REQUEST FOR QUOTATION

FOR Grounds maintenance for x9 closed landfill sites





The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Northamptonshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Northamptonshire County Council to encourage effective trade between the Council and local small businesses.

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# INTRODUCTION

## GENERAL REQUIREMENTS

Quotations are invited for the provision of grounds maintenance for 9 closed landfill sites located within Northamptonshire.

Local government services in Northamptonshire are currently provided by Northamptonshire County Council and seven District/Borough Councils.

In August 2018 the County Council, together with six of the other Councils, submitted a case to the Secretary of State for Communities and Local Government which, if approved, would see all of the current Councils abolished and replaced with two new unitary Councils with effect from 1 April 2020.

Under the proposals, the County Council and the seven District/Borough Councils would be replaced by two new Unitary Authorities.

Our expectation is that, as in past local government reorganisations, the Secretary of State would make legal orders to novate (transfer) existing contracts to the two successor Authorities. However, we will not know the position until at least early 2019. Contractors will be notified of the outcome in due course.

The Council’s detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the named person in paragraph 4 within this section.

The Council reserves the right to carry out due diligence checks on the awarded provider.

## BACKGROUND

Northamptonshire County Council (NCC), in its statutory capacity as a Waste Disposal Authority has the responsibilities and liabilities for its historically filled landfill sites, some of which have been ‘inherited’ by NCC due to changes in Local Government Regulations. The Council has liabilities, under both current waste management permitting regulations and Part 2A of the Environmental Protection Act 1990 (EPA) the Contaminated Land Regime.

Part of NCC’s requirement is to routinely monitor and manage the sites to ensure all environmental risks are mitigated as much as possible. In order for NCC to undertake this requirement a series of monitoring boreholes and gas & leachate extraction systems have been installed retrospectively on the sites. To enable the monitoring and gas and leachate extraction systems to be safely accessed and to comply with the various lease agreements the Council holds the vegetation in and around the sites needs to be managed.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 3rd April 2019 |
| **Date for site visits for Corby & Gayton only (maybe subject to change)** | 15th April 2019 |
| **Deadline for Clarification Questions** | 5pm Tuesday 23rd April 2019 |
| **Deadline for Quotation Responses** | 5pm Friday 26th April 2019 |
| **Quotation Evaluation** | w/c 29th April 2019 |
| **Contract Awarded (please note that dependent on the number of tenders received by the Council there may need to be an additional internal approvals process undertaken which may delay contract award).** | w/c 6th May 2019 |

## 

## CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

|  |  |
| --- | --- |
| **Name** | Susan Payne |
| **Job Title** | Waste Performance Officer (Environment) |
| **Email** | spayne@northamptonshire.gov.uk |
| **Deadline for questions** | 5pm on Tuesday 23rd April 2019 |

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return to:

|  |  |
| --- | --- |
| **Name** | Susan Payne |
| **Job Title** | Waste Performance Officer (Environment) |
| **Email** | spayne@northamptonshire.gov.uk |
| **Respond by Date & Time** | 5pm on Friday 26th April 2019 |

## EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

**Weighted combination of Quality and Price as follows:**

**Quality Questions at 40% + Pricing at 60% = 100%**

1. **Quality Questions (Part 3 Section B)**

The Quality Score will be calculated as follows:

**Total sum of (question score × weighting of question)**

**= Potential Provider Quality Score**

**(Potential Provider Quality Score ÷ Max Quality Score Available) × “*X”***

**= Potential Provider Quality %**

E.g.:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Potential Provider Quality Score** | **Max Quality Score Available** | **Score %**  **(If “*X”* = 40)** |
| Bid 1 | 85 | 100 | 34 |
| Bid 2 | 70 | 100 | 28 |
| Bid 3 | 25 | 100 | 10 |

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 4 | The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. The response also demonstrates how relevant added value will be provided. |
| 3 | The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. |
| 2 | The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements. The response may have either raised a concern, several small issues, or is inconsistent in some aspects. |
| 1 | The Potential Provider's response **does not** enable the evaluator to have an understanding of how the requirement will be met. The evaluator **cannot** clearly identify that the response given will deliver most of the stated requirements due to insufficient evidence and/ or the Potential Provider only demonstrating a limited understanding. |
| 0 | The evaluator believes that the Potential Provider has failed to either answer the question or provide a relevant response. |

**b. Pricing (Section 4 – Pricing Sheet) 40%**

# SPECIFICATION

The Waste Operations Team is looking for quotations for Grounds Maintenance Services at its x9 closed landfill sites located across Northamptonshire. Each landfill site has above ground assets consisting of monitoring boreholes, leachate & gas extraction wells and other plant and equipment. The size of the sites range from 0.8 to 13 hectares and predominantly consists of rough grassland bordered by hedges, trees and bramble scrub.

Further information about the locations of the sites and their characteristics are provided within the appendices at the end of this document.

**Tasks to include:**

1. **Routine work:**

1. Strimming around monitoring points and other assets

2. Mowing large areas of rough pasture

3. Mowing paths through the rough pasture

4. Cutting back of woody shrubs, hedges and tree branches along internal access roads and perimeter fencing

5. Strimming back of areas of brush/bramble

1. **Ad-hoc work (examples below)**

6. Repair or replacement of metal or timber fencing

7. Repair or replacement of metal or timber gates

8. Repair, replacement or installation of timber stiles

9. Laying of small areas of hardcore/quarry scalpings surfacing

10. Small concrete repairs/re-setting of manhole covers

11. Litter picking and collection & disposal of fly-tipped rubbish

Frequency of the routine work will be mostly weather dependant but is predicted, based on previous years that each site will need to be visited for routine maintenance at least twice during the months between late spring and early autumn. To give an indication, in recent years routine visits have been undertaken in May and August, to coincide with the quarterly environmental monitoring undertaken in June and September. Please note that there are no guarantees as to how many routine visits will be required by the Council and call offs will be made as and when required.

The areas for maintenance for each site are listed in Appendix 4.

There are pieces of ad-hoc work which will be required by the Council as necessary, such examples include repairs to fencing and should be priced using an hourly/daily rate (depending on the nature of the work) plus materials.

All visits to carry out routine work will be priced using the list in the pricing schedule. All prices given within the pricing schedule shall apply throughout the duration of this contract.

The contract term is one calendar year commencing on the date of signature with a possible 1 year extension.

All tenderers must be able to provide all the services listed above.

You may be required on occasions to work with one of the Council’s representatives or contractors. Such examples include our Operation and Maintenance Contractors and Technical Consultants.

Prior to any works undertaken a risk assessment and method statement must be submitted to the Council for each task at each site.

The provider must make good any damage caused to the reasonable satisfaction of NCC as soon as possible and pay any reasonable compensation for any damage or loss associated with the visits.

**Payment of invoices:**

Photographic evidence of completed works **must** be submitted with a pro-forma invoice to Susan Payne before payment can be made. Once this has been approved a purchase order number will be issued by the Council to be submitted with the final invoice. All invoices must be uploaded on the Tradeshift Portal with a copy emailed to Susan Payne. The Contractor must register itself on Tradeshift if they have not already done so.

# SUPPORTING INFORMATION

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered**  **office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Voluntary & Community Sector * Charity * SME (Small and Medium Enterprise) * Other |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a**  **member of a group of companies,**  **please give the name and**  **address of the ultimate holding**  **company** |  |
| **A-8 Name of person to whom**  **any queries relating to this quote**  **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address**  **(if different to the Address above)** |  |

## Questions

Please see Section 1, Part F (*Evaluation of Quotations*) for details on the weighting and scoring criteria.

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **Score & weighting** |
| 1 | Health & Safety.  The Bidder must supply the Council with a copy of their Health & Safety Policy and Environmental Policy Statement.  Please note that it is a legal requirement for organisations with 5 or more employees to have a H & S Policy but due to the requirements of this RFQ it is essential for ALL Bidders submit a written policy or they will be eliminated from this bidding process. | This is a Pass/Fail question |
| Potential Provider’s Response |  |  |
| 2 | Has your organisation ever had a contract terminated or your employment terminated under the terms of a contract?  If yes, please provide details: | This is a Pass/Fail question.  Bidders who answer 'Yes' will be eliminated from this process where the Council considers their response to be unsatisfactory |
| Potential Provider’s Response |  |  |
| 3 | Staff experience  Provide details of the key persons who will be involved in the management and/or provision of the services. Describe their experience and training related to the provision of services described in the Specification. | Score out of 4 with a weighting of 8  **= maximum score of 32 for this question** |
| Potential Provider’s Response |  |  |
| 4 | Experience and references  Provide details of up to two contracts you have undertaken that are relevant to the Council’s requirements within this RFQ, in particularly with working around gas well heads and other above ground assets, waste water treatment centres and waste permitted sites.  Provide the Council with contacts who would be prepared to act as referees. The Council reserves the right to contact any or all of these companies for a reference verifying information submitted as part of the Tender.  If you cannot provide at least one example, briefly explain why (150 words max).  Information should include:-  Customer organisation;  Customer contact name, telephone number and email address;  Contract start date, contract completion date, contract value;  Brief description of contract. | **Contract No1**  Score out of 4 with a weighting of 6  = max score of 24 for this answer  **Contract No2**  Score out of 4 with a weighting of 6  = maximum score of 24 for this answer  **Total score for question 4 is 48** |
| Potential Provider’s Response |  |  |
| 5 | Sub-contracting  Are there any elements within the requirements where you will use sub-contractors? Please specify. | Answer not scored – for information only |
| Potential Provider’s Response |  |  |
| 6 | What is your approach to contract management? Your answer should include how you organise the works required and how you communicate with the client in terms of feeding back on completed work. | Score out of 4 with a weighting of 5  = max score of 20 for this answer |
| Potential Provider’s Response |  |  |
| 7 | The level of insurance required is as follows:   * Employers’ liability insurance for the services offered, at a minimum of cover of £10,000,000; * Public liability insurance for the services offered, at a minimum level of cover of £5,000,000 for any one claim or a series of claims arising from the provision of the services required by the Council for the duration of the contract and any subsequent extension, if awarded.   Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? | **PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Council’s level of cover’ will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Council‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Council’s level of cover |  |
| Potential Provider’s Response |  |  |
| 8 | The Council wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | **PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015    **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |

# PRICING SHEET

## Pricing and Costs

The pricing is worth 60% of the total evaluation score and is split between the routine work, non-routine work and % uplift on materials. See the 3 tables below. The evaluation figure will be a total of Box A and Box B and Box C.

**Table 1 – Price per visit for routine work (70%)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity type** | **Corby** | **Dodmoor** | **Desborough** | **Farthinghoe** | **Gayton** | **Stanwick** | **Wakerley** | **Wollaston** | **Woodford Halse** |
| **Strimming and mowing around and to each monitoring point and other assets for access purposes** | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| **Mowing grassed fields** | £ |  |  |  | £ |  |  |  |  |
| **Cutting back of hedges and tree branches along internal access roads and perimeter fencing** | £ |  |  |  |  |  |  |  |  |
| **Strim leachate treatment and compound and bunded area** |  |  |  |  | £ |  |  |  |  |
| **Total Price per visit** |  |  |  |  |  |  |  |  |  |

**Table 2 – Hourly/daily rates for ad-hoc work generated by the Council (20%)**

|  |  |
| --- | --- |
| **Rates (per person)** |  |
| **Hourly** | £ |
| **Daily (7hrs)** | £ |
| **Total Box B** | £ |

**Table 3 – Percentage uplift on materials (10%)**

|  |  |
| --- | --- |
| **Box C**  **% uplift** | **%** |

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 NCC as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Council’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for** Grounds Maintenance Services at x9 closed landfill sites located across Northamptonshire

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

that the information provided is complete and accurate;

1. that the price in Section 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Council in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |

1. CONDITIONS OF CONTRACT
2. SITE LOCATIONS
3. SITE INFORMATION
4. GROUNDS MAINTENANCE PLANS