



TATWORTH AND FORTON PARISH COUNCIL

TENDER DOCUMENT VILLAGE RANGER CONTRACT

1. CONTRACT AND TENDER INFORMATION

(i) The fixed price contract will commence on 1st April 2020 and expire on the 31st March 2023.

The Parish Council requires the contractor to work one eight hour day per week (4 days per calendar month) during the spring and summer months and one six hour day per week during the autumn and winter months. Dates to be agreed with the Parish Clerk on contract award.

(ii) To be considered Tenderers must demonstrate that they possess all of the following:

- a. Public Liability insurance of at least £5,000,000
- b. Adequate resources (staff and machinery) to fulfil the contract
- c. Staff who are trained in the use of herbicides and pesticides AND who are competent to carry out the activities with which they are involved.

(iii) The contract is for the services specified in the Schedule of

Work (attachment A). The roads included (Attachment B)

- (iv) Contractors should visit the Parish prior to pricing to avoid any doubt regarding location or size.
- (v) The Parish Council is under no obligation to accept the lowest tender or any tender
- (vi) Prospective contractors must not contact councillors to encourage or support their tender.
- (vii) Tenders by email **WILL NOT** be accepted. Envelopes should be marked **TENDER ENCLOSED** for the attention of the Parish Clerk
- (viii) Sealed tenders are to be sent to the Parish Clerk at The Parish Office, Tatworth Memorial Hall, Kents Road, South Chard, Chard TA20 2QA to arrive no later than 12pm on 31st December 2019.

2. HOW TO TENDER

- (a) Interested parties should propose a net cost for each activity together with the time required for each as well as a net annual cost for the total work required per the Schedule of Work.
- (b) Details of the work required should be broken down on a month by month basis.
- (c) Please send the following documents with your tender
 - (i) Copy of your Public Liability insurance.
 - (ii) Statement of resources (machinery) and staff) required to maintain the contract.

- (iii) Confirmation of the appropriated insurance for the work tendered, covering personal insurance, damage to property and damage to other parties (legal, accident and health cover).
- (iv) Confirmation that staff are trained in the use of the machinery required to maintain the contract.
- (v) Confirmation that staff are trained in the use of herbicides and pesticides.

3. HOW WE MAKE PAYMENTS

- (a) Payment will be made on satisfactory provision of the service and an itemised invoice
- (b) Invoices should be sent to the Parish Clerk no later than the 5th working day of the month following the month during which the service was provided.
- (c) Payment will be made by bank transfer one week following the receipt of the invoice.
- (d) We reserve the right to deduct appropriate costs for any substandard work or neglect by the provider.

4. ADDITIONAL INFORMATION.

It is Tatworth and Forton Parish Council's policy that herbicides should only be used when essential

Attachment A

SCHEDULE OF WORK TO BE UNDERTAKEN BY CONTRACTOR ROAD AND ALL OTHER DEBRIS ARE TO BE REMOVED AND DISPOSED OF IN ACCORDANCE WITH LOCAL REGULATIONS AND AT A SSDC SITE.

- Herbicide application as required and treated areas to be scraped and swept
- Graffiti clean
- Coombses Pond
- Regular litter pick
- Regularly remove dog mess
- All the roads in the Parish are to be swept regularly
- All bus shelters are to be cleared of any vegetation and weeds adhering to the structure
- All bus shelters are to be cleaned regularly
- All kerbs and pavements are to be cleaned and cleared of weeds at least twice a year
- All signage should be cleaned
- Gullies are to be cleared of leaves and other debris when necessary
- Grass to be cut when necessary (at minimum of four times a year)
- Removal of fly posters and any other unofficial advertising
- Other work as may be requested from time to time by the Parish Clerk.
- Grass verges and all other non private areas to be trimmed a minimum of four times a year

THE FOLLOWING AREAS DO NOT FORM PART OF THE QUOTATION.

1. Factory Lane
2. St John's churchyard
3. The cemetery

4. The footpath which runs at the side of the Golden Fleece to Higher Coombses

ATTACHMENT B

ROADS IN THE PARISH OF TATWORTH AND FORTON TO BE INCLUDED

Abbey Close
Abbey Mews
Axford
Axminster Road from 30mph sign in the direction of Cricket St Thomas
Beaufitz Place
Crossways
Cuffs Mead
Dairs Orchard
Deane Way
Drakes Crescent
Fore Street
Forton Lane?
Forton Road?
Glynsmead
Gulway Mead
Higher Coombses
Holleys Close
Holway
Horn Lane
Kent Road
Kents Close
Kents Lane
Langdons Way
Linkhay
Linkhay Close
Loveridge Lane
Lower Coombses
Manor Farm Close
Mill Lane
New Lane
Old Orchard
Perry Street
Pop Lane
Post Office Lane
Pye Lane
School Lane
St Margarets Lane
Staples Meadow
Station Road
Tatworth Road
Tatworth Street
Waterlake Road
Watermead
Welling Close
Wellings Close
Wreath Lane