

WESTFIELD PARISH COUNCIL

The Oval Office, St Peter's Business Park
Westfield, BA3 3BX

Phone: 01761 410669 council@westfieldparishcouncil.co.uk

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Chairman: Cllr P Wilkinson Parish Clerk: Ms L J Close FSLCC



Established 2011

May 2024

Invitation to tender – Changing Rooms at Westhill Recreation Ground

You are invited to tender for the transformation of a former skittle alley into changing rooms.

The Parish Council is sole trustee of Westhill Recreation Ground, held in Trust for the people of Westfield. Development of the Trust ground is a high priority for the Parish Council as the grounds are well used by residents. We are looking to turn the existing skittle alley on the edge of Westhill Recreation Ground Car Park into changing rooms for football teams and other groups using Westhill Recreation Ground.

The successful contractor will be appointed, not simply on the basis of value for money, but also on their experience. We are looking for a contractor who makes appropriate health and safety provision whilst working on this public ground.

The detailed plan which includes the specification for the works, is attached.

This information is also on our [website](#).

We would be happy to show contractors around the grounds and existing skittle alley. Please phone or email us to make arrangements – council@westfieldparishcouncil.co.uk Tel. 01761 410669.

If you would like to tender for this contract, please give

- (1) Your complete and total costings for the work.
- (2) Please also include details of any relevant background experience, including photos and references.
- (3) Finally, please complete the Contractor's Selection Questionnaire and, as requested on the form, attach a copy of your Public and Employer's Liability Insurance, and your Health and Safety Policy.

Please note, Westfield Parish Council's Standing Orders compel me to state that canvassing Councillors or the members of a Committee or Sub Committee, directly or indirectly, in relation to contract work for the Council shall disqualify you from this tendering process.

Below is the timetable for this tendering process.

Item	Deadline
Tenders to be submitted by	5pm on Friday 28th June 2024
The successful tenderer will be informed	Week commencing 10 th July 2024

Summary of Sending instructions

You should include the following in your tender:

- Your total costings for the works;
- Contractors' Selection Questionnaire;
- Copy of your Public and Employers' Liability Insurance;
- Copy of your Health and Safety Policy;
- Details of your relevant background experience and references.

Please send the information in a sealed envelope marked

PRIVATE and CONFIDENTIAL – CHANGING ROOM TENDER ENCLOSED

Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
Westfield
BA3 3BX

The envelope should arrive no later than **5pm on Friday 28th June 2024**.

Yours sincerely,

Lesley Close
Parish Clerk