



**St Cuthbert (Out) Parish Council**

Parish Clerk: Michele Exton

c/o Monitoring Officer, Mendip District Council,

Cannards Grave Road, Shepton Mallet, Somerset BA4 5BT

Telephone: 07498 780143 Email: [parishclerk@stcuthbertout-pc.gov.uk](mailto:parishclerk@stcuthbertout-pc.gov.uk)

Website: [www.stcuthbertout-pc.gov.uk](http://www.stcuthbertout-pc.gov.uk)

Name of contractor

Address

X

X

X

X

**Invitation to Tender**  
**for the Installation of Water Pipe, Trough and moving of**  
**existing Trough and associated works**  
**Wookey Hole Allotment Gardens BA5 1DN**

St Cuthbert (Out) Parish Council

Project:	Installation of Water Pipe, Trough and moving of existing Trough and associated works. Wookey Hole Allotment Gardens BA5 1DN
Revision:	
Date:	Tuesday 19 <sup>th</sup> January 2021

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Dear Sirs,

**Installation of Water Pipe, Trough and moving of existing Trough and associated works Wookey Hole Allotment Gardens BA5 1DN**

You are invited to submit a tender for the installation of water pipe, trough and moving of existing trough and associated works as described below.

Please acknowledge via email, safe receipt of this letter within two working days together with your confirmation of your intention to tender.

Please direct any questions regarding this ITT to the Deputy Parish Clerk by email with a copy to Councillor Ian Humphreys as Chairman of the Asset Management Committee. You should not contact other members of the Parish Council unless directed to do so by either the Parish Clerk or the Deputy Parish Clerk.

Full contact details	Deputy Parish Clerk Lisa Pool Email: <a href="mailto:deputyparishclerk@stcuthbertout-pc.gov.uk">deputyparishclerk@stcuthbertout-pc.gov.uk</a>  Councillor Ian Humphreys Email: <a href="mailto:ian.humphreys@freeuk.com">ian.humphreys@freeuk.com</a>
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The Council's financial regulations stipulate that potential contractors are prohibited from contacting Councillors or Staff to encourage or support their tender outside the prescribed process.

All prices are to be of inclusive of VAT but must state the VAT payable separately.

Your quotation(s) must be emailed to the Deputy Parish Clerk and Councillor Ian Humphreys at the above email addresses to be received by 5pm, Thursday 25<sup>th</sup> February 2021.

The Council will give a written response to quotations on Tuesday 2<sup>nd</sup> March, by 4pm.

The works must be completed no later than Friday 9<sup>th</sup> April 2021 and be completed within a 3 day period.

Payment is conditional on work completed to the satisfaction of the Parish Council and signed off as such.

St Cuthbert (Out) Parish Council is not obliged to accept the lowest or any tender.

Potential Contractors should be aware that once the contract has been awarded, the identity of the successful contractor and the amount of the contract will be publicised.

Any assumptions used in preparing responses should be clearly stated. Any appropriate supporting documents e.g. diagrams, brochures, organisation charts, etc. should be included.

Proposed alternatives or variations from the Scope of Works should be highlighted in your response.

## 1. Scope of Works

Installation of Water Pipe, Trough and moving of existing Trough and associated works  
Wookey Hole Allotment Gardens BA5 1DN

Refer also to attached site plan and comments thereon (the "site plan").

1. Dig out trench to accommodate new pipe of 80 metres in length, supply Pipe and connect to existing supply (item 3 on the plan)
2. Supply and Fix new Trough with stop valve and ball cock (item 1 on the plan)
3. Re-site and connect Trough (from position 4 to Position 2 on the plan) including supply of new stop valve.
4. Make good the site, to include the replacement of turf over the trench, and remove and properly and lawfully dispose of any soil and/or other materials. Proof of lawful disposal will be required.

Total excluding VAT

VAT

Grand total

All work to be executed in a workmanlike manner and in full compliance with HSE regulations.

Contractor to be aware that the allotments are in daily use and the work site must be maintained as a safe environment at all times.

All work must adhere to Covid-safe working practices and comply with government rules and guidance as applicable to the location. 2 working days' notice must be given to the Deputy Parish Clerk if the contractor requires the site to be closed while works take place, to facilitate Covid-safe working practices, and the length of closure should not exceed **3 working days**.

Contractor to be aware that, in installing new troughs, allotment plots should not be encroached upon or boundaries, fencing and structures be moved or damaged.