



THETFORD TOWN COUNCIL

Thetford Cemetery Works Yard and Chapel WC and Toilet Block Improvements

TTC/20/003

There are two projects that the council wish to complete at the London Rd Cemetery. Firstly, there are improvements to the works yard toilet block and installation of a toilet within the existing chapel (appendices 1-18).

Secondly there are improvements to the works yard area (Appendices 19-23).

These projects can be quoted for separately or together as one large project

Quotation Requirements:

Written itemised quotation relating to the detailed specification

Copy of public liability insurance

Copy of company Health and Safety Policy

Sample Method Statement/Sample Risk Assessment

The council has an expectation that contractors will include a copy of their environmental strategy/policy which explains how your company takes care of the environment. It may include recycling, energy use, and ways of improving biodiversity.

2 examples of previously completed projects, ideally within the last 3-5 years. These are to include a description of the works undertaken and when, a list of any sub-contractors used on the projects, accompanying photographs and references from the relevant Architect/Surveyor.

Failure to supply any of the above will result in the Tender being rejected.

Contact name and number: Tina Cunnell, Town Clerk, (01842) 754247. Quotations to be received by Thursday the 8th of October 2020.

Sealed inner envelopes to be clearly marked 'Tender - Cemetery Yard and Chapel Improvements'

For the Attention of the Town Clerk, Thetford Town Council.

Postal Address: The Carnegie, Cage Lane, Thetford, Norfolk, IP24 2DS. Tel: 01842 754247.

Details of the winning contract will be published IAW Local Government Transparency Code 2014.

Tina Cunnell

Thetford Town Clerk

General Notes for Contractors:

1. Please use the attached table and itemised specification document for submission of your tender

Section A - Organisation Details		
1.	Full name of organisation tendering	
2.	Registered office address	
3.	Named contact for this contract:	
4.	Email	
5.	Phone	
Reference Details		
1.	Full name of Reference 1	
2.	Registered office address	
3.	Named contact for this contract:	
4.	Email	
5.	Phone	
1.	Full name of Reference 1	
2.	Registered office address	
3.	Named contact for this contract:	
4.	Email	
5.	Phone	
Section B - Health & Safety		
Please provide a copy of your health and safety policy	Yes	No
Note: if your organisation has less than 5 employees, the Thetford Town Council still requires you to have a written Health and Safety Policy.		
Note: Please enclose Sample Method Statements, Sample Risk Assessments for the types of works included in this contract.		
In no more than 100 words can you please state how your company ensures the wellbeing of your employees and the public. Listing what measure you use to comply with health and safety legislation		
Section C - Insurance		
You must either confirm that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.		

Insurance Policy	Indemnity Value (£)	Yes	No	Will secure if successful
Employers Liability	Min £5m per claim			
Public Liability	Min £10m per claim			
Section D – Environmental Responsibility				
<p>The council has an expectation that contractors will include a copy of their environmental strategy/policy which explains how your company takes care of the environment. It may include recycling, energy use, and ways of improving biodiversity.</p>				
<p>In less than 100 words please give examples of how you have put your environmental policy/strategy in place.</p>				