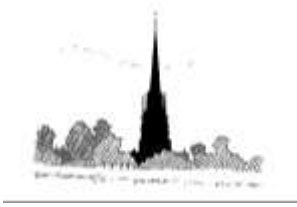


# GENERAL PARISH MAINTENANCE *INVITATION TO TENDER* *2024-2027*

MIDDLETON CHENEY  
Parish Council





**MIDDLETON CHENEY PARISH MAINTENANCE:  
INVITATION TO TENDER**

Parish Meeting Room  
Main Road  
Middleton Cheney  
Banbury  
OX17 2LR

**A. Invitation to Tender: Parish Maintenance Contract 2024-2027**

1. Middleton Cheney Parish Council ("the Council") hereby invites tenders for the carrying out of the Services of Parish Maintenance in the areas within Middleton Cheney Parish in accordance with the Contract documents attached, which comprise:

**a) Invitation to tender**

**b) Tender form and Declaration & Company Details form**

The service is to cover the period:

1<sup>st</sup> September 2024 – 31<sup>st</sup> August 2027, with options to extend the contract.

2. The Prices submitted must indicate the hourly rate for fulfilling the Contract. Materials used in the fulfilment of the Contract will be charged separately directly to the Council.
3. 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.
4. Any queries regarding the interpretation of 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, 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/s together with the Council's written acceptance shall form a binding agreement in the terms of 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. Tender Form
    - II. Declaration & Company Details Form
    - III. Current 10 Million Public Liability
    - IV. Health & Safety Policy
    - V. Risk Assessment



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The documents can either be found on the Parish Councils website or via the Clerk at the above address.

Pip Davis  
Clerk and RFO  
Middleton Cheney Parish Council

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### INTRODUCTION

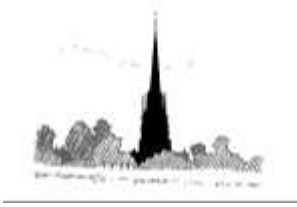
Middleton Cheney Parish Council wishes to provide a programme of general maintenance across the parish. This will involve routine visits to undertake regular maintenance as well as ad hoc, responsive remedial works. The Council is tendering with a view to agreeing a contract with a supplier from 20<sup>th</sup> August 2024, to begin work in September 2024.

The contract will then run for three years and will end on 31<sup>st</sup> August 2027.

### REQUIREMENTS

The Parish Council is seeking a contractor to provide general maintenance across the village, primarily to its play areas and equipment and street furniture. The successful contractor will be expected to meet the following requirements:

1. Skill set to undertake the following tasks:
  - a. Street cleaning: signs, bus stops, graffiti
  - b. Building maintenance: Parish Meeting Rooms
  - c. Grounds Maintenance and clearing: ad hoc litter clearances
  - d. Asset Maintenance: Play equipment, street furniture
  - e. Ad hoc general Parish tasks: Relocation of Vehicle Activated Sign, supporting events set-up
2. Schedule:
  - 4-weekly defib checks



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4-weekly litter bin and dog waste bin review and remedials  
6-weekly Vehicle Automated Sign relocation.  
3-monthly graffiti clearance  
6-monthly noticeboard and bus shelter review and remedials  
6-monthly cemetery review and remedials  
6-monthly play area and street furniture review and remedials  
Annual play area re-stain

3. The Contractor will have suitably skilled and experienced staff to be able to undertake routine grounds and property maintenance tasks that will be required and provided on an hourly ad hoc basis; such tasks will include but are not limited to: replacing damaged guttering and downpipes, minor buildings repairs and maintenance, painting and decorating, dismantling and fitting new parts to play equipment, minor fence repairs, installing small items of fixtures and fittings, gardening tasks (hedge cutting/tree pruning, attending to orphaned graves). These tasks will be advised by the officer.
4. The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes.
5. All work is to be carried out to the satisfaction of the officer. Upon inspection, should the works be deemed unsatisfactory, as a whole or in part, the unsatisfactory area is to be reworked, at no additional cost, on the next working day.
6. The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.

The Council may agree to additional costs only by resolution to increase the scope or extent of maintenance scheme. These will be negotiated should the need arise. Any considerations not identified in this document may be addressed with the Council at the point of tender, or negotiated with the clerk and Council as they arise. Any queries or questions raised prior to the contract award will be shared with all parties that have indicated a wish to tender.

The requirements herein shall form the basis of the contractual agreement and no subsequent information provided shall override the specification unless the Council gives written approval to any such changes. The award of the contract is dependent on the receipt of evidence of appropriate public liability insurance, professional qualifications and policies.

The point of contact is the clerk to Middleton Cheney Parish Council and the contractor should be prepared to work harmoniously with the Council's employees and other service contractors.



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## **TENDER SUBMISSION**

**Tenders are to be submitted and received by the Council by 12 noon on 5th August 2024.**

The tender pack must be sealed so as to prevent the contents becoming known. The packs shall have **no** external means of identifying the potential supplier. The completed pack must be marked 'Confidential : Parish Maintenance Tender' and sent to:

The Clerk, Middleton Cheney Parish Council  
Parish Meeting Rooms  
Main Road  
Middleton Cheney  
OX17 2LR

Email submissions are also accepted and should be sent to [clerk@middletoncheney.org.uk](mailto:clerk@middletoncheney.org.uk) with the subject 'Confidential: Parish Maintenance Tender'. The same deadline applies for electronic submissions.

The tender should include:

- a) Tender Form : A completed document confirming the total price for the three year period. The annual contract value shall be taken as one third of the total price. This form must include the names and contact details of two references who have received a similar service in the past 12 months.
- b) Declaration and Company Details Form : 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.

## **EVALUATION PROCEDURE**

Each compliant tender will be judged against the following criteria (each objective marked out of 10):

*General: 40% of overall score*

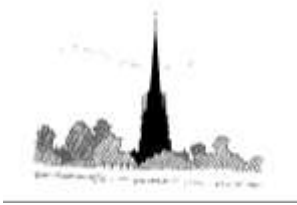
Evidence of the experience, capability and qualifications of key personnel  
Technical capacity

*Commercial Suitability: 30% of overall score*

Compliance to Invitation to Tender requirements  
Acceptance of terms  
Possession of relevant certificates (e.g. waste disposal)

*Value: 30% of overall score*

Affordability



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## **FURTHER INFORMATION**

Payment for services will be made upon the receipt of a satisfactory annual VAT invoice following the completion of works (monthly). Full terms are to be agreed once the contract has been awarded.

The Council will award the contract at its meeting on 19<sup>th</sup> August 2024.

The contract will expire on 31<sup>st</sup> August 2027.