



Councillor Gary Scott
Town Hall
Station Road
Clacton on Sea
Essex
CO15 1SE

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Clacton on Sea
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Tel: (01255) 686358
Email: pszmiga@tendringdc.gov.uk
Please ask for : Paulina Szmiga

Wednesday 23rd October 2024

Our Ref : JB/00001/WHTREPFUK

Dear Councillor Scott,

Under year 2 of the Rural England Prosperity Fund (REPF) the Essex Witch Heritage Trail Project received a capital grant totalling a value of £49,385.

As a result, Tendring District Council placed a Request for Quotation seeking tender submissions from potential providers for the service of designing, production/carving, delivery and installation of 4 bespoke carved wooden benches and 4 personalised information boards.

The authority received a total of 1 application(s) from the 6 suppliers that were identified as being able to provide the service in compliance with terms and conditions laid out within the specification, these included:

- Consideration for the location environment
- Consideration for the prevention of vandalism
- Consideration of lifespan for the materials that will be used
- Timescales from point of order to insertion
- Evidence of relevant experience – examples of previous projects i.e. links to website, reports
- Minimum of 2 Customer testimonials - email addresses to be included
- Requirement of the benches and information boards to be free standing
- Consideration for each individual item to be personalised to the location
- Abiding by the set requirements of measurements, this includes a bench measuring 2.4m (please see image below for reference regarding the information board)
- Providing an itemisation of materials used i.e. wood type, treatment
- Maintaining a coherent but distinctive look amongst each of the commissions
- Providing an Itemised quotation
- Provide an itemised quote for individual carving
- Provide visuals of the benches/information boards, this must include a minimum of 3 carving per item/s.

In the first instance, the application was reviewed against the requirements laid out within the specification, set out in the Request for Quotation (please see above). Once the application successfully passed this stage, it was reviewed against an evaluation matrix that related to the initial specifications for the project, these included:

- Quality of the work, taking into consideration materials used and their longevity
- The ability to execute the design, production/Carving, delivery and installation within the specification provided
- Track record in delivering high quality work that corresponds with the requirements of the brief
- The design/visuals provided upon submission of the quotation

This concurrence sets out a proposal for the recommended supplier (Essex Chainsaw Carving by Alasdair Craig) to be awarded and enter a contract to design, produce/carve, deliver and Install 4 bespoke carved wooden benches and 4 personalised information boards at a value of £29,000 for the completion of the assigned project via a payment plan and with the project fully completed by 31st March 2025. The following payment plan will be considered:

Payment 1	50% on acceptance of the Grant
Payment 2	40% at a date to be agreed
Payment 3	10% upon completion

If you could, by way of a completed form (below) or by return email, indicate your consent to proceed with Essex Chainsaw Carving by Alasdair Craig to be awarded the Tendring Witch Heritage Trail programme of work as laid out within this letter and to enter into a contract to deliver the works. Please do not hesitate to get in touch with me to discuss any aspect further before granting your consent.

Yours sincerely

Jessica Bryan
Tourism, Arts and Events Manager

Dear Jessica,

Tendring Witch Heritage Trail Project: Award and agreement to enter into a contract.

Thank you for your letter dated 23rd October 2024 requesting approval to award the Tendring Witch Heritage Trail Project to Essex Chainsaw Carving for recommended supplier to be responsible for the design, production/Carving, delivery and installation of 4 bespoke wooden benches and 4 personalised information boards.

I agree/ ~~do not agree~~ with the outlined process

Kind regards

Cllr Gary Scott/
Portfolio Holder for Arts, Culture and Heritage.

