

Cottenham Parish Council

Invitation to Quote

**Quote Title: Maintenance of Cottenham Village
Amenities**

Quote Reference Number: CPC-G-3

Closing Date/Time for Submission of Quotations 17th Mar 2023 @17.00hrs. No quotes will be accepted after this deadline.

Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 20th Mar 2023.

Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Title and Reference Number.

COTTENHAM PARISH COUNCIL

Cottenham Parish Council (hereafter CPC) provides local government services to the civil parish based around the village of Cottenham, approximately 6 miles north of Cambridge

CPC is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

CPC is committed to managing its assets in a manner to improve its impacts on climate and ecology wherever possible and minimising them in all other circumstances.

OUTLINE CONTRACT SCOPE AND CONTEXT

CPC is responsible for several open spaces around the village, both formally planted and not planted, which require regular maintenance.

- War Memorial – twice-yearly planting, weeding and maintenance
- Village Sign planting, weeding and maintenance
- Council noticeboards (4), cleaning, inspection and light maintenance
- The Pound (car park) – weeds & other obstructing vegetation suppression/ removal
- Narrow Lane (footpath) – weeds & other obstructing vegetation suppression/ removal
- Wilkin Walk (footpath) – weeds & other obstructing vegetation suppression/ removal
- Refuse Bin emptying – Recreation Ground & Lambs Lane
- Litter picking - Recreation Ground
- Bus shelter cleaning



Map: General Maintenance Locations

Invitation To Quote - KEY INFORMATION

Quotation No:	CPC-G-3
Quotation Title:	General Maintenance in the village of Cottenham, Cambridgeshire
Quotation Availability date:	15 Feb 2023
Quotation latest return date & Time:	17 th Mar 2023 not later than 17.00hrs. <i>Tenders can be returned before this date</i>
Quotation return address:	Clerk to Cottenham Parish Council Village Hall, Lambs Lane, Cottenham CB24 8TA
Contact Officer (Councils Procuring Officer)	Mrs. Jo Brook
Contact Officer Telephone:	07503 328401
Contact Officer E-mail:	clerk@cottenhampc.org.uk
Number of copies required:	(1)
Expected Tender Decision Date:	31 Mar 2023
Contract Start Date:	1 st Apr 2023

CONTENTS

Cottenham Parish Council's Requirements:

Section 1. Information for Bidders and Contract Terms

This Section contains information on how the bid will be assessed, together with CPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Quotation, Bidder's Information and Declarations

This Section must be completed to describe the aspects of the Bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

Section 1

1. Information for Bidders & Terms

- 1.1 CPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1st April 2023.
- 1.2 The contract is for an initial 1-year term, with the option to extend each and every year up to a total of a 3-year term (each additional year will be subject to budget availability, price negotiation and satisfactory contractor performance).
- 1.3 Submission should be via sealed bids on paper addressed to the Clerk. Evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms via the Clerk during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the CPC to present their case or clarify aspects of their bid.
- 1.6 The contractor will provide a set of costs for each site for the following types of work as listed in the schedule of works in Schedule 3
- 1.7 Bidders must also provide details of their Public Liability Insurance Cover, and confirm the staff carrying out the work are competent to work on CPC property.
- 1.8 The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasized that CPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage	Relating to questions (Section 2)
Quality , of which:	60%	
References	20%	2.5
Staff and general staff experience	10%	2.1
Method Statements	5%	Table - Section 3
Adequate Public Liability insurance held and confirmation that your insurance is still valid?	10%	2.2
Have you or your staff undertaken any general and/or safety training or certification for working in this field of work?	10%	2.3
Equalities Policies	5%	2.5
Cost (based on an estimate of the likely work over the 1 year term)	40%	

- 1.9 The schedule in Section 3 sets out tasks required by CPC. These tasks have been agreed by CPC and the successful contractor must follow the schedule
- 1.10 CPC will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate issues to CPC Working Parties or Committees.
- 1.11 Failure of the contractor to comply with the contracted schedule (unless agreed with CPC in advance) shall be seen as contrary to the contract agreement and may result in the loss of the contract at any period during the contract.
See 1.13
- 1.12 CPC reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.
By this is meant:
 - a. Quality and standard of work,
 - b. Customer service,
 - c. Conduct of staff
 - d. Any changes to those items listed in 1.19 below.
 - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by CPC. If issues are not rectified, then 14 days' notice of cancellation of contract will be given in writing.
- 1.13 Final terms and conditions will be agreed between CPC and the successful contractor at the time of the contract award.
- 1.14 Monies will only be paid to the contractor on submission of a signed monthly invoice. CPC will make every effort to accommodate a 30-day payment period.
- 1.15 Any works requiring the purchase or supply of additional cost items, e.g. materials, plant-hire etc., must be agreed with the Parish Clerk prior to commencement of the works, supported by documentation showing the usage and costs to be incurred
- 1.16 All quotations will provide at submission the following information, failure to do so may result in the tender being rejected:
 - Proof of Full Public Liability Insurance cover.
 - Evidence that the protection of contractor staff is considered showing where they or staff members have formal first aid training.
 - A complete summary of powered plant/ equipment that is to be used on CPC property/ sites. Suitable operating licences to operate this machinery will be required, where necessary. This information to be included in method statements.
 - Evidence of relevant past experience including a competent knowledge of the pruning and management of plants, hedging and trees.
 - If relevant to the contract, proof of licence or competence in use of chemicals, e.g. herbicides etc.
 - Confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
 - Written assurance that UK Health & Safety rules will be adhered to.
 - If relevant to the contract, an appropriate Pest Control licence.
 - Access to two prior clients who can provide written references.
- 1.17 In completing the Invitation to Quote, the Bidder should be aware that the CPC decision will also take into account
 - The Bidder's general understanding of the requirements
 - The right to investigate the financial status and viability of the Bidder
 - The clarity and completeness of operational proposals and intended methods of

- working and perception of risks to safety
 - Any aspects of the delivery that improve or positively impact on economic and environmental sustainability
 - Staffing proposals
- 1.18 CPC expects the contractor to be diligent, trustworthy and proactive in the execution of the contract.
- Operation of the ensure that all pathways are kept clear of cuttings.
 - Carry out all tasks ensuring minimum damage to grassed areas and paths, respecting the 'dieback' of flowers by cutting around these as needed.
 - Ensure that all grassed edges are left properly cut, by means of separate strimming as necessary, taking care to avoid damage to trees, fixtures, etc.
 - Carry out work in a way that respects protected species (e.g. bats, newts, etc.) and the nesting season for birds, complying with relevant regulation where required
 - Ensure entries or exits to resident's property, emergency accesses, the public highway, driveways or access to sewers, fire hydrants etc. are not obstructed at any time
- 1.19 Operation of the Contract
- If for any reason the contractor finds they are unable to fulfil the contract in any way at any part through the contract term, the contractor must notify CPC at its earliest opportunity
 - CPC will not be liable for any monetary loss by the contractor under any circumstances.
 - An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and CPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or CPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. CPC will then look for a new contractor. By default the contractor at fault will be excluded from bidding.
 - CPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor are found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes but is not limited to tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of CPC) whichever is the most convenient to CPC. CPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
 - Any of the circumstances above that are left unresolved may result in the loss of the contract.
 - CPC reserves the right to revise/alter the terms and conditions of the contract at any time if deemed necessary, having consulted with the contractor where necessary.
 - Should additional areas of work be identified during the life of the contract these will be separately negotiated.
 - The contractor will be required to use such digital tools and processes required by external regulators to achieve accreditation, support or funding – e.g. FA Pitch Power

Section 2

Cottenham Parish Council – Quotation, Contractor Information & Competencies

To: Cottenham Parish Council,
Village Hall, Lambs Lane,
Cottenham
CB24 8TA

Company Name:

Your Name:

Date:

**Company
Address:**

Telephone No:

E-mail:

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification. This will give the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency. Please enter this total in the box below.

If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. For example, grass-cutting visits will be fewer in winter months and may be more frequent than anticipated in summer. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

QUOTATION FOR: CPC-G-3

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, **based on estimated visit frequencies in this document**, for the sum of:

£

Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by email or post provided so as to reach this office not later than **17th Mar 2023**. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to CPC, then the number of site maintenance visits will need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) Cottenham Parish Council will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Tenderer.
- (h) We have examined and agree to the Quotation, have submitted only one bid and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official Purchase Order will be raised. The Order will be subject to the Terms and Conditions sent to you as a separate document titled *Quotation Terms and General Terms and Conditions*.
- (k) Volumes or values are not guaranteed.

Contract Manager for Contractor

Signature.....

Name/Position:.....

Telephone.....Email.....

Questionnaire – Quality Competencies

The following items match the award criteria specified on page 4 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Your English and use of grammar/handwriting will not be assessed, but it needs to be clear enough to understand. Please use extra sheets as necessary. The following items match the award criteria specified on page 4 of this document.

Question	Written statements are required
2.1 (15%)	Who will carry out the specified in Section 3 and how experienced are they at carrying out that work? For example, are staff members casual or permanent? Justify your answer, using extra sheet if needed.
2.2 (10%)	What is the level of liability insurance held and can you confirm that your insurance is still valid?
2.3 (10%)	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?
	Yes/No
	If Yes, do you have specific evidence of <i>safety training</i> ? Enclose.
	Yes/No
	Do you have a Health & Safety policy? If so, enclose copy.
	Yes/No
	Do you carry out Risk Assessments for the types of work being quoted?
	Yes/No
	State details of accidents, ill health or HSE involvement in the last two years (use separate sheet if needed).
	Yes/No
2.4 (20%)	<p>Please provide the names and contact details of two recent clients for whom you have provided similar services and from whom we can without further permission seek references.</p> <p>Referee 1: Name of referee: Address: Telephone: Email: Name of person to contact (if different to referee name): A brief description of the grounds maintenance services provided/frequency:</p>

	<p>Referee 2: Name of referee:</p> <p>Address:</p> <p>Telephone:</p> <p>Email:</p> <p>Name of person to contact (if different to referee name):</p> <p>A brief description of the grounds maintenance services provided/frequency:</p>
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2.5 (5%) EQUALITIES of OPPORTUNITY		
2.5.1	Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the applicable UK equality and anti-discrimination laws, regulations and guidelines?	Yes/No
2.5.2	Does your organisation have a formal equal opportunities/ race relations policy?	Yes/No
2.5.3	In the last three years, has any finding of unlawful discrimination been made against your organisation by a court or industrial tribunal?	Yes/No
2.5.4	If Yes, to 2.5.3, please provide details and what steps were taken as a consequence of that finding?	Yes/No

Section 3

Cottenham Parish Council – Specifications (Schedule of Works required) and Method Statements

A. Schedule of Works for Quotation – General Village Maintenance (see map)

Location/ Description of Works	Annual Cost (£)
War Memorial <ul style="list-style-type: none"> - Twice yearly planting (incl. cost of plants) - Weeding, litter picking and general maintenance 	£
Village Sign <ul style="list-style-type: none"> - Low water usage planting (incl. cost of plants) - Weeding, litter picking and general maintenance 	£
Parish Council Notice Boards (4 off) <ul style="list-style-type: none"> - Cleaning, inspection and general maintenance as required 	£
The Pound (car park) <ul style="list-style-type: none"> - Weeding, Litter picking and general maintenance - Removal of obstructing vegetation once per year 	£
Wilkin Walk (footpath) <ul style="list-style-type: none"> - Weeding, Litter picking and general maintenance - Removal of obstructing vegetation 	£
Litter picking <ul style="list-style-type: none"> - Recreation Ground – once per week, pref Mon am 	£
Refuse Bin emptying <ul style="list-style-type: none"> - Rec (twice per week, Mon & Fri) - Lambs Lane (once per week) 	£

Bus Shelter Cleaning/ inspection Twice per year or as required <ul style="list-style-type: none"> - High St (outside no.309) - High St (outside no.333) - Histon Rd (outside no.61) - Lambs La./ Victory Way 	
Annual Total	£

Methods and Risk Assessments – Village Grass Cutting

Appendix A, B and C

Method of Work – Describe the methods and any tools/equipment to be used.

Note 1. All work site visits must be pre-agreed with the Clerk.

Note 2. The timing of visits must respect the nesting season for birds

Note 3. All cuttings and vegetation to be removed from site

Risk Assessment – Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

Hazards Identified (noting that there are many different areas involved)

Planned Actions to Minimise Risks