

HARTLEY PARISH COUNCIL

SPECIFICATION OF WORKS IN CONNECTION WITH THE CONSTRUCTION OF A NEW FOOTPATH FROM HARTLEY BURIAL GROUND TO THE CAR PARK AT MANOR FIELD AND RE-SURFACING OF THE CAR PARK

Scope of the Works

The Council is undertaking works to construct a new footpath leading from Hartley Burial Ground to the car park at Manor Field and to re-surface the car park at Manor Field, Church Road in Hartley DA3 8DT, as follows:

1) Construct new footpath from Hartley Burial Ground to the car park, as shown on drawing no. 1.

2) Construct new soakaway in North East corner of the car park, as shown on drawing no. 2.

3) Plane existing surface to slope as shown on drawing no. 2.

Install edging around area to be covered, as indicated on drawing no. 2.

Lay sub-base and top coat to designated area cross hatched on drawing no. 2.

Final surface to line up with existing tarmac footpaths to Pavilion, Burial Grounds and entrance gate.

4) Contractor's area shown on drawing no. 2. Details of plant office and toilets to be provided to the Council.

The works include for the supply of all materials and plant necessary to construct the footpath and to re-surface the car park.

It is the Contractor's responsibility to obtain for themselves, and at their own expense, all information necessary for the preparation of the quotation.

Schedule of works

1) New footpath

Dig out footings, install kerbs in concrete footings and lay sub-base of 50mm DBM hot rolled.

Lay 25mm tarmac top coat hot rolled.

Finished surface to be level with existing ground level to provide smooth access for farm machinery.

2) Soakaway

Dig out ground works and install proprietary soakaway.

Final tarmac finish to be provided with drain cover for drainage to soakaway.

3) Car park area

Roadstone planings to be removed from site before laying of sub base.

Temporary storage to be within contractor's area.

Edging to be square edged 600mm x 150mm x 50mm, bedded in concrete, fixed to be level with finished tarmac surface.

DBM sub base to be hot rolled and tarmac top coat similar to give level surface to drain to North as shown on drawing no. 2.

Metal cover to soakaway to be fixed to top coat to withstand vehicular traffic.

4) Contractors area

The Contractors area is the responsibility of the Contractor and security fencing should be erected.

Portable toilets should not be emptied on Manor Field.

Provision of any telephone and/or electrical supplies are the responsibility of the Contractor.

The area is to be kept clean and tidy and cleared at the completion of the contract, to the Parish Council's satisfaction.

Contract

1. The Council's written acceptance of the quotation will form a binding agreement between the Council and the successful Contractor.
2. The Contractor shall not transfer or assign the whole or any part of the work to another person or company without the prior approval of the Council.

Contract Period

The Contractor will be required to provide information to the Council on the estimated length of the Contract.

Insurance

1. The Contractor shall indemnify the Council against any claim arising from his/her actions in carrying out the work and shall secure an appropriate level of insurance cover to give effect to this indemnity.
2. The Contractor shall take out insurance to cover claims for personnel injury or death of any person employed by the Contractor in the execution of the works.
3. Upon the request of the Council, the Contractor shall produce evidence of the said insurance policies.

Payment

1. The Contractor shall be paid in full on receipt of an invoice to the Council, subject to satisfactory execution of the works. The Contractor shall note that Council meetings take place on the second Monday of every month except August, when there is no meeting of the Council and that the Contractor should submit an invoice for payment no later than seven working days before a Council meeting.

Health and Safety

1. The Contractor shall undertake the works detailed in this specification and schedule of works in a proper and skilful manner, and shall follow accepted practices and methods to a good standard.
2. The Contractor shall adopt safe methods of work, in order to protect the health and safety of its own employees and all other persons, including members of the public.
3. When using chemicals, the Contractor shall comply with the safety measures recommended by the manufacturer of the appropriate chemical and, upon the request of the Council, shall produce COSHH sheets in connection with the use of said chemicals.
4. If requested, the Contractor shall provide the Council with a method statement, detailing the methods to be employed in carrying out the work, e.g. type of equipment to be used and the arrangements to be made to protect members of the public from injury during the works, etc.

British Standards

Where an appropriate British Standard, British Standard Code of Practice or Method of Work issued by the British Standards Institution or European equivalent standard is current, all goods, materials, equipment and workmanship shall, as a minimum requirement, be in accordance with the Standard, without prejudice to any higher standard required by the Contract.

Contractor's Employees

The Contractor shall employ only such persons as are careful and competent in the work which they are to perform.

Quotation procedure

1. The Contractor shall submit his/her quotation sum on the "Form of Quotation" enclosed with this Specification of Works.
2. All quotation documents must be sealed in an envelope marked "Quotation/tender Document – Car Park & Path" and should be returned to the Clerk to the Council, The Parish Council Office, Hartley Library, Ash Road, Hartley, Longfield, Kent DA3 8EL, so as to arrive no later than **noon on Friday 29th July 2022**
3. The Contractor shall note that the Council is not bound to accept the lowest or any quotation received.
4. It is the responsibility of the Contractor to obtain for himself and at his own expense, all information necessary for the preparation of the quotation.

5. All information provided by the Council is for the general guidance in the preparation of quotations. Contractors must satisfy themselves, by their own investigation, as to the accuracy of any information and no responsibility is accepted by the Council for any inaccurate information obtained by Contractors.
6. All quotation documents are and shall remain the property of the Council.
7. Any Contractor submitting a quotation for the work will be disqualified from quoting if s/he (a) is related to any Member or Officer of the Council and fails to disclose that relationship in writing to the Clerk or, (b) approaches any members of staff or Members of the Council, directly or indirectly, to encourage or support their quotation outside the prescribes process, and pursuant to the terms of the Bribery Act 2010.

FORM OF QUOTATION

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Works Contract 1	Quantity	M³	Cost
1. Removal of road stone and disposal from site	Per M ³		
2. Install soakaway Dig out hole Proprietary soakaway	One	-	
3. Dig out footings for edgings Concrete edgings to be concreted in place	Per M ³ Per no		
4. DBM sub base to car park	Per M ³		
5. Tarmac top coat to car park	Per M ³		
6. Set up contractors area and removal from site, including any skips and plant hire			
7. Clear away all surplus spoil and materials and leave site clean and tidy			
Net total			
VAT			
Gross			

Works Contract 2	Quantity	M³	Cost
1. New footpath (Drawing 1) Install concrete edgings and concrete in place Dig out footings Lay sub-base Lay top coat	Per No Per M ³ Per M ³ Per M ³	-	
2. Set up contractors area and removal from site, including any skips and plant hire			
3. Clear away all surplus spoil and materials and leave site clean and tidy			
Net total			
VAT			
Gross			

Names and addresses of two referees

1. _____

2. _____

I/we enclose a copy of my insurance policy which includes public liability cover
Yes/No*

* Delete as appropriate

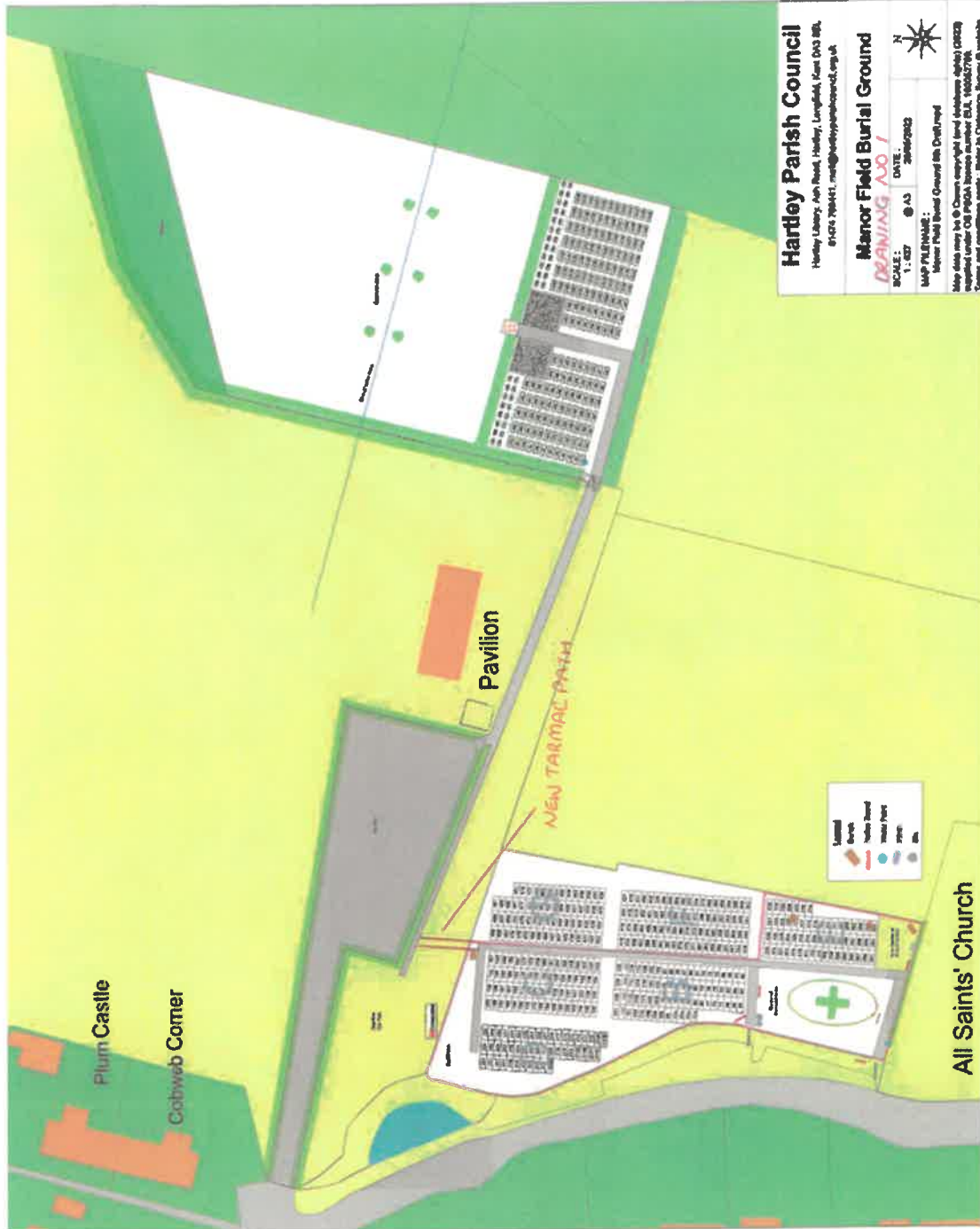
I/we certify this is a bona fide quotation

Signed: _____

Date: _____

Print name: _____

Address: _____





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Scope of the Works

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- 1) Construct new footpath from Hartley Burial Ground to the car park, as shown on drawing no. 1.
- 2) Construct new soakaway in North East corner of the car park, as shown on drawing no. 2.
- 3) Plane existing surface to slope as shown on drawing no. 2, removing all lumps and potholes.

Lay 15mm gravel to designated area.

Final surface to line up with existing tarmac footpaths to Pavilion, Burial Grounds and entrance gate.

- 4) Contractor's area shown on drawing no. 2. Details of plant office and toilets to be provided to the Council.

The works include for the supply of all materials and plant necessary to construct the footpath and to re-surface the car park.

It is the Contractor's responsibility to obtain for his/her self, and at their own expense, all information necessary for the preparation of the quotation.

Schedule of works

1) New footpath

Dig out footings, install kerbs in concrete footings and lay sub-base of 50mm DBM hot rolled.

Lay 25mm tarmac top coat hot rolled.

Finished surface to be level with existing ground level to provide smooth access for farm machinery.

2) Soakaway

Dig out ground works and install proprietary soakaway.

Final gravel finish to be provided with drain cover for drainage to soakaway.

3) Car park area

Roadstone planings to be removed from site before laying of sub base.

Temporary storage to be within contractors area.

15mm gravel to be rolled over car park area to give level surface to drain to North as shown on drawing no. 2, to a final thickness of 30mm.

Metal cover to soakaway to be fixed to withstand vehicular traffic.

4) Contractors area

The Contractors area is the responsibility of the Contractor and security fencing should be erected.

Portable toilets should not be emptied on Manor Field.

Provision of any telephone and/or electrical supplies are the responsibility of the Contractor.

The area is to be kept clean and tidy and cleared at the completion of the contract, to the Parish Council's satisfaction.

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Insurance

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2. The Contractor shall take out insurance to cover claims for personnel injury or death of any person employed by the Contractor in the execution of the works.
3. Upon the request of the Council, the Contractor shall produce evidence of the said insurance policies.

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Health and Safety

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2. The Contractor shall adopt safe methods of work, in order to protect the health and safety of its own employees and all other persons, including members of the public.
3. When using chemicals, the Contractor shall comply with the safety measures recommended by the manufacturer of the appropriate chemical and, upon the request of the Council, shall produce COSHH sheets in connection with the use of said chemicals.
4. If requested, the Contractor shall provide the Council with a method statement, detailing the methods to be employed in carrying out the work, e.g. type of equipment to be used and the arrangements to be made to protect members of the public from injury during the works, etc.

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7. Any Contractor submitting a quotation for the work will be disqualified from quoting if s/he (a) is related to any Member or Officer of the Council and fails to disclose that relationship in writing to the Clerk or, (b) approaches any members of staff or Members of the Council, directly or indirectly, to encourage or support their quotation outside the prescribes process, and pursuant to the terms of the Bribery Act 2010.

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Works Contract 1	Quantity	M³	Cost
1. Removal of road stone and disposal from site	Per M ³		
2. Install soakaway Dig out hole Proprietary soakaway	One	-	
3. 15mm gravel x 30mm finish thickness over car park	Per M ³		
4. Set up contractors area and removal from site, including any skips and plant hire			
5. Clear away all surplus spoil and materials and leave site clean and tidy			
Net total			
VAT			
Gross			

Works Contract 2	Quantity	M³	Cost
1. New footpath (Drawing 1) Install concrete edgings and concrete in place Dig out footings Lay sub-base Lay top coat	Per No. Per M ³ Per M ³ Per M ³	-	
2. Set up contractors area and removal from site, including any skips and plant hire			
3. Clear away all surplus spoil and materials and leave site clean and tidy			
Net total			
VAT			
Gross			

Names and addresses of two referees

1. _____

2. _____

I/we enclose a copy of my insurance policy which includes public liability cover
Yes/No*

* Delete as appropriate

I/we certify this is a bona fide quotation

Signed: _____

Date: _____

Print name: _____

Address: _____

