



Bray Parish Council

General Contractor Quote Specification

The winning contractor will be expected to maintain the quality of service provided by our current contractors. The value of the contract is approx. £9,000 per annum net of VAT.

Terms

The Contract will be offered at a minimum term of three years with the Council reserving the right to extend the contract by a further two years if agreed upon at Full Council during the third year of the contract. The Contract is expected to commence with effect 1st September 2018.

Management

The Clerk will have day to day responsibility for ensuring works are carried out to a high standard and will investigate any complaints from local residents. Councillors will also keep under review areas in which they live, advising the Clerk of any concerns. During the first three months of the Contract, the Clerk will expect to meet with the Contractor at least monthly and quarterly thereafter, however the contractor is expected to advise the Clerk immediately with any Health and Safety concerns at any of the sites or if there are any company or staff problems that may prevent effective compliance with the terms of the contract.

Evaluation Criteria

The following criteria order will be used to judge tender applications.

- References – professional
- insurance
- Price
- Location of bidder
- H&S record
- Partnership of industry body or British standard accreditation
- Anything else the applicant feels would support their application

Application to quote

Those wishing to quote for the contract should submit their bid in writing to the Clerk. The Clerk will be available for a tour of the various sites during the week of 23rd July 2018 and anyone wishing for a tour should advise the Clerk by email.

Quote Process and Awarding

All applications must be addressed to The Clerk, Bray Parish Council, Holyport War Memorial Hall, Moneyrow Green, Holyport, SL6 2NA and the back of the envelope must have 'Quote documents enclosed' so that the Quotes may all be opened under dual control on 1st August, when they will then be considered by the Council.

Once the Council are satisfied with the quality of the bids, follow up of references will take place and a recommendation of the best three applications will be made to Full Council for discussion and proposal of award. The successful Tender will be advised within one week of the Full Council Meeting.

The Council reserves the right not to award the Contract if the Tenders received are of insufficient quality or insufficient tenders are received.