

**SANDHURST TOWN COUNCIL (‘the council’) INVITES TENDERS FROM INTERESTED CONTRACTORS (‘the contractor’) FOR**

**THE INSTALLATION OF PHOTO-VOLTAIC SOLAR PANEL SYSTEM**

**Before providing quotes**

(1) The contractor must make an appointment to attend a site visit to meet with a representative of Sandhurst Town Council and measurements of works must be taken at this point in order to provide quotes. The measurement of work confirmed on the quote shall be deemed as correct and not subject to adjustment when work commences.

**Before Commencement of Works**

(2) Contractor to provide written references from 2 similar works completed in the last 3 years confirming that works were completed on budget, on time and to a satisfactory standard.

(3) Contractor to provide written risk assessments, method statements, evidence of public liability insurance and other industry specific paperwork that is acceptable to the council.

**The Works**

(4) To assess the area to determine safe working requirements and to utilise hazard warning signage, fencing, barriers as required to ensure the health and safety of staff and public.

(5) To scan the area to avoid any potential damage. Any damages caused will be at the liability of the contractor.

(6) To liaise with the Head Groundsman/Deputy Head Groundsman with regards to any issues whilst work commences and to keep the council up to date with any delays that may occur to the works and the reasons for the delays.