

To Whom it may concern,

Longhope Parish Council is looking to obtain quotations from suitable contractors for its annual waste bin emptying contract.

As such, we invite you to tender for the works as contained herein.

The key terms of the works required, and contractual obligations, are set out below:

- Weekly Emptying of 8 mixed waste litter bins, locations as follows:
 1. Entrance to Nupend Lane (off the Latchen)
 2. Mid-way along The Latchen (entrance to pathway leading to 'the Willows')
 3. Latchen Room rear Car park.
 4. Station Lane entrance to Longhope Recreation Ground, Church Road entrance to Longhope Recreation Ground
 5. Top of Chessgrove Lane
 6. Entrance to Rectory Meadow
 7. Entrance to School Lane
 8. Dursley cross/ Sterrys Lane Crossroads.
- Bagged waste from these 8 bins to be emptied and transferred to commercial waste bins located at Longhope Recreation Ground Car Park.
- New bin liners, which will be provided, to be placed within the bins upon emptying.
- A Key shall be provided to allow access to bins for emptying. Where a key is lost or otherwise damaged, and a replacement is required, Longhope Parish Council reserve the right to levy a charge of up to £25 to cover the cost of replacement keys and administration.
- Where a contractor is unable to commit to providing service on a set day each week, Longhope Parish Council will require confirmation of service, by way of text or email to the Councils Clerk (or a designated Councillor, as agreed by Council) within 24hrs of bins being emptied. Where no such confirmation is provided, Longhope Parish Council will deem the service to have not been provided and will not be obliged to pay any charges levied for said service.
- The contract being offered is for a 12 month period, as such it is intended the bins specified will be emptied weekly over a 52 week period, starting from a subsequently agreed date. Any contractor quoting, will commit to being able to provide such a service, regardless of staff sickness/holiday.
- The contractor shall be expected to provide any necessary PPE for themselves or employees.
- The Contractor shall maintain sufficient Public & Employers Liability insurance at all times, and a copy of insurance certificates will be required prior to any subsequent contract coming in to effect.
- The Contractor shall be obliged to notify Longhope Parish Council immediately should they cease to hold sufficient insurance cover.
- Whilst providing such services on behalf of Longhope Parish council, the contractor will be expected to maintain a high standard of conduct whilst engaging with any members of the public.
- Contractors will be expected to be mindful of, and comply at all times, with Longhope Parish Councils Safeguarding Policy (as published under the Policies section of www.longhopeparishcouncil.org)

- Where the contractor, of a successful quote, fails to adhere to any of these key contractual points Longhope Parish Council reserves the right to terminate any contract on a 'for cause' basis.
- Payment for service shall be agreed on either of the following arrangements, to allow for internal compliance with Longhope Parish councils Financial Regulations and Payment approvals:
 1. Monthly in arrears, with invoices submitted by the 21st of the month and payment being made within 21 calendar days.
 2. Quarterly in arrears, with invoices submitted by the 21st of the month and payment being made within 21 calendar days.

Please note, the above terms are not intended to be exhaustive, and shall not impose any obligations upon Longhope Parish Council. Any relationship between Longhope Parish Council and a Contractor shall be subject to signed contracts.

Your quotation should be submitted to the Clerk of Longhope Parish Council, by email, no later than 5pm on Wednesday the 29th March 2023. The Clerk can be contacted at longhopepc@gmail.com

Please note, to avoid potential conflicts of interest, details of your quote should not be discussed with any member of Longhope Parish Council, or any individual otherwise associated with the Council, prior to the Council concluding the full review and contract award process. Failure to adhere to this will result in disqualification from this tender process.

Successful contractors will be notified no later than the 7th of April 2023.

Should you require any additional information please contact the Clerk at the email address above.

Yours Sincerely

Longhope Parish Council