



INVITATION TO TENDER FOR LEGAL SERVICES

OTTERY ST MARY TOWN COUNCIL (THE COUNCIL) IS TENDERING FOR LEGAL SERVICES IN RELATION TO ITS LAND AND PROPERTY PORTFOLIO

Background

The Council has a property portfolio of an insured value of approx. £2 million, 20 tenants and 2 licensees. It is bound by law and financial regulations to provide best value for money with public funds

The legal services required will be limited to the following specialism:

Conveyancing - (All aspect of ownership and rights in and over land)

Particular land law issues which may arise include:

- the acquisition and disposal of land
- boundary disputes;
- creation, user and obstruction of rights of way including Public Rights of Way and Public Path Agreements
- right to light
- rights of occupation
- adverse possession
- trespass
- vesting and compulsory purchase of land
- easements and wayleaves
- business tenancies
- restrictive covenants
- the use of Council land by third parties and
- the drafting of transfers , leases, licences and other legal documents

This will also include advices and associated actions on:

- The acquisition of land & property by the Council
- The disposal of land & property by the Council
- The use of Council land and property
- Marketing of land and property
- The rental of Council land and property

A one year initial contract will be offered for legal advice, representation and services, with the option of a one year extension, subject to the Council being satisfied with the level of service received in the preceding year

The Council require a breakdown of costs i.e. hourly rates for the service(s), advice, drafting of documents, letters, phone calls etc

Tenders will be assessed on the following criteria:

- Experience of advising local authorities
- Expertise in the specialism
- Value for money
- Timely and efficient service

Address for tenders to be sent to:- The Chief Executive Officer, Council Offices - 8 Broad Street, Ottery Saint Mary EX11 1BZ. **The envelope to be marked `Tender for Legal Services`**

The closing date for receipt of tenders will be 12 noon Friday 28th February 2020

If you have any queried please do not hesitate to contact the Chief Executive Officer Mrs Christine McIntyre in the first instance at enquiries@otterystmary-tc.gov.uk or 01404 812252