



## **Cullompton Town Council**

### **Health and Safety Support**

# **QUOTATION REQUEST**

**(Closing Date for the receipt of completed quotations is noon on 14 January 2022)**

Miss Joy Norris - Town Clerk  
Cullompton Town Council  
The Town Hall  
Cullompton  
Devon  
EX15 1AB

01884 38249  
[enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)

*24 November 2021*

## Cullompton 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 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 Cullompton 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. It is requested that you register your intention to submit a quotation by sending an e-mail to the Town Clerk to Cullompton Town Council ([enquiries@cullomptontowncouncil.gov.uk](mailto:enquiries@cullomptontowncouncil.gov.uk)). This will allow the Council to inform you of any alterations, additions and answers to questions received concerning this quotation process.
8. Quotations are to be returned to: Miss Joy Norris, Town Clerk, Cullompton Town Council, The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB

**QUOTATIONS TO BE RECEIVED BY NO LATER THAN NOON ON *14 January 2022***

## **SPECIFICATION**

Cullompton Town Council wishes to ensure compliance with health and safety legislation and that it has appropriate assessments and measures in place. The Council is looking to identify and implement any actions to ensure that its Officers, Councillors and members of the public, are protected in so far as is reasonably practicable.

### **Location:**

Cullompton is an historic market town located at Junction 28 of the M5 motorway in Devon, mid way between Taunton and Exeter.

## **SCOPE OF WORKS**

1. Undertake an initial health and safety audit of areas under the Town Council's control (excluding play equipment) and submit a report of the findings including an action plan. An indicative list of the areas for which the Town Council has responsibility and which may require an audit is given in the table below.
2. Review the Town Council's current Health and Safety Policy and advise the Council regarding any changes to ensure that it is fit for purpose and meets legislative requirements.
3. Provide ad hoc health and safety when requested.
4. The initial contract is for 1 year with an option to extend for a further 2 years. If the contract is extended the health and safety audit and policy referred to above will require an annual review.

## **AREAS UNDER CULLOMPTON TOWN COUNCIL'S CONTROL**

<b>DESCRIPTION</b>	<b>LOCATION (ALL CULLOMPTON)</b>	<b>POST CODE</b>
<b>Town Hall</b>	1, High Street	EX15 1AB
<b>Head Weir Play Area (aka Oak Park)</b>	Ash Drive, Head Weir Rd	EX15 1NN
<b>Rivermead Play Area</b>	Rivermead	EX15 1LH
<b>Culm Lea (aka River Drive, Rivels Green/Stoneyford) Play Area</b>	Culm Lea	EX15 1NJ
<b>Tufty Park</b>	Shortlands Road	EX15 1HN
<b>Upcott Field Recreation Ground</b>	St. Andrews Road	EX15 1HU
<b>Top Field Allotment Site</b>	St. Andrews Hill	EX15 1HX
<b>Haymans Close Allotment Site</b>	Haymans Close	EX15 1EJ
<b>Gift of A Burrow for Allotments Site (Burrow's Field)</b>	Tiverton Road	EX15 1HQ

<b>Public WC</b>	Corner of Station Road and High Street	EX15 1AH
<b>Knightswood Container</b>	Knightswood Road	EX15 1EX
<b>Knightswood Garage</b>	Knightswood Road	EX15 1EX
<b>Cemetery –</b> i) Staff Welfare Unit; ii) WC for public use; iii) Chapel; iv) Mortuary; v) Container no. 1; vi) Container no. 2; vii) Fuel Storage.	Tiverton Road	EX15 1HQ
<b>Vehicle (Outdoor Team Use)</b>	Various sites	WG70 HND
<b>St. Andrews Car Park</b>	St. Andrews Hill	EX15 1LN
<b>Codners Corner (Seating area/shelter)</b>	Corner of Higher Street and Station Road, B3181	EX15 1AH
<b>Common Lime Trees (x 27)– Christmas Lights and associated wiring</b>	High Street	

### **Additional Information**

*Note: Please see appended map for locations of all areas*

### **Town Hall**

- Please see appended plans.
- The Town Hall is used as an office base and the hall (including kitchen and WC's) is available for hire to members of the public.
- Ground floor: Two offices (2 members of staff), 2 WC's, Hall is used for Council meetings and hired for private functions.
- First floor: 2 offices which has two full-time members of staff and one part-time member of staff.
- Second (Top) floor: Used for storage. Only staff are permitted occasional access to this area of the Town Hall building.

### **Play Areas**

- These contain children's play equipment, litter bins and also various benches and seating areas.

### **Allotments**

- The number of plots on each allotment site are:  
Top Field: 19  
Haymans Close: 8  
Burrows Field: Approx. 50

**Public WC**

- This facility is open to members of the public (1 x WC)
- Part of the building is used for storage.

**Knightwood Storage container**

- This is a large (approximately 20ft long x 8ft wide) ex-shipping container.
- Used for storing a variety of items.

**Knightwood Garage**

- Used for storage of gazebos.

**Cemetery**

- There are currently three full-time members of staff based (mainly) at the cemetery which will increase with the addition of two part-time staff in the very near future.

**Staff welfare Unit**

- This unit contains a kitchen and shower/WC areas

**Public WC**

- This is open whilst members of staff are on site between the hours of 7:00am approximately until 3:00pm approximately.

**Chapel**

- This building is currently empty and not in use. It is intended to hire this building out to members of the public when any structural/aesthetic works required, are completed.

**Mortuary**

- This building is currently used as a staff workshop area and contains associated equipment and materials.

**Storage Container 1**

- This contains equipment relating to cemetery maintenance.

**Storage Container 2**

- This contains grounds maintenance, general maintenance equipment and associated materials.

**Fuel Storage**

- Secure outdoor storage has been provided.

**Vehicle (Outdoor Team Use)**

- This is a diesel Ford Transit (Short-wheel base) van.
- Van is driven/occupied by members of the Outdoor Team.
- No fuel or flammable materials are stored within but may be conveyed.

### **St. Andrews Car Park**

This contains 49 parking spaces, has one (public) litter bin and Mid-Devon District Council 's large commercial waste bin which is used for street purposes and is kept locked.

### **TIMESCALES**

With the exception of the closing date for the submission of completed quotations, there may be some flexibility regarding the dates given below; if you would like to submit a quotation but are unable to meet the timescale for starting and completing the work as indicated, please include your proposed timeframe with your submission.

<b>Milestone</b>	<b>Date/Miscellaneous</b>
Invitation to quote published	Week commencing 29 November 2021
Closing date for receipt of completed quotations	Noon on Friday 14 January 2022  Quotations may be submitted: <ul style="list-style-type: none"> <li>• electronically via e-mail (preferable) or;</li> <li>• in paper form</li> </ul>
Quotations to be considered by Committee and recommendation to Council agreed if necessary	10 February 2022
Quotations to be considered by Council	24 February 2022
Contractors notified of decision	Week commencing 28 February 2022
Commencement of Works	No later than:1 April 2022
Duration of Works	Initial Audit and draft policy to be received by 30 April 2022

The contract will be awarded to the provider that best complies with the Town Council's requirements.

Information may be requested by any company/individual who wishes to submit a quotation and any questions and answers will be supplied to *all* companies/individuals who wish to quote. Considerations that will/may be made include:

- Compliance with written requirements.
- Satisfactory references.

- Quality of equipment and value for money.
- Length of warranties and guarantees.
- After sales service.

The Council may request further information from contractors after quotations have been submitted and before the preferred contractor is announced.

Any queries concerning this quotation invitation should be directed in the first instance to the Town Clerk

## **GENERAL REQUIREMENTS**

Contractors will be required to supply the council with copies of the following documentation:

- Evidence of Public Liability Insurance / professional indemnity cover
- Employer Liability Insurance certificates.
- Relevant risk assessments.
- Method Statements.
- Health and Safety policy statements.
- Evidence of current, relevant professional memberships / registration.

This documentation must be included with your submitted quotation.

## **WORKING SAFELY DURING CORONAVIRUS (COVID-19)**

Everyone needs to assess and manage the risks of COVID-19 - you must make sure that your risk assessment for your business and operations addresses the risks of COVID-19. If you intend to work with other's you are advised to maintain social distancing in so much as is practicable. As an employer, you have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise these.

The successful contractor will be expected to advise the Council of their intended working times – Council staff will arrange for any areas where required, to be opened to allow required contractor access.

## **SECURITY**

**DISCLAIMER:** To the extent not prohibited by law, Cullompton Town Council will not be held liable to you (Contractor) or any other third parties for any theft, loss or damage to any equipment and/or tools and including, without limitation, damage for loss of business or loss of profits, arising directly or indirectly. It is therefore strongly advised that contractors do not leave any equipment or tools on site (particularly overnight) as doing so will be entirely at the contractors own risk.

## **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 contractor's insurance and professional indemnity should be provided with their quotation submission.

## **PAYMENTS**

Payment to the contractor will usually be within 31 calendar month of receipt of invoice subject to agreement of the account by the relevant officer and approval by the Town Council. Payments will be made by BACS, please ensure you provide the relevant details on your completed quotation.

The Town Council has a duty to publish information on accepted quotations and the payments it makes, you should therefore be aware that such financial details will be put onto the Town Council's website.

## **REFERENCES**

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

**NOTE for Contractor:** Please complete and send pages 9 & 10 to Cullompton Town Council



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

**SHORT DESCRIPTION OF WORKS:-**

1. Undertake an initial health and safety audit of areas under the Town Council's control (excluding play equipment) and submit a report of the findings including an action plan.
2. Review the Town Council's current Health and Safety Policy and advise the Council regarding any changes to ensure that it is fit for purpose and meets legislative requirements.
3. Provide ad hoc health and safety when requested
4. The initial contract is for 1 year with an option to extend for a further 2 years. If the contract is extended the health and safety audit and policy referred to above will require an annual review.

**FORM OF QUOTATION**

**To be received by Cullompton Town Council before 12 noon 14 January 2022**

To: Miss Joy Norris – Town Clerk  
Cullompton Town Council  
The Town Hall  
1 High Street  
Cullompton  
Devon  
EX15 1AB

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.

**Bank Account Details**

Bank Account Name

Sort Code

Account Number

**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 : .....

Position in company / organisation .....

Company / Organisation Name: .....

Address: .....

.....

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