



Town Hall, Church Street,
Reepham, NR10 4JW

Telephone number 01603 873355
Email clerk@reephamtowncouncil.gov.uk

TO ALL TENDERERS

Dear Sir/Madam,

Reepham Multi-Use Wheeled Skate Park Design and Build

Reepham Town Council, as managing Trustee to Stimpson's Piece Charity, is seeking quotes from suitably experienced and qualified contractors to undertake the Design and Build of a replacement concrete Multi-Use Wheeled Skate Park for Reepham. This quote is to see the project through, from concept to delivery, including local engagement and consultation, securing planning permission, support with fundraising, as well as the Design and Build itself.

These works are described and detailed in the specification (as referred to in the Schedule of Works)

Should you wish to competitively tender for these works, you must submit a tender enclosing the following documents:

- (a) Notice to Tenderers
- (b) Technical return document
- (c) Price Schedule
- (d) Pre-construction Information

Following tender assessment, the successful Contractor will be appointed as the Preferred Contractor for the project. The Contract would be entered once planning permission and a full funding package are secured.

You should provide evidence of your quality assurance documentation which will demonstrate your experience in similar previous projects and show how you will provide the support, expertise and quality required by the Town Council.

You should also provide a copy of your Professional Indemnity Insurance documentation along with proof of your sector specific portfolio.

Your tender will be assessed on the strength of your technical return (80%), and Price Schedule (20%).

The assessment of the technical return will consider criteria including your approach to engagement, fundraising, quality and design, and approach to project delivery.

The completed tender documents and all attachments should be returned, in an envelope with ONLY the wording 'TENDER REEPHAM MULTI-USE WHEELED SKATE PARK DESIGN AND BUILD', **to arrive no later than MIDDAY Tuesday 20th May 2025 to Reepham Town Council, Town Hall, Church Street, Reepham, Norfolk, NR10 4JW.** The envelope should bear no names or marks to indicate the sender.

Telephone or fax or e-mail tenders will not be accepted.

Please check that you have received all the documents.

If you are intending to tender, please can you confirm so by Tuesday 6th May 2025 to the following email address clerk@reephamtowncouncil.gov.uk

The Contractor is welcome to visit and inspect the site prior to submitting their Bid. The site is set within a freely accessible public park, and there are no restrictions on times or days at which the site can be accessed. The intended site is to the left as you enter the Stimpson's Piece Recreation Ground, on the overflow car park. The address for the site is Stimpson's Piece, Off Bartle Court, Reepham, NR10 4LL. What3Words: ///backward.optimists.gobblers.

The Contractor will gather all the information they deem necessary to fulfil the requirements of this Bid and subsequent contract and deliver the objectives therein. No consideration shall be given because of omissions or additions to this Bid or subsequent contract by the Employer or the client that arise as a result of failure to gather information that could reasonably be expected to have been determined from a site visit. The inspection shall not be invasive in any way. If the Applicant determines that an invasive survey is required in addition to the information provided with this Bid or subsequent contract, then the Applicant is to raise this as a clarification.

Accompanied site visits with the Council representative can be arranged as required.

Please note prospective tenderers are prohibited from contacting staff or Councillors to canvass or encourage support for their tender outside of the prescribed process.

Yours faithfully,



Kirsty Cotgrove
Town Clerk