

## **EXTERNAL ACCESS TO THE GUILDHALL**

### **- Tender Report -**

2 October 2020

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#### **I. TENDER RESULTS**

The deadline for submission was 25th September 2020. The Tender was advertised and the result was received through Contracts Finder.

Tenders were invited from building contractors for the above project. The Tender results are as follows:

<u>Contractor</u>	<u>Tender Amount</u>	<u>Notes</u>
One	£73,670.43*	This does not include Handrail Quotation.
Two	£88,953.36*	Dated 24/09/2020 - This does not include Handrail Quotation.
Three	Not submitted	**
Four	Not submitted	**
Five	Not submitted	**

\*All figures exclude fees and VAT.

#### **2. Contract Documents**

The Tender obtained was based on the following documents by Nicholas Warns Architects Ltd:

- Schedule of Work, dated 13th August 2020, and drawings 707/1301 - 5.1.03 inclusive.
- Contract Particulars, dated 13th August 2020.
- Specification, dated 13th August 2020.



### 3. Tender Comparison

A priced Work Schedule was provided by Contractor One and Two. The Tenders have been analysed in detail. Please see a price breakdown of tenders below:

		Contractor One	Contractor Two
<b>1</b>	<b>Preparation and Clearing Up</b>		
1.1	Introduction		
1.2	Site Setup and Access	£5,768.10	
1.3	Protection	£666.90	
1.4	Clearing Up	£292.50	
1.5	Administration	£0.00	
	<b>Preliminaries</b>		£10,516.00
<b>2</b>	<b>Removals</b>		
2.1	Introduction	£0.00	£0.00
2.2	Removals	£6,001.52	£5,899.26
<b>3</b>	<b>New Stone Access Ramp and Stairs</b>		
3.1	Introduction	£0.00	£0.00
3.2	Construction and Finish	£52,132.91	£63,793.10
3.3	Handrails to Ramp and Stairs	£200.00	
3.4	Mosaic to Porch	£877.50	
<b>4</b>	<b>Schedule of Daywork Rates</b>		
4.1	The Rates	£7,731.00	£8,745.00
	<b>Calculated Tender Sum</b>	<b>£73,670.43</b>	<b>£88,953.36</b>
	<b>Contractors Tender Sum</b>	<b>£73,670.43</b>	<b>£88,953.36</b>
	<b>Arithmetical errors in submission</b>	£0.00	£0.00
	<b>Lead-in time</b>	3 Weeks	4 Weeks
	<b>Weeks onsite</b>	12 Weeks	12 Weeks
	<b>Sub Contractors</b>	N/A	N/A



#### 4. CONTRACTOR ONE

The Tender figure (**£73,670.43**) was checked and was found to be arithmetically correct.

The Preliminaries: Section I - Preparation and Clearing up - in the Price Breakdown, Appendix (ii), was £6,637.5 = 9%. This is reasonable, for a project of this type and with no scaffolding.

The Dayworks: Section 6 in the Price Breakdown, Appendix (ii) was £7,731.00 = 10.5% which represents a reasonable contingency. Within the Dayworks rates craftsmen were priced at £29.25/hour and Labourers at £20.8/hour, which is reasonable for the industry.

Profit on plant, materials and subcontractors was defined at 15% which is reasonable.

#### 5. CONTRACTORS TWO

The Tender figure (**£88,953.36**) was checked and was found to be arithmetically correct.

The Preliminaries: Section I - Preparation and Clearing up - in the Price Breakdown, Appendix (ii), was £10,516.00 = 12%.

The Dayworks: Section 6 in the Price Breakdown, Appendix (ii) was £8,745.00 = 10% which represents a reasonable contingency. Within the Dayworks rates craftsmen were priced at £35/hour and Labourers at £23.5/hour.

Profit on plant, materials and subcontractors was defined at 15% which is reasonable.

- See attached Form of Tender, Appendix (ii) - page 7.



## 6. Project Programme

Contractor One has allowed a twelve week construction period for the works, with a lead-in period of three weeks from confirmation of the order.

Contractor Two has allowed a twelve week construction period for the works, with a lead-in period of four weeks from confirmation of the order.

The lead-in period will commence when the Contractor receives a written instruction from the Employer (Thetford Town Council) to proceed with the works.

Under the current Coronavirus work restrictions the lead-in period and potential date for commencement of the works cannot be defined. The construction programme of 12 weeks may have to be extended if social distancing rules are not relaxed. Therefore, until further guidance is available, it is not possible to predict the potential programme.

## 7. Structural Engineer

A Structural Engineer is to be employed directly by the Thetford Town Council. A quotation for the following items is to be provided:

- Carry out ground condition inspections in three locations within the proposed paving area.
- Provide a calculation and Build up detail for the new paved area in order to apply for Building Regulation Approval.
- Carry out one site inspection during the works in order to approve paved area construction.

## 8. Handrail

FW Hall & Son Ltd were asked to provide a quotation to supply and install a handrail to the Ramp and Stair access. The specification was to comply with DOC M of the Building Regulations. This quotation is separate from the Contractors Tender Figure. The quotation is **£9,740.00 + VAT**.

- See attached Quotation Appendix (iii) - page 8.



## 9. Conclusion

Following checking, the Tender from Contractor One remains the valid with a price of £73,670.43. The lowest total Building work cost including the Handrail is **£83,410.43**. This price does not include the price for a specialist contractor to supply and install the Mosaic to the Porch.

- See attached Form of Tender, Appendix (i) - page 6.  
See attached Quotation Appendix (iii) - page 8.

It should be remembered that the above Tender figure does not include the cost of professional fees (Architect, CDM Principal Designer and Structural Engineer) and VAT.

The Tender will usually only be held open for a maximum of 3 months.

Yours sincerely

Samuel Roe



## Appendix (i)

Thetford Guildhall, Norfolk  
Schedule of Work

**5. Tender Summary**

<b>1. Preparation and Clearing Up</b>	
1.1. Introduction	
1.2. Site Setup and Access	£ 5,768.10
1.3. Protection	£ 666.90
1.4. Clearing Up	£ 292.50
1.5. Administration	£ 442
<b>2. Removals</b>	
2.1. Introduction	
2.2. Removals	£ 6,001.52
<b>3. New Stone Access Ramp and Stairs</b>	
3.1. Introduction	
3.2. Construction and Finish	£ 62,132.91
3.3. Handrails to Ramp and Stairs	£ 459.00
3.4. Materials to Purch	£ 877.50
<b>4. Schedule of Daywork Rates</b>	
4.1. The Rates	£ 7,751.00
<b>TOTAL</b>	<b>£ 73,670.93</b>

Nicholas Warns Architect Ltd 13 of 15

Thetford Guildhall, Norfolk  
Schedule of Work

**6. Form of Tender**

I/We undertake to do the above works under the general direction of Nicholas Warns Architects Ltd of 64 Bishopsgate, Norwich, for the sum of

£ 73,670.93

In words: SEVENTY THREE THOUSAND, SIX HUNDRED AND SEVENTY POUNDS AND FORTY THREE PENCE

We can commence work 3 weeks after order and estimate that the work will take 12 weeks on site.

I shall appoint an experienced foreman to manage the day to day running of the site.

Sub-Contractors shall be:

Stonework: \_\_\_\_\_

Ground Works: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

I confirm that I am registered with the CITB and my registration number is \_\_\_\_\_

I understand that before my tender can be formally accepted I shall submit a cash flow forecast and programme of work.

Signed: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Dated: \_\_\_\_\_

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## Appendix (ii)

MA Thetford Guildhall, Norfolk  
Schedule of Work

**5. Tender Summary**

**1. Preparation and Clearing Up**

1.1.	Introduction	
1.2.	Site Setup and Access	£
1.3.	Protection	£
1.4.	Clearing Up	£
1.5.	Administration	£
	<b>PRELIMINARIES</b>	<b>£ 10516.00</b>

**2. Removals**

2.1.	Introduction	
2.2.	Removals	£ 5899.26

**3. New Stone Access Ramp and Stairs**

3.1.	Introduction	
3.2.	Construction and Finish	£ 65793.10
3.3.	Handrails to Ramp and Stairs	£
3.4.	Mosaic to Porch	£

**4. Schedule of Daywork Rates**

4.1.	The Rates	£ 8745.00
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**TOTAL** ..... **£ 88953.36**

Nicholas Warns Architect Ltd 13 of 15

MA Thetford Guildhall, Norfolk  
Schedule of Work

**6. Form of Tender**

I/We undertake to do the above works under the general direction of Nicholas Warns Architects Ltd of 64 Bishopgate, Norwich, for the sum of:

£ 88,953.36

In words EIGHTY EIGHT THOUSAND NINE HUNDRED AND FIFTY THREE POUNDS THIRTY SIX PENCE

We can commence work 4 weeks after order and estimate that the work will take 12 weeks on site.

I shall appoint an experienced foreman to manage the day to day running of the site.

Sub-Contractors shall be:

Stonework: N/A

Ground Worker: N/A

Other (please specify): \_\_\_\_\_

I confirm that I am registered with the CITB and my registration number is \_\_\_\_\_

I understand that before my tender can be formally accepted I shall submit a cash flow forecast and programme of work.

Signed: \_\_\_\_\_

For and on behalf of: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

Dated: 24th September 2020

Nicholas Warns Architect Ltd 14 of 15



## Appendix (iii)

From: Nicholas Warns nw@nicholaswarns.com  
Subject: Fwd: Guildhall External Access, Thetford quotation.  
Date: 28 September 2020 at 16:17  
To: sr sr@nicholaswarns.com



Good afternoon,

Please find enclosed our quotation for your proposed project at the Guildhall in Thetford. My sincere apologies for the late arrival of this, we had technical issues.

So, we have estimated the overall measurements and done our level best to cover any question material strengths as brass was our only guide. We have designed this to be heavy and duty, very strong and as such very long lasting.

The brass we have quoted for is Brass CZ121 2"OD with a 10G wall with a 320 grit finish throughout, super strong and a very nice feel and finish.

We have also added another detail (attached sketch) with a slight return under the two island rails to give extra clearance.

With fitting in mind, we will need to manufacture 13no solid stainless steel spigotted base plates that the brass posts fit onto approximately 400mm into each post. A extremely solid fixing covered later by the stone masons.

This will be site fitted by us in several sections, and finished with a weather resistant wax, again it really adds to the look and feel of this quality product.

So for the above mentioned our quotation is £9740.00 + vat.

Lead times and fitting dates to be agreed.

I trust you find our quote in order, and look forward to your instruction.

Kind regards,

Marcus.





- End of Tender Report-