



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, BA2 8SN
Tel: 01761 433686 E-mail: clerk@peasedownstjohnparishcouncil.gov.uk
www.peasedownstjohnparishcouncil.gov.uk

6th December 2021

Dear Contractor,

You are invited to tender for works to create a landscaped garden area adjacent to Beacon Hall, French Close, BA2 8SN.

We would like contractors to provide a quotation for a pathway approximately 50m total length with areas for bench seating and specimen trees, together with a gravelled area at the end surrounding a central teardrop-shaped garden, ready for planting.

The location of the proposed garden 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, together with a plan of the proposed works at Annex E. Photos of example benches and pergola are shown at Annex F.

The project covers work on land associated with Beacon Hall, which is owned by Bath & N E Somerset Council but managed by the Parish Council under a long-term lease. 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

6th December 2021: issue of tender documents to interested tenderers

22nd December 2022: final date for clarification of queries

14th January 2022 by 12:00 hrs noon: closing date/time for receipt of tenders

18th January 2022: approval of successful tender by Parish Council (subject to Parish Council meeting being quorate)

On or after 19th January 2022: notification of result of tendering process

Yours faithfully

Tanya West
Parish Clerk & RFO
Peasedown St John Parish Council

ANNEX A – INSTRUCTIONS TO TENDERERS

Upon receipt of this tender please e-mail 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 or posted to the Parish Council Office. They must be received by the Parish Council by 5:00pm on **22nd December 2021**. 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 delivered by post in hard-copy or be sent by e-mail to clerk@peasedownstjohnparishcouncil.gov.uk on or before 12:00pm (noon) on **14th January 2022** to the Parish Council Office, clearly labelled “BEACON HALL GARDEN: TENDER DOCUMENTS”. Two copies of the tender paperwork shall be provided.

The land adjacent to Beacon Hall 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 **19th January 2022**.

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.

Works to be completed before Monday 2nd May 2022 to allow time for planting, ready for an opening event to coincide with the Queen’s Platinum Jubilee on 2nd June 2022.

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, and installation of approximately 50m of pathway, as indicated on the plan at Annex E.**

Please provide price options for the following path surfaces:

- a. Self-binding gravel**
 - b. Gravel grid**
 - c. Bonded gravel**
- 2. Installation of a teardrop-shaped garden area, ready for planting, surrounded by contrasting gravel including some “feature” stones (to be sourced by the Parish Council) as indicated on the plan at Annex E.**
 - 3. Utilisation of waste soil, where possible, to build up areas ready for planting. Any remaining waste soil to be removed from site.**
 - 4. Please provide price options for the installation of 5 recycled plastic benches and a pergola (to be sourced by the Parish Council) similar to those shown at Annex F, in the locations shown on the plan at Annex E.**

ANNEX C - TERMS AND CONDITIONS

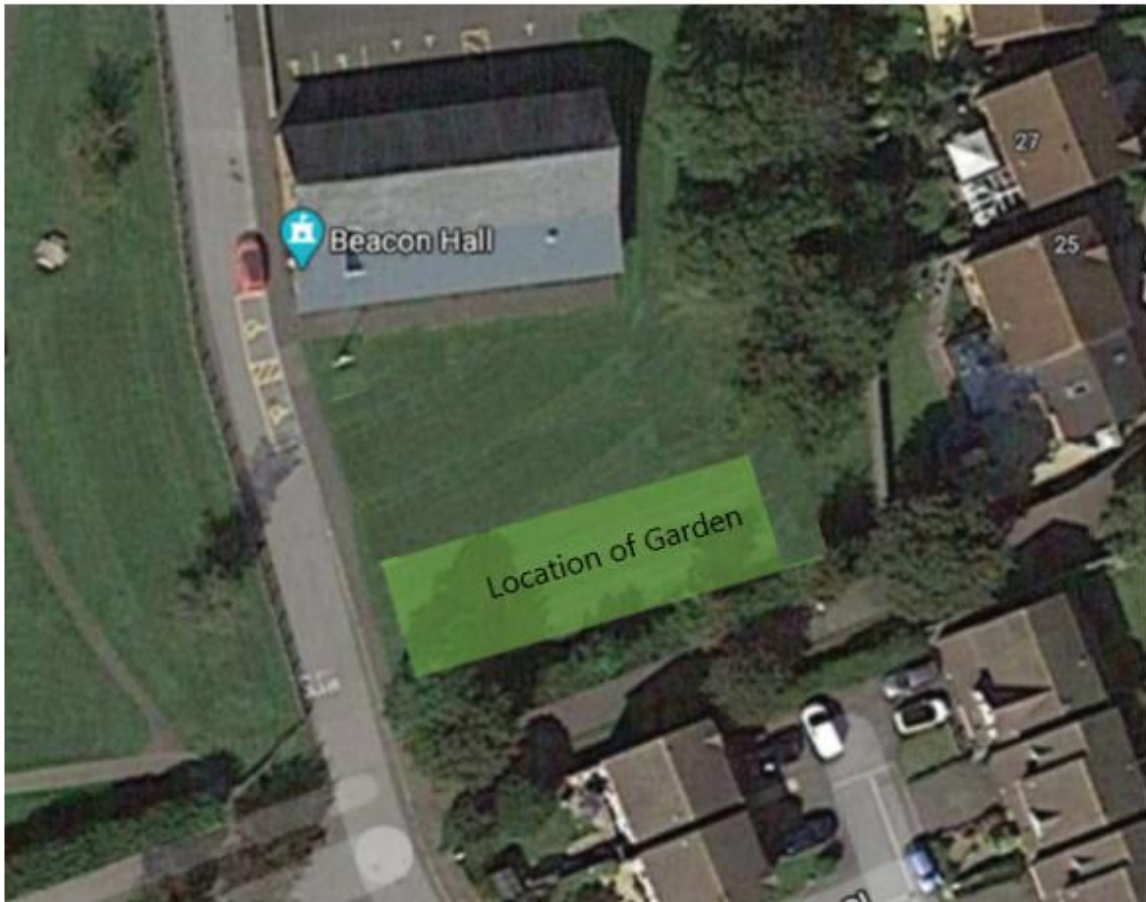
The following terms and conditions shall apply to any contract resultant from this invitation to tender:

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.

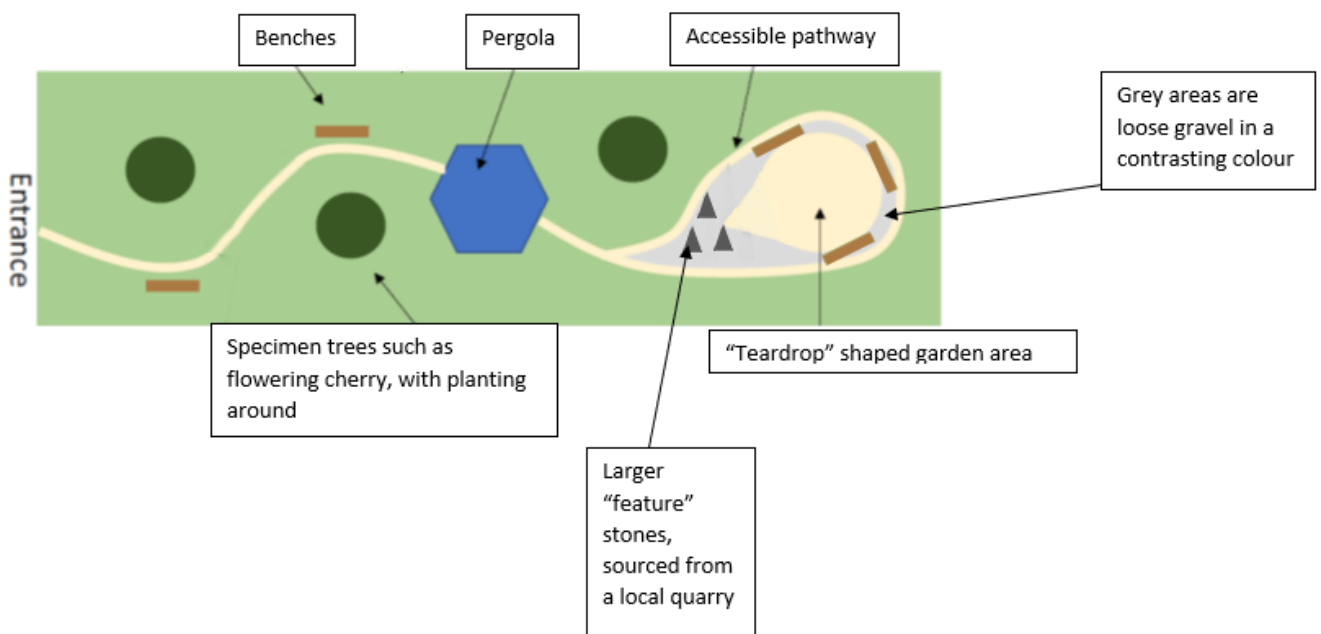
Any changes to the Scope of Work shall be agreed prior to the commencement of work.

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

ANNEX D – Location of Garden:



ANNEX E – Plan of Garden:



Annex F

Example bench seat:



Example pergola:

