



## PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, BA2 8SN  
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[www.peasedownstjohnparishcouncil.gov.uk](http://www.peasedownstjohnparishcouncil.gov.uk)

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May 2024

Dear Contractor,

You are invited to tender for works to install a wildlife pond at Ecewiche Green, Peasedown St John, BA2 8SY.

### SCOPE OF WORK:

We would like contractors to provide a quotation to install a **circular wildlife pond** with the specification outlined below:

- Pond to be approximately 10 metres in diameter and 1 metre deep (at its deepest) and to be approximately circular, allowing for any tree roots that may be identified during excavation.
- From the centre point the base of the pond will slope out to the sides.
- Part of the spoil removed from the dig to be kept to one side for landscaping (see below), the rest of the spoil to be dispersed on the site in a designated area.
- The Pond area to be lined with a fleece membrane, a green seal EPDM pond liner, and finished with another layer of the fleece membrane.
- The liner and the membrane to run over the edge of the pond and be covered with the reserved spoil, some of this soil to also go back into the pond to form an extra layer of protection.
- The area around the perimeter of the pond to be made good with turf so the grass will go to the edge of the pond.
- The pond to be planted with native aquatic and oxygenating plants.
- Installation of a sloping entrance to the pond with cobbles and pebbles to allow wildlife to easily enter.
- Installation of three concrete constructed raised bays for benches to be fixed to, these bays will be 2400mm x 1200mm x 150mm.
- A 1m high round top palisade fence to be installed around the pond which will have a latched gate entrance. Please allow enough space for hedgehogs to get under or through the fence.
- Please liaise with the Parish Council regarding filling the pond (we have obtained some prices from Bristol Water for this).

The location of the pond is shown on the attached plan at Annex C. 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. Associated required Terms and Conditions of Contract are included at Annex B. The location of the site is shown at Annex C. Photos of the surrounding area are shown at Annex D.

The project covers work on land owned by the Parish Council, and 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**

**24<sup>th</sup> May 2024:** issue of tender documents to interested tenderers.

**21<sup>st</sup> June 2024:** final date for clarification of queries

**28<sup>th</sup> June 2024 by 17:00 hrs:** closing date/time for receipt of tenders

**13<sup>th</sup> August 2024:** approval of successful tender by Parish Council (subject to Parish Council meeting being quorate)

**On or after 14<sup>th</sup> August 2024:** notification of result of tendering process

**Works to be completed during late September/October 2024.**

Yours sincerely

*Tanya*

**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](mailto: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](mailto:clerk@peasedownstjohnparishcouncil.gov.uk) or posted to the Parish Council Office. They must be received by the Parish Council by 5:00pm on **21<sup>st</sup> June 2024**. 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 sent by e-mail to [clerk@peasedownstjohnparishcouncil.gov.uk](mailto:clerk@peasedownstjohnparishcouncil.gov.uk) on or before 5:00pm on **28<sup>th</sup> June 2024** to the Parish Council Office, headed “WILDLIFE POND: TENDER DOCUMENTS”.

Ecewiche Green 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 **14<sup>th</sup> August 2024**.

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.

**On completion, the tenderer will be required to provide all necessary certificates to comply with current legislation.**

## **ANNEX B - TERMS AND CONDITIONS**

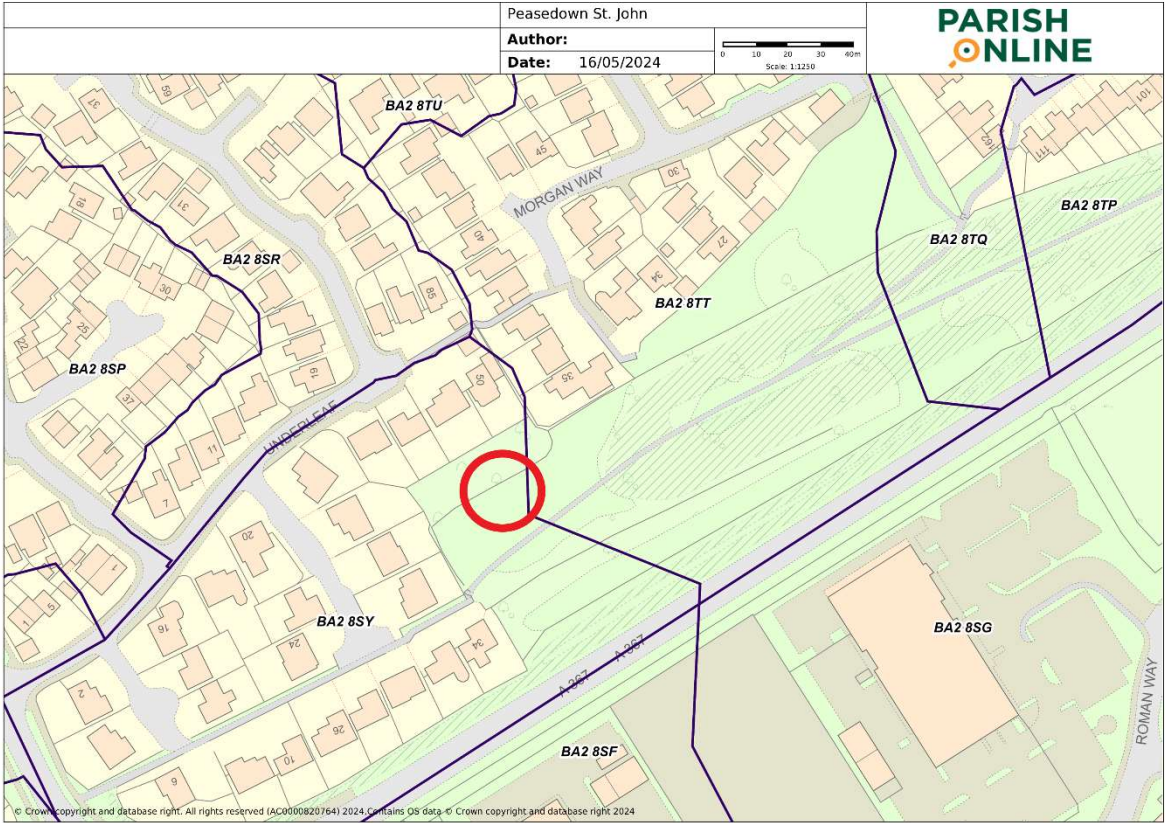
The following terms and conditions shall apply to any contract resultant from this invitation to tender:

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 C – Map of site:



ANNEX D – Photograph of surrounding area:

