

Horden Parish Council

Mrs Samantha Shippen FCG, FSLCC, CMC
CLERK TO THE COUNCIL

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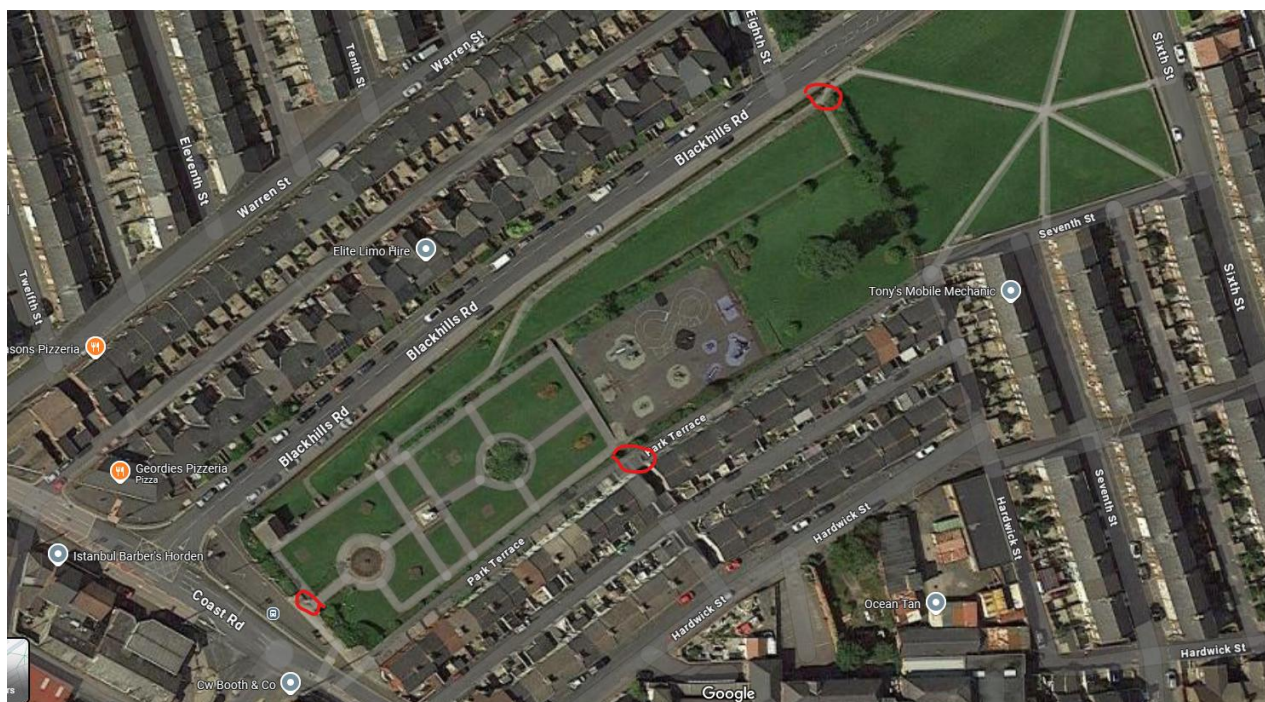
Quotation for Services Lock & Open Up of Parks and Cemetery

Horden Parish Council is seeking quotations from suitably experienced and insured providers of locking up and opening up services for the Council's parks and cemetery.

The quotations requested are in three blocks to enable the Council to decide on the level of service required. Organisations may quote for the provision of one or more of the services.

All of the requested quotations are to cover three separate premises at different locations in the village.

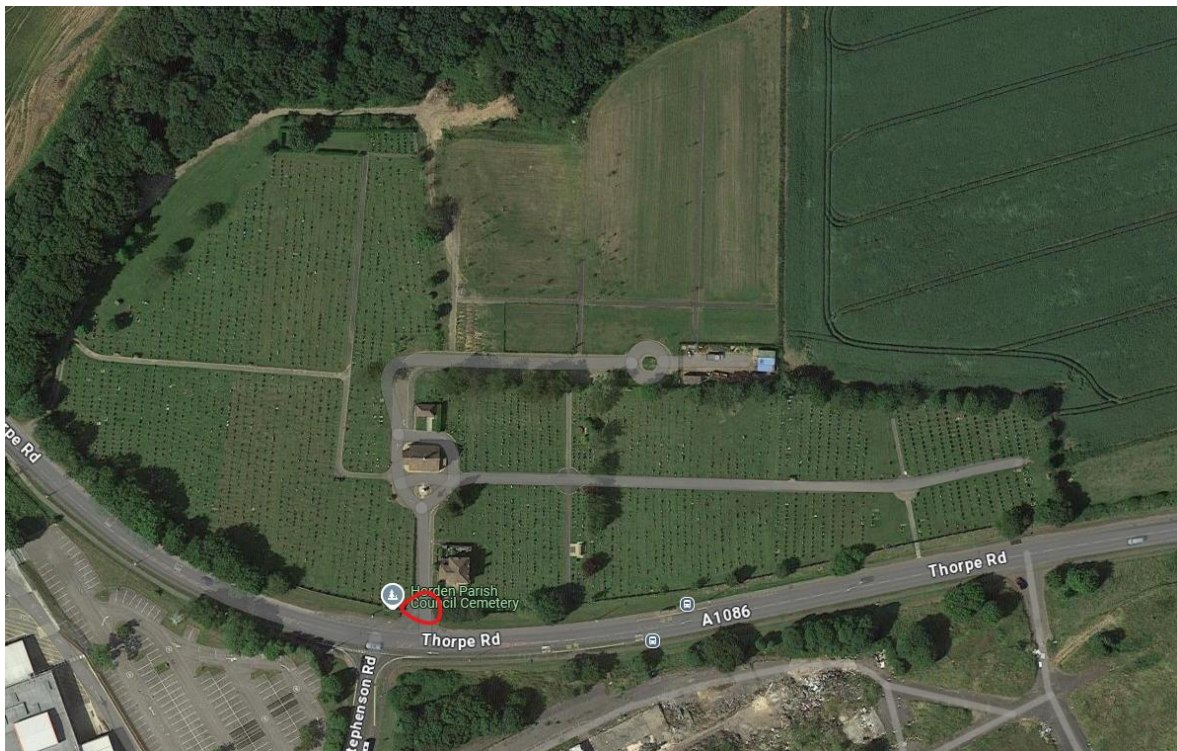
Horden Memorial Park, Park Terrace, Horden SR8 4JG where there are three gates. When locking, the park will require a walk through to ensure that all visitors have exited prior to gates being locked. Gates are marked on the map below.



Horden Recreation Ground (Welfare Park), Park Road, Horden, SR8 4PE where there are 5 gates. When locking, the park will require a walk through to ensure that all visitors have exited prior to gates being locked. Gates are marked on the map below.



Horden Thorpe Road Cemetery, Thorpe Road, Horden SR8 4AG vehicle gate only, no walk through required. Gates are marked on the map below.



Timings

Opening up is by 8:15am, due to the location of the sites it will generally take 20-30 minutes to complete.

Due to seasonal changes, locking up is phased through the year as follows:

1 January – 31 January 4:15pm
1 February – 14 February 4:45pm
15 February – 28 February 5:15pm
1 March – 15 March 5:45pm
16 March – 31 March 6:45pm
1 April – 30 April 7:45pm
1 May – 15 August 8:45pm
16 August – 15 September 7:45pm
16 September – 30 September 6:45pm
1 October – 15 October 5:45pm
16 October – 31 December 4:15pm

Although we would expect a provider to make their own assessment, the Council has one person on open up duties and two on lock-up due to the nature of the task and the need to ensure that all visitors have exited the facilities.

QUOTATIONS REQUIRED

Your quotation should specify the following as a minimum:

- Cost for each of the three blocks detailed below;
- Detail of the services you are able to supply;
- Experience of providing similar services, plus any references you wish to supply;
- Any relevant certifications/accreditation held;
- Any additional fees & charges;
- Payment terms and any additional terms & conditions.

Block 1

Quotation for **locking-up only** on Saturday, Sunday and Bank Holidays (with the exception of Christmas Day, Boxing Day and New Years Day when gates remain closed).

Block 2

Quotation for **opening up and locking-up** on Saturday, Sunday and Bank Holidays (with the exception of Christmas Day, Boxing Day and New Years Day when gates remain closed).

Block 3

Quotation for **opening up** on Saturday, Sunday and Bank Holidays (with the exception of Christmas Day, Boxing Day and New Years Day when gates remain closed).

PLUS locking-up year round on Monday - Sunday (with the exception of Christmas Day, Boxing Day and New Years Day when gates remain closed).

Enquiries

For any informal enquiries please contact Sam Shippen, Clerk to the Council on 0191 5180823.

Deadline


Quotations should be received in writing either by email to clerk@horden-pc.gov.uk clearly marked **Quotation – Locking Services** or by post marked **Confidential Quotation – Locking Services** to Mrs S J Shippen, Clerk to the Council, Horden Parish Council, Social Welfare Centre, Seventh Street, Horden, Peterlee, Co Durham, SR8 4LX to arrive not later than **12 noon** on **Monday 3rd March 2025**.

Assessment

The Council will assess quotations based upon the information requested in the Quotations Required section above.

The Council's Financial Regulations 5.14 state "The council shall not be obliged to accept the lowest or any tender, quote or estimate".

Yours sincerely,



Samantha J Shippen FCG, FSLCC, CMC
Clerk to the Council