

To all tendering parties

Date 03/11/2021

Our Ref: BS402

Dear Sirs,

**Re: BS402 Alterations to Crowmarsh Pavilion, Bellamy Way, Crowmarsh, OX10 8FN Comprising: internal alterations, new window/door openings, extension of external walkway and paved areas**

The tender documentation is as listed in the schedule of tender documents, plus the Pre-Construction Information Package and Form of Tender

Please note that:

1. Contractors are expected to inspect the site and can do so by arrangement with Chris Strange at 07711 904252 [chrisstrange47@gmail.com](mailto:chrisstrange47@gmail.com)
2. Tendering procedures will be in accordance with single-stage selective tendering.
3. Any queries or any discrepancies between the schedules and the drawings should be raised / notified immediately to the architect.
4. The client reserves the right to not to accept any tender from those submitted.
5. It is anticipated that the successful contractor will be informed by **mid-January 2022**.
6. The successful contractor will be expected to produce evidence of insurances prior to appointment.
7. A pre-contract meeting will be arranged when final details of the contract will be confirmed, in anticipation of signing the contract prior to commencement of the works
8. The contract will be a JCT Minor Works Building Contract with contractor's design, wherein mechanical and electrical services are the contractors design portion.
9. The expectation of the Parish Council is that once bids have been received, the Council will then attempt to raise the money from various sources with an expected **start on site of mid to late 2022. The contract duration will be 20 weeks.**
10. Five per cent of each authorised payment to the contractor shall be retained until 5% of the total contract sum is reached. Half of this retention (2.5% of the contract sum) will be released on Practical Completion (PC). The balance will be retained until the end of defect liability period: 12 months post Practical completion is expected.

11. Liquidated damages £100 per week or part thereof.
12. The completed tender submission should be submitted not later than **12 noon on 10<sup>th</sup> December 2021 and is to include:**
  1. **Completed Form of Tender**
  2. **Tender to be broken down in sufficient detail to determine the cost of each element of work**
  3. **Outline Programme**

Any submission that does not contain all the requested return information, or which is received after close of tender may be deemed non-conforming, and on this basis might not be assessed.

Yours sincerely,

Michael Simpson  
*Architect ARB RIBA*

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