

Bradford On Tone Parish Council

General Grounds and Property Maintenance Works

QUOTATION REQUEST

Miss Joy Norris - Parish Clerk
Bradford On Tone Parish Council
C/O Taransay
Bradford On Tone
Taunton
Somerset
TA4 1EX

Tel: 01823 461856
Email: Hello@bradfordontone-pc.gov.uk
11 August 2025

Bradford On Tone Parish Council

Instructions for submitting quotations

1. Contractors will be held to have fully informed and satisfied themselves by their own independent observations and enquiries, including where appropriate, site visits and inspection of drawings, as to the nature, extent and practicability of the works and where appropriate the positions relevant thereto of buildings, structures, the means of access to the works and all other points which can in any way affect the prices inserted in the Form of Quotation.
2. Where drawings are issued with the quotation document, quotations will be based on them.
3. Where a quotation requires entry by the contractor they must be completed in ink or typescript and signed by the contractor.
4. All contract documents, including drawings, whether a quotation is submitted or not, remain the property of Bradford On Tone Parish Council and shall be treated as private and confidential.
5. Quotations shall remain open for acceptance for a period of **90 days** after the latest date for submission.
6. The Council will not be responsible for or pay any expenses or losses, which the contractor may incur in the preparation of their quotation.
7. The contractor is responsible for providing all transport, fuel, tools, equipment and materials to undertake the specified works, except in the case of ad hoc general repairs or replacements to footpath furniture e.g. repairs to stiles, painting, hardware or ironmongery.
8. A contractor may choose to submit a price for any or all of the specified services.
9. Timetable – the timetable for dealing with this quotation procedure is:
 - 11 August 2025 Quotation document made available
 - 12 September 2025 12 noon Completed quotations submitted
 - 16 September 2025 Quotation Parish Council meets and considers quotations received
 - 1 October 2025 Agreement commences
10. If any of the information in this document is not clear and you would like clarification or if you would like additional information or would like to visit any of the locations please contact the Parish Clerk.

Quotations are to be returned to: The Clerk to Bradford On Tone Parish Council, C/O Taransay, Bradford On Tone, Somerset TA4 1EX or by email to Hello@bradfordontone-pc.gov.uk

Quotations to be received by no later than noon on 12 September 2025

SPECIFICATION

The services listed in the table below are required for a period of two years starting 1 October 2025 (or other date by mutual agreement between the Parish Council and the chosen contractor); the contract may be extended for a further two years by mutual agreement.

Task	Frequency
planted areas adjacent to the war memorial weeding, pruning and general tidying	Twice a year – spring and early November (before Remembrance Day)
* sloped planted area between the road and the village hall weeding, pruning and general tidying	Twice a year – spring and early November (before Remembrance Day)
2 X Bus shelters (either side of the A38 near the Worlds End) weeding around the perimeter area, cleaning under any seats, litter picking in and around the shelters cleaning the shelter structures inside and outside	Every 3 months
Footpaths / Public Rights of Way General grounds maintenance - strimming, hedge cutting, litter picking; Repairs to stiles etc	As and when needed & requested by the Parish Clerk
Play / Trim Trail Area Grass cut	**Weekly April – September 2 weekly October – December , March
Defibrillator Kiosk (centre of the village next to the public house) Clean inside and outside	Quarterly
General grounds maintenance and simple property maintenance	Ad hoc requests

* This area may be dug out and redesigned in the next 18 months

**This may be varied by agreement with the parish council dependant on growing conditions

The contractor is responsible for providing all transport, fuel, tools, equipment and materials to undertake the specified works, except in the case of ad hoc general repairs or replacements to footpath furniture e.g. repairs to stiles, painting, hardware or ironmongery.

Health & safety – including method statement

Whilst work is in progress every effort must be made to protect members of the public, including the display of appropriate signage and the cordoning / fencing the working area and any associated storage area

The contractor is to provide with the quotation, a simple method statement to show the method of working and in particular how safety of the public and workers will be ensured during the course of the works.

Insurance

The contractor shall maintain a comprehensive policy of public liability and employer's liability insurance. In respect of its liability such insurance cover to be maintained and provide for a minimum of £5,000,000 (FIVE MILLION POUNDS). Cover in respect of death of personal injury due to negligence will be unlimited.

A copy of the contractors insurance should be provided with their quotation submission.

References

Please provide names of 2 people/organisations for whom you have undertaken similar work.

Evaluation of Quotations

All quotations received will be evaluated against the following criteria;

- Quality of the completed quotation form and provision of all requested documents
- Value for money (cost / quality)
- Use of sustainable methods and materials
- Evidence of undertaking similar work previously
- As contractors may provide a quotation for some or all of the specified tasks, account will be taken of which tasks have been priced so that the Parish Council can enable all the work in the way that provides best value.

Variation to cost

The Parish Council will only consider a variation of the cost after the first year of the contract in exceptional circumstances.

If an extension to the contract after the initial two years is discussed a cost variation may be considered.

Payments

The contractor should submit their invoice, detailing the work undertaken by email to the Parish Clerk – Hello@bradfordontone-pc.gov.uk

Payment to the contractor will be made by BACS as soon as possible after the Council has approved the contractor's invoice for payment. (please note Council meetings are usually held in January, March, May, July, September and November)

Format of contract

The formal contract between the chosen contractor and the Parish Council shall comprise this written specification, the completed quotation submitted by the contractor and the Parish Council's written acceptance of the quotation (this includes email).

Subsequent variations to the contract shall be by written (including email) correspondence.

Termination of contract can be exercised by either party by giving three (3) months written notice or at any times where the provisions of this contract are not being served in the opinion of the Parish Council.

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FORM OF QUOTATION

Closing Date & Time:

To: Parish Clerk
C/O Taransay
Bradford on Tone
Taunton
Somerset
TA4 1EX

Or by email to Hello@bradfordontone-pc.gov.uk

Contractor's Name:
(in block letters)

SHORT DESCRIPTION OF WORKS:-
General Grounds and Property Maintenance Works

Reference Contact 1:

Contact Name: Company Name:

Address:

Phone No: e-mail address:

Reference Contact 2:

Contact Name: Company Name:

Address:

Phone No: e-mail address:

Having examined the specification for the above-mentioned works, we offer to carry out the whole of the said works in conformity with the said specification for the sums as detailed in the table below

NB:

- (i) The price stated includes all transport, fuel, tools, equipment and materials to undertake the specified works, except in the case of ad hoc general repairs or replacements to footpath furniture e.g. repairs to stiles, painting, hardware or ironmongery

- (ii) A contractor may choose to submit a price **for any or all** of the specified services.

Task	Frequency	Cost
Planted areas adjacent to the war memorial weeding, pruning and general tidying	Twice a year – spring and early November (before Remembrance Day)	Please give a cost per work visit
Sloped planted area between the road and the village hall weeding, pruning and general tidying	Twice a year – spring and early November (before Remembrance Day)	Please give a cost per work visit
2 X Bus shelters (either side of the A38 near the Worlds End) weeding around the perimeter area, cleaning under any seats, litter picking in and around the shelters cleaning the shelter structures inside and outside	Every 3 months	Please give a cost per clean
Footpaths / Public Rights of Way General grounds maintenance - strimming, hedge cutting, litter picking; Repairs to stiles etc	As and when needed & requested by the Parish Clerk	Please give a cost per hour
Play / Trim Trail Area (Heatherton Park) Grass cut	Weekly April – September 2 weekly October – December, March	Please give a price per cut
Defibrillator Kiosk Clean inside and outside	Quarterly	Please give a cost per clean
General grounds maintenance and simple property maintenance	Ad hoc requests	Please give a cost per hour

We confirm that once the Quotation is formally accepted we can commence the work starting 1 October 2025 – if this is not possible please provide your preferred start date

This quotation together with your written acceptance thereof, shall constitute a binding contract between us.

Checklist of information / documents to accompany completed quotation form

- Public Liability Insurance
- Employers Liability Insurance
- Method Statement / Full description of how contractor will undertake works / methods to be used

We understand that you are not bound to accept the lowest or any other quotation you may receive and that this quotation will remain open for acceptance for a period **90 days** from the latest date for receipt of quotations.

Yours faithfully

Signature: Date:

Name : Company:

Address:

Tel No: e-mail: