

Ham Scout Group



49 Earle Gardens
Kingston-upon-Thames
Surrey
KT2 5TB

Tel: 020 8549 8679

Email: chairman@hamscouts.org.uk

1 Mar 2014

Roof Repair for Ham Scout Group Scout Hut

Dear Sirs

You are invited to quote for the repair and renovation of the roof of Ham Scout Group's Hut.

About Ham Scout Group

Ham Scout Group was formed in 1945. It is a registered charity, number 303813, and is supported entirely by modest subscriptions, considerable fund-raising activity, charitable donations and voluntary support. It provides scouting facilities and activities for approximately 60 children and young adults in Ham at any one time.

Hut, location and description

Ham Scout Group's Headquarters is located on a plot of land leased from the London Borough of Richmond upon Thames Council in the south-east corner of Greycourt School playing field. (See the "Find Us!" link on <http://www.hamscouts.org.uk>). The plot is fenced off and gates and building are kept locked when not in use.

The hut was built by volunteers and opened in 1966. It comprises breeze-block walls with brick pillars approximately three metres apart and four metres high. The walls are approximately nine metres wide by fifteen metres long. The pillars support four traverse pitched steel truss roof sections and the roof itself comprises a lightweight straw-board covered with felt and tar. The apex of the roof is approximately six metres above ground. Two double-door entrances approximately two metres wide are covered by projecting wooden canopies, covered with felt and tar. There is access all around the hut though this is restricted in places. The hut is served by mains electricity and water supplies.

Scope of work

The roof felt has perished in several places, leading to leaks and damage to the underlying board. The fascias, soffits, barge-boards and rainwater goods are in an advanced state of decay and require total replacement. The door canopies also require appropriate repair.

The works therefore entail:

1. Removal of old roofing felt and tar
2. Appropriate repair or replacement of underlying roof boards
3. Removal of all fascias, soffits, barge-boards and rainwater goods
4. Optional: Improve insulation
5. Replacement of roofing felt and pitch
6. Replacement of fascias, soffits, barge-boards and rainwater goods
7. Safe disposal of all waste

Durable and low maintenance solutions are preferred.

Hut access

The hut is accessible from Ham Common via the foot and bridle path from the small car park between numbers 49 and 51 Ham Common. There is restricted vehicle access via the bridleway with a maximum width of about 2 metres, wide enough for a small van but not, for example, a skip lorry. The hut is mainly used during school term-time, three or four evenings per week. The premises are generally unused during weekdays, with occasional use at weekends such as for Jumble Sales and other events.

Inspection

You are welcome and encouraged to inspect the premises and to undertake any non-chargeable investigatory work that will ensure the accuracy of your quotation. Please contact the chairman either at the address or email below or by phone: 07778 934 940 between 9am and 7pm to arrange access.

Quotation

You are invited to submit your quotation for the above works. Due to our tightly limited funds we require a guaranteed fixed maximum price for the work, and an indicative minimum.

The response and quotation must include:

1. A description of the work and materials to be used.
2. Your requirements from us in terms of access etc.
3. A fully inclusive guaranteed maximum price for all works.
4. An indicative minimum and estimated actual price.
5. Separate but fully inclusive costs for any options, such as for improving the insulation.
6. Any opportunities for us to assist with the works in order to reduce the the total cost (e.g. by disposing of waste) and an indication of the saving.
7. An estimated start date.

8. An estimated completion date.
9. Identification of any periods during which the premises would be unusable during evenings and weekends.
10. A guaranteed completion date.
11. Two appropriate references for similar work undertaken in the last 18 months
12. A copy of your standard terms and conditions
13. Details of all warranty and guarantees

Your quotation should be sent in writing and/or by email to the Chairman of Ham Scout Group:

Address: Mr K Bailey, 49 Earle Gardens, Kingston upon Thames, KT2 5TB

Email: chairman@hamscouts.org.uk

Your quotation must arrive by 12 noon on 31 March 2014.

Award of Contract

We are under no obligation to award contract, nor accept the lowest price. We will base our selection on our assessment of value for money within our available budget. We may need to contact you in early April if clarification is required. We expect to select a shortlist and will notify you accordingly and we may take up references at that point. We expect to award contract by mid March and would prefer work to be completed by the end of the Easter School Holiday, 12 April 2014.

