



# HELSTON TOWN COUNCIL

*Konsel an Dre Hellys*

THE GUILDHALL • HELSTON • CORNWALL • TR13 8ST

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Tel: (01326) 572063

Chris Dawson Town Clerk



15<sup>th</sup> August 2017

Dear Sirs

## **Corn Exchange and Entrance Hallway Decoration**

You are invited to tender for the re-decoration of the Corn Exchange and entrance hallway at the Guildhall, Helston. Enclosed is a Schedule of Works required and other instructions.

If you are interested in tendering for the work please contact my office to arrange a convenient time to visit. The office opening hours are 9.00am – 4.00pm Monday to Friday. Please return your submission on the enclosed form in an envelope marked '**CORN EXCHANGE TENDER**' by noon on Friday 8<sup>th</sup> September 2017. The Town Council will award the contract at its meeting on 28<sup>th</sup> September 2017.

It should be noted that if you are awarded the contract, the work must be completed by the end of December 2017.

If you have any queries please do not hesitate to contact me.

Yours faithfully

Mr C Dawson  
Town Clerk

## **SCHEDULE OF WORKS**

### **1. Decoration of Corn Exchange**

#### 1.1 Preparation

- a) Remove plaques and clock from the walls, recording positions for reinstatement upon completion.
- b) Allow for safe means of access to all works, particular attention in this respect is drawn to the height of the ceiling and the need to access the highest point of same. The contractor should supply relevant, comprehensive, current risk assessments and method statements to be agreed with the Town Clerk prior to work commencing.
- c) Allow for full sheeted protection to all furniture and wooden flooring. Protection is also required to prevent dust & debris accumulation in adjoining kitchen.

#### 1.2 Redecoration Works

- a) Ceiling – rub down, fill / caulk as necessary, apply a coat of stain block paint to areas marked by old water ingress and apply two full coats of brilliant white vinyl silk emulsion paint.
- b) Walls – rub down, fill / caulk as necessary, apply a coat of stain block paint to areas marked by old water ingress and apply three coats of vinyl silk emulsion, in a colour to be advised.
- c) Skirtings, window ledges and dado rail, window frames including internal window frames, kitchen hatch frame and door frames – rub down smooth and apply one undercoat and two top coats of white gloss paint.
- d) Radiators – rub down smooth and apply two coats of white gloss radiator paint.
- e) Window recess, Corn Exchange door, kitchen door, wood panelling and columns – rub down smooth, and apply one undercoat and two top coats of gloss paint in a colour to be agreed.
- f) Fully clean down working areas, including paint spillages, spotting or over paint onto ironmongery etc., and leave in all respects ready for immediate use.

## **2. Decoration of Entrance Hallway**

### 2.1 Preparation

- a) Remove noticeboards and leaflet rails from the walls, recording positions for reinstatement upon completion.
- b) Allow for safe means of access to all works, particular attention in this respect is drawn to the height of the ceiling and the need to access the highest point of same. The contractor should supply relevant, comprehensive, current risk assessments and method statements to be agreed with the Town Clerk prior to work commencing.
- c) Allow for full sheeted protection to wooden flooring.
- d) Please note that the Town Clerk's office is located off of the entrance hall and cannot easily be relocated. Constant access will be required during working hours.

### 2.2 Redecoration Works

- a) Ceiling – rub down, fill / caulk as necessary, and apply two full coats of brilliant white vinyl silk emulsion paint.
- b) Walls – rub down, fill / caulk as necessary and apply three coats of vinyl silk emulsion, in a colour to be advised. (Please note the colour scheme will be the same as the Corn Exchange)
- c) Skirtings, picture rail, internal window frame above Corn Exchange, door frames and Town Clerk's Office door – rub down smooth, and apply one undercoat and two top coats of white gloss paint.
- d) Wood panelling, column and doorways (excluding Town Clerk's Office and main entrance doors) – rub down smooth, and apply one undercoat and two top coats of gloss paint in a colour to be agreed. Do not paint any red wiring as this is part of our fire alarm system. Please note that the main entrance doors are not being decorated and will retain the wood grain finish.
- e) Fully clean down working areas, including paint spillages, spotting or over paint onto ironmongery etc., and leave in all respects ready for immediate use.

**TENDER**

NAME: .....

ADDRESS: .....

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MY TENDER FOR THE RE-DECORATION OF THE CORN EXCHANGE AND  
ENTRANCE HALLWAY AT THE GUILDHALL, HELSTON

PRICE .....

I CONFIRM THAT I HAVE ALL THE NECESSARY SAFETY EQUIPMENT TO  
UNDERTAKE THIS CONTRACT IN ACCORDANCE WITH THE CURRENT HEALTH  
& SAFETY REGULATIONS AND THAT I ALSO HAVE SUITABLE PUBLIC AND  
PERSONAL LIABILITY INSURANCE.

SIGNED: .....

PRINT NAME: .....

DATED: .....