

HARTLEBURY PARISH COUNCIL

Proposal Template

Date	09/01/18
Agenda Item No	10
Title	Hartlebury Community Project: Invitation of Tenders for Main Project Works
B a c k g r o u n d	<p>The tender documentation work by Greenway Landscape Architects is almost complete and planning permission for the project is expected to be given at the Planning Committee of Wychavon District Council on 11th January 2018.</p> <p>In order to avoid programme delays, it is necessary for tenders to be obtained so that the main project works can start as soon as possible after the advance tree felling and tree surgery works have been completed.</p>
C o n s i d e r a t i o n s	<p>In order for tenders to be invited, it is necessary for the Project Management Team to:</p> <ol style="list-style-type: none"> (1) Finalise the tender documents and letter of invitation to tender, in consultation with Greenway Landscape Architects and the Parish Clerk; and (2) Draw up a select list of at least six tenderers, with reserves. The list will include suitable local firms who have expressed an interest and other suitable firms who have expressed an interest in the project via the advertisement on the Government website. The recommendations of Greenway Landscape Architects will also be considered; and (3) Issue letters of invitation and tender documentation to the final list of firms willing to submit tenders for offers to be submitted by an agreed closing date; and (4) Assist the Parish Clerk in dealing with queries from tenderers; and (5) Open, review and report on the tenders received, so that a recommendation can be made to the Parish Council regarding the acceptance of an offer and the awarding of the main contract.
P r o p o s a l s	<p>The Parish Council is requested to delegate responsibility to the Project Management Team for the completion of tasks (1) to (5).</p> <p>The delegation is subject to reports on progress of these tasks to be given at every Parish Council meeting until task (5) is completed.</p>
Risk	Medium
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Date	04/01/18

