

LISKEARD TOWN COUNCIL

Tel: 01579 345407
Office hours 9am to 1pm
Email. townclerk@liskeard.gov.uk
Website. www.liskeard.gov.uk



Mr S Vinson
Town Clerk
3-5 West Street
Liskeard
Cornwall
PL14 6BW

22 November 2024

Dear Sir or Madam,

Re. Guildhall Refurbishment

Liskeard Town Council is inviting tenders from suitably qualified and experienced contractors for the refurbishment of the Grade 2* listed Guildhall. Accordingly, I enclose the following drawings and documents:

- Project Brief
- Ground Floor Plan Proposed AB.101
- First Floor Plan Proposed AB.102
- Section Proposed AB.103
- Prelims
- Schedule of Work
- Photographs
- Form of Quotation

Please complete and return the enclosed 'Form of Tender' in an envelope clearly marked on the outside 'Guildhall Tender' to Mr S Vinson, Town Clerk, Liskeard Town Council, 3-5 West Street, Liskeard, Cornwall, PL14 6BW. The deadline for receipt of tenders is **1pm Wednesday 15 January 2025**.

Site visits can be arranged by contacting Jacqui Orange, Facilities Manager at facilities@liskeard.gov.uk or call 01579 345407 / 07926 571882. Please give a minimum of 24 hours notice. You must inspect the property and read the documents in conjunction with the drawings before finalising your price.

If you require any clarification of the enclosed or any additional information, please contact Jacqui Orange, Facilities Manager at facilities@liskeard.gov.uk or call 01579 345407 / 07926 571882 and I will distribute the questions and answers to all tenders so all tender the same information.

Your sincerely,

Jacqui Orange
Facilities Manager
cc. Steve Vinson, Town Clerk