

**CRANBROOK & SISSINGHURST PARISH COUNCIL**

**PARISH WARDEN CONTRACT**

**INVITATION TO TENDER**

1. Cranbrook and Sissinghurst Parish Council (“the Council”) hereby invites tenders for the carrying out of the service of Parish Warden duties in accordance with contract documents which comprises of:-

Appendix A - Conditions of Contract

Appendix B - Specification of Works

Appendix C - Commercial information

Appendix D - Form of Tender

Appendix E - Declaration

1. Prospective contractors should ensure that they are familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
2. Any queries regarding the interpretation of any part of the contract should be addressed to the Clerk no later than one week before the closing date.
3. The tender shall be submitted in the Form of Tender (Appendix D)
4. Tenderers should note that as part of the evaluation process they may be asked to answer questions on their bid
5. Prospective contractors should note the Council is not bound to accept the lowest, or any tender. The Council’s decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
6. The successful tender together with the Council’s written acceptance shall form a binding agreement in the terms of the contract documents.
7. If having examined the tender documents you wish to submit a tender you should:
8. Fully complete and return the following documents:

Appendix C:- Commercial Information

Appendix D:- Form of Tender

Appendix E: - Declaration.

1. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

Mrs Clare Bezuidenhout

Clerk to the Council

Cranbrook & Sissinghurst Parish Council

The Old Fire Station

Stone Street

Cranbrook

Kent TN17 3HF

By 23:59 23rd February 2025

1. **Tenders received late will not be considered** - tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

**Appendix A Conditions of Contract**

Site Details

The sites are situated throughout the parish of Cranbrook & Sissinghurst

Additional Erection/Installation

The Council could add additional outside features and fittings during the period of the Contract, no application from the Contractor to adjust the Contract price will be considered.

Duration of Contract

The contract will be from 1st April 2025 to 31st March 2028. Tenders are to be priced on an annual basis.

Payment to Contractor

The full contract sum shall be paid in equal monthly instalments throughout the year on receipt of a monthly invoice from the Contractor.

Termination of Contract

Either party may, without reason, terminate the Contract in writing, giving three months’ notice.

Insurance

The Contractor is required to have a minimum of £10m public liability insurance. A current certificate of insurance to this effect must be produced to the Clerk prior to commencement of the contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. A copy of the Certificate of Insurance shall be provided on renewal annually for the duration of the contract.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work act 1974 and all other Acts and regulations in respect of the work comprised in this contract.

**Appendix B Parish Warden Contract Specification 2025**

**GENERAL DUTIES**

1. **Reporting and Communication**
	* Compile and present reports for Committees as required.
	* Liaise with the Clerks on a daily basis.
	* Notify the Clerks of incidents of vandalism affecting Parish property.
2. **Maintenance and Repairs**
	* Perform minor repairs on Parish Council property in consultation with the Clerks.
	* Undertake additional grass cutting, strimming, or minor tree surgery as needed, in agreement with the Clerks.
	* Monitor culverts, reporting blockages when necessary.
	* Maintain Wilkes Field, ensuring the reptile fence remains at full height on its posts.
	* Care for newly planted trees, ensuring they are watered and weed-free until established.
	* Clean up following vandalism
3. **General Assistance**
	* Distribute grit and grit paths on Parish property.
	* Cone of areas of the car parks to enable contractors to work (sometimes in the evening)
	* Undertake other reasonable duties as requested in consultation with the Clerks. e.g. water meter readings, cord off areas for contractor work

**BURIAL GROUNDS**

(Includes Golford and Sissinghurst Cemeteries, St. Dunstan’s Churchyard)

1. **Interments and Memorials**
	* Coordinate with the Clerks on interment site positioning and mark plots accordingly.
	* Attend all interments to ensure proper documentation and compliance with Parish Council procedures.
	* Verify and mark plots for the erection of memorials, ensuring permits are in place.
	* Ensure that each grave is properly dug, back filled and cleared by whoever is responsible.
2. **Health and Safety**
	* Enforce cemetery health and safety regulations, particularly regarding memorial stability.
3. **Grounds and Facilities Maintenance**
	* Keep the Chapel and public facilities clean and prepared for services.
	* Lock and unlock the Chapel at designated times.
	* Maintain a tidy and litter-free environment across all areas.
	* Notify the Clerks when cesspits or bunds require emptying.
	* Report breaches of the Burial Board rules to the Clerks.
	* Monitor an undertake minor repairs to gates, gutters, seats fences etc.

**RECREATION GROUNDS**

(Includes the Ball Field, Jubilee Field, and Crane Valley)

1. **Litter and Cleanliness**
	* Regularly remove litter and empty bins, reporting any issues or undertaking minor repairs as necessary.
	* Keep Crane Brook free from litter.
2. **Play Equipment and Safety**
	* Conduct weekly inspections of all play equipment, completing and maintaining a tick list of checks.
	* Undertake minor maintenance required on the play equipment including cleaning and painting when necessary, and report potential hazards or necessary major repairs to the Clerks.
3. **Access and Security**
	* Ensure all gates are locked and secure unless opened for Council-authorized access or contractors.
4. **Monitoring and Maintenance**
	* Walk the Boardwalk regularly, reporting any damage to KHWP and the Clerks.
	* Monitor water levels in Crane Valley during extreme weather.

TERMS:

* The basic hours worked will be between the core time of 8 a.m. – 6 p.m. Monday to Friday. The minimum hours expected to be worked would be 30 hours per week.
* It is expected that the Parish Warden would be available to be on call at all times during the hours of 8 a.m. – 6 p.m.
* The Parish Council would expect the Parish Warden to be available to carry out duties if required outside of the times specified at an agreed hourly rate.
* The Parish Council would expect to receive a copy of the successful applicants Public Liability Insurance Cover which should contain an Indemnity Clause with regard to Third Party Claims and Risks.
* The Contract Period is for three years commencing on the 1st April 2025 subject to an option by either party, i.e. the Parish Council or the Contractor, to break the Contract at the end of the first year, upon the giving of two months’ notice.
* The Contractor will be responsible for providing his/her own transport (and must be able to reach the parish within 30 minutes) and any basic tools required to carry out his/her duties. Specialist tools will be supplied by the Council. The Contractor will also be responsible for his/her own fuel costs and telephone calls.
* It is not within the scope of the contract to enter into any dispute with a member of the public.

If there is any cause for concern for your safety for the safety of others or potential damage to any Parish Council property whilst carrying out your duties then the procedure must be to call the police.

**Appendix C Commercial Information**

Company name of organisation submitting the tender:

Contact name and position in organisation:

Company address:

Contact telephone number:

Contact email address:

**Technical Capability**

Previous experience:

Please provide information of your technical capacity, expertise and experience over the last five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies

**References**

Please provide the details of two organisations for which you have delivered similar projects that will provide references:

Reference 1

Reference 2

**Appendix D Form of Tender**

**Quotation**

|  |  |  |
| --- | --- | --- |
| **Year 2025-2026****£** | **Year 2026-2027****£** | **Year 2027-2028****£** |

I/We agree to complete the work in accordance with the Invitation to Tender, Contract Terms and Specification of Works.

I/We understand that Cranbrook & Sissinghurst Parish Council is not bound to accept the lowest or any tender and that the Council will not be responsible for any expense incurred in preparing this tender.

I/We certify that the amount of the tender has not been calculated by agreement or arrangement with any other person or company and the amount of the tender has not been communicated to any person and will not be communicated to any person until after the closing date for submission of tenders.

Signed:………………………………… ……………….. Name:………………………………………….....................

Position:………………………………………………… Company Name:……………………………………………..

Date:………………………………………………….....

**Appendix E Declaration**

**I certify that the information supplied is accurate to the best of my knowledge and belief.**

**I understand that Cranbrook & Sissinghurst Parish Council may contact anyone to verify this information and that false and misleading information could result in exclusion from the select tender list.**

**Signed…………………………………………………………………………………………..**

**Position held……………………………………………………………………………………**

**For and on behalf of……………………………………………………………………………**

**Date…………………**

Before returning this application form, please ensure that you have

* answered all questions
* Enclosed all relevant documents
* Completed the above declaration.