



**NORTH PETHERTON TOWN COUNCIL  
ON BEHALF OF NORTH PETHERTON PLAYING  
FIELDS CHARITABLE TRUST**

*ANNUAL PLAY AREA INSPECTION*

**QUOTATION REQUEST**

Miss Joy Norris - Town Clerk  
North Petherton Town Council  
Council Office  
The Small Hall  
North Petherton  
Somerset  
TA6 6QA

01278 574074  
[Joy.norris@northpethertontown.council.gov.uk](mailto:Joy.norris@northpethertontown.council.gov.uk)

*18<sup>th</sup> April 2024*

## **NORTH PETHERTON TOWN 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 the drawings are issued with documents, 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 North Petherton Town 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. Quotations are to be returned to: Miss Joy Norris, Town Clerk, North Petherton Town Council, The Small Hall, Fore Street, North Petherton, Somerset TA6 6QA

**QUOTATIONS TO BE RECEIVED BY NO LATER THAN NOON ON 6<sup>ST</sup> May 2024**

## **SPECIFICATION**

To carry out annual play equipment inspections of our 3 sites

Parkers Field Toddler area, North Petherton, TA6 6PN

Parkers Field Teenage area TA6 6PN

Memorial Park, North Petherton TA6 6SN

A list of equipment on each site is attached.

To provide a comprehensive report of each piece of equipment.

The contractors will carry out an annual inspection 24/25, 25/26, 26/27.

## **HEALTH & SAFETY – INCLUDING METHOD STATEMENT**

The working area and any storage area must be fenced / cordoned off to protect members of the public whilst work is in progress.

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.

## **PAYMENTS**

Payment to the contractor will be within 28 days of receipt of invoice subject to agreement of the account by the Council's officer.

## **REFERENCES**

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

**Contractor's Name:** .....  
(in block letters)

**SHORT DESCRIPTION OF WORKS:-**

*(enter description)*

## **FORM OF QUOTATION**

To: Miss Joy Norris – Town Clerk      Closing Date & Time: 6<sup>th</sup> May 2024 @ 12 Noon  
North Petherton Town Council  
Council Offices  
The Small Hall  
Fore Street  
North Petherton  
Somerset  
TA6 6QA

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 sum of

£.....

We can advise that once the Quotation is formally accepted we can anticipate being able to commence the work within ..... weeks and complete the works within ..... weeks.

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

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.

**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: .....

Yours faithfully

Signature: ..... Date: .....

Name : ..... Company: .....

Address: .....

.....

Tel No: ..... e-mail: .....