

# Invitation to Tender (ITT)

## Slapton Parish Council – Road Warden Scheme Contract 2026-2029

### 1. Introduction

Slapton Parish Council invites tenders from suitably qualified contractors for the delivery of monthly and seasonal maintenance works under the Devon County Council (DCC) **Road Warden Scheme** for the period **1 October 2026 to 31 March 2029**, forming part of a **three-year contract cycle (2026-2029)**

The works include clearing drains, buddle holes, ditches, foliage, sweeping road edges, and associated tasks as described in the attached **Schedule of Works**. These requirements are drawn directly from the current contract specification, which states that:

“Mud/silt and run-off from fields... together with leaves from the annual autumn leaf fall result in substantial amounts of debris on the village roads and footpaths... This debris obstructs the surface water drainage system.”

The Council seeks a contractor who can maintain these areas consistently and safely throughout the year.

### 2. Scope of Works

The contractor will be required to carry out:

#### a. Monthly Tasks

- **Drain and gulley clearance** at all mapped locations.
- **Ditch clearance** at Park & Walk and opposite the Field Study Centre.
- **Buddle hole maintenance** (8 in village, 2 at Langford Down, 3 between Watergate Cottage and Start Farm).
- **Foliage trimming** at head height and around signs.
- Sweeping the bus stop.
- Reporting potholes to DCC and copying the Clerk.
- Safe storage of Road Warden equipment.
- Reporting damage, PPE needs, or issues to the Clerk.
- Recommendations for additional works.

## **b. Additional Rotational / Seasonal Tasks**

- Sweeping all road edges.
- Cleaning and adjusting road signs (April).
- Seasonal weed clearance.
- Clearing leat trough on Carr Lane (August).
- Sweeping leaves ahead of the annual commercial clean (Dec/Jan).
- Clearing mud from the Pollardscombe ditch pipe.

## **c. Ad-hoc Works (outside contract, priced separately)**

- Grit bin checks and filling.
- Annual equipment condition report.
- Footpath maintenance.
- Removal of fallen trees.

## **3. Contract Requirements**

### **a. Hours**

- 14 contracted hours per month, flexible scheduling.
- Additional hours require prior approval and must be submitted **7 working days** before the monthly Council meeting.

“Any additional hours... will require approval from the Parish Council.”

### **b. Payment terms**

- Hourly rate for 2026/27: **to be agreed**
- Mileage: **to be agreed** (fuel receipts may be requested)
- Payment by bank transfer

### **c. Invoicing**

- Fully itemised invoices required for transparency and grant applications.
- Mileage must be shown separately.
- Payment made within **3 days after the monthly Parish Council meeting**, provided invoices are received **7 working days prior**

### **d. Mandatory Requirements**

Contractors **must**:

- Hold **£5M Public Liability Insurance**.
- Have completed the **DCC Road Warden 2-day training course**.
- Follow Road Warden Scheme guidelines and all Health & Safety legislation.
- Sign acceptance of terms annually.

#### **e. Termination**

- One month's notice by the Council for non-performance or unresolved complaints.
- Two months' notice by the contractor.

#### **4. Maps & Work Locations**

Detailed maps (Plans 1–6) showing drains, gulleys, buddle holes, and sweep zones are included in **Appendix A** of the contract document.

#### **5. Tender Submission Requirements**

Contractors must submit:

- **Completed Form of Tender**
- Evidence of **insurance**
- Evidence of **DCC Road Warden training**
- A short **method statement** describing how the work will be scheduled and delivered
- A **fixed monthly price** for the 14 contracted hours
- An **hourly rate** for ad-hoc works
- Confirmation of availability from October 2026

#### **6. Evaluation Criteria**

Tenders will be evaluated on:

- **Price**
- **Relevant experience**
- **Compliance with specification**
- **Quality of method statement**
- **Availability and responsiveness**

The Council is **not obliged to accept the lowest or any tender**.

## **7. Submission Deadline**

**Completed tenders must be submitted by: 24<sup>th</sup> August 2026**

**Send to: Hannah Iles**

Email: [clerk@slaptonparishcouncil-devon.gov.uk](mailto:clerk@slaptonparishcouncil-devon.gov.uk)

## **8. Clarification Period**

Questions may be submitted to the Clerk up to **7 days before the deadline**.

Responses will be shared with all bidders to ensure fairness.

## **9. Award Notification**

All bidders will be notified of the outcome following the Council meeting on the **first Monday of the month** after the tender closes.