**Suggested letter of invitation for appointment of Quinquennial Inspectors**

From: *(insert name of Circuit or Local Church, along with a contact name)*

To: *(insert Name of Practice, along with a contact name if known)*

Dear *(insert name of contact if known)*

We are pleased to be able to invite you to submit an expression of interest with tender price for carrying out a Quinquennial Inspection at the following property:

*(insert Name(s) of properties: church, manse, graveyard or other property)*

We would like your submission to be returned to the address at the top of this letter by 12 noon on *(insert date at least 3 weeks from the letter date*). Tenders should be submitted in a sealed envelope and marked ‘QI Submission’. All tenders will be opened and reviewed by *(insert a date no later than 1 week after the tender deadline)* and you will notified of the outcome within 24 hours of a decision.

To assist your submission we enclose:

* A copy of the most recent Quinquennial Report(s)
* Addresses of each local church/manse/other property
* Contact names, phone no., emails etc. of Circuit Officers (or a copy of the circuit directory)
* A note of repairs or building work carried out in the last few years, and anticipated in a few years’ time (this could be a copy of schedule A or extracts from the property log-book).

You are invited to visit the property involved - please contact *(insert name and contact details)* to agree a suitable time.

With your submission, please enclose:

* Your lump-sum fee for undertaking this commission, including a breakdown of your time-charge rates and anticipated expenses
* 2no. references from previous clients
* A typical example of a Quinquennial Report previously undertaken by your practice
* The details of the person within your practice who will be the “lead person” for Methodist work
* A summary of other relevant experience of work on churches, including historic or listed buildings and sustainable buildings.

*(If applicable)* You are invited to make short presentation to circuit officers on *(insert date, location etc.)*, please confirm if you wish to attend.

The appointment will be made on the basis of the quality of your work and the overall assessment of your submission, not necessarily on the lowest cost.

Please note that more than one practice may be appointed *(delete if tenders are being sought for only 1 church/chapel)*. It is hoped that this circuit and your practice will be able to develop a long-term relationship spanning many years. It is anticipated that future repairs and building schemes for these properties will be discussed with you, with the possibility of appointing you as professional consultant.

We look forward to receiving your submission. Please contact us should there be any points you would like to discuss further.

Yours sincerely/faithfully *(delete where applicable)*

*(insert signature of person representing the circuit of church council)*