

MELBOURN PARISH COUNCIL

Clerk: Claire Littlewood
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://melbournparishcouncil.co.uk>

Opening hours:
Monday - Friday : 10:00 – 13:00 / 14:00 – 15:30
Please call in advance to arrange an appointment

Jordan & Sons Ltd
21 Cobham Road
Ware
Herts
SG12 7HD

1 March 2021

Dear Sirs

Melbourn Community Hub : Extension

Thank you for submitting tenders in respect of the above extension works. I am very pleased to confirm that you have been successful in securing the contracts for the following elements of the extension project:

- | | | |
|---|---|-----------|
| - Groundworks (labour and concrete) | : | £6,935.00 |
| - Blockwork to BPC, beam and block floor* | : | £2,106.00 |
| *labour only | | |

I understand that our Project Manager, Tom Upcraft, has been in contact with you to discuss start dates and you have indicated that you are in a position to commence groundworks on 8 March 2021.

By way of confirmation of the above arrangements, I should be grateful if you would sign and return a copy of this letter to the email address above.

Yours faithfully



Claire Littlewood
Parish Clerk

.....
On behalf of Jordan & Sons

.....
Print name

Dated:

CLIENT: The Clerk, Melbourn Parish Council 30 High St, Melbourn, Royston SG8 6DZ	COMPANY & ADDRESS: JORDAN SONS WARE, HERTS SG12 7HD
CONTACT Parish Council office - 01763 263303 Project Management - contact@1731.co.uk	COMPANY NO: _____ VAT NO: _____
NOTES: Tender deadline is Tuesday 16th December 2020 @ 12:00 hrs Please submit a tender only within this document, other forms of pricing will be dismissed, use the notes section for any elaboration or details. Tenders are non binding to either party without a written contract. Please see drawing pack provided, contact the project manager for additional information or clarification, any additional information supplied to one party will be made publicly available to all parties.	

Project Elements	Description	Cost ex Vat
1	Locate utilities across site	
2	Level out working area	1,152
3	Set out foundation for new structures Dig out for strip foundation - Assume 1000mm depth & 600mm width	1,104
4		
5	Pour strip foundation	3,179
6	Install u/g RWP Connect to existing system	1,500
7		
Total ex VAT		<u>6,935</u>

Notes	Please include the cost of all labour & machinery required for the above works referring to the plan pack provided. You are to provide all equipment required to complete the works including consumables, concrete & fuel. > The client will supply all materials required for shuttering and formwork including timber & fixings & any hired in forms. > The client will supply muck away & skip services through the project manager at your instruction. Please note there are 2 separate strip foundations, front & rear. Include prices for both. Please itemise the elements where possible, if that is not practical please include a total cost. If you wish to omit a project element from the total cost please indicate this in the element cost section.
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DPC
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MELBOURN VILLAGE HUB EXPANSION

CLIENT: The Clerk, Melbourn Parish Council 30 High St, Melbourn, Royston SG8 6DZ	COMPANY & ADDRESS: JORDAN & SONS WARE, HERTS SG12 74D
CONTACT: Parish Council office - 01763 263303 Project Management - contact@1731.co.uk	COMPANY NO: _____ VAT NO: _____
NOTES: Tender deadline is Tuesday 16th December 2020 @ 12:00 hrs Please submit a tender only within this document, other forms of pricing will be dismissed, use the notes section for any elaboration or details. Tenders are non binding to either party without a written contract. Please see drawing pack provided, contact the project manager for additional information or clarification, any additional information supplied to one party will be made publicly available to all parties.	

Project Elements	Description	Cost ex Vat
1	Set out of building front & rear	2,106 } Total ex VAT <u>2,106</u>
2	Blockwork upto and including floor block	
3	Install vent bricks and DPC	
4	Install block and beam flooring	
5	Install insulation	
6	Lay floor screed	
	labour only (+ eqmt)	

Notes	Please include the cost of all labour & machinery required for the above works referring to the plan pack provided. You are to provide all equipment required to complete the works including consumables & fuel. The client will supply all materials required to be ordered through the project manager. The client will supply muck away & skip services through the project manager at your instruction. Please note there are 2 separate structures, front & rear. Please itemise the elements where possible, if that is not practical please include a total cost. If you wish to omit a project element from the total cost please indicate this in the element cost section.
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