



## Projects Department

### Invitation to Tender

Please ask for: Geoff Sawyer  
Direct line: 01278 427692  
Email: [procurement@bridgwater-tc.gov.uk](mailto:procurement@bridgwater-tc.gov.uk)  
Date: 10<sup>th</sup> March 2023

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**TITLE:** Town Hall Town Deal Consultancy April 2023 to March 2026

To whom it may concern,

### FORMAL INVITATION TO TENDER, MAIN CONTRACT

Please refer to:

- a) Document Ref: THTD01 'Town Hall Town Deal Consultancy Tender Information & Specification'
- b) Document Ref: THTD02 'Town Hall Town & Associated Buildings Existing Drawings'
- c) Document Ref: THTD03 'Form of Tender'
- d) Document Ref: THTD04 'Application for Town Hall Town Deal Consultancy Tender'
- e) Document Ref: THTD05 'Town Hall Town Deal Indicative Project Timeline'
- f) Document Ref: THTD06 'Scope of Services for Building Works'
- g) Document Ref: THTD07 'RICS Short Form of Consultant's Appointment'
- h) Document Ref: THTD08 'RICS Short Form of Consultant's Appointment Explanatory Notes'
- i) Document Ref: THTD09 'Project Value'
- j) Document Ref: THTD10 'Variation to Tender'
- k) Document Ref: THTD11 'Theatre Report'
- l) Document Ref: THTD12 'BOS Café Report'
- m) Document Ref: THTD13 'Reception Report'

Your tender submission, which is to be on a fixed price basis for the period April 2023 to March 2026 is to be returned on Document Ref: THTD03 'Form of Tender' and in a sealed envelope marked 'Tender' to be submitted by **12noon on Friday 7<sup>th</sup> April 2023**.

The tender is to be signed by an authorised signatory for the company and all alterations or corrections must be initialled by the same person.

The completed tender must be submitted in a sealed envelope marked 'Tender' which should then be sent by post or delivered by hand to reach the Projects Officer, Town Hall, High Street, Bridgwater, Somerset, TA6 3AS. All tenders will be opened at the same time by the Town Clerk in the presence of a Councillor.

You must submit the following documentation with your tender:

- 1) All company accreditations, qualifications, and recognitions.
- 2) Evidence of your staff/team's competency and training records.
- 3) All Health & Safety documentation for this project.
- 4) Any RAMS relating to this project.
- 5) THTD03 'Form of Tender'.



**BRIDGWATER TOWN COUNCIL**  
Town Hall, High Street, Bridgwater TA6 3AS  
01278 427692  
projects@bridgwater-tc.gov.uk

- 6) THTD04 'Application Form for the Town Hall Town Deal Consultancy Tender'.
- 7) Insurance details and certificates as indicated in section C of THTD04 (please note that £10m liability is required).

Any omissions will invalidate your tender.

**The tender envelope must not be marked in any way to indicate the identity of the sender / tenderer and must contain only the tender form and requested documents, and no other enclosures. If a courier service is used these requirements must still be observed.**

Your particular attention is drawn to the conditions above as any tender which is late and/or is improperly marked or unsealed WILL NOT BE CONSIDERED.

Bridgwater Town Council does not bind itself to accept the lowest or any tender, nor to make any payment for the preparation of any tender.

Thanking you for your interest in this tender.

Yours faithfully

Geoff Sawyer

Projects Officer