



# DARTMOOR FOREST PARISH COUNCIL

**TITLE: Standing Orders 6 to 14 – Contracts**

## DOCUMENT MANAGEMENT

This document constitutes **version 2a** of **Standing Orders 6 to 14**. Version 2 was adopted on 6 October 2003 and **reviewed on 7 January 2008** when it was **re-adopted** without change.

## PROCEDURE

6. **Where it is intended to enter into a contract exceeding £1,000 in value** for the supply of goods or materials or for the execution of works, the clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given. If considered desirable, or necessary, the procedure in Standing Order 7 below may be used in addition
7. **Where the value of the contract exceeds £1,000**, similar notice may be given in addition in such newspapers circulating in the district as the Council shall direct:
8. **Notice of a contract exceeding £1,000** shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of the post.
9. **For works not exceeding £1,000** the Council shall direct the tender method considered most appropriate to achieve the required response for execution of the works.
10. **Tenders shall be opened** by the clerk, or other person to whom tenders are required to be addressed, on the date specified as in Standing Order 8 above and shall be reported by the person who opened them to the Council or, where tenders have been sought by a committee or sub-committee, to that committee or sub-committee.
11. **Neither the Council nor any committee or sub-committee is bound to accept the lowest tender**
12. **If no tenders are received**, or if all the tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit



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## CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

13. **Canvassing of members of the Council**, or of any committee or sub-committee, directly or indirectly, for any contract issued for tender by the Council shall disqualify the canvasser from consideration for such contract
  
14. **A member of the Council, or any committee or sub-committee, shall not solicit** for any tenderer for contract issued for tender by the Council or committee or sub-committee but any such member may give a written or verbal testimonial of a contractor's ability, experience or character for submission to the Council or committee or sub-committee for consideration with the assessment of tenders