



CRANBROOK & SISSINGHURST PARISH COUNCIL

PARISH WARDEN CONTRACT

INVITATION TO TENDER

1. Cranbrook and Sissinghurst Parish Council (“the Council”) hereby invites tenders for the carrying out of the service of Parish Warden duties in accordance with contract documents which comprises of:-

Appendix A - Conditions of Contract

Appendix B - Specification of Works

Appendix C - Commercial information

Appendix D - Form of Tender

Appendix E - Declaration

2. Prospective contractors should ensure that they are familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
3. Any queries regarding the interpretation of any part of the contract should be addressed to the Clerk no later than one week before the closing date.
4. The tender shall be submitted in the Form of Tender (Appendix D)
5. Tenderers should note that as part of the evaluation process they may be asked to answer questions on their bid
6. Prospective contractors should note the Council is not bound to accept the lowest, or any tender. The Council’s decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The successful tender together with the Council’s written acceptance shall form a binding agreement in the terms of the contract documents.
8. If having examined the tender documents you wish to submit a tender you should:
 - a) Fully complete and return the following documents:

Appendix C:- Commercial Information

Appendix D:- Form of Tender

Appendix E: - Declaration.

b) Return the tender and related documentation to:-

Mrs Lori Ham
Clerk to the Council
Cranbrook & Sissinghurst Parish Council
The Old Fire Station
Stone Street
Cranbrook
Kent TN17 3HF

By 3pm 20th March 2020

Tenders received late will not be considered

c) Please note that envelope containing the tender documents must be clearly marked "Tender for Parish Warden Contract" on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.

Appendix A

Conditions of Contract

Site Details

The sites are situated throughout the parish of Cranbrook & Sissinghurst

Additional Erection/Installation

The Council could add additional outside features and fittings during the period of the Contract, no application from the Contractor to adjust the Contract price will be considered.

Duration of Contract

The contract will be from 1st April 2020 to 31st March 2025. Tenders are to be priced on an annual basis.

Payment to Contractor

The full contract sum shall be paid in equal monthly instalments throughout the year on receipt of a monthly invoice from the Contractor.

Termination of Contract

Either party may, without reason, terminate the Contract in writing, giving three months' notice.

Insurance

The Contractor is required to have a minimum of £10m public liability insurance. A current certificate of insurance to this effect must be produced to the Clerk prior to commencement of the contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. A copy of the Certificate of Insurance shall be provided on renewal annually for the duration of the contract.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work act 1974 and all other Acts and regulations in respect of the work comprised in this contract.

Appendix B PARISH WARDEN CONTRACT SPECIFICATION

GENERAL DUTIES

- Compile reports to inform Committees as and when requested
- Liaise with the Clerks on a day to day basis
- Advise the Clerk of any incidents of vandalism affecting parish property.
- Undertake minor repairs on Parish Council owned property in consultation with the Clerks.
- Carry out any additional grass cutting/strimming/minor tree surgery in consultation with the Clerks.
- Carry out any other duties as may reasonably be expected in consultation with the Clerks.
- Monitor and unblock the culverts, report any blockages as necessary.
- Monitor Wilkes Field, maintaining the reptile fence at its full height on its posts.
- Tend any newly planted trees until they are established, keeping them watered and free of weeds.

BURIAL GROUNDS to include Golford and Sissinghurst Cemeteries

- To liaise with the Clerks on the position of each interment site and mark out the selected plot.
- Assist the Clerk with the allocation of plots for purchase.
- To attend all interments, ensure all relevant paperwork is signed and returned to the Clerk and all Parish Council responsibilities are met.
- Ensure all necessary permission has been granted for the erection of memorials by checking permits. Mark plots as necessary.
- Ensure that health & safety regulations are adhered to in cemeteries – particularly in regard to memorials.
- Co-ordinate all interment activity
- Keep the Chapel and public facilities clean and prepare for any services
- Lock and unlock the Chapel at specified times.
- Ensure that all areas are kept tidy and litter free.
- Advise the Clerks when the cesspit or bund requires emptying.
- Advise the Clerks of any breaches of the Burial Board rules.
- Responsibility for the management of the nature garden in Sissinghurst Cemetery.

RECREATION GROUNDS to include the Ball Field, Jubilee Field and Crane Valley.

- To keep all areas free from litter. Check all litterbins on a regular basis reporting any issues to the Clerk and undertaking repairs where necessary.
- Undertake weekly inspections of all play equipment, minor repairs to be undertaken as necessary, identify any potential repairs/hazards to the Clerks. Complete a tick list of inspections on a weekly basis.
- Ensure all gates are kept locked and secure at all times. Attend to unlock at the request of the Council or contractors.
- Walk the Boardwalk on a regular basis and report any damage to KHWP or the Clerk.
- Monitor water levels in Crane Valley in times of extreme weather. Maintain leaky dams if necessary, in the nature reserve – to slow water flow.

Appendix C

Commercial Information

Company name of organisation submitting the tender:

Contact name and position in organisation:

Company address:

Contact telephone number:

Contact email address:

Technical Capability

Previous experience:

Please provide information of your technical capacity, expertise and experience over the last five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies

References

Please provide the details of two organisations for which you have delivered similar projects that will provide references:

Reference 1

Reference 2

Quotation

Year 2020-2021	Year 2021-2022	Year 2022-2023	Year 2023-2024	Year 2024-2025
£	£	£	£	£

I/We agree to complete the work in accordance with the Invitation to Tender, Contract Terms and Specification of Works.

I/We understand that Cranbrook & Sissinghurst Parish Council is not bound to accept the lowest or any tender and that the Council will not be responsible for any expense incurred in preparing this tender.

I/We certify that the amount of the tender has not been calculated by agreement or arrangement with any other person or company and the amount of the tender has not been communicated to any person and will not be communicated to any person until after the closing date for submission of tenders.

Signed:..... Name:.....

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

Date:.....

Declaration

I certify that the information supplied is accurate to the best of my knowledge and belief.

I understand that Cranbrook & Sissinghurst Parish Council may contact anyone to verify this information and that false and misleading information could result in exclusion from the select tender list.

Signed.....

Position held.....

For and on behalf of.....

Date.....

Before returning this application form, please ensure that you have

- answered all questions
- Enclosed all relevant documents
- Completed the above declaration.