



NORTH PETHERTON TOWN COUNCIL

Heathfield Cemetery, Old Road, North Petherton

Gardens of Rest, Replacement of low hedging

QUOTATION REQUEST



Miss Joy Norris - Town Clerk
North Petherton Town Council
The Small Hall
North Petherton
Somerset
TA6 6QA

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25 September 2024

NORTH PETHERTON 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 drawings are issued with documents, quotations should use them as a starting point but contractors should check all measurements.
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 North Petherton 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, North Petherton Town Council, The Small Hall, Fore Street, North Petherton, Somerset TA6 6QA

QUOTATIONS TO BE RECEIVED BY NO LATER THAN NOON ON 25 October 2024

SPECIFICATION

The Cemetery has 2 areas for the interment of cremated remains, known as the Garden of Rest / Remembrance, these are currently delineated by box hedging approx. 80cms high.

During the past year the box has been affected by box moth with most of the leaves and green shoots being eaten by the caterpillars.

The Town Council has decided that the box hedging should be replaced by yew or ilex or a mixture of both.

The drawings included with this document give an indication of the approximate lengths of hedging (please note they are indicative only and are not to scale) but it is strongly suggested that before submitting a quotation contractors should verify the relevant lengths of hedging to ensure they quote for a suitable number of plants. (The cemetery is not locked and the 2 Garden of Rest areas are easily found just inside the gates).

The Town Council will try to avoid booking any interments in the Garden of Rest whilst the contractor is scheduled to be on site, however if, for any reason, an interment does need to be scheduled the contractor will be informed and will cease work for the duration of the interment (normally 30mins -1hour)

There is water and electricity in the nearby chapel building but any hoses or extension leads would need to be brought to site by the contractor.

The submitted quotation should include pricing for:

- Digging-out, removal and disposal of the existing box hedges
- Preparing the ground for planting new hedging
- Supply (and delivery) of the new plants
- Planting of the new plants
- Return to site every 3 months for a 1 year period from the planting date to check on health of plants and replace any that are failing to thrive
- Providing care instructions for the new plants

It would be helpful if contractors also indicated separately to the quotation document if they would be prepared to attend site and water the new plants as and when required and gave a price for doing so.

HEALTH & SAFETY – INCLUDING METHOD STATEMENT

The working area and any storage area must be fenced / cordoned off to protect members of the public whilst work is in progress.

Whilst there should be no previous interments in the hedged area care must be taken not to disturb any graves and the site must be treated with respect at all times.

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 Town Clerk.

REFERENCES

The form of quotation requests contractors to provide the names of 2 people / organisations for whom they have undertaken similar work.

FORM OF QUOTATION

The closing date for receipt of completed quotation form is 12 Noon on 25 October 2024

To: Miss Joy Norris – Town Clerk
North Petherton Town Council
The Small Hall
Fore Street
North Petherton
Somerset
TA6 6QA

Contractor's Name:
(in block letters)

SHORT DESCRIPTION OF WORKS:-

Heathfield Cemetery, Old Road, North Petherton: Gardens of Rest, replacement of low hedging

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:

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 (detailed on Page 3 of this quotation request form) for the sum stated below

Total quotation price £ (price to be excluding VAT)

In accordance with the planting scheme that you have provided please state:
New plant type Number of plants Plant size to be supplied

We can advise that once the Quotation is formally accepted we can anticipate being able to commence the work within weeks and to complete the works within weeks. (If there is a preferred planting time to maximise the chances for the hedges to take please provide this information and give details of when you would undertake the work below)

This quotation together with your written acceptance thereof, shall constitute a binding contract between us.

Checklist of information / documents to accompany completed quotation form:

Public Liability Insurance

Employers Liability Insurance

Full description of how contractor will undertake works / methods to be used and work schedule

Plan / drawing showing suggested planting scheme

(following acceptance of a quotation the contractor will provide the method statement / relevant health and safety information and risk assessment)

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.

Yours faithfully

Signature: Date:

Name : Company:

Address:

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Tel No: e-mail: