

# Invitation to Tender

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**You are invited to offer a tender for provision of Stanton Drew Parish Council maintenance contracts.**

Stanton Drew Parish Council has a duty to seek tenders every year for work carried out on a regular basis in the Parish. According to the Parish Council standing orders:

*4.6.4 Tenders for maintenance works will be advertised in January at the latest. The tender period runs from 1st April to 31st March each year. Closed tenders will be received by the Clerk.*

**All applicants must be able to produce appropriate public liability insurance documentation and agree to undertake all work in accordance with Stanton Drew Parish Council's Health and Safety policy (a copy of which will be issued upon acceptance of tender and can be viewed on the Parish Council website <http://stantondrewpc.co.uk/other-documents-and-projects/documents/> .**

- Closing date for all tenders is 12 Noon on 1<sup>st</sup> February 2021.
- All tenders should be submitted in writing to the Parish Council via The Clerk, address below, in a sealed envelope with the words 'Parish Maintenance Tender' printed in the top left hand corner of the envelope.
- The names and addresses of two referees should also be submitted with the quotation unless the tenderer has previously undertaken work for Stanton Drew Parish Council.

**There are a total of four contracts available.**

1. Stanton Drew Playing Field Grass Cutting

Grass to be mown fortnightly during the growing season from Mid-March. The area should be inspected fortnightly and if cutting is not required and would cause damage to the grass due to the weather, please inform the Parish Clerk.

Strimming to be undertaken monthly to keep the grass areas around the equipment and internal boundary tidy.

2. Footpath Maintenance

The Parish Council has a grant from BaNES to maintain those parts of the PROWs in The Parish where the maintenance responsibility is that of the Local Authority (as opposed to any other landowner).

To fulfil this tender the contractor must for a full 12 months:

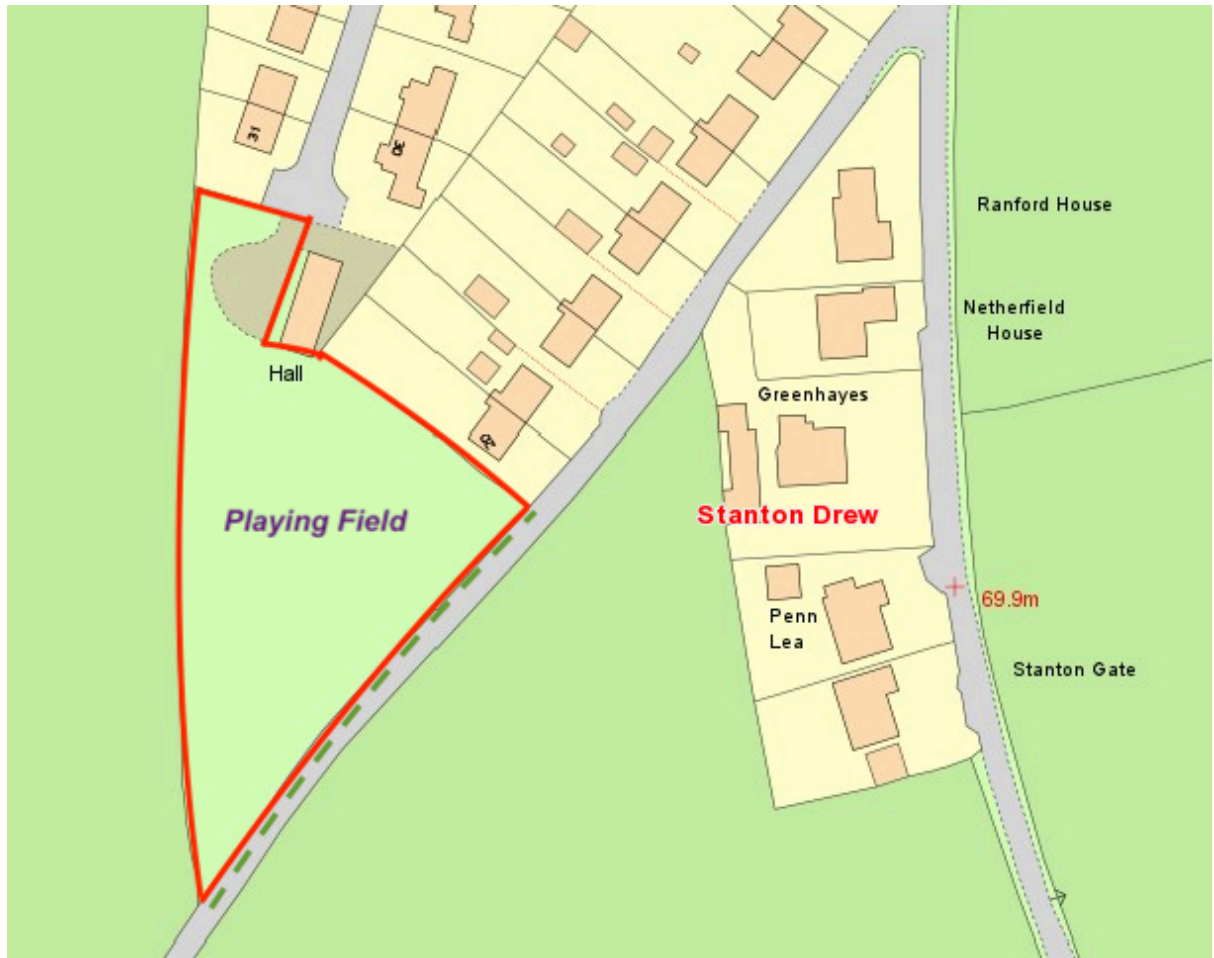
- be able to differentiate between landowner responsibility and BaNES Council responsibility
- report any damage of waymarking of routes to the Parish Council for repair
- undertake minor maintenance including: clearing overgrowth around styles, walking all footpaths and clearing surface overgrowth where necessary, clearing overgrowth around gates and signposts, twice during growing season [early April to end October)
- report to the Parish Clerk if they believe there are any issues that require the Parish Council to liaise with BaNES or with the landowner of the PROW.

3. Stanton Drew Playing Field Hedge Cutting

This contract breaks down into 2 parts, all to be cut once a year in September/October:

3a - Internal boundary hedge side, (red solid line),

3b - External boundary hedge side and top on roadside boundary (green dashed line),



Please read the instructions above carefully carefully. Should you have any questions about the tendering procedure, please contact The Clerk.

The Clerk, Mrs Julie Bragg,

Tamkeryn, Tarnwell, Stanton Drew, BS39 4DZ

For enquiries please email: [stantondrewparish@outlook.com](mailto:stantondrewparish@outlook.com) or phone: [01275 333549](tel:01275333549)

Stanton Drew Parish Council  
Parish Clerk, c/o Tamkeryn, Tarnwell, Stanton Drew, BS39 4DZ  
email: [stantondrewparish@outlook.com](mailto:stantondrewparish@outlook.com) or phone: [01275 333549](tel:01275333549)

## Village Maintenance Contracts 2021/22

Pro Forma for Tenders

CONTRACTOR Name:

Contact email:

Contact phone no:

Contract	Detail	Annual Cost
<b>Contract 1</b> Stanton Drew Play Area Grass Cutting		
<b>Contract 2</b> Footpath Maintenance		
<b>Contract 3a</b> Stanton Drew Play Area Hedge Cutting, internal boundary hedge <u>side</u> .		
<b>Contract 3b</b> Stanton Drew Play Area Hedge Cutting, external boundary hedge <u>side and top</u> on <u>roadside</u> boundary.		
TOTAL ANNUAL COST		

Return by 12 noon on Monday 1<sup>st</sup> February 2021 in writing to the Parish Council via The Clerk, address above, in a sealed envelope with the words 'Parish Maintenance Tender' printed in the top left hand corner of the envelope.