

**ILMINSTER TOWN COUNCIL**

*Supply and installation of the agility trail and planting for the Skatepark Module of Wharf Lane Recreation Ground Revamp*

**QUOTATION REQUEST**

Miss Joy Norris - Town Clerk

Ilminster Town Council

Council Offices

North Street

Ilminster

Somerset

TA19 0DG

01460 52149

town.council@ilminster.gov.uk

*2 April 2019*

**ILMINSTER 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 Ilminster 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. Quotations are to be returned to: Miss Joy Norris, Town Clerk, Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG.

**QUOTATIONS TO BE RECEIVED BY NO LATER THAN *NOON ON 3 May 2019***

**SPECIFICATION**

**Agility Trail**

1 **Green Oak Sleepers**

The Contractor must supply and install, 125 x 250 Green Oak Untreated Sleepers of varying lengths to create the balance beam and zig zig stepper features set out in the plans supplied. The Green Oak Sleepers must be securely fixed to each other using countersunk 6.7 x 150mm Stainless Steel Index Hex Head Screws. The Green Oak Sleeper Balance Beam and zig zag stepper must be installed to correct line and level and finished suitably for a children’s play area.

2 **Unilog Pro30 Posts**

The Contractor must supply and install 150mm diameter Unilog Pro30 Posts of varying lengths in the locations set out on the drawings provided to provide stepping log feature and as part of the zig zag stepper construction. The Unilog Pro30 Posts must be securely concreted into the ground and be plumb level. The Contractor must source the Unilog Pro30 Posts from the following company.

M & M Timber, Hunt House Sawmills, Clows Top, Nr. Kidderminster, Worcestershire, DY14 9HY. Tel: +44(0) 1299 832611, Fax: +44(0) 1299 832536
E-mail: sales@mmtimber.co.uk

3 **Fixings**

The Contractor must fix the Unilog Pro30 Posts to the Green Oak Sleepers by the supply and installation of 6.7x150mm Stainless Steel Index Screws. The Index Screws must be fixed starting from the Unilog Pro30 Post side. Two Index Screws must be used per Unilog Pro30 Post and spaced evenly to ensure a secure fixing is achieved.

**Drawings**

4 The drawings on pages 4 and 5 of this quotation form are the copyright of the designer. Any party receiving these drawings does so in confidence and agrees that the information contained therein shall not be published in whole or in part or disclosed to others without the express prior written consent of South Somerset District Council.

5. All dimensions are to be checked on site.

6. In implementation all works are to comply with current relevant building regulations and international standards.

7. **Planting**

9 X Scots Pine and 35 X New Zealand Flax to be planted in locations as shown on the sketch design on page 5. The plants will be purchased by Ilminster Town Council and made available to the contractor.

The contractor will be responsible for digging the plant site, supplying and adding any appropriate planting medium, positioning the plant and re-filling the plant site.



**HEALTH & SAFETY – INCLUDING METHOD STATEMENT**

The working area and any storage area must be fenced off to protect members of the public.

The contractor is to provide with the quotation, a simple method statement to show the method of working and in particular how safety of the public and workers will be ensured during the course of the works.

**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 contractors insurance should be provided with their quotation submission.

**PAYMENTS**

Payment to the contractor will be within 28 days of receipt of invoice subject to agreement of the account by the Council’s officer.

**REFERENCES**

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

**Contractor’s Name: …………………………………………………………………**

(in block letters)

**SHORT DESCRIPTION OF WORKS:-**

*Supply and installation of the agility trail and planting for the Skatepark Module of Wharf Lane Recreation Ground Revamp*

**FORM OF QUOTATION**

To: Miss Joy Norris – Town Clerk Closing Date & Time: *(date)*

 Ilminster Town Council  **12 noon**

 Council Offices

North Street

 Ilminster

Somerset

TA19 0DG

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 within **……………..** weeks and complete the works within **………………** weeks.

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.

**Reference Contact 1:**

Contact Name: ……………………… Company Name: …………………………….

Address: ………………………………………………………………………………………

Phone No: ……………………… e-mail address: ………………………………………

**Reference Contact 2:**

Contact Name: ……………………… Company Name: …………………………….

Address: ………………………………………………………………………………………

Phone No: ……………………… e-mail address: ………………………………………

Yours faithfully

Signature: **………………………………..** Date: **…………………………………...**

Job Title: **………………………………..**

Name : **…………………………**

Company: **……………………………………**

Address: **…………………………………………………………………………………….**

 **…………………………………………………………………………………….**

Tel No: **………………………** e-mail: **……………………………………………**