

St Breward Parish Council 2015/2016

Tender Specification for Parish Seats, Notice boards & Bus Shelters

1. Introduction

St Breward is a linear village, wending its way down the western edge of Bodmin Moor. The Parish Council own a number of seats and notice boards which require annual maintenance. In addition to this the Parish Council have 2 bus shelters which also require some maintenance.

The Parish Council have powers to provide and maintain seats and shelters in, or on, any land abutting on any 'road' within the parish: for this purpose a 'road' excludes a 'special road' (such as a motorway) but includes any highway, road, lane, footway, square, court, alley or passage to which the public has access (Parish Councils Act 1957, ss 1 (1) and 7).

The Parish Council is required to give publicity by affixing notices in some conspicuous place or places in the locality, as well as a notice of any meeting open to the public by statute must, in addition, be posted at the local council offices (if any) and if none then in a central and conspicuous place (Local Government Act 1972 s 232).

2. Scope

Each tender applicant is requested to undertake a site visit to examine the current seats, notice boards and bus shelters and produce a maintenance scheme which will comply with all Health & Safety Requirements.

This maintenance plan needs to advise the Parish Council if the works will be undertaken in situ or if an item will be removed, maintained and replaced.

All items are within the Parish of St Breward. Maps can be provided if required by applicant.

3. Background to the Requirement

The Parish Council have undertaken a risk assessment in 2016 and the result of this has informed the need for a maintenance plan.

4. The requirement

Bus shelters

The Parish has 3 bus shelters: one at the lower road beneath Claylands and the two remaining shelters are situated at Delank triangle and Rylands.

Lower Road Claylands - internal walls to be cleaned, internal seating to be cleaned, debris, rubbish and weeds removed and dispose and any overgrown vegetation to be trimmed back.

The contractor is required to measure the seating within the shelter and if it will fit, remove and provide in the bus shelter at Delank triangle.

Delank Triangle Bus Shelter – internal walls to be cleaned, debris, rubbish and weeds removed and disposed of.

The contractor is required to relocate and fit the seating from Claylands (above) if the measurements fit.

Rylands Bus Shelter – internal walls to be cleaned, debris, rubbish and weeds removed and disposed.

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Seats

The Parish Council have 8 seats in the Parish, 6 of which need to be removed, repaired and/or maintained.

- 1) Memorial Seat – Mrs Ternouth – Rylands Play Area – requires cleaning and treating with wood preservative.
- 2) Memorial Seat – Ms Burrows – Outside St Breward Stores – requires cleaning and treating with wood preservative.
- 3) Memorial Seat – Mrs & Ms Cholmely – requires cleaning and treating with wood preservative
- 4) Memorial Seat – Mr Finnemore - Higher Lank – requires cleaning and wood preservative
- 5) Seat opposite Institute & War Memorial Hall – contractor to remove and arrange disposal
- 6) Seat at Penpont – contractor to remove and arrange disposal

Notice Boards

The Parish Council have a number of notice boards, but only the following work is required:

- 1) Notice board at Penvorder – needs to be cleaned and treated with wood preservative
- 2) Notice board at Delank Triangle – needs to be cleaned, fitted with diagonal uprights to support it and prevent it from becoming loose (similar solution as the notice board at the bottom of Claylands)

Mandatory

- a. The contractor must dispose of all rubbish, weeds, vegetation and debris and leave each area clean and tidy.
- b. The removal of seat 5 and 6 in the specification needs to be undertaken within one week of contractor being appointed. All other works need to be completed by the end of January 2017.
- c. The contractor must have their own public liability cover, and be skilled and competent to undertake the works described.
- d. The contractor must provide the Parish Council with copies of the contractor's original documents.
- e. The Parish Council will authorise payment on receipt of invoices and approval at the monthly Parish Council meeting (1st Tuesday of the month). Payment will be made by cheque. The contractor is expected to provide written receipt and acknowledgement of payment.
- f. Payment will only be made if St Breward Parish Council are assured that the work has been carried out to a satisfactory standard.
- g. The work will be inspected after completion by the Parish Council and the contractor will be required to make good at their own expense, any defects which may have arisen within 8 weeks due to poor materials or workmanship, or immediately where a Health & Safety risk is evident.
- h. Before tendering the contractor should examine the requirements of this document and visit all sites.
- i. The contractor shall give a quote based on the information contained within this specification and information provided by St Breward Parish Council. The quote needs to be broken down into H & S compliance, tool maintenance, fuel and transport, materials, labour VAT (if relevant) and all other things necessary for the work to be undertaken.
- j. Any increase of the price quoted must be agreed in writing with the contractor in advance of the work being carried out. The contractor may, without invalidating the contract, order an

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- addition or omission from the specification. Any additional costs will be based on a priced specification and agreed by the Parish Council, **prior** to any expenditure.
- k. Before starting the work the contractor will provide a programme of work to the Parish Council's satisfaction – this should accompany the quote.
 - l. The contractor will advise the Parish Council the name, address and contact information for the responsible person to whom the Parish Council can give instructions.
 - m. Before starting the work the contractor will:
 - a. provide and agree method statements illustrating how they will go about the work
 - b. Agree how they will comply with Health & Safety Regulations, COSHH requirements
 - c. Provide public liability insurance documents
 - d. Provide evidence of knowledge, skill and competency
 - n. Before starting work the Parish Council will provide information to the contractor concerning any other matter e.g. wildlife/archaeological issues
 - o. Access – the Parish Council will, if required, provide the contractor with information concerning access and the location of the seats, shelters, notice boards.
 - p. The contractor will be respectful of the common land, animals and surrounding domestic properties whilst undertaking any works.
 - q. The contractor will ensure the site of works is secure and safe for the duration of any maintenance works and will provide notices to the public as required.
 - r. Exceptions to clearance of vegetation – Japanese Knotweed must be left alone – **do not** cut it or pull it up – please tie it back and inform the Invasive Species Team at Cornwall Council of its location (Tel: 03001234202)
 - s. The Parish Council reserves the right to terminate any agreement if the work is not carried out and there is no reasonable explanation for not doing so.

All tenders must be posted to:

Mrs Anita Cornelius, Clerk to St Breward Parish Council

Hantergantick Farm, St Breward, Bodmin. Cornwall. PL30 4NH **or**

Emailed to parishcouncil@stbreward.net

By the 1st December 2016