rests solely with the tenderer and the School cannot accept any responsibility in this matter. Proof of postage is highly recommended.

Tendering is to be at the Contractor's own expense and the Employer does not bind itself to accept the lowest or any tenders submitted and reserves the right to accept the whole or a portion of any tender. Tendering Procedures will be in accordance with the principles of the Code of Procedure for Single Stage Selective Tendering dated 1996 Alternative 2. (Opportunity to stand by the submitted price or adjustment of the error within the overall figure during tender.)

Your tender should be submitted on a fixed price basis, no subsequent adjustments in respect of any fluctuation in the cost of labour or materials being permitted. By returning a completed tender form you confirm your agreement to the conditions detailed in the specification and you have acquainted yourself with the site and general working conditions.

The Contractor is to visit site to satisfy himself and to have made due allowance in his tender for any local conditions, the nature and accessibility of the site, nature and extent of operations, the supply of and conditions affecting labour, the storage space for materials, position of underground services and drains, the nature of the ground, workplace environment and the execution of works generally.

Arrangements for site visit should be made with the Contract Administrator – Danny Lawson. You are requested to attend with all your sub-contractors at the same time. Technical enquiries should be referred to Danny Lawson, Tel: 01277 637800. If you require any further information or clarification on any point in the tendering documents, these should be sought from the undersigned before submitting your tender.

Your tender will remain open for acceptance for a period of 3 months.

If you are unable to submit a tender, please notify us at your earliest convenience.

Yours faithfully



Danny Lawson
Ingleton Wood LLP
Email: danny.lawson@ingletonwood.co.uk

Enc.

cc: The Billericay Town Council