



Request for Quotation (RFQ) for the installation of a footpath and seven interpretation boards at the site of Sleaford Castle, Sleaford, Lincolnshire

Introduction

1. Sleaford Town Council is a sizeable local (i.e. parish or town) council serving the civil parish of Sleaford, Lincolnshire. As such, it is responsible for a number of large open green spaces and burial grounds. The site of Sleaford Castle is an area that makes up one of the open spaces that falls under the responsibility of Sleaford Town Council.
2. Sleaford Town Council are seeking quotes to install a footpath around the site and erect seven interpretation boards next to the path.

About the site

1. Sleaford Castle was built by the Bishop of Lincoln, Alexander de Blois between 1123 and 1139 and held by the Church for over 400 years. The castle fell out of use in the mid-1500's and into disrepair. It was substantially demolished in the following century. Little remains to be seen today apart from earthworks and a small remnant of a tower in the north-eastern corner of the riverside castle site.
2. Sleaford's Castle grounds are a popular area of public open space and now the subject of a major research project coordinated by the Sleaford Castle Heritage Group. Archaeological and historical research is expected to continue for several years.

Scope of Work

1. To install a Hoggin footpath around the perimeter of the Sleaford Castle site at a length of approximately 580 metres, to a width of 1.2 metres.
2. To install seven Interpretation Panels adjacent to the footpath.

Contract Value

1. The value of this contract is £41,733 + VAT

Specifications

1. Footpath

- a. **Material:** Self-binding Hoggin.
- b. **Width:** 1.2 meters.
- c. **Length:** 580 meters.
- d. **Depth:** 150mm.
- e. **Additional Requirements:** Install a weed-proof membrane beneath the footpath.

2. Interpretation Panels:

- a. Seven to be provided by the Council.
- b. To be installed in coordination with the Council.

Evaluation Criteria

- **Pricing:** To be competitive with a detailed cost breakdown.
- **Experience:** Demonstrated experience in similar projects.
- **Financial Stability:** Proof of financial stability to complete the project.
- **References:** At least three references from previous clients for similar projects.

Terms and Conditions

- **Payment Terms:** Upon completion
- **Contract Duration:** The contract will be valid for six months.
- **Liability and Insurance:** Suppliers must provide proof of liability coverage and insurance.

Submission Guidelines

Interested suppliers are requested to submit the following information:

- Detailed quotation specifying the cost of materials, installation, maintenance and any additional services.
- Any additional information deemed relevant to the RFQ.

All submissions must be in writing and enclosed in a sealed, marked envelope addressed to:

Chris Pilkington FSLCC
Town Clerk & Responsible Financial Officer
Sleaford Town Council
The Town Hall
Quayside House
Navigation Yard
Sleaford
Lincs
NG34 7TW

Contact Information

Primary Contact:

Name: Chris Pilkington FSLCC, Town Clerk & Responsible Financial Officer

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