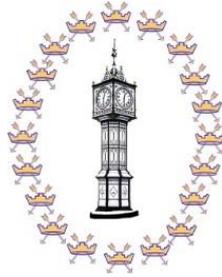


# DOWNHAM MARKET



## TOWN CLOCK RESTORATION SITUATED ON TOWN SQUARE DOWNHAM MARKET NORFOLK

### CONTRACT TENDER DOCUMENT

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**TOWN CLOCK RESTORATION**

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Tendering Timetable

Advertise Tender & Issue Documents	02 December 2019
Deadline for Tender questions	20 December 2019
Deadline for receipt of completed Tender documents	17 January 2020
Evaluation of tenders	20 January 2020
Discussion of Tenders at Full Council	04 February 2020
Notification to applicants	07 February 2020
Date of Commencement of Contract	Proposed July 2020
Date of completion of contract	Proposed August 2020

## 1. INVITATION TO TENDER

1. Downham Market Town Council ("the Council") hereby invites tenders for the restoration of Town Clock on the Town Square in accordance with the Contract documents attached, which comprise of

1. Invitation to tender
2. Standard contract conditions
4. Schedule of works
5. Tender form
6. Evaluation

2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.

3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Town Clerk by no later than two weeks before the closing date.

4. The tender shall be submitted ONLY on the attached Form of Tender.

5. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.

6. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.

7. If having examined the tender documents you wish to submit a tender you should: -

(a) Fully complete and return the following documents

- (i) Tender Form
- (ii) Public Liability Insurance
- (iii) Relevant Health and Safety documentation
- (iv) Details of works guarantee
- (v) Relevant references

(b) Return tenders and all related documentation by 17 January 2020 to the Town Council Office, 15 Paradise Road, Downham Market PE38 9HS

**Tenders received late will not be considered.**

(c) Please note that the package containing the tender must be in the supplied envelope, clearly marked "Tender for Town Clock Restoration" on the outside.

## **2. Standard Contract Conditions**

### **Officer**

The Officer will be the Town Clerk

### **Extent of Work**

The work will comprise of

- Full restoration of Town Clock as detailed in schedule of works

### **Site Details**

The clock is situated on the Town Square adjacent to the Town Hall

### **Workmanship Details**

The workmanship must be of the highest standard and shall conform to all relevant British Standards and Specifications and Code of Practice.

### **Duration of Contract**

It is anticipated that the works would be completed in 8 weeks, unless advised and agreed.

### **Payment to Contractor**

The Contractor will submit an account, payment in 30 days.

This will be paid via BACS.

### **Insurance**

The Contractor is required to have a minimum of £5,000,000 public liability insurance for Contracts. A current Certificate of Insurance to this effect must be produced to the Town Clerk on commencement of the Contract and annually thereafter. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

### **Health and Safety**

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract.

### **Sustainability**

Sustainable materials should be used if possible.

### **Notes to Tenderers**

a) Attention is drawn to the Form of Tender and Standard Contract Conditions. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.

b) The prices to be included in the Form of Tender are to be the full inclusive value of all the work described, including all costs and expenses, and all general risks, liabilities and obligations, but EXCLUDING VAT (if applicable)

c) A price shall be submitted to complete all the restoration work as stated.

- d) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- e) Regular inspections will be carried out by the Council throughout the period of the works to ensure the work is completed in accordance with the Specification of Works.
- f) Contractors are asked to contact the Town Clerk if any clarification is required.

### **3. Condition of Clock**

The clock structure is made of numerous iron castings, bolted together to form the structure. In a recent survey it was noted numerous small cracks to the upper levels and all four clock faces and their surrounding metalwork, however it is believed these are historic and probably a result of stress relief through expansion and contraction and not of any concern structurally; however previous paint applications have failed to cover the inaccessible surfaces.

Since the restoration 15 years ago, many joints between castings have moved and water has penetrated these allowing the iron to rust and bleed out as discoloured water. None appear to have moved and rust jacking was not evident upon the survey and it is assumed that the fixings remain in good condition.

Clear silicone bath sealant has been used in many areas at the upper levels to presumably attempt to prevent water ingress, but many of these strips have now failed and are not suitable for a lasting repair.

Internally, 8 no strips of aluminium have been bolted through, sealed and painted, where glass was probably used originally.

Inside the structure the iron panels appear to have been primed only. Primer is generally porous, and this could be the reason that light surface rust is present throughout.

Access above ground level was not possible due to the new clock automation gear, but it is assumed the upper reaches are in a similar, lightly rusted condition.

#### **Adornments – Leaves and Finials**

All the finials and leaves appear to be present and attached to the structure firmly, but there is no way of viewing or testing their fixings.

The gilding is largely present but failing on edges and other areas.

#### **Weathervane**

The wrought iron weathervane is complete and working as it should. The paint has failed in areas and small areas of localised rusting are present.

## **Conclusion**

The clock and associated components are in very good and complete condition, but the paintwork and joint sealants have now failed. The clock will very soon degrade quickly as a result of water ingress and now is the time to apply new sealants and a new paint system to protect the clock for another 15 to 20 years before major maintenance is required again.

Structurally the clock remains plumb with only a few cracks to the castings. The survey was not invasive and as such cannot guarantee the condition of the fixings contained within or the security of the parts, however it is believed that these do remain secure, with no noticeable “rust heave” causing cracking to castings evident upon the survey. A tap test could be employed during a restoration procedure on vulnerable or suspect items, or a component removed completely to assess the condition of its fixings.

A further application of a suitable sealer will prevent any further degradation for the foreseeable future providing regular (annual) maintenance to be carried out by ourselves using the correct paint system and joint sealants.

#### 4. Schedule of works

1. To discuss on-site the requirements of a fully sheeted scaffold with a local contractor and install the same for a period of 6 to 8 weeks. (DMTC to manage any traffic / pedestrian diversions during the erection, throughout the project and during the dismantling).
2. Mask off the stone plinth from paint debris.
3. Employ Smith of Derby to remove the clock hands and internal motion to allow access to the inside.
4. To abrade the paint (presumes to be lead free as it was fully repainted only 15 yrs ago), abrade by hand and needle gun the areas of corrosion as far as possible and treat to a brush applied corrosion convertor, bend any paint layers with sand paper and provide a suitable zinc rich primer (inside and out).
5. Paint the inside with a non-porous paint system (1 coat).
6. Carry out a tap test, lightly tapping the components with a hammer to check for broken, wasted or insecure fixings.
7. Replace any suspect fixings with new BZP equivalents.
8. Clean and secure any glazed elements.
9. Wash down the structure and prepare for a paint system suitable for overpainting the recent paints.
10. Seal all joints with a polyurethane adhesive sealer (over paintable).
11. Paint the external elevations with black and white paints (colours to be agreed) and pinstripe the black highlights to the original areas.
12. Apply size and gild the finials and leaves with 23 ½ carat gold leaf using a tip and cushion method.
13. Water test the structure and check for leaks, sealing and making good the paint as required.
14. Assist Smith of Derby in reinstating the clock mechanism and allow them to test the installation off the scaffold provided.
15. Strike the scaffold and leave site clean and tidy.
16. Provide DMTC with an operation and maintenance manual to detail the paint system used and to provide us with a maintenance regime to make good any defects annually or to attend to any accidental damage.

**5. TENDER FORM – to be submitted to the Council**

**PRICE QUOTED ARE TO BE EXCLUSIVE OF VAT**

Please complete and sign the Tender Form overleaf and submit both parts to Downham Market Town Council Offices by 20<sup>th</sup> December 2019 at the latest.

<b>Restoration of the Town Clock As detailed in Section 4</b>	<b>Price exclusive of VAT</b>

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works.

I/We understand that Downham Market Town Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Company or Business Name: .....

Business correspondence address .....

.....

Postcode: .....

VAT Reg No. (if applicable) .....

Contacts: Landline ..... Mobile .....

Email: .....

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

Signed: .....

Print Name: .....

Position: .....

Dated: .....

## 6. Evaluation

Bids will be evaluated in accordance with the Downham Market Town Council's Financial Regulations using the following criteria and weighting:

<b>Criteria</b>	<b>Possible score</b>
<b>Price</b> The full and final cost  To take into account affordability and the commercial stability of a supplier.	Max 25 points out of a total of 100 marks
<b>Quality</b> The supplier's ability to deliver the contract to the highest standards.  Evidence of the supplier's relevant knowledge and experience	Max 25 points out of a total of 100 marks
<b>Technical attributes</b> Evidence of technical ability to meet the criteria of this project and experience of working on similar projects.  Experiences of working with listed historic buildings.	Max 25 points out of a total of 100 marks
<b>Compliance</b> The Supplier's compliance with all Health & Safety and employment laws and regulations	Max 25 points out of a total of 100 marks