

Committee	COUNCIL MEETING
Date	17th September 2018
Agenda Item	15

Process of tendering

It is suggested that HTC should advertise in the press and on its website, and to local traders, for any sizeable building project above a value of £1000, using a form of which there is a draft below. Research has been carried out, exploring what other councils do, and to establish a procedure appropriate to the size of the council:



Halstead Town Council

Queens Hall
Chipping Hill
Halstead
Essex, CO9 2BY
Tel: 01787 476480

townclerk@halsteadtowncouncil.org.uk

Invitation to tender for works for Halstead Town Council (to be advertised on HTC website, in the Halstead Gazette, and provided to individual contractors on request)

Name of company	
Name of main contact	
Address	
Landline	
Mobile	
Email	
Website	
References ; please supply relevant references, or provide link to website. It is useful for the Council in making its choice of contractor to see evidence of previous work	
Accreditations/memberships of trade bodies	
Date of establishment of company	
Level of public liability insurance and policy number	
Do you have any connection with Halstead Town Council, any of their employees, or any individual councillor?	

Specification of works to be carried out for the Council

Timescale of works (Desirable start and finish dates)	
Location of works	
Description of works to be carried out (To be specified in each case by HTC)	
Specific process or materials to be used	

Tender

This quotation is valid until	Date :
Payment terms	
Breakdown of price according to specification description excluding VAT	
Item	Cost
Materials to be used	Cost
Total price excluding VAT	
VAT (if applicable)	

A contract will be awarded based on the following criteria:

- Quality
- Experience
- Cost
- Proposed invoicing and payment processes
- Proposed timetable of works

Evidence of public liability insurance must be produced before the start of the works, and all contractors must meet all relevant Health and Safety legislation in carrying out their part of the contract.

Recommendation: that

1. HTC agrees to adopt the proposed process of invitation to tender for all building projects with an estimated value above £1000
2. HTC starts the process of inviting tenders for the refurbishment work for the Kings Road toilets, with a view to choosing the contractor at the October meeting



Sarah Greator Town Clerk