

Our ref 17301/DJS  
Your ref  
Date 23 February 2018  
Please ask for Mr D Syddall  
Direct line 0161 253 6951  
E-mail d.syddall@bury.gov.uk

Dear Sirs

**PROPOSED HYDROTHERAPY POOL  
AT ELMS BANK SPECIALIST ARTS SCHOOL**

Bury Council is inviting tenders for the above project. The award of the tender will be based upon price. However, the successful contractor will need to meet minimum criteria as set out at Appendices A, B and C of the Contractor Questionnaire (Document R). The minimum criteria include:

- a) The Contractor's head office / local base must be located to enable emergency site attendance within one hour of request
- b) Total turnover of the Contractor over the last two years must exceed £5,000,000.00

(where a contractor does not meet the required turnover, the contractor is to demonstrate their suitability to carry out the proposed scheme by listing all similar projects successfully completed in the last two years).

- c) The Contractor must be able to demonstrate that similar projects have been completed successfully and provide satisfactory client side references relating to the similar projects
- d) The Contractor must be able to evidence an acceptable environmental policy.
- e) The Contractor must be a member of the health & safety umbrella organisation "Safety Schemes In Procurement" (SSIP) eg CHAS
- f) The contractor must carry Employer's and Public Liability Insurance of a minimum £5,000,000

The following documents comprise this tender invitation:

- |              |   |
|--------------|---|
| 1) Document  | A Invitation Letter   |
| 2) Document  | B Instructions To Tenderers   |
| 3) Document  | C Front Cover   |
| 4) Document  | D Preliminaries and General Conditions                                |
| 5) Document  | E NBS Documents   |
| 6) Document  | F Phase 1 Extension - Work Schedule (Appendix 1 attached)             |
| 7) Document  | G Phase 1 Extension - Contractor Design Portion (Appendix 2 attached) |
| 8) Document  | H Phase 2 Demolition - Work Schedule (Appendix 3 attached)            |
| 9) Document  | I Priced Summaries  |
| 10) Document | J Form of Tender and Appendices                                       |
| 11) Document | K Form of Bond  |
| 12) Document | L Architectural Drawings (Appendix 4 attached)                        |
| 13) Document | M Structural Drawings (Appendix 5 attached)                           |
| 14) Document | N Mechanical Installation Drawings & Specification (Appendix 6)       |
| 15) Document | O Electrical Installation Drawings & Specifications (Appendix 7)      |
| 16) Document | P Pool Installation Drawings (Appendix 8)                             |
| 17) Document | Q CDM Client Information Pack ( <a href="#">to follow</a> )           |
| 18) Document | R Contractor Questionnaire ( <a href="#">to follow</a> )              |

**Electronic service of legal  
documents accepted only at:**  
**Email:** legal.services@bury.gov.uk  
**Fax:** 0161 253 5119

**Technical Services**  
**3 Knowsley Place,**  
**Duke Street**  
**Bury BL9 0EJ**

The tenderer should note that the tender sum must include for all named products, materials and specialist named sub contractors included on the Drawings and within the Specifications. Where tenderers wish to propose alternative products / sub contractors to those named, the proposals should be included at the appropriate location in the form of tender **but not within the tender sum.**

The completed Form of Tender and Appendices (Document J), the Summaries (Documents I1 to I6 inclusive) and the Contractor Questionnaire (Document R) are the only tender submissions to be returned and shall only be sent electronically via the CHEST system. The tender submission must reach the electronic mail box of Bury MBC no later than noon on Friday 23 March 2018. Your tender submission must not be made by any other method.

Please acknowledge receipt of this letter and enclosures and confirm your willingness to submit a tender in accordance with these instructions.

Yours faithfully,

K E J WATSON (MRICS)  
ARCHITECTURAL SERVICES