

Q - Is there as estimated Contract Value?

A - Grounds Maintenance of Fleet Town Council owned parks & open spaces, 2018, for 5 years with extension clause to renew each year up to 10yrs from contract start date. Council agreed to extend for 2 years at the end of 2022/start of 2023 at an annual value of £161,376.00

Q: Does TUPE apply to this contract and if so can you please provide the information in relation to the TUPE

A: TUPE does not apply to any Fleet Town Council Staff.

TUPE may apply to one member of staff from the existing Grounds Maintenance Contractor.

Q: The contract contains a Method Statement in Sub-Criterion 2 (on page 59) that is not present on the scoring sheet – MS3, which reads:

MS3 – Integration of Services

- ***Plans for aligning services such as grass cutting, inspections, pavilion cleaning, and sports bookings.***
- ***Proposals for collaboration with:***
 - ***Community events and initiatives.***
 - ***Friends of Groups.***
 - ***Other contractors, e.g., tree surgeons and maintenance teams.***

Please confirm whether this Method Statement should be responded to, and if so, the number of points and percentage allocated to it, and what change this will have on the points and percentages allocated to other questions.

A: Yes, all the Method Statements contained in the Fleet Town Council Grounds Maintenance Contract Document, should be answered, this includes MS3 which forms part of Sub-Criterion 2 – Operational Delivery, which carries a maximum of 5 points. For clarity, the “GM Tender Evaluation Scoring Criteria” Document, has been amended and re-uploaded.

Q: Please explain how the points in the method statements (e.g. MS4-7 which have 5 points each) contribute to the points for their parent sub-criterion (e.g. Section 6 Sub-Criterion 3, which has 5 points).

A: Method Evaluation (Total of 20 Points = 60% of Total Score)

1. Section 3: References
 - Max Points: 5
 - Max % of total score: 5% (0.05)
 - % per point: 1% (0.01 per point)
2. Sub-Criterion 1 - Infrastructure Plans
 - Max Points: 5
 - Max % of total score: 15% (0.15)
 - % per point: 3% (0.03 per point)
3. Sub-Criterion 2 - Operational Delivery
 - Max Points: 5
 - Max % of total score: 20% (0.20)
 - % per point: 4% (0.04 per point)
4. Sub-Criterion 3 - Mobilisation, Innovation, and Added Value
 - Max Points: 5
 - Max % of total score: 20% (0.20)
 - % per point: 4% (0.04 per point)
- Total Method Score: 20 points, contributing 60% (0.6) to the final score

Q: Please confirm whether we can include attachments with the PQQ.

A: If the questionnaire requires an attachment then fine.

Q: Please confirm that this is a printed/paper submission.

A: Please ensure that all tender documents are completed and submitted in both electronic and hard copy formats.

Q: Please confirm the maximum file size that can be emailed to procurement@fleet-tc.gov.uk .

A: I believe it is 12MB. We use sites like we transfer for large files.

Q: Please confirm exactly which documents require each page to be signed, and whether electronic signatures are acceptable.

A: Each hard copy must have every priced page signed by the responsible individual. If you want to sign electronically then print this will be fine.

Q: Please advise your expectations on the number of pages submitted for each element of the response.

A: We have no expectations with regards to the quantity of information.

Q: For the purpose of a fair tender, can you advise how much topdressing material should be applied per full size pitch?

A: The contract requires a suitable sand topdressing to be applied to the entire pitch area annually as part of post-season renovation. While the exact quantity is not prescribed, the contractor is responsible for selecting a material of appropriate grade and applying sufficient quantity to enhance soil drainage and deliver a safe, playable surface. This is part of a broader renovation programme that includes slit-tining, verti-draining, and re-seeding.

Q: Can you confirm the current staff component working on the contract?

A: As this is a retendering exercise, tenderers are expected to propose an appropriate staffing structure for effective delivery of the contract. There is no prescribed existing staff component.

Q: Are the lines on the tennis courts to be overmarked?

A: Yes, the tennis court lines are to be repainted annually or as directed by the Supervising Officer. This includes appropriate surface preparation, application of approved paint, and adherence to all operational guidelines. Please see clause 40. **40.3.1** "Repaint line markings on all hard surface sports facilities annually or as deemed necessary by the Supervising Officer."