

**NORTH PETHERTON TOWN COUNCIL**

NPPCT are seeking quotes for quarterly operational playground inspections for both Parkersfield TA6 6PN and Memorial Park TA6 6SN, initially on a 1-year contract.

**QUOTATION REQUEST**

Miss Joy Norris - Town Clerk

North Petherton Town Council

The Small Hall

North Petherton

Somerset

TA6 6QA

01278 574074

enquiries@northpethertontowncouncil.gov.uk

*11th March 2025*

**NORTH PETHERTON 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 the 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 North Petherton 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. Quotations are to be returned to: Miss Joy Norris, Town Clerk, North Petherton Town Council, The Small Hall, Fore Street, North Petherton, Somerset TA6 6QA

**QUOTATIONS TO BE RECEIVED BY NO LATER THAN NOON ON** *31st March 2025*

**SPECIFICATION**

* Inspections every 3 months of both sites
* To be carried out by a person(s) holding a minimum RPii operational inspector qualification
* Inspections to include tightening, lubricating, adjusting loose items, replacing any screw covers etc.  removing graffiti
* Removing litter, weeds etc. from under the trampolines
* Inspection of fencing, paths, grounds(general)
* Provide a full detailed report with photos.

Attached is a list of current equipment on site.

**HEALTH & SAFETY – INCLUDING METHOD STATEMENT**

**Inspections must be completed to EN1176 & EN1177**

The contractor is to provide a simple method statement to show the method of working and how safety of the public and workers will be ensured during the course of the works.

**INSURANCE**

The contractor shall maintain a comprehensive policy of public liability and employer’s liability insurance. In respect of its liability such insurance covers 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.

In addition, Professional Indemnity Insurance will be required.

A copy of the contractor’s insurance should be provided with their quotation submission.

**PAYMENTS**

Payment to the contractor will be within 28 days of receipt of invoice subject to agreement of the account by the Council’s officer.

**REFERENCES**

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

**FORM OF QUOTATION**

Closing date is 12noon on 31st March 2025.

To: Miss Joy Norris – Town Clerk

 North Petherton Town Council

 The Small Hall

Fore Street

 North Petherton

Somerset

TA6 6QA

**Contractor’s Name: …………………………………………………………………**

(in block letters)

**SHORT DESCRIPTION OF WORKS:-**

NPPCT are seeking quotes for quarterly operational playground inspections for both Parkersfield TA6 6PN and Memorial Park TA6 6SN, initially on a 1-year contract.

**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: ………………………………………

Having examined the specifications 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

 **£……………………….** specify per item / monthly, quarterly, annually etc

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.

Checklist of information / documents to accompany completed quotation form

Public Liability Insurance

Employers Liability Insurance

Professional Indemnity Insurance

Method Statement

Full description of how contractors will undertake works / methods to be used

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 of **90 days** from the latest date for receipt of quotations.

Yours faithfully

Signature: **………………………………..** Date: **…………………………………...**

Name : **…………………………** Company: **……………………………………**

Address: **…………………………………………………………………………………….**

 **…………………………………………………………………………………….**

Tel No: **………………………** e-mail: **……………………………………………**