

Invitation to Tender

Ref: ST/[EPCA01]/0

22nd March 2021

EMAIL (darrenbate73@gmail.com)

Dear Contractor,

Re: **Invitation to Tender – Ecclesfield Parish Council Alteration Project, Parish Community Room Ecclesfield Parish Council Mortomley Lane High Green, Sheffield S35 3HS**

Package – Community Room Alterations.

In regard to the above-mentioned project, we would like you to tender as the Principal Contractor for the community room alteration works in accordance with the tender drawings and information listed below.

The alteration works include:

- 1) Mezzanine
- 2) Kitchen
- 3) Toilets
- 4) Ramp (both options)
- 5) Windows & Doors
- 6) Velux style windows
- 7) Builders associated works.
- 8) Liaise Building Control (council not private) including commissioning and certification.
- 9) Full clean

The above list is not explicit, and the Principal Contractor is to satisfy themselves with the tender documentation to ensure all items and scope have been allowed for within their tender submission.

Tender Details:	
The Works:	Community Room Alterations
The Contract works:	The design (kitchen only), supply and installation of British Standard key materials in line with the contract drawings inc commissioning, liaising with building control, all key material proposals to be confirmed within tender submission.
Scope of Works:	As per tender drawings
Pricing Schedule:	Not Available
Quotation Return Due Date:	9th April 2021
Documents to be Included Within Tender Return	<ol style="list-style-type: none">1) Signed Form of Tender document2) Quotation3) Indicative Programme & Lead-ins4) Proposals (Key Materials Etc)5) Insurance Details / Certificate
Contract Particulars:	

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Form of Main Contract:	JCT Standard Building Contract without Contractor's Design 2016 - TBC
Date of Possession	10 th May 2021 - TBC
Date of Completion	18 th June 2021 - TBC
Overall Period on Site	6 weeks TBC
Interim Payments:	On delivery of key materials to site and confirmed by project lead or parish clerk then stage payments at 50% and on completion.
Retention:	5%
Liquidated and Ascertained Damages:	£400.00 per week or part thereof
Defects Liability Period:	12 Months from Date of Practical Completion of the Main Contract Works
Preliminaries & Preambles:	To be requested by the Contractor
Specification & Drawings:	As per attached
Insurance Cover:	The Contractor is to provide and maintain the following as minimum insurance cover: 1) Public / Product Liability Insurance: £1million TBC 2) Employers Liability Insurance: £2million TBC 3) Contractors all Risk Insurance:
Collateral Warranty:	N/A

Prior to commencement on site the following documentation will be required:

- 1) Job specific method statements and risk assessments.
- 2) Relevant training certificates, CSCS, CITB etc, Health and safety policy

We look forward to receiving your quotation, however, should you have any queries, please do not hesitate to contact the undersigned.

Yours sincerely,



Darren Bate
Project Lead

For and on Behalf of:

Parish Clerk
Ecclesfield Parish Council
Mortomley Lane
Sheffield
S35 3HS