#### INTRODUCTION AND SCOPE OF CONTRACT

1. To design, install and deliver a memorial wall scheme. This can include additional items to broaden the scheme if necessary and create a design feature of the area, however this must be within the tender amount.
2. The wall itself can contain plaques, niches or a combination of both. We require a minimum of 300 memorial offerings from this wall so please bear this in mind.
3. We require a contemporary design that reflects the modern aesthetic of our newly constructed building. Further landscaping plans reflect this feeling and the site is keen to have a unique offering.
4. The size of the plot allocated to this project is 27m wide and 15m deep. The area does not have to be fully utilised in your design but is available if needed. We would suggest a maximum height of 2.5m but have no preference on actual size of wall and would consider this a design choice. Please highlight any potential future expansion of this structure in your design. The wall will be situated at the top of the site on the left-hand side as you go in and will face towards the crematorium building and the views of the Nene Valley.
5. Work will commence in June and the scheme will need to be completed by 16th September 2018. Access to the site can be over a 7-day working week and we would work with the chosen supplier to arrange mutually convenient schedules for any disruptive works.
6. We are not aware of any road closures or other works on or around the site that would impact your access.
7. As the chosen supplier you will be required to supply all materials, labour, machinery and tools. This should be factored into your quote as this will be an all-inclusive price. No additional fees will be sought to cover this unless specifically agreed. This is a project-based scheme and will need to be managed by supplier working directly with site personnel.
8. Please highlight and separate pricing to demonstrate where costs will be allocated. Please also include any ongoing costs and or services clearly. Whilst not part of the tender this information will be needed during the decision-making process. Please also highlight any additional services or support you may be able to provide that you feel will be of value to the project or scheme.

#### If you wish to visit the site in preparation of submitting your design concept and tender, please contact us to arrange a visit.SCHEDULE OF WORKS

1. Design & concept

All design and concept work to be included in this tender and does not form part of the pricing structure.

1. Groundworks
	1. All necessary equipment to be supplied by supplier and it must confirm to health & safety standards
	2. Any machinery must not block the entrance as this is an open / working site
	3. No additional costs are to be incurred by the business for machinery or equipment needed as this should be included in this tender
	4. All labour will be included and is the responsibility of the contract / supplier
	5. Ground to be made good for further construction / development. Ready for but not limited to foundations
2. Implementation & erecting of wall
	1. All necessary equipment to be supplied by supplier and it must confirm to health & safety standards
	2. Any machinery must not block the entrance as this is an open / working site
	3. No additional costs are to be incurred by the business for machinery or equipment needed as this should be included in this tender
	4. All labour will be included and is the responsibility of the contract / supplier
	5. All health and safety measures will be observed and will be responsible of the contractor / supplier to ensure that all personnel in their employee whether subcontractor or not are adhering to all policies including those imposed by the site.
3. Additional scheme elements
	1. All necessary equipment to be supplied by supplier and it must confirm to health & safety standards
	2. Any machinery must not block the entrance as this is an open / working site
	3. No additional costs are to be incurred by the business for machinery or equipment needed as this should be included in this tender
	4. All labour will be included and is the responsibility of the contract / supplier
	5. This will include any additional design elements or features as agreed during the acceptance of the design and concept.
4. Completion
	1. This will include and not be limited to any additional elements such as landscaping or design features.
	2. Any additional functional elements will need to be signed off as functional and working before the scheme can be signed off.

#### COLLECTION PAGE

1. Main wall Structure
2. Additional structural elements
3. Additional design features for scheme
4. Contingencies and provisional sums
5. Other (please specify)

**TOTAL TO FORM OF TENDER**

**Please provide any addition fees or ongoing costs in support of this scheme (such as engraving etc.)**