

6th December 2021

To: Prospective Tenderers

Dear Sirs,

RE: Invitation to Tender for: Foakes Memorial Hall, Stortford Road, Great Dunmow, Essex CM6 1DG – Proposed 3-Storey Extension

- 1.0 We invite you to tender for the above project comprising a 3-storey extension to the existing building – please see enclosed documents.

DESCRIPTION

- 2.0 The project comprises a 3-storey side extension (including basement) to the existing memorial hall building with associated demolitions, internal alterations, external works and drainage.
- 3.0 The Client has requested that you submit two alternative tenders for this project: Option 'A' based upon an 18-week construction period, and Option 'B' based upon an alternative construction period of your choosing.
- 4.0 Key Dates for the project are:

Final date for tender submission: **31st January 2022**

Construction Works to Commence: **mid-July 2022**

Construction Programme: **18 weeks**

- 5.0 As part of the tender process it is strongly advised that you visit the site. To do this, please make prior arrangements with Miss Ann Wood at Great Dunmow Town Council (tel. 01371 872406).
- 6.0 On submission of the form of tender, this **must** be accompanied by the priced Tender Summary and, if requested, the full priced tender document submitted to us on request within 5 working days.
- 7.0 The form of tender must be also be accompanied by a copy of the PAS91 Questionnaire with all parts completed except for the following: Table 8, Table 11 and Table 13 Questions 3 and 4.
- 8.0 Tenderers should note particularly that contacting councillors or staff to encourage or support their tender outside the prescribed process is strictly prohibited and that any tenderer found to have indulged in such activity will be immediately excluded from the tender process.
- 9.0 Great Dunmow Town Council undertakes to respond in writing to all tenderers by 31st March 2022.
- 10.0 We trust the enclosed information is clear, however if you have any queries or wish to discuss anything then please do not hesitate to contact us on the details below.

Yours faithfully,

Jon Scrivener RIBA

For and on behalf of Edward Parsley Associates (agents for Great Dunmow Town Council)