

## INVITATION TO TENDER FOR AN APPROVED LIST OF CONTRACTORS

### OTTERY ST MARY TOWN COUNCIL (THE COUNCIL) IS TENDERING FOR AN APPROVED LIST OF CONTRACTORS IN RELATION TO ITS LAND AND PROPERTY PORTFOLIO

#### Background

The Council has a property portfolio of an insured value of approx. £2 million. It is bound by law and financial regulations to provide best value for money with public funds. The Council is currently preparing an Approved List of Contractors for undertaking minor works, services and supplies for works in its properties up to a per-item value of £4,000 for the following categories:

- Plumbing and heating inclusive of maintenance repair minor drain clearance and water leak detection
- Drainage/Rodding
- Electrical
- Carpentry
- General building works inclusive of maintenance, repair and minor groundworks
- Locksmiths
- Door and window repair / Replacement including glazing
- Weeding and general grounds maintenance (additional to that already undertaken by the Council's usual contractor)
- Painting and decorating the exterior and interior of properties
- Tree surgery works

It is therefore inviting suitably qualified and experienced Contractors to apply to go on to the Council's Approved List for the categories listed above and to be priced in accordance with the rates submitted in this tendering process on an 'as required' basis without the requirement for further submission of tenders or bids for such works. In addition the following will be required to be submitted with the tender bid:-

- Details of your current Public Liability Insurance. Please note that the Council is desirous of there being a minimum of £5 million (£10 million would be preferred) if your business is of high risk (using potentially dangerous materials or equipment; or you work at height; use blow lamps, welding equipment etc). However with lower risk businesses the Council would consider Public Liability Insurance of £1 million minimum dependent on type of business and associated risks but would be at liberty to request a minimum of £5 million if it deemed it necessary
- Sample risk assessments/method statement for each category applied for
- Details of three references for each category applied for
- Relevant accreditations/certifications/membership of any industry bodies
- To indicate if any element of the works bid for, are to be subcontracted out

Contractors may bid for all or any of the above works and services and must provide the following rates for each trade category bid for:-

- Skilled Labour **Day Rate** for works during normal working hours
- UnSkilled Labour **Day Rate** for works during normal working hours

- Skilled Labour **Hourly Rate** for works during normal working hours
- UnSkilled Labour **Hourly Rate** for works during normal working hours
- Skilled Labour **Hourly Rate** for works outside of normal working hours
- Skilled Labour **Hourly Rate** for works outside of normal working hours
- Emergency Call-out charge (if applicable)
- Percentage mark up (Cost-Plus) for materials and consumables used in the execution of works

*All rates quoted are to be inclusive of works supervision and management costs*

*The Council reserves the right to specify the grade or quality specification of any materials to be used in any proposed works*

Following this tendering process, it is intended that appointed Contractors will be included on the Council's Approved List of Contractors for a period of three years. At the conclusion of three years the Council may at its discretion extend the period of appointment for a further two years. Any extension of the initial period of inclusion on the Council's Approved List of Contractors will be dependent on a satisfactory performance of works and be subject to any review of rates at the anniversary of the initial period

**Address for tenders to be sent to:-** The Chief Executive Officer, Council Offices - 8 Broad Street, Ottery Saint Mary EX11 1BZ. The envelope to be marked `**Tender for Approved Contractors List`**

**The closing date for receipt of tenders will be 5.00pm Thursday 31<sup>st</sup> March 2022.**

If you have any queried please do not hesitate to contact the Chief Executive Officer Mrs Christine McIntyre in the first instance at [ceo@otterystmary-tc.gov.uk](mailto:ceo@otterystmary-tc.gov.uk) or 01404 812252