



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, BA2 8SN  
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August 2023

Dear Contractor,

You are invited to tender for works to replace and extend the existing self-binding path surfaces at Ashgrove Cemetery, Peasedown St John, BA2 8PW.

We would like contractors to provide a quotation to:

- 1. Replace the existing self-binding gravel pathway approximately 128m in length and 1.6m wide, with a new sub-base and resin-bonded gravel surface, re-using the existing 50mm flat-topped concrete edging.**
- 2. An additional option of 29m of 1.6m wide pathway with resin-bonded gravel surface (and 50mm flat-topped concrete edging) to be installed from scratch to make the existing pathway up to a complete figure 8.**

The location of the pathway is shown on the attached plan at Annex D. We welcome site visits and would be happy to meet with contractors on site, if required.

Your tender must comply with the Instructions to Tenderers in Annex A to this letter. The Scope of Work is defined in Annex B. Associated required Terms and Conditions of Contract are included at Annex C. The location of the site is shown at Annex D. Photos of the existing pathway are shown at Annex E.

The project covers work on land owned by the Parish Council and any resultant contract will be with Peasedown St John Parish Council.

The invitation to tender is not a commitment by the Parish Council to place an order now, or at a later stage. Any expenditure, work or effort undertaken prior to acceptance of a contract, is a matter solely for the commercial judgement of your company. All works to comply with British Standards Institution guidelines.

### **Key Dates**

**16<sup>th</sup> August 2023:** issue of tender documents to interested tenderers.

**29<sup>th</sup> September 2023:** final date for clarification of queries

**Friday 6<sup>th</sup> October 2023 by 17:00 hrs:** closing date/time for receipt of tenders

**17<sup>th</sup> October 2023:** approval of successful tender by Parish Council (subject to Parish Council meeting being quorate)

**On or after 18<sup>th</sup> October 2023:** notification of result of tendering process

Yours sincerely

*Tanya West*

Parish Clerk  
Peasedown St John Parish Council

## **ANNEX A – INSTRUCTIONS TO TENDERERS**

Upon receipt of this tender please e-mail [clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk) to confirm receipt and provide a point a contact.

Clarification questions regarding this tender shall be sent by e-mail to [clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk) or posted to the Parish Council Office. They must be received by the Parish Council by 5:00pm on 29<sup>th</sup> September 2023. Any questions received after this date may not be addressed. Clarification questions and any associated answers will be notified (anonymously) to all tenderers.

Your tender must be sent by e-mail to **[clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk)** on or before **5:00pm on Friday 6<sup>th</sup> October 2023**, headed “ASHGROVE CEMETERY PATHWAYS: TENDER DOCUMENTS”.

Ashgrove Cemetery is open to the public and can be accessed at any time for the purposes of compiling your tender response.

Your tender must detail your plans to ensure the safety of the public and the security of the site during the preparation and implementation and should include a copy of your public liability insurance.

Your tender must state any caveats, assumptions or exceptions that are appropriate to your bid.

Your tender must be fully compliant with the Scope of Work, Instructions to Tenderers and Terms and Conditions. It shall include a statement confirming this.

Your tender shall outline similar works conducted with references if available.

Your tender shall define the programme of work relative to the Contract Award date and shall provide an outline of key activity dates and milestones.

Your tender shall provide a FIXED PRICE against the Scope of Work. Your prices shall not be subject to variation whatsoever. The tenderer is responsible for all necessary survey work that will enable a FIXED PRICE quotation.

Your tender shall define a payment schedule and payments must be linked to clear project milestones.

All tenders received shall be assessed against the Scope of Work. The preferred tenderer will be notified of the result on or after 18<sup>th</sup> October 2023.

The winning tenderer will be invited to commence work on a date agreed with the Parish Council, subject to agreement of terms and conditions including proof of insurance cover.

**On completion, the tenderer will be required to provide all necessary certificates to comply with current legislation.**

## **ANNEX B – SCOPE OF WORK**

- 1. Preparation of the site shown at Annex D (existing self-binding gravel pathways within the area outlined in RED), and replacement of approximately 128m of existing pathway.**
  - Excavate existing path (128m in length and 1.6m wide) to a depth of 90mm
  - Supply and lay 75mm deep open textured 10mm surface course
  - Lay 12mm deep resin bonded gravel
- 2. Price for an additional 29m of pathway with resin bonded gravel surface (Annex D - section marked in BLUE) to make a complete figure 8 – specification and finish to match the above, including 50mm flat-topped concrete path edging.**

## **ANNEX C - TERMS AND CONDITIONS**

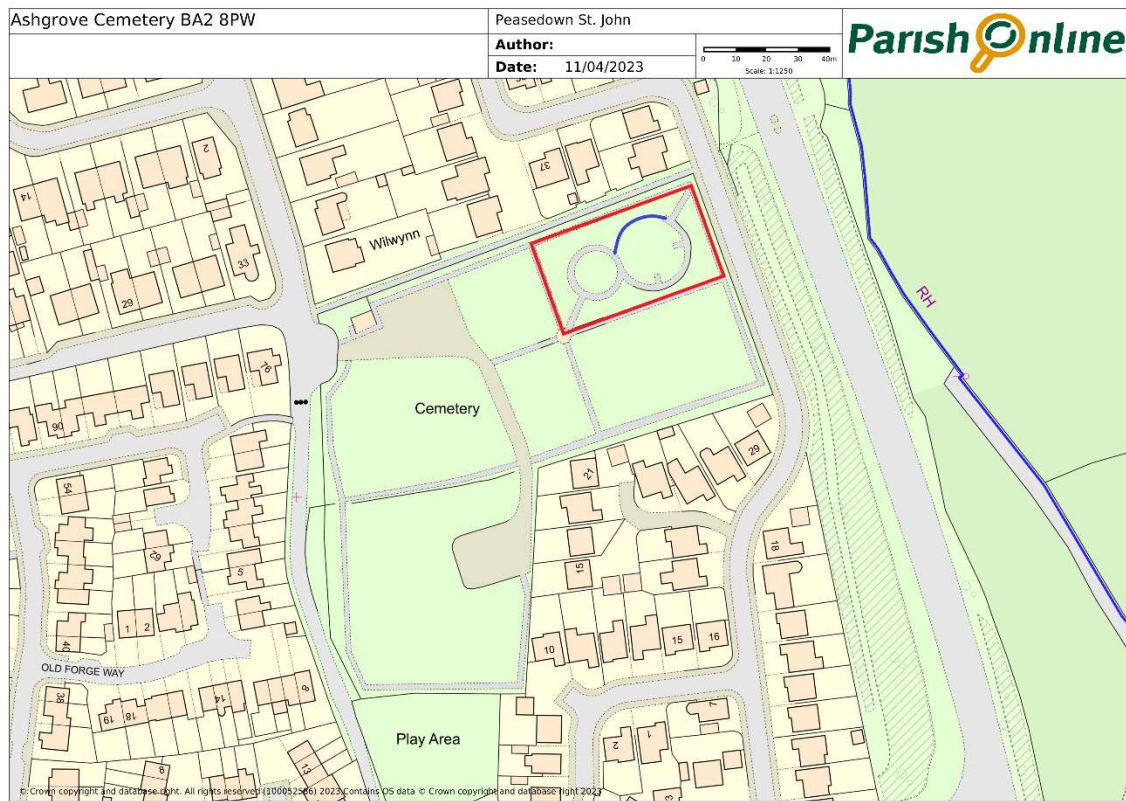
The following terms and conditions shall apply to any contract resultant from this invitation to tender:

The work shall be complete by the completion date defined in contract. Delays to the completion date shall be subject to liquidated damages of 1% of the contract value (excl. VAT) per week of delay. Delays that are outside of the Contractors control (weather etc.) shall be notified to the Parish Council immediately and a revised end date agreed. In such cases the liquidated damages clause shall not apply.

Any changes to the Scope of Work shall be agreed prior to the commencement of work.

The tenderer must hold appropriate levels of insurance cover and provide copies of documentation relating to this.

## ANNEX D – Map of site:





ANNEX E – Photographs of existing self-binding gravel pathway

