



Looe Town Council is currently compiling a list of Approved Suppliers for the provision of general maintenance and repair services for works up to a 'per-item' value of £2,000. Service Providers and Contractors included on the Approved Suppliers List will be offered works by the Town Council to be priced according to the rates submitted in this tendering process on an 'as required' basis without the requirement for further submission of tenders or bids for such works.

Inclusion on the Town Council's Approved Suppliers List will not guarantee Service Providers or Contractors of any level of works, contractually or otherwise, for and on behalf of the Town Council.

Following this tendering process, it is intended that appointed Service Providers and Contractors will be included on the Town Council's Approved Suppliers list for a period of three years. At the conclusion of the third year, the Town Council may at its discretion extend the period of appointment for a further two years. Any extension of the initial period of inclusion on the Town Council's Approved Supplier's list will be dependent upon a satisfactory performance of works and be subject to any review of rates at the anniversary of the initial period.

In accordance with the above, Looe Town Council is inviting tenders for the following works:

1. Architect services
2. Electrical works inclusive of fault investigation, testing, remediation and new installation
3. Plumbing and Heating works inclusive of maintenance, repair, minor drain clearance and water leak detection
4. General Building works inclusive of maintenance, repair and minor groundworks
5. Drainage Clearance works involving jetting or other powered equipment.

Service Providers and Contractors may bid for all, or any, of the above works and must provide the following rates for each trade category bid for:

Skilled Labour Day Rate for works during normal working hours:

Unskilled Labour Day Rate for works during normal working hours:

Skilled Labour Hourly Rate for works during normal working hours:

Unskilled Labour Hourly Rate for works during normal working hours:

Skilled Labour Hourly Rate for works outside of normal working hours:

Unskilled Labour Hourly Rate for works outside of normal working hours:

Emergency Call-out charge (if applicable):

Percentage mark-up (Cost-Plus) for materials and consumables used in the execution of works:

All rates quoted are to be inclusive of works supervision and management costs.

Looe Town Council reserves the right to specify the grade or quality specification of any materials to be used in any proposed works.

In bidding for the above works, Service Providers and Contractors must be able to demonstrate competency for such works and shall provide such information necessary as to validate such competencies. Service Providers and Contractors shall additionally indicate if any element of the works bid for, are to be subcontracted.

Upon completion of this tendering process and dependent upon the level of works offered to appointed Service Providers and Contractors, Looe Town Council may require Method Statements and Risk Assessments to be submitted prior to any works being undertaken

Tenders are to be submitted in writing in a sealed envelope marked 'Tender for Approved Suppliers' to:

The Town Clerk
Looe Town Council
The Guildhall
Fore Street
East Looe
PL13 1AA

e-mail: enquiries@looetowncouncil.gov.uk
website: www.looetowncouncil.gov.uk