



**GROUNDS MAINTENANCE
CONTRACT**

2020-2024

INVITATION TO TENDER

BISHOP'S CLEEVE PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

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BISHOP'S CLEEVE PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

INVITATION TO TENDER

1. Bishop's Cleeve Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Grass Cutting and Grounds Maintenance in accordance with the Contract documents attached, which comprise of:-

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Commercial Information
Appendix E	Form of Tender
Appendix F	Declaration

2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their Tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Clerk to the Council by no later than one week before the closing date.
4. The Tender shall be submitted on the Form of Tender attached at **Appendix E**.
5. Tenderers should note that as part of the evaluation process they may be asked to attend a meeting at which they will be expected to give a presentation and answer questions on their bid. Tenderers will be contacted if it is decided that a meeting needs to be arranged and such meeting will take place during the week commencing 3rd February 2020.
6. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The successful Tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.
8. If having examined the tender documents you wish to submit a tender you should: -
- (a) Fully complete and return the following documents:
- | | |
|------------|------------------------|
| Appendix D | Commercial Information |
| Appendix E | Form of Tender |
| Appendix F | Declaration |

(b) **Return tenders and all related documentation to: -**

Amanda Winstone
Clerk to the Council
Bishop's Cleeve Parish Council
Parish Office
Church Road
Bishop's Cleeve
Cheltenham
GL52 8LR

By 3 pm on Monday 27th January 2020

Tenders received late will not be considered.

- (c) **Please note that the package containing the tender must be clearly marked “Tender for Grounds Maintenance” on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.**

BISHOP'S CLEEVE PARISH COUNCIL

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STANDARD CONDITIONS OF CONTRACT

Contract Documents

The Contract Documents will comprise:

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Commercial Information
Appendix E	Form of Tender
Appendix F	Declaration

Officer

The Officer will be the Clerk to the Council.

Extent of Work

Generally, the work will comprise of the cutting of grass, strimming, weeding of identified areas, hedge trimming, selective weed control and general maintenance of shrubbery where specified on land within the parish of Bishop's Cleeve. To include strimming around play equipment, outside furniture, trees, bushes, fences, hedges and all other authorised site fixtures and fittings. To include grass removal from all play safety surfaces and footpaths by sweeping or blower.

Site Details

The sites are situated throughout the parish of Bishop's Cleeve. A plan is available on request.

Before tendering the Contractor is advised, at his own discretion, to visit the sites to satisfy himself as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

Additional Erection/Installation

The Council could add additional outside fixtures and fittings during the period of the Contract and no application from the Contractor to adjust the Contract price will be considered.

Duration of Contract

The duration of the Contract will be from 1st April 2020 until 31st March 2024, with the final decision on the duration of the Contract to be made by the Council after the tenders have been received. Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term.

Payment to Contractor

The full contract sum shall be paid in equal monthly instalments throughout the year, on receipt of monthly invoice from the Contractor.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving three months notice.

Insurance

The Contractor is required to have a minimum of £10,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Clerk to the Council prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. A copy of the Certificate of Insurance shall be provided on renewal annually for the duration of the contract.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act 1974 and all other Acts and Regulations in respect of the work comprised in this Contract.

Notes to Tenderers

- a) Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.
- b) The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.
- c) A price shall be inserted against each item on the Form of Tender.
- d) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- e) Weed killing chemicals must only be applied where specified and must be applied by certificated staff. Evidence of certification must be provided to the Council.
- f) A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
- g) Invoices presented for payment must include a schedule of the works completed in that month including the dates of the work.
- h) Contractors are asked to contact the Clerk to the Council if any clarification is required.

BISHOP'S CLEEVE PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

SPECIFICATION OF WORKS

1.00 GRASS CUTTING

- 1.01** (i) Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris.
- (ii) The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.
- 1.02** The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass not cut to the approval of the Council from such lack of maintenance will be made good by the Contractor at his own expense and to the satisfaction of the Council.
- 1.03** The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations. The Contractor will provide his staff with all safety equipment, (boots, reflective vests, ear defenders etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
- 1.04** During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Council sanctioning such an operation in writing, in advance.
- 1.05** All grass will be cut cleanly and evenly and without damaging the existing surface.
- 1.06** The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure that all grass clippings and other arisings are cleared from all paved areas, playground equipment safety surfaces, paths and public footpaths, etc., by sweeping or using a blower.
- 1.07** Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
- 1.09** Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.
- 1.10** Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
- 1.11** In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels

and contours of the ground or grass cutting “divots” from the machine rollers or cutters.

- 1.12** Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Council.
- 1.13** Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting and replaced before the Contractor leaves the site.
- 1.14** Mowing around obstructions including seats, trees, fence lines, posts, gates and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location. Strimming around fence lines, entrance gates, trees and fixed equipment must be done with due care ensuring that there are no strim marks on the trees or damage to surfaces of fixed equipment.
- 1.15** In areas that contain bulbs or corms, the Contractor will ensure that the emergent bulbs are not cut. These areas will not be cut again until four weeks after flowering.
- 1.16** All persons operating grass cutting machinery must be satisfactorily trained, and the Council reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.
- 1.17** No vegetation must be stored on site other than short grass cuttings which will be left in situ.
- 1.18** The contractor shall provide all their own equipment and store at their own expense.

BISHOP'S CLEEVE PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

SCHEDULE OF WORKS

QUOTATION 1

**CHELTENHAM ROAD PLAYING FIELD & PLAY
AREA**

1. To maintain, including grass cutting, the entire playing field which includes eleven football pitches, (some adult, some youth) up to the top of the banks of the watercourses and fence line boundaries (including Cheltenham Road, Read Way, Crown Drive, Chandler Road and Kayte Lane).
2. To remove all litter prior to grass cutting or strimming.
3. To be responsible for the Drainage, Turf Nutrition and Health of the pitches, meeting Performance Quality Standards and ensuring that any chemicals are used within COSHH guidelines.
4. To prepare pitches as necessary as described in the Institute of Groundsman maintenance calendar.
5. To be responsible for the layout of the pitches, the specification of which will be determined by (amongst other factors) league regulations.
6. To provide topsoil for the use of teams for filling in potholes and rabbit burrows between October and March each year.
7. The contractor will be notified of all fixtures by the Council and pitches will be prepared including line marking up as required.
8. To include at least one pre-season cut.
9. Strim up to **FULL** perimeter of the field at least once a month during the cutting season.
10. Cut the grass around and in the car park at least once a month during the cutting season.
11. Car Park - weed and tend shrub beds, spray weeds in car park with chemical spray, but not the hedgerows, twice during the season.
12. Maintain hedges and shrubs around the perimeter of the Pavilion building twice a year.
13. Cut / strim the BMX track six times per year between April – September so as to maintain a maximum height of no more than 15cm.
14. Where pitches are involved cutting should be no later than **THURSDAY** preceding weekend matches.
15. Remove and store goal posts at the end of the football season as instructed by the Council and re-erect prior to commencement of the season as instructed by the Council.
16. To cut the area outside of the boundary fence on Cheltenham Road.
17. Removal of brash twice per year as instructed by the Council.
18. Strim around seats and play equipment at least once a month during season.
19. Chemical spraying, including around fencing and perimeters as and when necessary.
20. Fill in dips in play area surfaces as / when required and replace grass matting in May, June and September.

QUOTATION 2

FINLAY WAY PLAY AREA

1. To cut grass fortnightly during March to October (15 cuts) including all necessary detailed work.
2. Strim up to the **FULL** perimeter of the field at least once a month during season.
3. Strim around seats and play equipment at least once a month during season.
4. Chemical spraying, including around fencing and perimeters as and when necessary.
5. Fill in dips in play area surfaces as / when required and replace grass matting in May, June and September.

QUOTATION 3

MILHAM ROAD PLAY AREA

1. To cut grass fortnightly during March to October (15 cuts) including all necessary detailed work.
2. Strim up to the **FULL** perimeter of the field at least once a month during season.
3. Strim around seats and play equipment at least once a month during season.
4. Chemical spraying, including around fencing and perimeters as and when necessary.
5. Fill in dips in play area surfaces as / when required and replace grass matting in May, June and September.

QUOTATION 4

PECKED LANE PLAY AREA

1. To cut grass fortnightly during March to October (15 cuts) including all necessary detailed work.
2. Strim up to the **FULL** perimeter of the field at least once a month during season.
3. Strim around seats and play equipment at least once a month during season.
4. Chemical spraying, including around fencing and perimeters as and when necessary.
5. Fill in dips in play area surfaces as / when required and replace grass matting in May, June and September.

QUOTATION 5

SUNRISE AVENUE PLAY AREA

1. To cut grass fortnightly during March to October (15 cuts per annum) including all necessary detailed work.
2. Strim up to the **FULL** perimeter of the field at least once a month during season.
3. Strim around seats and play equipment at least once a month during season.
4. Chemical spraying, including around fencing and perimeters as and when necessary.
5. Trim hedge along the footpath as required.
6. Fill in dips in play area surfaces as / when required and replace grass matting in May, June and September.

QUOTATION 6**PARISH GARDEN**

1. Box mow and always remove grass from all areas (offsite) for 15 cuts per season and for the area to neat.
2. To do all necessary detailed work including strimming around seats.
3. To clear paths as necessary after mowing and remove all leaves from grass and take them away after the autumn fall.
4. Weed and tend to shrubs in the Parish Garden.
5. Weed paths and driveway as necessary.
6. Bulbs have been planted in the grass and so should be avoided until they have died down enough.

QUOTATION 7**CUTBRIDGE MEADOW**

1. To carry out grass cutting 8 times per season.
2. To perimeter strim 2 times per season.
3. To fence clear / strim once per season.

QUOTATION 8**COMMUNITY BUILDING**

To tend the shrubbery in front of the Community Building, Tobyfield Road three times per year, May, July and September, to include weed spraying the perimeter of the building.

QUOTATION 9**WAR MEMORIAL**

Weed spray hardstanding around War Memorial and manually remove remaining weeds three times per year, April / May, August / September and prior to Remembrance Sunday in November.

QUOTATION 10**HOMELANDS ALLOTMENT GARDENS**

To strim the communal / recreation area to the rear of the allotment site 4 times per year, March, May, July and September.

QUOTATION 11**CLEEVELANDS ALLOTMENT GARDENS**

To strim the communal / recreation area 4 times per year, March, May, July and September.

QUOTATION 12**BUS SHELTERS**

To carry out weeding and weed spraying once per year to 9 bus shelters in the parish

QUOTATION 13**ALLOTMENT PLOTS**

To provide a cost to trim an allotment plot (approximately 100m²) on an as needed basis.

BISHOP'S CLEEVE PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

COMMERCIAL INFORMATION

Part A

Commercial Information

A.1. Company/Organisation identity –

A.1.1 Company name of organisation submitting the tender:

A.1.2 Contact name and position in organisation:

A.1.3 Company address:

A.1.4 Contact telephone number:

A.1.5 Contact e-mail address:

A.1.6 Company website address:

A.1.7 Company Registered Address if different from above:

A.2 Insurance

A.2.1 Please provide a copy of your organisation's insurance certificates and provide the required information regarding your company/organisation's insurance cover:

Public Liability Insurance Min £10,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	
Employers Liability Insurance £5,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	

A.3 Health and Safety

A.3.1 Please supply the name and designation of the person responsible for the implementation of the organisations Health and Safety Policy.

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A.3.2 If you employ 5 or more employees, please enclose a copy of your current Health and Safety policy.

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A.3.3 If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put into place and practiced within your organisation.

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A.4 Environmental Sustainability

- A.4.1 Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation.

Part B

TECHNICAL CAPABILITY

B.1 Previous Experience

- B.1.1 Please provide information of your organisations technical capacity and expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies.

- B.1.2 Please provide details of your current training policy/procedures (including any health and safety training) and describe how you ensure that skills are maintained. Max 400 words.

C.1 References – please provide 2 references

Please provide details of two companies for which you have delivered similar projects that will provide reference. The Authority will take up two references.

Reference 1

Company Name	
Company Address	
Contact name	
Contact Phone Number	
Contact e-mail address	
Website details	
Contract start / end dates	
Value of contract	
Brief description of contract including use of sub-contractors if applicable	

Reference 2

Company Name	
Company Address	
Contact name	
Contact Phone Number	
Contact e-mail address	
Website details	
Contract start / end dates	
Value of contract	
Brief description of contract including use of sub-contractors if applicable	

Part D

TECHNICAL PROPOSAL

D.1 Service Requirements

D.1.1 Please detail below the format in which your organisation can receive Service Requests

--

D.2 On-site Arrangements

D.2.1 What arrangements does your organisation have for the removal and recycling of any rubbish and debris accumulated during the supply of the services?

--

D.3 Quality of work and Supplier conduct

D.3.1 Please detail the checks that your organisation will make to ensure that the services will be carried out by a suitably trained and competent team / member of staff:

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D.4 Sub-Contracting

D.4.1 Please detail your organisations methodology for employing sub-contractors and ensuring that sub-Contractors if used on this contract are fully compliant with the terms and conditions of the Framework Agreement.

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BISHOP'S CLEEVE PARISH COUNCIL**GROUNDS MAINTENANCE CONTRACT****FORM OF TENDER**

	2020-1	2021-2	2022-3	2023-4
Quotation 1	£	£	£	£
Quotation 2	£	£	£	£
Quotation 3	£	£	£	£
Quotation 4	£	£	£	£
Quotation 5	£	£	£	£
Quotation 6	£	£	£	£
Quotation 7	£	£	£	£
Quotation 8	£	£	£	£
Quotation 9	£	£	£	£
Quotation 10	£	£	£	£
Quotation 11	£	£	£	£
Quotation 12	£	£	£	£
Quotation 13	£	£	£	£
Cost for Quotations 1 – 12 inclusive	£	£	£	£

I / We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works and Schedule of Works.

I / We understand that Bishop's Cleeve Parish Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred in preparing this Tender.

I / We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Signed:Name:

Position: Date:

Of:

Address.....

Telephone Contact number:

BISHOP'S CLEEVE PARISH COUNCIL

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Declaration

I certify that the information supplied is accurate to the best of my knowledge and belief.

I understand that Bishop's Cleeve Parish Council may contact anyone to verify this information, and that false or misleading information could result in my/our exclusion from the select tender list.

I also understand that it is a criminal offence, punishable by imprisonment to give or offer to give any gift or consideration whatsoever as an inducement or reward to any servant or member of a public body. In addition, your specific attention will be drawn to the clause in the proposed contract empowering the Authorities to cancel the contract and to recover any loss from the contractor if the contractor has offered any gift or inducement of any kind in relation to obtaining the contract.

Signed _____

Position held _____

For and on behalf of _____

Date _____

Before returning this application form, please ensure that you have: -

- Answered all questions.
- Enclosed all relevant documents.
- Completed the above declaration.