



## THETFORD TOWN COUNCIL

Thetford Town Council is requesting sealed bids for the purchase of firewood for one year on Thetford Town Council Land.

- Bids must be submitted using the supplied bid application form.
- All bids must be sent by mail or hand delivered to the Thetford Town Council address to the office and marked 'For the Attention of the Town Clerk Sealed Bids Firewood Contract'  
Thetford Town Council  
King's House  
King Street  
Thetford  
IP24 2AT
- The closing date is noon on Tuesday the 12<sup>th</sup> of May 2017. Bids received after the closing date will not be accepted. Faxed or emailed bids will not be accepted.

### Firewood Bidding Rules:

- You are requested to enter a bid on the attached application form listing a figure per half ton.
- The Town Council's tree surgeon will cut the timber into manageable lengths.
- It is expected that the successful applicant will take all wood when notified from Town Council land. Sometimes this may be poor quality sycamore or it could be a better quality Ash. The wood will not be seasoned. All firewood must be removed within 5 business days of notification from the Town Council.
- The highest bidder will be offered the rights to the wood. Each weight load will be estimated by the Council's ALP Officer and Works Team Supervisor and a price will be agreed before removal.
- The 2nd highest bidder will be offered the option of 1<sup>st</sup> reserve and will be offered the opportunity to remove the wood if the highest bidder fails to remove the wood as agreed.
- Successful bidders must include a sample risk assessment, evidence of qualifications and a copy of public liability insurance.

Any questions please contact the Amenities, Land and Property Officer - Roz Barnett  
[rosalindBarnett@thetfordtowncouncil.gov.uk](mailto:rosalindBarnett@thetfordtowncouncil.gov.uk)  
07553 388552  
01842 754038



## THETFORD TOWN COUNCIL

<b>Section 1 – Confidential Contact details.</b>	
<b>Name of Applicant :</b>	
<b>Contact Telephone Numbers:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Email address:</b>	
<b>Referee who can provide details of your experience of managing firewood collection</b>	
<b>Name of Referee</b>	
<b>Contact Number:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Email address:</b>	
<b>I would be happy to pay the following amount per _____ per tonne.</b>	
<b>Please Tick the statements that apply to your expression of interest.</b>	
I have attached a copy of public liability insurance with evidence this covers the use of chain saws and managing fire wood <input type="checkbox"/>	
I have attached details of appropriate current chain saw qualification <input type="checkbox"/>	
I have attached a sample risk assessment and safe system of work for the removal of wood from Thetford Town Council land. <input type="checkbox"/>	
I agree to commit to collecting all felled wood for one year. <input type="checkbox"/>	
<b>Signed</b>	<b>Date</b>
<b>Please return to the address below by noon Tuesday the 12th of May 2017.</b>	

**KING'S HOUSE, KING STREET, THETFORD, NORFOLK IP24 2AT**

**Tel: 01842 754247**

**mail@thetfordtowncouncil.gov.uk - www.thetfordtowncouncil.gov.uk**