

**Grass Cutting and Amenities Maintenance**

**Contract Tender Document**

**2023/2026**

**West Dean Parish Council Green Spaces**

**Berry Hill**

**Bream**

**Edge End**

**Sling**

**Parkend**

**Viney Hill**

**Whitecroft**

Kim Carpenter

Clerk/Responsible Financial Officer

West Dean Centre

High Street

Bream

GL15 6JW

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1. INVITATION TO TENDER

1. West Dean Parish Council ("the Council") hereby invites tenders for the carrying out of the Grass Cutting & Amenity Maintenance Services in accordance with the Contract documents attached, which comprise:

A. Invitation to tender

B. Standard contract conditions

C. Specification of works

D. Schedule of works

E. Site plans

F. Form of Tender

G. Declaration & Company Details Form

H. Evaluation criteria and award of contract information

2. The Prices submitted must indicate the rates for carrying out each element of the Contract.

3. Prospective Contractors should ensure that they are completely familiar with the nature and extent of

the obligations to be accepted by them, should their tender be accepted.

4. Any queries regarding any part of the Contract documents should be addressed to

The Clerk by no later than two weeks before the closing date.

5. The tender shall be submitted ONLY on the attached Form of Tender.

6. Prospective Contractors should note that the Council is not bound to accept the lowest price, 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 submission 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:

i. Form of Tender

ii. Declaration & Company Details Form

Please also supply the following information/documents:

iii. Safe systems/method statements for all elements of work within the contract

iv. Insurance certificates

v. the financial documents requested

vi. details of two referees

b) Return tenders and all related documentation by FRIDAY 20th January 2023, via the Government Procurement Portal.

1. STANDARD CONTRACT CONDITIONS

**Officer**

The Officer will be the Clerk to West Dean Parish Council

**Extent of Work**

1. The cutting of grass at locations detailed below (and maps Annex 1)
2. In May and August to weed to all fences, walls and pathways at Parkend Closed Churchyard; All Saints Churchyard, Viney Hill;.
3. Throughout the year it is expected that the contractor will keep all memorials, headstones, tombs, and railings in churchyards free of growth of grass, weeds, briars and ivy and that trees are managed such that the canopy does not interfere with graves or the maintenance of the grass beneath. (NB. It must be borne in mind the sensitivity of graves and that some may be protected by law as “Listed” monuments.)
4. The Parish Council reserves the right to request additional grass cutting on an ad-hoc basis, at locations identified by the Parish Council, to the same standard, duties and conditions contained herein. these are to be priced in the Bill of Quantities
5. Cleaning of bus shelters
6. The emptying of litter bins.
7. Filling and placement of Salt Bins.

**Site Details**

Grass Cutting Sites are:-

**Berry Hill –** Recreation/Play Area both sides of Fence at Crowash

Amenity Grass Land at Kells Meend

**Bream** – St James Churchyard**.** Bream Cenotaph area and verges to the crossroads, including around the `Hard Up’ tree. Grass verge at entrance to Highbury Road

**Edge End -** Recreation Ground

**Parkend -** St Paul’s Closed Churchyard

**Sling-** Play Park off March Way

Footpath Marsh Way to Parkend Walk

Bus stop Clements End Road opposite Marsh Way

Scarr Bandstand off B4228 (Five Cuts per year April to October)

**Viney Hill -** All Saints Closed Churchyard

**Whitecroft** - Parkhill notice board area opposite chip shop

Youth shelter grassed area opposite the Miners Arms

**Salt Bin Sites are:-**

|  |  |
| --- | --- |
| **Berry Hill -** The Horsepool  Coverham Road  Forest Patch  The Chapel  Grove Road  Crowash  Seymour Close  The Crescent  Nine Wells | **Bream -** Highfield Road  Whittington Way  Bowson Road |
| **Pillowell -** Aisne Road, Oldcroft | **Whitecroft -** Parkhill  Woodlands Close  Back Lane  Morcroft Place/Pillowell Road  Pillowell/New Road Junction  Charleswood Road  Kidnalls Drive/New Road  Royal Oak |

**Litter bins sites are:-**

Bowson Square Bream

The Tufts Bream

Five Acres Playing field

Edge End, Recreation Ground

**Bus Shelter Sites are:-**

**Berry Hill -** x 5

**Bream -** x 4

**Christchurch –** x 2

**Pillowell –** x 5

**Sling/Ellwood -** x 3

**Site Access**

Crowash key will be held by the successful contractor

The Contactor is only permitted to access the above sites for the performance of this contract unless prior permission is sought from an Officer of the Council.

**Workmanship and Equipment**

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

The Contractor will be responsible for the provision, maintenance and running of all necessary transport, machinery and equipment required for the works.

**Additional Erection/Installation**

The Council may at any point add or remove Green Areas, Salt bins, litter bins or Bus Shelters during the Contract period and no application from the Contractor to adjust the Contract price therefore will be considered.

**Duration of Contract**

The duration of the Contract will be for **THREE YEARS** commencing **01 APRIL 2023 to 31 MARCH 2026** inclusive, with annual reviews, and an option to extend by 2 years to a maximum of 5 years. There will be no opportunity to alter the rates tendered without prior discussion with and approval of the Council.

**Payment to Contractor**

The Contractor will submit a monthly invoice, by 15th of the Month, for payment to be made by BACS on the last Thursday of each month once payment is agreed by Full Council. Invoices submitted in December will not be paid until January as there is no Full Council meeting in December. Any invoices received after 15th of the month may not be paid until the following month unless the Officer has sufficient time to include them on the Full Council Agenda.

**Termination of Contract**

Failure to comply with the Contract Terms will result in the Contractor being given a written warning. Further failure to carry out the works to a satisfactory standard will result in the Contractor being summoned to a meeting of the Council. Further failure will result in the withdrawal of the Contract and withholding of monies.

**Insurance**

The Contractor is required to have a minimum of £10,000,000 Public Liability Insurance cover and should **submit a copy of this with the Form of Tender** and at each annual renewal. Contractors will be working in public places and must at all times have due regard to public safety and comply with all Health and Safety regulations that apply to such work, including amendments from time to time.

**Subcontractor/Employee Verification**

Due to the nature of some locations included within the contract all subcontractors or employees employed in the performance of this contract are required to have a valid Basic DBS check which is not more than 3 years old. A list of names, DBS numbers and date of last check must be produced to the Clerk prior to commencement of the Contract and annually thereafter. If new subcontractors/employees are used, then it is the Contractor’s responsibility to provide the same details.

**Health and Safety**

The Contractor shall comply with all relevant statutory requirements (including Health and Safety at Work

Legislation) at all times in carrying out the services described in this Contract. All works will be carried out

in accordance with the Safety at Street Works and Road Works: Code of Practice 2013.

**Notes to Tenderers**

1. Attention is drawn to the Form of Tender and Standard Contract Conditions. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to read all documentation fully and carefully.
2. 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, but EXCLUDING VAT (if applicable)

1. A price shall be inserted against each item on the Form of Tender for each element of the contract

tendered for.

1. 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.

1. 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.

1. Invoices presented for payment must include a schedule of the works completed including the dates of the work.
2. Contractors are asked to contact the Clerk if any clarification is required.
3. SPECIFICATION OF WORKS
4. Prior to cutting or trimming any area, the Contractor will ensure the site is free of any significantly large stones and all paper, tins, bottles, and other debris on the cutting area.
5. 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 such potential hazards.
6. Footpaths and play area safety services should be left clear of grass cuttings. Grass should be trimmed neatly around all trees, shrubs, fences, bollards, and all obstacles, which may be situated on the site.
7. The Contractor will be responsible for providing, maintaining, and running of all necessary transport, machinery and equipment required to fulfil the Contract.
8. The Contractor will at all times during the period of the Contract ensure that machines are properly guarded 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 etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
9. Quarterly review meetings will take place at the West Dean Centre throughout the life of the contract.

The Contractor will complete one area of grass cutting before moving onto the next.

NOTE: None of the sites have access to toilets or running water – so contractor will need to make their own

arrangements for their staff welfare.

**D. SCHEDULE OF WORKS**

1. There are to be a minimum of 15 cuts of the areas covered by site plan Areas.

2. The first cut being in April then fortnightly according to seasonal growth patterns.

3. To include strimming around signs and other obstructions including trees and the various edges

of the sites.

4. All footpaths, seating areas, entrances etc. to be cleaned off by sweeping or blowing after each

cut/strim.

1. Grass cuttings to be dispersed evenly over site not left in mounds.

* **Area G1 –Recreation/Play Area both side of Fence at Crowash, Berry Hill (Cut Only) (Annex 1)**
* **Area G2 – Amenity Grass Land at Kells Meend, Berry Hill (Cut Only) Annex 1)**
* **Area G3 – St James Churchyard, Bream (Cut only) (see Annex 1)**
* **Area G4 – Bream Cenotaph area and verges to crossroads, & outside school buildings on the High Street (Cut Only) (see Annex 1)**
* **Area G5 –Grass verge at entrance to Highbury Road, Bream (Cut Only) (see Annex 1)**
* **Area G6 –Edge End Recreation Ground (Cut Only) (see Annex 1)**
* **Area G7 – St Paul’s Closed Churchyard, Parkend (Cut Only) (see Annex 1)**
* **Area G8 –Play Park off Marsh Way, Sling (Cut Only) (see Annex 1)**
* **Area G9 – Footpath Marsh Way to Parkend (Cut Only) (see Annex 1)**
* **Area G10 – Bus stop Clements End Road opposite Marsh Way Sling (Cut Only) (see Annex 1)**
* **Area G11 – Scarr Bandstand Sling off B4228 (Cut Only) (see Annex 1)**
* **Area G12 – All Saints Churchyard, Viney Hill (Cut Only) (see Annex 1)**
* **Area G13 - Parkhill, Whitecroft, Notice Board area opposite Chip Shop (Cut Only) (see Annex 1)**
* **Area G14 – Youth Shelter grassed area opposite the Miners Arms, Whitecroft (Cut Only) (see Annex 1)**

**Salt Bins All Areas (see Annex 2)**

1. To ensure that all bins are free of litter or debris.
2. To ensure that Salt Bins are kept to a standard level during the year to ensure maximum availability in harsh weather.
3. To report any damaged or missing bins to the Council.

**Bus Shelters All Areas (see Annex 2)**

1. To ensure that all Bus Shelters are free of litter and debris.
2. To report any graffiti or damage.

**Annex 1**

Maps of grass cutting contract areas

F. TENDER FORM – To be submitted to the Council

Please complete and sign the Tender Form and Declaration & Company Details Form.

Having examined the specification for grass cutting/salt bins and bus shelters in the Parish I/we offer to carry out the specified works in conformity with the said documents upon the terms and conditions, contained or referred to therein, for the per annum sum of:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Contracted Area for Grass Cutting 2023/26** | **£ Per Annum Excluding VAT** | | **£ Per Additional Cut if required Excluding VAT** |
| Area G1 – BERRY HILL – Recreation/Play Area both sides of Fence at Crowash |  | |  |
| Area G2 – BERRY HILL – Amenity Grass Land at Kells Meend |  | |  |
| Area G3 – BREAM – St James Churchyard |  | |  |
| Area G4 – BREAM – Bream Cenotaph area and verges to crossroads |  | |  |
| Area G5 – BREAM – Grass Verge at entrance to Highbury Road |  | |  |
| Area G6 – EDGE END – Recreation Ground |  | |  |
| Area G7 – PARKEND – St Paul’s Close Churchyard |  | |  |
| Area G8 – SLING – Play Park off March Way |  | |  |
| Area G9 – SLING – Footpath Marsh Way to Parkend Walk |  | |  |
| Area G10 – SLING – Bus stop Clements End Road opposite Marsh Way |  | |  |
| Area G11 – SLING – Scarr Bandstand of B4228 Sling – Coleford Road (8 Cuts Per Annum) |  | |  |
| Area G12 – VINEY HILL – All Saints Closed Churchyard |  | |  |
| Area G13 – WHITECROFT – Parkhill noticeboard area opposite chip shop |  | |  |
| Area G14 – WHITECROFT – Youth Shelter grassed area opposite the Miners Arms |  | |  |
| **TOTAL** |  | |  |
|  |  | |  |
| **Contracted Area for Salt Bins 2023/26** | **£ Per Annum** | | **£ Per Additional Fill if required** |
|  |  | |  |
| **TOTAL** |  | |  |
| **Contracted Litter bins to be emptied** | **£ Per Annum** | | **£ Per Additional empty if required** |
|  |  | |  |
| **TOTAL** |  | |  |
| **Contracted Area for Bush Shelters 2023/26** | **£ Per Annum** | | **£ Per Additional Cleanse if required** |
|  |  | |  |
| **TOTAL** |  | |  |
| **ALL ELEMENTS ANNUAL TOTAL** | |  |  |
| **TOTAL FOR TERM OF CONTRACT (3YRS)** | |  |  |

By submitting this tender, I/We accept the specifications dated 28TH November 2022 on which this tender is based and submitted. This tender and specification form the contract embodying all the conditions and terms contained therein.

I/We further agree that this Tender remain open for consideration for ……… Weeks (minimum 6 weeks) (if no period is stated the Tender will be deemed to remain open for up to ten weeks)

Signed ………………………………………………………………………………………….. Print Name……………………………………………………………………………………………………

Dated this …………………………………………… day of ……………………………………………………………………….. in the year…………………………………………………………

Company Name……………………………………………………………………………………………………………………………………………………………………………………………………..

Address ………………………………………………………………………………………………………………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………..Post Code………………………………………………….

Telephone………………………………………………………………………………………… Email………………………………………………………………………………………………………….

The Council has an option to extend this contract by a maximum of an additional year

The Form of Tender is to be completed throughout. Failure on the part of the Tenderer not to complete any part of the Form of Tender will entitle the Employer to treat the Tender as Invalid. The Form of Tender must not be qualified in any way and **any alteration or addition to the Form will render the Tender Invalid.**

**Economic financial standing**

Your economic financial standing reflects multiple financial aspects of your business, and West Dean Parish Council wish to have the following presented for inspection.

* Your annual turnover – please attach a copy of you most recent audited/unaudited accounts
* Your financial accounts – please attach copies of your full financial accounts, this can include your assets to liabilities ratio
* Your insurance – please provide copies of your insurance document and commit to potentially increasing your amounts before contract commencement (Public Liability, Employers Liability and Professional Indemnity or Tradesman Insurance)

The evaluation criteria places 50% of the possible score on the price submitted for the work, to ensure that WDPC have confidence in the ability of your company to fulfil its obligations we advise that the requested information and documents are provided to allow a full assessment to be undertaken.

A minimum of two references are to be submitted with this tender document. **THE EMPLOER DOES NOT BIND HIMSELF TO ACCEPT THE LOWEST OR ANY TENDER.**

Please provide two referees for whom you are currently or have recently provided services.

**Referee 1**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company Name |  |
| Contact Number |  |
| Contact Email |  |
| Annual Contract Value |  |

**Referee 2**

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company Name |  |
| Contact Number |  |
| Contact Email |  |
| Annual Contract Value |  |

G. DECLARATION & COMPANY DETAILS FORM – To be submitted to the

Council

Please complete and sign the Tender Form and Declaration & Company Details Form to the

West Dean Parish Council offices by **Friday 20th January 2023** at the latest.

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract

Terms, Specification of Works, Schedule of Works and location plans.

I/We understand that West Dean Parish Council is not bound to accept the lowest or any Tender or

part thereof 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.

Company or Business Name: ……………………………………………………………..…………………………………..

Business correspondence address ………………………………………………………………………………………….

………………………….…………………………………………………………………………Postcode: …………..…………...

VAT Reg No. (if applicable) …………………………………………………

Contacts: Landline: ……………………………………….

Mobile: ……………………………………….

Email: ……………………………………….

By signing and submitting this tender form you agree that you fully understand the commitments

and requirements contained therein and, if successful are willing to be bound to the contract as

expressed therein.

Signed: ……………………………..………………………………..Print Name: ………………………..………………………………………

Position: ……………………..…………………………………………………………………. Dated: …………………………………..….

H. EVALUATION

Bids will be evaluated in accordance with the West Dean Parish Council’s Financial Regulations using

the following criteria and weighting: Price 50%, Quality 20%, Experience 20%, Environment 10%

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Possible Score** | **Weighting** |
| **Price**  The full and final cost over the full term of the contract.  (Submitted as an annual sum and total costs) | Max 50% | 20 |
| **Quality**  The Supplier’s ability to perform the contract to the highest standards  (Feedback received from References) | Max 20% | 10 |
| **Experience**  Evidence of the supplier’s relevant knowledge and experience.  (Years in business and references) | Max 20% | 10 |
| **Environment**  Evidence of the supplier’s knowledge and experience of environmental issues and how they are addressing the climate emergency within their submission.  (Assessment of Method Statements/Safe systems of work) | Max 10% | 10 |

The scores will be evaluated and confirmed with a score out of 100 being awarded to each tender for comparison and ratification of award decision.