



Town Hall Rear Guttering Repair

The Town Hall is an important civic and public building in [Location]. Over the years, the rear guttering has required attention, and we are now in a position to address this issue thanks to funding secured from High Peak Borough Council. This project must be completed by **Monday, 10 March 2025**.

We are seeking quotations for the following scope of work:

Scope of Work

1. **Guttering Repair/Replacement:**
 - Removal of existing wooden guttering at the rear of the Town Hall.
 - Installation of new guttering, either:
 - Cast iron, or
 - Aluminium powder-coated option (approved for replacement).
2. **Scaffolding:**
 - Supply, erection, and removal of scaffolding required to access the rear of the building safely.
3. **Compliance:**
 - All work must comply with relevant safety and building regulations.
4. **Additional Roofing Works:**
 - Contractors are encouraged to provide quotes for additional roofing repairs and maintenance projects for inclusion in our long-term works programme.

Requirements

- Proof of qualifications and relevant certifications for the proposed work.
- Proof of liability insurance.

- A detailed breakdown of costs, including materials, labour, scaffolding, and any additional expenses.
- Warranty details and aftercare services.

Submission Instructions

- Please submit your quotation, along with any supporting documents, to the following contact details by **Monday 3 February 2025**
- Clare Wild, Clerk and Responsible Finance Officer
01663 743434
- Clerk@newmillstowncouncil.gov.uk

We look forward to receiving your proposal and thank you for your interest in contributing to this important community project. Should you require any further information or wish to arrange a site visit, please do not hesitate to contact us.