



# Datchet Parish Council

1 Allen Way  
Datchet  
Slough  
Berkshire  
SL3 9HR

Web: [www.datchetparishcouncil.gov.uk](http://www.datchetparishcouncil.gov.uk)

**Katy Jones Clerk**

Email: [Clerk@datchetparishcouncil.gov.uk](mailto:Clerk@datchetparishcouncil.gov.uk)

Tel: 01753 773499

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10<sup>th</sup> November 2021

Dear Sir,

## **Invitation to Tender for the Roof on Datchet Library, 8 Horton Road, Datchet, SL3 9ER**

I am writing to invite you to tender for the roof on Datchet Library.

Accordingly, I enclose the following documents: -

1. A location map of Datchet.
2. A site plan of the library and surrounding area
3. A specification of the works required

Your tendered price should include for all the goods and materials required, delivery, any necessary ground works, scaffolding, all labour and roofing works and any other ancillary items.

Your attention is drawn to the fact that this is a public building within a public open space, so warning signs and fencing will be necessary for the duration of the works. You should also confirm that you have the correct level of public liability insurance in place.

The library opening times are as follows: -

**Monday - Closed**  
**Tuesday - 2.30pm - 5.30pm**  
**Wednesday - Closed**  
**Thursday - 2.30pm - 6.30pm**  
**Friday - 2.30pm - 5.30pm**  
**Saturday - 10am - 1pm**  
**Sunday - Closed**

We will liaise with the Borough over the works but it may not be possible to shut the building whilst the works are taking place. You should take account of this.

Your attention is drawn to the fact that you should fully inspect the present condition of the roof before submitting your tender.

The Council is looking for the works to go ahead in Spring 2022.

In order to be considered, tenders should be returned to the Parish Office by Noon on Wednesday 1st December 2021, in the envelope provided, to be presented at the Parish Council meeting on 13th December 2021. Emails are acceptable, but please note that there will be no extension to time.

To register your interest, and to arrange a site visit either email or call the Parish Office on the above line.

Yours faithfully,

K J Jones

Katy Jones  
Clerk to Datchet Parish Council