



HELSTON TOWN COUNCIL

Konsel an Dre Hellys

THE GUILDHALL • HELSTON • CORNWALL • TR13 8ST

E Mail: townclerk@helston-tc.gov.uk Website: www.helston-tc.gov.uk

Tel: (01326) 572063

Chris Dawson Town Clerk



15th August 2017

Dear Sirs

Refurbishment of Wooden Flooring

You are invited to submit a quotation for the refurbishment of wooden flooring in 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 '**FLOORING TENDER**' by noon on Friday 8th September 2017. The Town Council will award the contract at its meeting on 28th 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. Re-finish Wooden Floor Corn Exchange and Hall Way

1.1 Preparation

- a) Allow for safe means of access to all works. The contractor should supply relevant, comprehensive, current risk assessments and method statements to be agreed with the Town Clerk prior to work commencing.
- b) Allow for protection to prevent dust & debris accumulation in kitchen adjoining the Corn Exchange, care should be taken to not damage paintwork.
- c) 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 (9am to 4.30pm Monday to Friday) which may necessitate work undertaken outside of these times. The contractor will be deemed to have included for any additional costs for evening or weekend working in this area within the tender and no extra costs will be approved in this respect.

1.2 Redecoration Works

- a) Sanding – sand surface of wooden flooring, preferably with a low dust machine to minimise mess.
- b) Repair – repair and gap fill wooden flooring as necessary leaving a clean surface suitable for finishing coat.
- c) Finish – Apply three coats of high traffic polyurethane wooden floor seal.
- d) Fully clean down working areas and leave in all respects ready for immediate use.

TENDER

NAME:

ADDRESS:
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MY TENDER FOR THE REFURBISHMENT OF WOODEN FLOORING IN 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: