



Cullompton Town Council

CEMETERY PATHWAYS QUOTATION REQUEST

**(Closing date for the receipt of completed quotations is
noon on Friday 19th November 2021)**

Miss Joy Norris - Town Clerk
Cullompton Town Council
The Town Hall
Cullompton
Devon
EX15 1AB

01884 38249
enquiries@cullomptontowncouncil.gov.uk

Cullompton 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 Cullompton 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. It is requested that you register your intention to submit a quotation by sending an e-mail to the Deputy Town Clerk to Cullompton Town Council (deputy.clerk@cullomptontowncouncil.gov.uk). This will allow the Council to inform you of any alterations, additions and answers to questions received concerning this quotation process.
7. Quotations are to be returned to:

Maria Weston, Deputy Town Clerk
Cullompton Town Council, The Town Hall, 1 High Street, Cullompton, Devon EX15 1AB.
E-mail: deputy.clerk@cullomptontowncouncil.gov.uk

**QUOTATIONS TO BE RECEIVED NO LATER THAN
NOON ON FRIDAY 19TH NOVEMBER 2021**

SPECIFICATION – Cemetery Pathways

Introduction:

Cullompton Town Council wishes to ensure that all areas under its control are health and safety compliant and that its Officers, Councillor's and members of the public, are protected in so far as is reasonably practicable.

Following concerns that the pathways in the Council's cemetery may present a risk as these are uneven in places, the Cemetery & Town Hall Committee would like to receive quotations to address this. As there are a number of paths within the grounds, it has been agreed that work to the pathways will be carried out in tranches. This quotation document relates to the first tranche and the pathways are highlighted in red on the following map. **It is highly recommended that all contractors undertake a site visit to assess the paths.**

Location:

Cullompton is an historic market town located at Junction 28 of the M5 motorway in Devon, mid-way between Taunton and Exeter.

SCOPE OF WORKS

To install new *pathways and associated drainage within Cullompton Cemetery (See map)

* Priority paths – First Tranche of project (approximately 270 m2)

Quotations are invited to:

1. Concrete three sections of pathway
2. Install compacted graded 6mm to dust limestone material with self-binding properties, including any sub-base as required on three sections of pathway

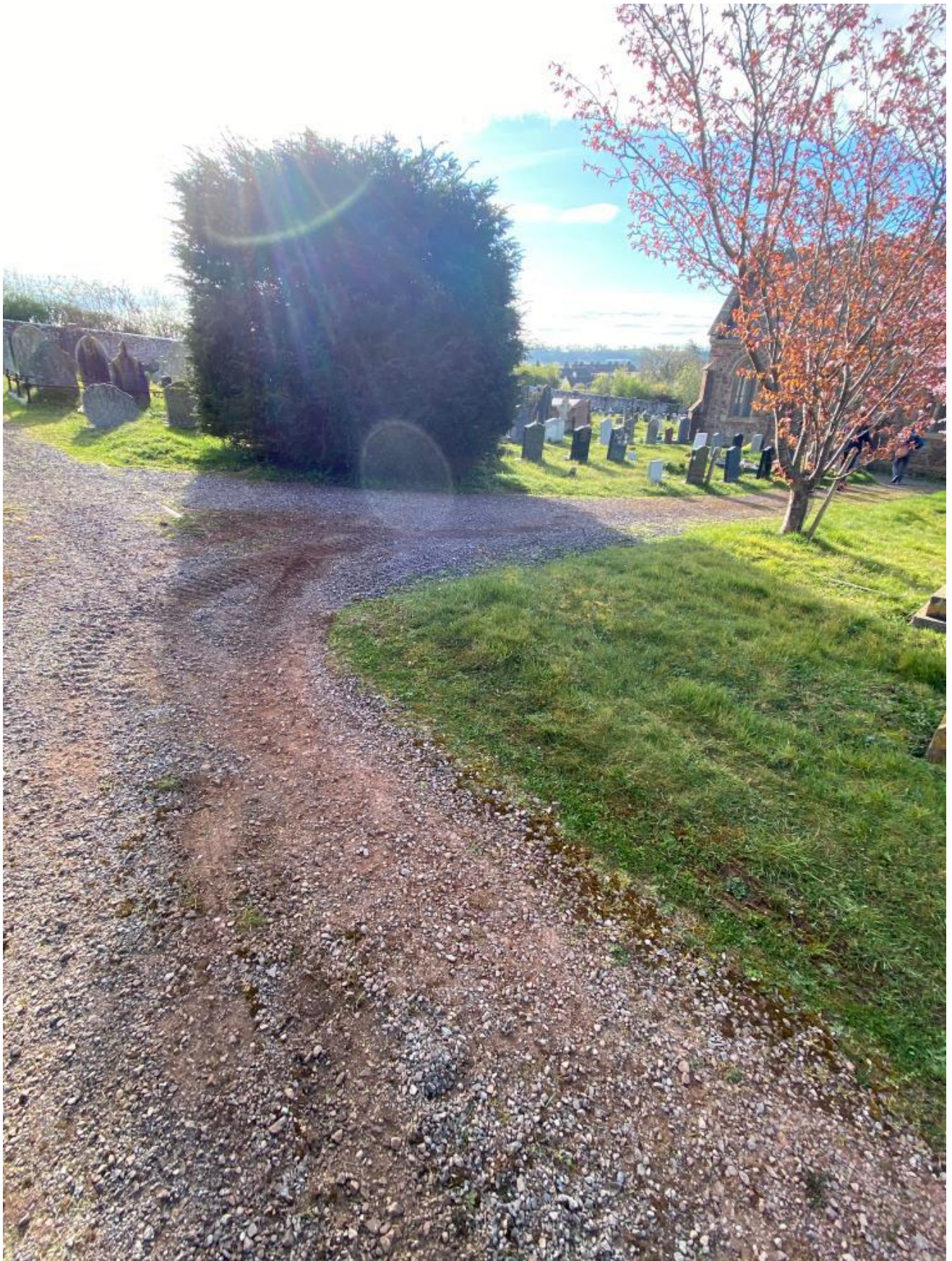
NOTE:

1. The Council will choose one option.
2. Contractors may wish to quote for either one or both of the above but all quotes should include options and recommendations for:
 - I) drainage and edging;
 - II) underground access ducting, to include appropriate inspection chambers, for installation and protection of essential utilities e.g. electricity, water, internet and phone lines so as and when required, these can be buried underground.

CLAUSE:

1. As part of the formation of the new footpaths, contractors should expose drainage channels and where they are not present, should introduce edging.
2. **The historic clay drainage channels (pre 1948) must be left in situ as are part of the historic layout of the cemetery and so are protected.**







TIMESCALES

With the exception of the closing date for the submission of completed quotations, there may be some flexibility regarding the dates given below; if you would like to submit a quotation but are unable to meet the timescale for starting and completing the work as indicated, please include your proposed timeframe with your submission.

Milestone	Date/Miscellaneous	
Invitation to quote published	Wednesday 20th October 2021	
Closing date for receipt of quotations	Friday 19 th November 2021 at noon Quotations may be submitted: - electronically via e-mail (preferable) or; - in paper form	
Quotations to be considered and preferred contractor agreed by the Cemetery & Town Hall Committee	Thursday 2 nd December 2021	
Contract Awarded	Friday 3 rd December 2021	or as soon as is practicable after this date.
Commencement of Works	As soon as is practicable after contract has been awarded to successful contractor. Any variation to this date to be approved by the Town Clerk.	
Duration of Works	The Council would like all works to be completed as soon as possible. Any variation to this date to be approved by the Town Clerk.	

The contract will be awarded to the provider that best complies with the Town Council's requirements. Information may be requested by any company/individual who wishes to submit a quotation and any questions and answers will be supplied to *all* companies/individuals who wish to quote. Considerations that will/may be made include:

- Compliance with written requirements.
- Satisfactory references.
- Quality of equipment and value for money.
- Length of warranties and guarantees.
- After sales service.

The Council may request further information from contractors after quotations have been submitted and before the preferred contractor is announced.

Any queries concerning this quotation invitation should be directed in the first instance to the Deputy Town Clerk (contact details at bottom of page no.2)

GENERAL REQUIREMENTS

Contractors will be required to supply the council with copies of the following documentation:

- Evidence of Public Liability Insurance / professional indemnity cover
- Employer Liability Insurance certificates.
- Relevant risk assessments.
- Method Statements.
- Health and Safety policy statements.
- Evidence of current, relevant professional memberships / registration.

This documentation must be included with your submitted quotation.

WORKING SAFELY DURING CORONAVIRUS (COVID-19)

Everyone needs to assess and manage the risks of COVID-19 - you must make sure that your risk assessment for your business and operations addresses the risks of COVID-19. If you intend to work with other's you are advised to maintain social distancing in so much as is practicable. As an employer, you have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise these.

The successful contractor will be expected to advise the Council of their intended working times – Council staff will arrange for any areas where required, to be opened to allow required contractor access.

SECURITY

DISCLAIMER: To the extent not prohibited by law, Cullompton Town Council will not be held liable to you (Contractor) or any other third parties for any theft, loss or damage to any equipment and/or tools and including, without limitation, damage for loss of business or loss of profits, arising directly or indirectly. It is therefore strongly advised that contractors do not leave any equipment or tools on site (particularly overnight) as doing so will be entirely at the contractors own risk.

INSURANCE

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

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

PAYMENTS

Payment to the contractor will be within 1 month of receipt of invoice subject to agreement of the account by the relevant officer and approval by the Town Council. Payments will be made by BACS; please ensure you provide the relevant details on your completed quotation.

The Town Council has a duty to publish information on accepted quotations and the payments it makes; you should therefore be aware that such financial details will be put onto the Town Council's website.

REFERENCES

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

NOTE for Contractor: Please return pages 10, 11 & 12 to Cullompton Town Council.

Contractor's Name:(in block letters)

SHORT DESCRIPTION OF WORKS: -

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FORM OF QUOTATION

To: Miss Maria Weston – Deputy Town Clerk
Cullompton Town Council
The Town Hall
1 High Street
Cullompton
Devon
EX15 1AB

Closing Date & Time: Friday 19th November 2021 at **12 noon**

Having examined the specification 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

£.....

We can advise that once the Quotation is formally accepted we can anticipate being able to commence the work onand complete the works within days.

This quotation together with your written acceptance thereof, shall constitute a binding contract between us.

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

Signature: Date:

Name :

Position in Company / Organisation

Company / Organisation Name:

Address:

.....

Tel No: e-mail:

Contractors Name:

Private & Confidential

BANK ACCOUNT DETAILS	
Account Name	
Sort Code	- -
Account Number	

REFERENCE CONTACT 1		REFERENCE CONTACT 2	
Contact Name		Contact Name	
Company name		Company name	
Address		Address	
Telephone No.		Telephone No.	
E-mail Address		E-mail Address	