

TO WHOM IT MAY CONCERN

6th September 2019

You are invited to tender for two tenders and should refer to the specific tender instruction that accompany this letter.

One is for a combination of individual or composite Tenders GM1-GM5

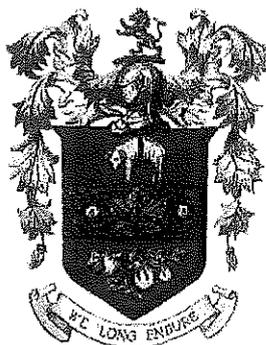
There is also a separate Tender for General Garden Services in Alkincoats Park and you may wish to tender separately on this – GM6 - but you should be aware that Tender GM6 is also being sent out to a number of locally based Gardening Service Businesses

I do hope you feel able to submit a tender for any combination or indeed all and look forward to hearing from you.

Yours sincerely

Colin Hill

**Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council**



INVITATION TO TENDER – ISSUED 6TH SEPTEMBER 2019

Tenders are invited in respect of four contracts, with a duration of three to five years, detailed below on an individual or any combination basis as well as a one overall contract basis (GM5) effective from 1st April 2020 and an interim period of 1st January to 31st March 2020

Tender Closing Time and Date: 1pm, Thursday 17th October 2019

Submission of Tender to: Colne Town Council
Colne Town Hall
Albert Road
Colne
Lancashire
BB8 0AQ

Tender Principal Contact CTC: Colin Hill, Interim Clerk and Responsible Financial Officer.
Contact information: email c.hill@colnetowncouncil.org.uk
Tel 01282 332036

Site visit contact Eugene Dennison – Allotments and Administration Officer
Email. allotments@colnetowncouncil.org.uk
Tel 01282 332037

The contracts for Tender:

GM1 – Cleaning, repair, maintenance and painting of benches (110) and occasional erection of market stalls and miscellaneous works.

GM2 – Inspection Cleaning, repair and maintenance of (21) Bus Shelters in Colne

GM3 – Inspection and cleaning of (7) Playgrounds, (3) Multi Use Games Areas (1) Kick about area and (88) equipment/benches and maintenance.

GM4 – Inspection, cleaning, maintenance, grass cutting in Alkincoats Park

GM5 Combined Contract for GM1, GM2, GM3, and GM4

IT IS PROPOSED THAT THE SUCCESSFUL TENDERER WILL BE ADVISED BY 25th October 2019

SCHEDULED START DATE for all Contracts is 1st January 2020.

You are invited to submit tenders for each item above on an individual or any combination of the four. You are also invited to submit a combined price for all four tenders (GM5) which we would naturally expect to reflect economies of scale.

For the Combined Tender document, we do not require each tender price to be resubmitted, only the revised tender price on a combined basis overall as detailed in the attached Combined Tender form GM5. You should note that, if submitting a combined tender, all individual pricing for miscellaneous works should be as per your individual item tenders submission.

Please note that, within each document, there is a compliance section that must be met in order for the tender evaluation to proceed.

The closing time and date for receipt of these tenders are fixed and are non-negotiable. It is your responsibility to ensure that any tenders submitted are received by us in time.

In considering these tenders, contained within the document is our proposed marking matrix noting that with all of these areas, should a clear winner of the tender(s) not emerge, we will be applying some additional internal weighting, and this is entirely at the discretion of Colne Town Council (CTC) whether applied or not.

We aim to inform the successful tenderer by 25th October, with a view to an implementation meeting on 8th November 2019 and Tenderers must be available on that date in order that we can agree practicalities of operation and final contract terms. Applicants should note that CTC standard terms and condition as per Appendix 9, save quotations(s) replace Tender(s), will apply subject to any agreed amendments between the parties.

You are also asked to note that this contract(s) will attract financial penalties if performance does not meet specified outputs, potentially escalating to termination of the contract(s).

CTC will, at its discretion, provide an overview of where applicants may not have been successful but in broad terms only.

All costs involved in your tender preparation are for your own account and in deciding to submit any Tenders for our consideration, you hereby accept that CTC cannot be held liable for any costs so incurred by you in connection with the preparation of this tender.

CTC will accompany a tenderer on a site visit(s) if this is required. However, the information is contained within the appendices that should enable this Tender submission to be carried out.

Should any clarification be required, you are more than welcome to contact me on Friday 4th or 11th October either by email, phone or in person; I will do my best to clarify any issues you are not clear on. If in doing so, this reveals a significant issue not covered in the original tender documentation, I would then seek to advise all tenderers of such an issue, to ensure fairness of the process.

As part of this process you should accompany your tender submission with two written references from your existing customers as to your professional competence, reliability and suitability to carry out these proposed works.

Failure to provide these will automatically disqualify you from the tender process.

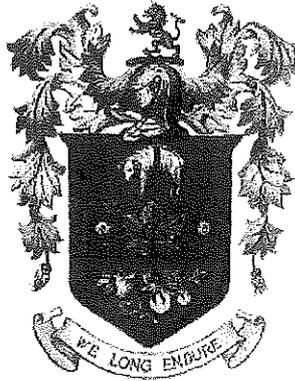
Finally, in closing, thank you in advance for taking the time to consider this tender, and I look forward to receiving it. Please email me to confirm you have received the tender and intend to submit a response.

Yours sincerely

COLLILL

Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council

COLNE TOWN COUNCIL



CLEANING, REPAIR, MAINTENANCE AND PAINTING OF BENCHES AND OCCASIONAL ERECTION OF MARKET STALLS AND MISCELLANEOUS WORKS

THREE YEAR CONTRACT WITH POTENTIAL TWO YEAR EXTENSION

FORM OF TENDER- GM1

Tender Documentation
prepared by:

Tender date sent out : 6th September 2019
Tender date due back : 1pm, 17th October 2019

Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council

Benches, Market Stalls ,Miscellaneous Works- Tender September 2019 – GM1

FORM OF TENDER FOR
CLEANING, REPAIR, MAINTENANCE AND PAINTING OF BENCHES
AND OCCASIONAL ERECTION OF MARKET STALLS AND
MISCELLANEOUS WORKS

To: Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council
Colne Town Hall
Colne
Lancashire
BB8 0AQ

1. I / We the undersigned do undertake to provide cleaning, repair, maintenance and painting of Benches relation to the Benches as specified as belonging to Colne Town Council as detailed in Location plan Appendix 1,2 and discretionary additional erection of Market Gazebos and carrying out of Miscellaneous works as detailed in this Tender document, and to carry out such works in order to comply with the output specification contained within this tender document and execute and complete the works as described therein for the following Tender Sum:

(1) Tender Sum: £
1st January 2020 to 31st March 2020

_____ (In Words)

(2) Tender Sum £
1st April 2020 to 31ST March 2023 (3 year contract)

_____ (In Words)

Pricing to remain open for acceptance by Colne Town Council for a period of 12 weeks from submission of this tender.

2. If you are successful in your tender contract, Colne Town Council may be prepared to extend this contract for a further 2 Years period subject to good performance across all areas of contract awarded

We would expect with the benefit of experience of this contract that any extension of contract for a further two years would result in further reduction to this price.

3. And I / We also agree to execute an agreement/contract to be prepared by the Interim Town Clerk of Colne Town Council in accordance with the basis of this Tender submission.
4. All Tenders shall be made subject to the Council's Standing Orders in so far as the same are applicable to the supply of goods or materials or the execution of the works.
5. And I / We hereby declare that this Tender is:
- (a) A Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuation in materials used.

6. I / We undertake to commence the works **on 1st January 2020**
Benches, Market Stalls ,Miscellaneous Works- Tender September 2019 – GM1

7. In tendering for this contract, Colne Town Council will not be liable for any pre-contract costs, howsoever incurred, associated with this tender should the contract not be awarded to you or Colne Town Council decide to subsequently withdraw this contract from tender offer or decide to retender in the future.
8. In tendering for this contract, any tenderer should note that as part of the process there will be specific information requested that, if not provided, will automatically lead to disqualification in this Tender process regardless of the tender price submitted.
9. The decision to award this contract is entirely at the discretion of Colne Town Council, and no further discussion or correspondence will be entered into unless at the discretion of Colne Town Council.

Signed:

For and on behalf of:

Address:
.....
.....

Dated:

**CLEANING, REPAIR, MAINTENANCE, PAINTING OF
BENCHES AND OCCASIONAL ERECTION OF MARKET
STALLS AND MISCELLANEOUS WORKS AND MINOR**

BUILDING MAINTENANCE

BILL OF QUANTITIES

Item	Description	Quantity	Cost (£)
1.0	Project Location		
1.1	Colne Town Centre and immediate surrounding area and Alkincoats Park Colne Town Council, Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ T: 01282 861888	Item	N/A
2.0	Contract timescales		
	Fixed Price Tender Submission deadline: 1 pm 17 th October 2019 Works on sites commence: 1 st January 2020 Works on site ongoing from 1 st January 2020 until 31 st March 2023	Item	N/A
3.0	Project Administrator		
	Colne Town Council Colin Hill (Interim Town Clerk and Responsible Financial Officer) Tel: 01282 861888 E: c.hill @colnetowncouncil.org.uk	Item	N/A
4.0	Schedule and specification of works		Annual costs
4.1	To be submitted within one month of award of tender To undertake an initial inspection of existing benches as specified in Appendix 1 (Town Centre and street locations), Appendix 2 (Alkincoats Park) and to:- a) plan a detailed programme of repair and cleaning to ensure that benches are kept clean and clear of all detritus and immediate area of location kept clear of weeds. b) Provide proposals and costs for consideration regarding maintenance /repair/painting which, if approved for implementation, will be treated as additional works to this contract. c) Taking into account the condition of existing benches to recommend by priority based on current condition, a programme bench by bench over a five-year period to repaint completely (a five-year rolling programme)	Item	N/A
4.2	a) To maintain a high standard of cleanliness for all benches detailed on the Location Plan Appendix 1 and 2 and 3 in order to ensure that each bench is kept clean, the surrounding	Item App1	£

	area of each bench tidy and free of weeds each bench visually inspected at the time of cleaning and left in a safe condition.	App2	
	b) Each bench should be inspected quarterly and cleaned no less than once every Quarter.	App3	
	c) To provide quarterly evidence of each benches condition in electronic format.		
4.3	To carefully prepare existing painted bench surfaces, prime, undercoat and apply two coats of final paint as per Dulux Ruby Starlet colour, or other colouring/application as required, applied as per paint manufacturer instructions for 1/5 of bench stock per annum, including any related treatment of metal bases with appropriate and specialist paints as required in colour black and/or to include unpainted benches and in substitute to restrain and protect /revarnish those with unpainted surfaces.	Item	£
4.4	Annual Cleaning of Town Hall Internal Windows	Item	£
4.5	Bi Annual Cleaning of Town Hall External Windows	Item	£
4.6	Quarterly cleaning of Town Hall Gutters	Item	£
4.7	Put up and take down of 6-metre banner across the highway for four occasions during the year – catenary wire fix.	Item	£
4.8	To carry our “pull test” on four brackets and provide appropriate certification	Item	£
4.9	Bi annual power wash and weeding of flagged area across from Town Hall	Item	£
4.10	Cutting of grassed area and bushes at flagged areas across from Town Hall	Item	£
4.11	To keep safe, clean and store 4 large signs and fixing frameworks to install and deinstall on 5 occasions per annum at 4 gateway sites.	Item	£
	Total carried forward to Tender Summary		
	Indicative pricing as part of Tender marking – will be contracted as separate items		
4.12	To store Town Council gazebos , transport to site, , erect and leave in a safe condition for trading, including installation of side sheets and weights/secured to the ground, up to 17 three metre by three metre gazebos in a town centre or park location, ready for trading on a day to be specified, but usually Saturdays, by 8am and to dismantle and return and store in a neat manner usually after 4 pm , for an anticipated 10 times per annum To ensure that after each event use these are dried out and surface cleaned in order to be in good condition for their next use.	Item per event	£

4.13	Hourly rate for miscellaneous works, e.g. repair notice boards, minor building repairs, occasional building cleaning, town centre sweeping, public toilet cleaning.	Item per hour	£
4.14	Hourly rate for out of hours work (6pm to 6am), e.g. Barriering of areas to create parking-free zones for early hours next day set up for events, erection of signs, coning of areas etc.	Item per hour	£
4.15	Proposed Mark up on materials used – evidence of cost price may be sought on a random basis.	Item % mark up	%
5.0	Compliance – Failure to exhibit satisfactory paperwork will result in disqualification		
5.1	Production of a valid copy of Public Liability insurance in an amount of at least £15 million pounds.	Item	Required
5.2	Production of a copy of your Businesses Health and Safety Policy.	Item	Required
5.3	Production of Task-Specific Risk Assessment and Method Statements	Item	Required
5.4	Work-related qualifications and certificates of competence.	Item	Required
5.5	Proof of having carried out similar types of work to good standards – This must include as a minimum – two references with examples of work carried out and referees’ contact details.	Item	Required
5.6	Proposal as to how electronic proof of the level of service being provided will be submitted to Colne Town Council	Item	Required
5.7	Proposal to keep sufficient materials to be able to ensure benches are repaired.	Item	Required
6.0	Desirable – failure to provide will not disqualify, but marks will not be awarded within overall tender scoring matrix if not provided.		
6.1	Member of Constructionline register	Item	Desirable
6.2	Member of Contractor Health and Safety Assessment Scheme – “CHAS” or similar organisation.	Item	Desirable
6.3	Details of welfare facilities	Item	Desirable
6.4	Use of apprentices within the contract.	Item	Desirable
6.5	Proposed response time to repair a bench from initial advice of repair needed to completion of repair	Time taken	Days Hours
7.0	Penalties		
7.1	The response time to repair benches to be included within this contract will be determined by the tenderer who has submitted the speediest response time “the target time” and each day over and above this “target time” will attract a penalty of £20 per day	Item	-£20 per breach
7.2	Each Bench or surrounding area not cleaned or maintained to an acceptable standard on a random monthly periodic inspection will attract a penalty of £10 per bench per instance.	Item	-£10 per breach
7.3	Item 4.11 – to erect and remove within a predetermined time deadline	Item	- £10 per sign per day not up in time - £5 per sign per day not taken down in time -

8.0	Marking criteria for Tender	Percentage attributed	Scoring
8.1	Price	75%	The lowest tender price will attract 75%- highest price 25% and pro rata between
8.2	Electronic reporting methods proposed	5%	Subjective
8.3	Response time	10%	The speediest response will attract 10%- slowest will attract 0%
8.4	Compliance paperwork	Mandatory	Mandatory
8.5	Desirable (excluding response time)	2%	subjective
8.6	Market Gazebos- erection/dismantle costs	3%	Price based
8.7	Hourly rate for miscellaneous ad hoc works	3%	Price based
8.8	The percentage mark up on materials	2%	Amount based
8.9	Two written references as to professional competence, reliability and suitability competency,	Disqualification if not provided with tender submission	

9 Contractor Skills Experience, Qualifications and Resources.

9.1 The tenderer should provide evidence of their competence, ability and resources to be able to respond to the needs of the contract in terms of:

Transport
Equipment and tools
Proficiency in surface preparation
Woodworking skills
General Cleaning
Physical attire when attending work on behalf of Colne Town Council
Completed apprenticeships in painting and decorating and joinery.
Groundsmanship
Window Cleaning including MEWP access
High level Gutter Cleaning

10 Return of Tenders

10.1 Tenders should be submitted in an **unmarked sealed** A4 brown envelope addressed to:-

Colne Town Council, Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ

Clearly Marked in CAPITAL Letters

“BENCHES AND MISCELLANEOUS WORKS TENDER”

No mention of who has submitted the tender must be visible.

10.2 It is the responsibility of the Tenderer submitting the Tender to ensure that it is received in time on or before the Tender Closing Time and Date specified in the Tender brief.

10.3 Any tender received after the closing time and date will not be considered.

10.4 Any tender not returned in the format as presented will not be considered

10.5 All decisions surrounding this tender remain at the discretion of Colne Town Council

11. Notes to Tender

11.1 This tender will be evaluated on the basis of Tender submission only. No prior knowledge of the Tenderer will be considered.

11.2 All pricing is to be submitted on the Form of Tender as indicated.

11.3 Responses should make reference to the Bill of Quantities item in order for this to be easily identifiable.

11.4 Where supporting documentation is also enclosed, this should be clearly annotated to refer to the Bill of quantities Item it relates to.

11.5 All queries regarding this Tender should be made to the Project Administrator.

GM1 - Appendix 1 - Town Centre and Street Benches (Total of 110 Benches)

New R	Street Address	Location Description	Bench Type	Note	FASTINGS	NORTHINGS
1001	Market Street	Next to bus shelter outside number 61	Blackburn Wood Slat Bench (AR)		389223	440140
1011	Market Street	Paved area outside the Library	Blackburn Wood Slat Bench (AR)	1 of 7	389187	440149
1012	Market Street	Paved area outside the Library	Blackburn Wood Slat Bench (AR)	2 of 7	389187	440149
1013	Market Street	Paved area outside the Library	Blackburn Wood Slat Bench (AR)	3 of 7	389088	440168
1014	Market Street	Paved area outside the Library	Blackburn Wood Slat Bench (AR)	4 of 7	389195	440140
1015	Market Street	Paved area outside the Library	Blackburn Wood Slat Bench (AR)	5 of 7	389117	440144
1016	Market Street	Paved area outside the Library	Blackburn Wood Slat Bench (AR)	6 of 7	389175	440138
1017	Market Street	Paved area outside the Library	Blackburn Wood Slat Bench (AR)	7 of 7	389178	440138
1021	Market Street	On footway outside NHS building	Eastgate Wood Slat Bench (AR) With Colne	1 of 3	389090	440130
1022	Market Street	On footway outside NHS building	Eastgate Wood Slat Bench (AR) With Colne	2 of 3	389083	440129
1023	Market Street	On footway outside NHS building	Eastgate Wood Slat Bench (AR) With Colne	3 of 3	389069	440126
1031	Church Street	Outside St Bartholomew's Church	Eastgate Wood Slat Bench (AR) With Colne	1 of 2	388927	440101
1032	Church Street	Outside St Bartholomew's Church	Eastgate Wood Slat Bench (AR) With Colne	1 of 2	388903	440092
1051	Albert Road	Outside the Munciple Hall Round a Tree	Metal Tree Bench	2 of 2	388573	439974
1052	Albert Road	Outside the Munciple Hall	Square Cast Wood Beam Bench (AR)	1 of 2	388553	439971
1053	Albert Road	Outside the Munciple Hall	Square Cast Wood Beam Bench (AR)	2 of 2	388546	439968
1054	Albert Road	War Memorial Garden	Traditional Wood Slat Bench	1 of 2 Possibly not Pendles but belong to the legion	388521	439964
1055	Albert Road	War Memorial Garden	Traditional Wood Slat Bench	2 of 2 Possibly not Pendles but belong to the legion	388518	439966
1071	Albert Road	On paved/grassed area in front of Queen Street car park	Square Cast Wood Beam Bench	2 of 2	388327	439906
1072	Albert Road	On paved/grassed area in front of Queen Street car park	Square Cast Wood Beam Bench	1 of 2	388304	439900
1081	Albert Road	Adjacent to bus shelter outside the Crown Hotel	Eastgate Wood Slat Bench (AR) With Colne	1 of 1	388256	439880
1091	Albert Road	Colne Railway Station Car Park next to entrance	Eastgate Wood Slat Bench (AR) With Colne	1 of 2	388198	439847
1092	Albert Road	Colne Railway Station Car Park next to steps	Eastgate Wood Slat Bench (AR) With Colne	2 of 2 New File	388177	439822
1101	Skipron Road	Opposite Norfolk Street	Century Wood Slat Bench	1 of 3	389419	440426
1102	Skipron Road	Opposite Norfolk Street	Century Wood Slat Bench	2 of 3	389426	440436
1113	Windsor Street	On footway next to junction of Skipron Road and Windsor Street	Century Wood Slat Bench	3 of 3	389362	440449
1115	Windy Bank	On Sainsburys side halfway up the hill. Inset above grassed area.	Simple Inset Box Support and Plank Bench	need cleaning	389019	440234
1116	Windy Bank	On Sainsburys side halfway up the hill. Inset above grassed area.	Simple Inset Box Support and Plank Bench	need cleaning	389025	440235
1151	Spring Lane	next to paved area at Hyde Park Corner	Serpentine Cast Plank Bench	(Spring Lane 79 a Present, b Missing)	388548	440187
1311	Langroyd Road	On Grassed Area junction of Langroyd Road and Skipron Road	Ashbourne Slat Bench (AR)	1 of 2	389115	441127
1312	Langroyd Road	On Grassed Area junction of Langroyd Road and Skipron Road	Ashbourne Slat Bench (AR)	2 of 2	389108	441122
1321	Langroyd Road	At roundabout opposite 134	Branch Cast Plank Bench		389097	441034
1431	Red Lane	Park/Field to the north of Red Lane overlooking reservoir	Ashbourn Seat (AR)	1 of 2 in first field	388437	441267
1432	Red Lane	Park/Field to the north of Red Lane overlooking reservoir	Ashbourn Seat (AR)	2 of 2 in first field	388278	441279
1433	Red Lane	Park/Field to the north of Red Lane overlooking reservoir	Ashbourn Seat (AR)	1 of 2 in second field	388277	441277
1434	Red Lane	Park/Field to the north of Red Lane overlooking reservoir	Ashbourn Seat (AR)	2 of 2 in second field		ADDED
1931	Red Lane	West of junction with Smithy Lane. Opposite Stag House and path from Alkincoates Park	Branch Cast Plank Bench (AR)	Sunk in to ground	387886	441203
1932	Red Lane	East of the railway bridge	Branch Cast Plank Bench (AR)	Sunk in to ground (Duplicated BEN 13/0547)	387422	441130
2201	Keighley Road	Outside gate to Cemetery	Simple Inset Box Support and Plank Bench		389662	440185
2312	Byron Road	In grassed area adjacent to Keighley Road Roundabout	Serpentine Cast Plank Bench	Near Keighley Rd	390091	440331

New R	Street Address	Location Description	Bench Type	Note	EASTINGS	NORTHINGS
2313	Byron Road	In grassed area adjacent to Keighley Road Roundabout	Serpentine Cast Plank Bench	Near Byron Rd. Tight Curve and cast feet	390067	440392
2402	Cotton Tree Lane	Grassed area junction of Keighley Road adjacent to the bus shelter	Serpentine Cast Plank Bench	Tight Curve	390218	440326
2414	Keighley Road	Adjacent to bus shelter opposite Cotton Tree Lane	Square Cast Wood Beam Bench (AR)	Against the wall	390210	440360
2501	Keighley Road	On the corner near Ball Grove Drive	Serpentine Cast Plank Bench	Inset to wall by Old Brewery	390677	440323
2615	Keighley Road	Corner of Hartley Homes	Simple Inset Box Support and Plank Bench	Opposite our bus shelter	391342	440674
2916	Emmot Lane	At junction with Long Lane	Square Cast Wood Beam Bench	Near the Almar Inn	391681	441185
3001	Hartley Square	On flagged footway at Colne Precinct	Lakeside Wood Slat Bench (AR)	1 of 6	389238	440111
3002	Hartley Square	On flagged footway at Colne Precinct	Lakeside Wood Slat Bench (AR)	2 of 6	389230	440108
3003	Hartley Square	On flagged footway at Colne Precinct	Lakeside Wood Slat Bench (AR)	3 of 6	389215	440104
3004	Hartley Square	On flagged footway at Colne Precinct	Lakeside Wood Slat Bench (AR)	4 of 6 Picture Missing as person on bench	389199	440102
3005	Hartley Square	On flagged footway at Colne Precinct	Lakeside Wood Slat Bench (AR)	5 of 6	389191	440107
3006	Hartley Square	On flagged footway at Colne Precinct	Lakeside Wood Slat Bench (AR)	6 of 6	389189	440117
3011	Craddock Road	Colne Bus Station	Gladson Metal Pannal Bench	Added to the List	389195	440071
3012	Craddock Road	Colne Bus Station	Gladson Metal Pannal Bench	Added to the List	389194	440075
3013	Craddock Road	Colne Bus Station	Gladson Metal Pannal Bench	Added to the List	389172	440081
3014	Craddock Road	Colne Bus Station	Gladson Metal Pannal Bench	Added to the List	389166	440080
3015	Craddock Road	Colne Bus Station	Gladson Metal Pannal Bench	Added to the List	389153	440077
3016	Craddock Road	Colne Bus Station	Gladson Metal Pannal Bench	Added to the List	389150	440076
3017	Craddock Road	Colne Bus Station	Gladson Metal Pannal Bench	Added to the List	389135	440060
3018	Craddock Road	Colne Bus Station	Gladson Metal Pannal Bench	Added to the List	389137	440055
3021	Market Street	Outside Market Hall	Lakeside Wood Slat Bench (AR)	1 of 3	389098	440114
3022	Market Street	Outside Market Hall	Lakeside Wood Slat Bench (AR)	2 of 3	389092	440113
3023	Market Street	Outside market Hall under canopy	Lakeside Wood Slat Bench (AR)	3 of 3 Markers lock it up but not secured to ground	389089	440103
3031	Church Street	In recess outside the Surestart building	Eastgate Wood Slat Bench (AR)		388911	440076
3041	Albert Road	In paved area opposite the Town Hall	Serpentine Cast Plank Bench	By flag poles	388854	440041
3042	Albert Road	In paved area opposite the Town Hall	Serpentine Cast Plank Bench	By flag poles	388850	440037
3043	Albert Road	In paved area opposite the Town Hall	Serpentine Cast Plank Bench	By flag poles	388845	440036
3045	Albert Road	On flagged area outside St Johns Church	Square Cast Wood Beam Bench (AR)	1 of 2	388792	440015
3046	Albert Road	On flagged area outside St Johns Church	Square Cast Wood Beam Bench (AR)	2 of 2 no separate picture	388792	440015
3051	Albert Road	Adjacent to bus shelter outside Bankhouse	Square Cast Wood Beam Bench (AR)		388546	439952
3101	Peter Street	On farmrack gable end site	Planters	Bench has been changed for two planters with bench/ledge	389244	439980
3102	Peter Street	On farmrack gable end site	Planters	Second planters added	389244	439980
3115	Blucher Street	On paved area in middle of the street	Eastgate Wood Slat Bench (AR)	1 of 2, Second one added	389136	439908
3116	Blucher Street	On paved area in middle of the street	Eastgate Wood Slat Bench (AR)	2 of 2 Added second bench	389139	439890
3121	Water Street	Wateraside School Park (was In recess below Midgeley Street Car Park)	Eastgate Wood Slat Bench (AR) with Colne	1 of 4	389062	439967
3122	Water Street	Wateraside School Park (was In recess below Midgeley Street Car Park)	Eastgate Wood Slat Bench (AR) with Colne	2 of 4	389059	439968
3123	Water Street	Wateraside School Park (was In recess below Midgeley Street Car Park)	Eastgate Wood Slat Bench (AR) with Colne	3 of 4	389055	439967
3124	Water Street	Wateraside School Park (was In recess below Midgeley Street Car Park)	Eastgate Wood Slat Bench (AR) with Colne	4 of 4	389051	439964
3126	Colne Lane	In alcove on Colne Lane near junction with West Street	Ridgeback	Previously hidden by brambles	389001	439979
3131	Colne Lane	At junction with Chapel Fold	Branch Cast Plank Bench	(also recorded as Pen 64 Colne Lane duplicate removed)	389016	439893
3211	Clayton Street	At the bottom of the embankment facing Colne Water	Square Cast Wood Beam Bench (AR)	1 of 2 but second one missing.	389248	439863
3213	Blucher Street	At the bottom of the embankment facing Colne Water	Serpentine Cast Plank Bench	Tight Curve and cast feet	389163	439778

New R	Street Address	Location Discription	Bench Type	Note	EASTINGS	NORTHINGS
3214	Midgley Street	At the bottom of the embankment facing Colne Water	Square Cast Wood Beam Bench		389120	439768
3331	Waterside Road	Grassed area facing the Admiral Lord Rodney	Square Cast Wood Beam Bench (AR)		388949	439677
3334	Shaw Street	Waterside Community Centre Grassed Area	Bench & Shelter	Play Area Database Item	388912	439701
3471	Bridge Street	On grassed area	Cast Concrete with Wood Slat Bench	1 of 2 - Numbered ~BEN0027 incorrectly	388273	439764
3472	Bridge Street	On grassed area	Cast Concrete with Wood Slat Bench	2 of 2 Partly Repaired	388280	439746
3592	South Valley Drive	1 of 2	Wood Plank Bench	Added but may not belong to Pendle	388230	439550
3593	South Valley Drive	2 of 2	Wood Plank Bench	Added but may not belong to Pendle	388230	439549
3681	Knotts Lane	Below the private allotments	Eastgate Wood Slat Bench (AR) With Colne		388531	439355
4101	Leach Street	Next to footpath leading from Leach Street to sports centre, Bunkers Hill	Eastgate Wood Slat Bench (AR) With Colne	1 of 2	388093	439955
4102	Leach Street	Next to footpath leading from Leach Street to sports centre, Bunkers Hill	Ashbourne Slat Bench (AR)	2 of 2	388064	439905
4111	Primet Hill	At paved area near junction with Leach Street	Eastgate Wood Slat Bench (AR) With Colne	Next to bridal shop	388121	439769
4112	Primet Hill	At paved area near junction with Leach Street	Eastgate Wood Slat Bench (AR) With Colne	Next to bridal shop, New Record	388114	439767
4121	Greenfield Road	on paved area near junction with Primet Bridge	Serpentine Cast Plank Bench		388057	439710
4122	Greenfield Road	on paved area near junction with Primet Bridge	Serpentine Cast Plank Bench		388053	439707
4331	Burnley Road	On paved/grassed area near Holker Street	Square Cast Wood Beam Bench	2 of 2	387901	439510
4332	Burnley Road	On paved/grassed area near Holker Street	Square Cast Wood Beam Bench	1 of 2	387885	439501
4441	Burnley Road	On grass verge at Colne side of Whitewalls Drive roundabout	Simple Inset Box Support and Plank Bench	1 of 3	387566	439304
4442	Burnley Road	On grass verge at Colne side of Whitewalls Drive roundabout	Simple Inset Box Support and Plank Bench	2 of 2	387565	439309
4443	Burnley Road	In middle of grass at the Colne side of the Whitewalls Drive roundabout	Eastgate Wood Slat Bench (AR) With Colne	Set in centre of grass after th 3 of 3	387567	439304
4448	Whitewalls Drive	On the grassed area at the entrance to Boundary Mill Store from M65 roundabout	Eastgate Wood Slat Bench (AR)		387579	439828
4449	Whitewalls Drive	On the grassed area at the entrance to Boundary Mill Store from M65 roundabout	Serpentine Cast Plank Bench	New Record	387596	439774
4554	Burnley Road	In grass verge at Nelson side of Whitewalls Drive roundabout	Serpentine Cast Plank Bench	1 of 2	387448	439198
4555	Burnley Road	In grass verge at Nelson side of Whitewalls Drive roundabout	Serpentine Cast Plank Bench	2 of 2	387444	439199
4571	Burnley Road	next to grassed area near junction with Gibfield Road	Cast Iron with Wood Slats	Main Road after Asda Roundabout	387345	439050
8331	Burnley Road	Walled Gardens across from the Church & Holker BC	Wood Bench	In a Pendle Park	387867	439463
8332	Burnley Road	Walled Gardens across from the Church & Holker BC	Wood Bench	In a Pendle Park	387857	439458
8333	Burnley Road	Walled Gardens across from the Church & Holker BC	Wood Bench	In a Pendle Park	387847	439453
8334	Burnley Road	Walled Gardens across from the Church & Holker BC	Wood Bench	In a Pendle Park	387835	439445



Appendix 2

Alkincoats Benches

COLNE TOWN COUNCIL



INSPECTION CLEANING, REPAIR, AND MAINTENANCE OF BUS SHELTERS IN COLNE

THREE YEAR CONTRACT WITH POTENTIAL TWO YEAR EXTENSION

FORM OF TENDER- GM2

Tender Documentation
prepared by:

Tender date sent out : 6th September 2019
Tender date due back : 1pm, 17th October 2019

Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council

FORM OF TENDER FOR

INSPECTION CLEANING, REPAIR, AND MAINTENANCE OF BUS SHELTERS IN COLNE

To: Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council
Colne Town Hall
Colne
Lancashire
BB8 0AQ

1. I / We the undersigned do undertake to provide inspection, cleaning, repair, and maintenance of Bus Shelters as detailed in the Bill of Quantities to those shelters belonging to Colne Town Council, as detailed in Appendix 4 and to carry out such works in order to comply with the specification contained within this tender document and execute and complete the works as described therein for the following Tender Sum:

2. (1) Tender Sum: £
1st January 2020 to 31st March 2020

(In Words)

(2) Tender Sum £
1st April 2020 to 31ST March 2023 (3 year contract)

(In Words)

Pricing to remain open for acceptance by Colne Town Council for a period of 12 weeks from submission of this tender.

3. If you are successful in your tender contract, Colne Town Council may be prepared to extend this contract for a further two year period subject to good performance across all areas of contract awarded.

We would expect with the benefit of experience of this contract that any extension of contract for a further two years would result in further reduction to this price.

4. And I / We also agree to execute an agreement/contract to be prepared by the Interim Town Clerk of Colne Town Council in accordance with the basis of this Tender submission.

5. All Tenders shall be made subject to the Council's Standing Orders in so far as the same are applicable to the supply of goods or materials or the execution of the works.

6. And I / We hereby declare that this Tender is:

(a) A Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuation in materials used.

7. I / We undertake to commence the works **on 1st January 2020**

8. In tendering for this contract Colne Town Council will not be liable for any pre-contract costs, howsoever incurred, associated with this tender should the contract not be awarded to you or Colne Town Council decide to subsequently withdraw this contract from tender offer or decide to retender in the future.
9. All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only, and Colne Town Council will not be held liable for any pre-contract cost of any nature whatsoever incurred by the Tenderer.
10. In tendering for this contract, any tenderer should note that as part of the process there will be specific information requested, that if not provided, will automatically lead to disqualification in this Tender process regardless of the tender price submitted.
11. The decision to award this contract is entirely at the discretion of Colne Town Council, and no further discussion or correspondence will be entered into unless at the discretion of Colne Town Council.

Signed:

For and on behalf of:

Address:
.....
.....

Dated:

INSPECTION CLEANING, REPAIR, AND MAINTENANCE OF BUS SHELTERS

BILL OF QUANTITIES

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Annual Cost (£)</u>
1.0	Project Location		
1.1	Colne Town Centre and surrounding area Colne Town Council, Colne Town Hall, Albert Road, Colne, BB80AQ T: 01282 861888	Item	N/A
2.0	Contract timescales		
	Fixed Price Tender Submission deadline: 1 p.m. 17 th October 2019 Works on sites commence: 1 st January 2020	Item	N/A
	Works on site ongoing from 1 st January 2020 until 31 st March 2023		
3.0	Project Administrator		
	Colne Town Council Colin Hill (Interim Town Clerk and Responsible Financial Officer) Tel: 01282 861888 E: c.hill@colnetowncouncil.org.uk	Item	N/A
4.0	Schedule and specification of works		Annual Cost
4.1	To be submitted within one month of award of tender	Item	N/A
	To undertake an initial inspection of Bus Shelters as specified in Schedule of Bus Shelters - Appendix 3 and to <ul style="list-style-type: none"> a) plan a detailed programme of cleaning to ensure that Bus Shelters are kept clean and clear of all detritus and immediate area of location kept clear of weeds and general rubbish, placed into existing nearby refuse receptacles available for public disposal. b) Taking into account the condition of existing shelters, to recommend by priority based on current condition, a programme over a 5 year period to repaint/ refurbish, subject to a maximum of 1/5th of all bus shelters per annum for which a separate contract may be awarded. 		
4.2	To maintain a high standard of cleanliness of all 21 Bus Shelters detailed on the Schedule of Bus Shelters Appendix 4 in order to ensure that each shelter is visited on a fortnightly rotational basis, kept clean, including the underside of the roof, the footprint of each shelter tidy and clean, including free of weeds, and each shelter left in a safe condition, any fly posters removed and electronic evidence of each shelter checked and cleaned to be submitted on a fortnightly basis.	Item	£
4.4	To undertake an annual inspection of each Bus Shelter in September of each year, to include a full maintenance check, inclusive of minor repairs, light testing, replacement bulbs as required, deep clean of all surfaces of the seat (including underside) and sides/stanchions of the seat and all structure surfaces and a jet wash/chemical clean of all internal and external roof panels to ensure clear of all mould, detritus, and mulch.	Item	£

4.5	To provide in each bus shelter notices of where the public can report vandalism, damage, or faults to, and to ensure on each cleansing visit, this sign remains visible for use.	Item	£
4.6	To provide Mon – Friday, daily as and when, by email and or telephone, details of each time of report and type of incident with an indicative cost of material cost and time involved to repair such incident.	Item	£
Total carried forward to Tender Summary			£
5.0	Miscellaneous Works		Per Item
5.1	Fixed rate for removing broken glass and making safe within 4 hours of being notified, and to advise when made safe.	Per Call out/panel removed	£
5.2	If, at the discretion of CTC, replacement glazing is required, price per metre squared to replace and fit with toughened safety glass 6mm/8mm within one day of notification	Per mtr/sq'd	£
5.3	Fixed rate for removal of obscene or offensive graffiti within one day of notification including the provision of materials	Per Callout	£
5.4	Fixed rate for removal of non-obscene or offensive graffiti within two days of notification including the provision of materials	Per Callout	£
5.5	Fixed rate for replacement of all non - working light bulbs within one day of notification	Per Callout	£
5.8	Hourly rate for miscellaneous works – excluding re-roofing	Item	£
5.9	Mark up percentage on materials used – evidence of cost may be required.	Material mark up	%
6.0	Compliance – Failure to exhibit satisfactory paperwork will rest in disqualification		
6.1	Production of a valid copy of Public Liability insurance in an amount of at least £15 million pounds .	Item	Required
6.2	Production of a copy of your Business Health and Safety Policy.	Item	Required
6.3	Production of Task-Specific Risk Assessment and Method Statements	Item	Required
6.4	Work-related qualifications and certificates of competence.	Item	Required
6.5	Proof of having carried out similar types of work to good standards – This must include as a minimum – two references with examples of work carried out and referees' contact details.	Item	Required
6.6	A proposal as to how electronic proof of the level of service will be provided	Item	Required
7.0	Desirable – failure to provide will not disqualify, but marks will not be included within overall tender scoring matrix		
7.1	Member of Constructionline register	Item	Desirable
7.2	Member of CHAS	Item	Desirable
7.3	Details of welfare facilities	Item	Desirable
7.4	Use of apprentices within the contract	Item	Desirable
7.5	Proposed response time to visit site from initial advice of repair needed to completion of repair	Item	Desirable
8.0	Penalties		
8.1	The response time to respond to glass breakage and make safe is within 4 hours	Item	

8.2	<i>Per half hour delay above 4 hours will attract a penalty of £10 per half hour delay</i> The response times for the removal of obscene or offensive graffiti is within one day of notification or non - offensive graffiti within two days.	Item	-£10 per half hour delay -£10 per day delay
8.3	<i>Per day delay will attract a penalty of £10 per day</i> The response time for replacement of all non - working bulbs is within one day of notification <i>Per day delay will attract a penalty of £10 per day</i>	Item	-£10 per day delay
9.0	Marking criteria for Tender	Percentage attributed	Scoring
9.1	Price	78%	The lowest tender price will attract 78%- highest price 28% and pro rata between
9.2	Electronic reporting methods proposed	5%	Subjective
9.3	Compliance paperwork	Mandatory	Mandatory
9.4	Response time	10%	The speediest response will attract 10%- slowest will attract 0%
9.5	Desirable (excluding response time)	2%	subjective
9.6	Hourly rate for miscellaneous ad hoc works	3%	Price based
9.7	The percentage mark up on materials	2%	Amount based
9.8	Two written references as to professional competence , reliability and suitability competency	Disqualification if not provided with tender submission	

10 Contractor Skills Experience, Qualifications and Resources.

10.1 The tenderer should provide evidence of their competence, ability and resources to be able to respond to the needs of the contract in terms of:

Transport
Equipment and tools
Proficiency in surface preparation
Woodworking /Metalworking skills
Physical attire when attending work on behalf of Colne Town Council
Completed apprenticeships in painting, decorating, joinery and metalwork
Groundsmanship,
Cleaning

11 Return of Tenders

11.1 Tenders should be submitted in an unmarked sealed A4 brown envelope addressed to:

Colne Town Council, Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ

Clearly Marked in CAPITAL Letters

“BUS SHELTERS TENDER”

No mention of who has submitted the tender must be visible.

- 11.2 It is the responsibility of the Tenderer submitting the Tender to ensure that it is received in time on or before the Tender Closing Date and Time specified in the Tender brief.
- 11.3 Any tender received after the closing time and date will not be considered.
- 11.4 Any tender not returned in the format as presented will not be considered
- 11.5 All decisions surrounding this tender remain at the discretion of Colne Town Council.

12. Notes to Tender

- 12.1 This tender will be evaluated on the basis of Tender submission only. No prior knowledge of the Tenderer will be considered.
- 12.2 All pricing is to be submitted on the Form of Tender as indicated.
- 12.3 Responses should make reference to the Bill of Quantities item in order for this to be easily identifiable.
- 12.4 Where supporting documentation is also enclosed, this should be clearly annotated to refer to the Bill of quantities Item it relates to.
- 12.5 All queries regarding this Tender should be made to the Project Administrator.
- 12.6 It is not possible for a representative of Colne Town Council to accompany any initial site visits.

COLNE TOWN COUNCIL



INSPECTION OF PLAYGROUNDS AND MULTI-USE GAMES AREA (MUGA) EQUIPMENT AND CLEANING AND MAINTENANCE OF PLAYGROUNDS AND MUGAS AND MISCELLANEOUS BENCHES AND GRASSED AREAS IN COLNE

THREE YEAR CONTRACT WITH POTENTIAL TWO YEAR EXTENSION

FORM OF TENDER- GM3

Tender Documentation
prepared by:

Tender date sent out : 6th September 2019
Tender date due back : 1pm, 17th October 2019

Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council

FORM OF TENDER FOR

INSPECTION OF PLAYGROUNDS AND MULTI-USE GAMES AREA (MUGA)

EQUIPMENT AND CLEANING AND MAINTENANCE OF PLAYGROUNDS AND MUGAS

AND MISCELLANEOUS BENCHES AND GRASSED AREAS IN COLNE

To: Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council
Colne Town Hall
Colne
Lancashire
BB8 0AQ

1. I / We the undersigned do undertake to provide inspection, cleaning, repair, and maintenance and grass Play Areas, MUGA as detailed in the Bill of Quantities as detailed in Appendix 5A, and 5b and to carry out such works in order to comply with the specification contained within this tender document and execute and complete the works as described therein for the following Tender Sum:

2. (1) Tender Sum: £
1st January 2020 to 31st March 2020

(In Words)

(2) Tender Sum £
1st April 2020 to 31st March 2023 (3 year contract)

(In Words)

Pricing to remain open for acceptance by Colne Town Council for a period of 12 weeks from submission of this tender.

3. If you are successful in your tender contract, Colne Town Council would be prepared to extend this contract for a further two year period subject to good performance and no penalties imposed. The extension would be based on the same price quoted in this tender pro-rata for two years.
4. And I / We also agree to execute an agreement/contract to be prepared by the Chief Executive of Colne Town Council in accordance with the basis of this Tender submission.
5. All Tenders shall be made subject to the Council's Standing Orders in so far as the same are applicable to the supply of goods or materials or the execution of the works.
6. And I / We hereby declare that this Tender is:
 - (a) A Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuation in materials used.

7. I / We undertake to commence the works **on 1st January 2020**
8. In tendering for this contract Colne Town Council will not be liable for any pre-contract costs, howsoever incurred, associated with this tender should the contract not be awarded to you or Colne Town Council decide to subsequently withdraw this contract from tender offer or decide to retender in the future.
9. All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only, and Colne Town Council will not be held liable for any pre-contract cost of any nature whatsoever incurred by the Tenderer.
10. In tendering for this contract, any tenderer should note that as part of the process there will be specific information requested, that if not provided, will automatically lead to disqualification in this Tender process regardless of the tender price submitted.
11. The decision to award this contact is entirely at the discretion of Colne Town Council, and no further discussion or correspondence will be entered into unless at the discretion of Colne Town Council.

Signed:

For and on behalf of:

Address:
.....
.....

Dated:

BILL OF QUANTITIES

INSPECTION OF PLAYGROUNDS AND MULTI USE GAMES AREA (PMUGA) EQUIPMENT

Item	Description	Quantity	Annual Cost
1.0	Project Location		
1.1	Colne Town and surrounding areas including Alkincoates Park Colne Town Council, Colne Town Hall, Albert Road, Colne, BB8 0AQ T: 01282 861888	Item	N/A
2.0	Contract timescales Fixed Price Tender Submission deadline: 1 p.m. 17 th October 2019		
3.0	Project Administrator		
3.1	Colne Town Council Contact: Colin Hill Interim Town Clerk and Responsible Financial Officer Tel: 01282 332036 c.hill @colnetowncouncil.org.uk	Item	
4.0	Schedule and specification of works See Appendix 4a for list of Playground Areas and MUGAs See Appendix 4b for Playground Equipment and miscellaneous benches It should be noted that the MUGA for Alkincoates is yet to be installed but should be priced within this tender as though in place – a proportionate reduction would be made for when not in place.		
4.1	To visually inspect on a fortnightly basis all equipment contained within each specified PMUGA. Any bolts requiring tightening or joints lubricated should be dealt with on-site with any other faults discovered to be reported immediately and following each visit to provide an electronic condition report and safety inspection checklist following each visit to sites. N.B One or two members of the Contractors' staff will be expected to attend a course on visual playground inspections and pass the associated test administered by the course provider. More complicated repairs and maintenance will be carried out by Colne Town Council's specialist playgrounds contractor and inspector.	Item	£
4.2	To ensure that the whole surface area of each PMUGA and Small Kick-about Area in Alkincoates Park is kept clear of litter, debris and general rubbish and that litter waste receptacles are regularly emptied to enable use by the public between 6 am and 8 pm excluding bank holidays and that all such waste and rubbish is safely disposed of (including disposal of sharps) and that plastic bin liners will be replaced on each occasion of removal and to provide evidence of proper waste disposal.	Item	£

	Quarterly ROSPA checks of all PMUGA - To carry out an inspection and prepare a formal report for each playground. These reports should cover key areas of Routine Inspection of Play Areas as identified by The Royal Society for the Prevention of Accidents (ROSPA) – all PMUGA must be ROSPA checked every 12 weeks.		£
	Annual ROSPA checks of all PUMGA - To carry out an inspection and prepare a formal report for each playground. The annual in-depth inspection must be carried out by a ROSPA qualified inspector and must report on the long-term safety of the site, equipment and ancillary items. All sites must have an annual inspection each year.		£
4.3	To keep all grassed areas within PMUGA sites as defined by boundary fencing, free of litter, bottles, cans, stones and other debris and to ensure before any cutting of grass takes place such areas are cleared in this way.	Item	£
4.4	To cut all grass in PMUGA areas and remove cuttings – maintaining the height between 30mm and 50mm at all times and in periods of strong growth, noting that one-off grass cuts requested by the Council are to be made without additional cost.	Item	£
4.5	To ensure that a programme of effective weed killing in all areas is implemented and where such treatment has failed the contractor shall at their own cost cut down weed growth or diseased plants, replant removing all arisings from the site.	Item	£
4.6	To power wash bounce matting bi-annually for all sites.	Item	£
4.7	To provide signage to each area providing contact details for members of the public to report their concerns to your company.	Item	£
4.8	To provide Monday – Friday, between 8am and 5pm daily as and when by email and/or telephone, details of each time of report and type of incident with an indicative cost of material cost and time involved to repair such incident.	Item	£
Total carried forward to Tender Summary			
5.0	Miscellaneous Works		
5.1	“Out of hours” response to reported dangerous issues (6pm to 8am and weekends)	Per Call out	
5.2	Periodic deep clean of all equipment within sites as specified in Appendix 6	Per deep clean	
5.3	Surface preparation and repainting of equipment	Per hour	
5.4	Level of mark-up applied on use of materials purchased by the contractor	Material mark up	
5.5	Fixed-rate for removal of non-obscene or offensive graffiti within two days of notification including the provision of materials	Per Callout	
	Fixed rate for removal of obscene or offensive graffiti within one day of notification including the provision of materials	Per Callout	

6.0	Compliance – Failure to exhibit satisfactory paperwork will rest in disqualification		
6.1	Production of a valid copy of Public Liability insurance in an amount of at least £15 million pounds.	Item	
6.2	Production of a copy of your Business Health and Safety Policy.	Item	
6.3	Production of Task-Specific Risk Assessment and Method Statements including reference to relevant HSE guidance and safe systems of work, including any of business who may be used on a sub-contract basis.	Item	
6.4	Work-related qualifications and certificates of competence.	Item	
6.5	Proof of having carried out similar types of work to good standards – This must include as a minimum – two references with examples of work carried out and referees’ contact details.	Item	
6.6	A proposal as to how electronic proof of the level of service will be provided	Item	
6.7	Certificate of Registration under the Waste (England and Wales) Regulation 2011 to be provided by the main contractor or sub-contractor	Item	
6.8	Protective measures for staff involved in waste disposal.		
7.0	Desirable – failure to provide will not disqualify, but marks will not be included within overall tender scoring matrix		
7.1	Member of Constructionline register	Item	
7.2	Member of CHAS	Item	
7.3	Details of welfare facilities	Item	
7.4	Use of apprentices in this contract	Item	
7.5	Awards/Accreditations	Item	
7.6	Playground inspection qualifications.	Item	
8.0	Penalties		
8.1	The response time to respond to damaged/dangerous equipment and make safe is within 4 hours	Item per hour delay	£10 per hour
8.2	Late Quarterly ROSPA inspection/report all playgrounds to be reported on each quarter (12 weeks) <i>Late report for each area will attract a penalty of £50 per week.</i>	Item	£50 per week per late report
8.3	Late Annual ROSPA inspection/report all PUMGA to be reported on each year (12 Month) <i>Late report will attract a penalty of £150 per week.</i>	Item	£150 per week per late report
8.4	The response times for the removal of obscene or offensive graffiti is within one day of notification or non - offensive graffiti within two days. <i>Per day delay will attract a penalty of £10 per day</i>	Item	£10 per day
8.5	The response times for additional grass cuts or additional clean up in park is within 48 hours. <i>Per day delay will attract a penalty of £10 per day</i>	Item	£10 per day
9.0	Marking criteria for Tender	Percentage attributed	
9.1	Price	80%	The lowest tender price will attract

			80%- highest price 20% and pro rata between
9.2	Detailed programme of Maintenance of PMUGA.	4%	
9.3	Electronic reporting methods proposed	5%	
9.4	Compliance paperwork	Mandatory	
9.5	Desirable	2%	
9.6	Hourly rate for miscellaneous ad hoc works	5%	
9.7	The percentage mark up on materials	4%	
9.8	Two written references as to professional competence , reliability and suitability competency,	Disqualification if not provided with tender submission	

10 Contractor Skills Experience, Qualifications and Resources.

- 10.1 The tenderer should provide evidence of their competence, ability and resources to be able to respond to the needs of the contract in terms of:

Transport
 Equipment and tools
 Proficiency in surface preparation
 Woodworking /Metalworking skills
 ROSPA Qualified Playground inspection
 Physical attire when attending work on behalf of Colne Town Council
 Completed apprenticeships in painting, decorating, joinery and metalwork
 Groundsmanship,
 Cleaning

11 Return of Tenders

- 11.1 Tenders should be submitted in an unmarked sealed A4 brown envelope addressed to
 Colne Town Council, Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ
 Clearly Marked in CAPITAL Letters

"INSPECTION AND MAINTENANCE OF PLAYGROUNDS AND MULTI-USE GAMES AREA (MUGA) EQUIPMENT IN COLNE"

No mention of who has submitted the tender must be visible.

- 11.2 It is the responsibility of the Tenderer submitting the Tender to ensure that it is received in time on or before the Tender Closing Date and Time specified in the Tender brief.
- 11.3 Any tender received after the closing time and date will not be considered.
- 11.4 Any tender not returned in the format as presented will not be considered

11.5 All decisions surrounding this tender remain at the discretion of Colne Town Council.

12. Notes to Tender

12.1 This tender will be evaluated on the basis of Tender submission only. No prior knowledge of the tenderer will be considered.

12.2 All pricing is to be submitted on the Form of Tender as indicated.

12.3 Responses should make reference to the Bill of Quantities item in order for this to be easily identifiable.

12.4 Where supporting documentation is also enclosed, this should be clearly annotated to refer to the Bill of Quantities Item it relates to.

12.5 All queries regarding this Tender should be made to the Project Administrator.

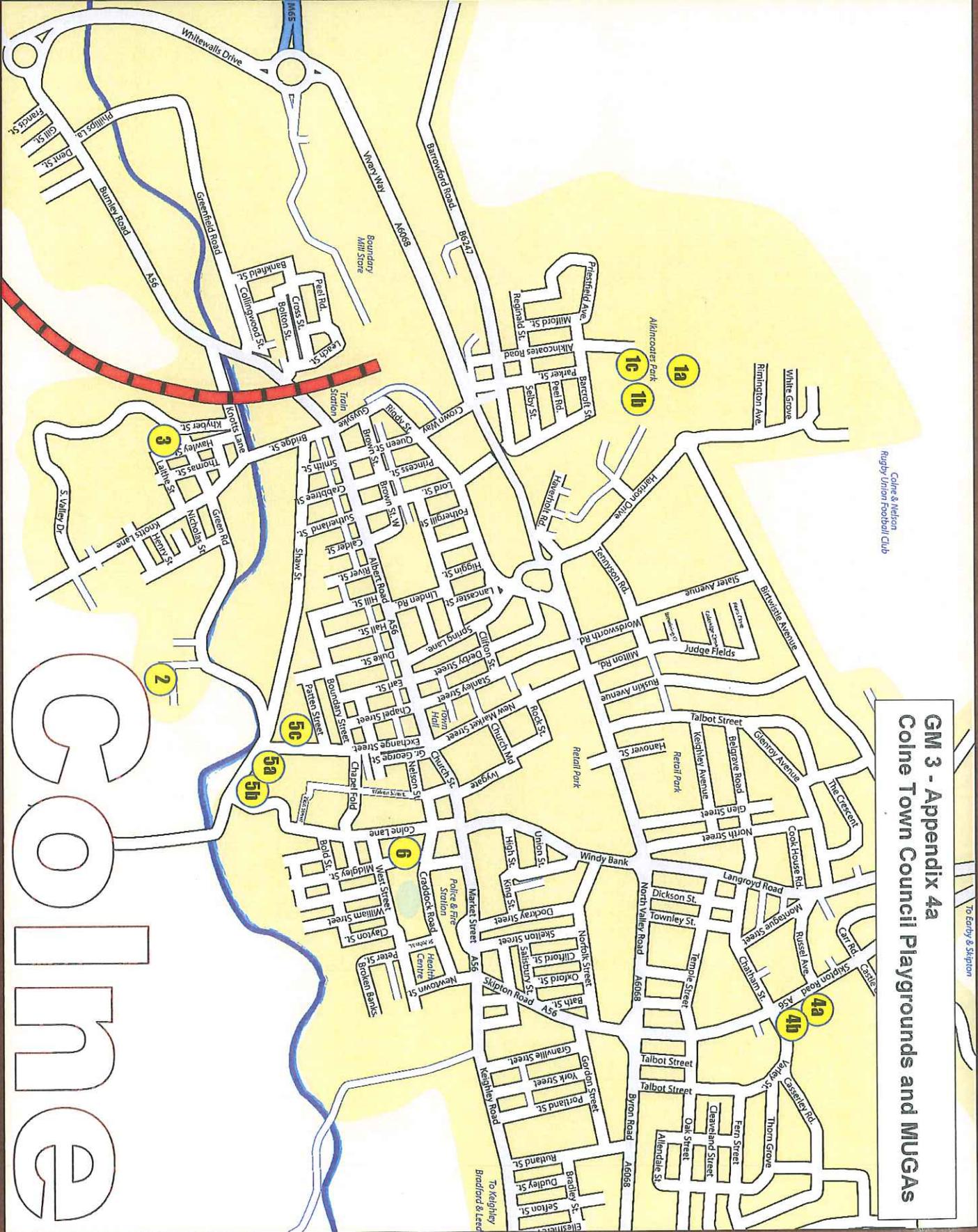


Colne Town Council

Town Hall
Albert Road,
Colne,
Lancashire. BB8 0AQ

CTC Play Areas

1. Alkincoats Park
 - a) Play Area
 - b) MUGA
 - c) Kick About
2. Daisy Street Park
3. Hawley St. Play Area
 - a) MUGA
 - b) Play Area
5. Waterside
 - a) MUGA
 - b) Senior Play Area
 - c) Junior Play Area
6. West Street Play Area



GM 3 - Appendix 4a
Colne Town Council Playgrounds and MUGAs

Colne

Colne & Nelson
Rugby Union Football Club

**GM3 Appendix 4a Colne
Town Council Parks**

Street Address

1	Alkincoats Park a) Play Area b) MUGA c) Kick About	Alkincoates Road Colne Lancashire BB8 9QQ	Located at the end of Alkincoats Road
2	Daisy Street Play Area	Daisy Street Colne Lancashire BB8 8ER	Located to the east of Daisy Street after the junction with Atkinson Street
3	Hawley St. Play Area	Hawley Street Colne Lancashire BB8 8AF	Located near to the junction of Hawley Street and Shed Street
4	King George V a) MUGA b) Play Area	Skipton Road Colne Lancashire BB8	Located in King George V Park on the east side of Skipton Road between the Varley Street and Castle Close junctions.
5	Waterside a) MUGA b) Senior Play Area c) Junior Play Area	Shaw Street Colne Lancashire BB8 ODE	MUGA and Senior Play Area located near to the junction of Dam Side and Waterside Road. Junior Play area located off exchange Street near to the junction of Dam Side
6	West Street Play Area	West Street Colne Lancashire BB8 OHP	Located off Midgley Street

GM3 - Appendix 4B - CTC Play Equipment Report

ID	Address Name	Street Name	Location Description	Asset Type	Description of Asset	Old Ref No	Ward
283	Daisy Street Play Area	Play Area		Bench	Two of Three	EQ065	
182	Daisy Street Play Area	Play Area		Bench	One of Three	EQ065	
284	Daisy Street Play Area	Play Area		Bench (picnic)	One of Three	EQ065	
180	Daisy Street Play Area	Play Area		Dog Grid		EQ063	
179	Daisy Street Play Area	Play Area		Fencing	Fence- Bow Top	EQ062	
183	Daisy Street Play Area	Play Area		Litter Bin		EQ066	
138	Daisy Street Play Area	Daisy Street		Multi Play		EQ021	
143	Daisy Street Play Area	West Street		Multi Play		EQ026	
184	Daisy Street Play Area	Play Area		Picnic Bench		EQ067	
145	Daisy Street Play Area	West Street		Play Spring	Mouse	EQ028	
139	Daisy Street Play Area	Daisy Street		Play Spring	Whale	EQ022	
140	Daisy Street Play Area	Daisy Street		Play Spring	Spring Crazy Daisy	EQ023	
141	Daisy Street Play Area	Daisy Street		Play Spring	See Saw	EQ024	
144	Daisy Street Play Area	West Street		Play Spring	See Saw	EQ027	
181	Daisy Street Play Area	Play Area		Sign		EQ064	
146	Daisy Street Play Area	West Street		Swings		EQ029	
142	Daisy Street Play Area	Daisy Street		Swings		EQ025	
176	Hawley Street Play Area	Hawley Street		Bench		EQ059	
174	Hawley Street Play Area	Hawley Street		Fencing	Fence- Bow Top	EQ057	
173	Hawley Street Play Area	Hawley Street		Gate		EQ056	

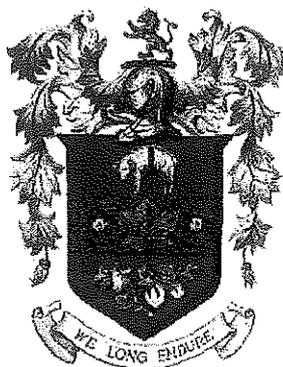
ID	Address Name	Street Name	Location Description	Asset Type	Description of Asset	Old Ref No	Ward
177	Hawley Street Play Area	Hawley Street		Litter Bin		EQ060	
132	Hawley Street Play Area	Hawley Street		Low Rotator		EQ015	
130	Hawley Street Play Area	Hawley Street		Multi play		EQ013	
178	Hawley Street Play Area	Hawley Street		Pallisade Logs		EQ061	
137	Hawley Street Play Area	Hawley Street		Play Panel	Play Panel (2 of)	EQ020	
134	Hawley Street Play Area	Hawley Street		Play Spring	Snail	EQ017	
131	Hawley Street Play Area	Hawley Street		Play Spring	Car	EQ014	
133	Hawley Street Play Area	Hawley Street		Round About		EQ016	
175	Hawley Street Play Area	Hawley Street		Sign		EQ058	
135	Hawley Street Play Area	Hawley Street		Spinner Bowl		EQ018	
136	Hawley Street Play Area	Hawley Street		Swings		EQ019	
200	King George V MUGA	Skipton Road		Cycle Rack		EQ083	
199	King George V MUGA	Skipton Road		Fencing	Sports Fencing- Welded Mesh	EQ082	
198	King George V MUGA	Skipton Road		Gate		EQ081	
285	King George V Playing Area	Skipton Road		Bench	Two of three	EQ077	
194	King George V Playing Area	Skipton Road		Bench	One of three	EQ077	
286	King George V Playing Area	Skipton Road		Bench (Picnic)	Three of three	EQ077	
152	King George V Playing Area	Skipton Road	Land east of Skipton Road	Cable Run		EQ035	
153	King George V Playing Area	Skipton Road	Land east of Skipton Road	Crows Nest		EQ036	
192	King George V Playing Area	Skipton Road		Fencing	Fence- Bow Top	EQ075	
191	King George V Playing Area	Skipton Road		Fencing	Sports Fencing- Welded Mesh	EQ074	
190	King George V Playing Area	Skipton Road		Gate		EQ073	

ID	Address Name	Street Name	Location Description	Asset Type	Description of Asset	Old Ref No	Ward
195	King George V Playing Area	Skipton Road		Litter Bin		EQ078	
147	King George V Playing Area	Skipton Road	Land east of Skipton Road	Multi Play		EQ030	
196	King George V Playing Area	Skipton Road		Pallisade Logs		EQ079	
197	King George V Playing Area	Skipton Road		Picnic Table		EQ080	
148	King George V Playing Area	Skipton Road	Land east of Skipton Road	Rocking	Rocking - Misc Springer	EQ031	
149	King George V Playing Area	Skipton Road	Land east of Skipton Road	Round About		EQ032	
193	King George V Playing Area	Skipton Road		Sign		EQ076	
150	King George V Playing Area	Skipton Road	Land east of Skipton Road	Spinner Bowl		EQ033	
154	King George V Playing Area	Skipton Road	Land east of Skipton Road	Swings	Swings - Single Point	EQ037	
151	King George V Playing Area	Skipton Road	Land east of Skipton Road	Swings	x 3	EQ034	
159	Waterside Junior Play Area	Exchange Street		Bench		EQ042	
123	Waterside Junior Play Area	Jnr Play Area		Cable Run		EQ006	Waterside
119	Waterside Junior Play Area	Jnr Play Area		Climbing Frame		EQ002	Waterside
120	Waterside Junior Play Area	Jnr Play Area		Cone Climber		EQ003	Waterside
124	Waterside Junior Play Area	Jnr Play Area		Drawing Trail		EQ007	Waterside
157	Waterside Junior Play Area	Exchange Street		Fencing	Fence- Bow Top	EQ040	Waterside
156	Waterside Junior Play Area	Exchange Street		Gate		EQ039	Waterside
160	Waterside Junior Play Area	Exchange Street		Litter Bin		EQ043	
161	Waterside Junior Play Area	Exchange Street		Picnic Table		EQ044	
118	Waterside Junior Play Area	Jnr Play Area		Shelter		EQ001	Waterside
158	Waterside Junior Play Area	Exchange Street		Sign		EQ041	
122	Waterside Junior Play Area	Jnr Play Area		Space net		EQ005	Waterside

ID	Address Name	Street Name	Location Description	Asset Type	Description of Asset	Old Ref No	Ward
125	Waterside Junior Play Area	Jnr Play Area		Swings	Swings- Single Point	EQ008	Waterside
121	Waterside Junior Play Area	Jnr Play Area		Swings		EQ004	Waterside
171	Waterside MUGA	Dam Side		Bench	One of Two	EQ054	
287	Waterside MUGA	Dam Side		Bench	Two of Two	EQ054	
169	Waterside MUGA	Dam Side		Fencing	Sports Fencing- Welded Mesh	EQ052	
168	Waterside MUGA	Dam Side		Gate		EQ051	
172	Waterside MUGA	Dam Side		Litter Bin		EQ055	
170	Waterside MUGA	Dam Side		Sign		EQ053	
288	Waterside Senior Play Area	Waterside Road		Bench	Two of Two	EQ048	
165	Waterside Senior Play Area	Waterside Road		Bench	One of Two	EQ048	
127	Waterside Senior Play Area	Snr Play Area		Climbing frame		EQ010	Waterside
163	Waterside Senior Play Area	Waterside Road		Fencing	Fence- Bow Top	EQ046	
162	Waterside Senior Play Area	Waterside Road		Gate		EQ045	
166	Waterside Senior Play Area	Waterside Road		Litter Bin		EQ049	
129	Waterside Senior Play Area	Snr Play Area		Multi play		EQ012	Waterside
167	Waterside Senior Play Area	Waterside Road		Pallisade Logs		EQ050	
128	Waterside Senior Play Area	Snr Play Area		Rotor play- Supano		EQ011	Waterside
126	Waterside Senior Play Area	Snr Play Area		Shelter		EQ009	Waterside
164	Waterside Senior Play Area	Waterside Road		Sign		EQ047	
188	West Street Play Area	Play Area		Bench		EQ071	
186	West Street Play Area	Play Area		Dog Grid		EQ069	
185	West Street Play Area	Play Area		Fencing	Fence - Bow Top	EQ068	

ID	Address Name	Street Name	Location Description	Asset Type	Description of Asset	Old Ref No	Ward
189	West Street Play Area	Play Area		Litter Bin		EQ072	
187	West Street Play Area	Play Area		Sign		EQ070	

COLNE TOWN COUNCIL



MAINTENANCE AND GRASS CUTTING FOR ALKINCOATS PARK

THREE YEAR CONTRACT WITH POTENTIAL TWO YEAR EXTENSION

FORM OF TENDER- GM4

Tender Documentation
prepared by:

Tender date sent out : 6th September 2019
Tender date due back : 1pm, 17th October 2019

Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council

FORM OF TENDER FOR

MAINTENANCE AND GRASS CUTTING FOR ALKINCOATS PARK

To: Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council
Colne Town Hall
Colne
Lancashire
BB8 0AQ

1. I / We the undersigned do undertake to provide inspection, cleaning, repair, and maintenance and grass cutting for Alkincoats Park as detailed in the Bill of Quantities to those areas of park belonging to Colne Town Council, as detailed in Appendix 8, and to carry out such works in order to comply with the specification contained within this tender document and execute and complete the works as described therein for the following Tender Sum:

2. (1) Tender Sum: £
1st January 2020 to 31st March 2020

(In Words)

(2) Tender Sum £
1st April 2020 to 31ST March 2023 (3 year contract)

(In Words)

Pricing to remain open for acceptance by Colne Town Council for a period of 12 weeks from submission of this tender.

3. If you are successful in your tender contract, Colne Town Council may be prepared to extend this contract for a further two year period subject to good performance across all areas of contract awarded

We would expect with the benefit of experience of this contract that any extension of contract for a further two years would result in further reduction to this price.

4. And I / We also agree to execute an agreement/contract to be prepared by the Interim Town Clerk of Colne Town Council in accordance with the basis of this Tender submission.

5. All Tenders shall be made subject to the Council's Standing Orders in so far as the same are applicable to the supply of goods or materials or the execution of the works.

6. And I / We hereby declare that this Tender is:

(a) A Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuation in materials used.

7. I / We undertake to commence the works **on 1st January 2020**
8. In tendering for this contract Colne Town Council will not be liable for any pre-contract costs, howsoever incurred, associated with this tender should the contract not be awarded to you or Colne Town Council decide to subsequently withdraw this contract from tender offer or decide to retender in the future.
9. All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only.
10. In tendering for this contract, any tenderer should note that as part of the process there will be specific information requested that, if not provided, will automatically lead to disqualification in this Tender process regardless of the tender price submitted.
11. The decision to award this contact is entirely at the discretion of Colne Town Council, and no further discussion or correspondence will be entered into unless at the discretion of Colne Town Council.

Signed:

For and on behalf of:

Address:
.....
.....

Dated:

BILL OF QUANTITIES

**MAINTENANCE AND GRASS CUTTING
FOR ALKINCOATS PARK**

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Annual Price</u>
1.0	Project Location		
1.1	Alkincoats Park, Alkincoats Road Colne	Item	N/A
2.0	Contract timescales		N/A
	Fixed Price Tender Submission deadline: 1 p.m. 17 th October 2019 Works on sites commence: 1 st January 2020 Works on site ongoing from 1 st January 2020 until 31 st March 2023		
3.0	Project Administrator		
3.1	Colne Town Council Colin Hill (Interim Town Clerk and Responsible Financial Officer) Tel: 01282 861888 E: c.hill @colnetowncouncil.org.uk	Item	N/A
	All items should be considered in accordance with any accompanying notes. Where outputs are defined, Tenderers should price to achieve the output, not offer alternative frequencies that they feel is necessary to achieve the desired outcome – it is for contractors to manage their own resources accordingly to achieve these outputs.		
4.0	Schedule and specification of works		
	General Park Layout – see Appendix 5		
4a	Area D and Area F are playground/MUGA areas and are not covered by GM4		
4b	Area A - Bowling Greens and the Grass Area South of Tennis Courts are not covered as part of GM4		
4c	Maintenance of Benches in the park is not covered by GM4.		
4d	This Tender does not cover general planting and/or weeding or maintenance of plants and/or shrubs or Area H - Secret Garden (Walled) Area which will be offered under a separate tender.		
4e	Area B is only included within this tender for rubbish collection and disposal.		
4.1	To ensure that all Bins and Dog Bins as detailed in Appendix 5a contained within the Park are no more than two-thirds full at all times and on emptying replace the bin liner with an approved type and of a different and distinctive colour in order to remove any cross-contamination with any other waste at the point of storage or disposal and to ensure robust segregation of materials and proper transportation and ensuring the area is maintained to Grade A/B in accordance with the Code of Practice on Litter and Refuse (Parts 1&2) and that all dog excreta is removed from within three metres of the bin, and to provide evidence of proper waste disposal.	Item	£

	Bins should be checked a minimum of once a week during May to October and twice a week during November to April.		
4.2	To keep all grassed areas within the Park free of litter, bottles, cans, stones and other debris and to ensure before any cutting of grass takes place that such areas are cleared in this way. Minimum Litter picking every two weeks.	Item	£
4.3	Appendix 5 - Area C1 and C2 To cut all grass in this area in accordance with Appendix 7 – Specification of Grass Cutting- maintaining the height between 60mm and 100 mm at all times and in periods of strong growth, noting that one-off grass cuts requested by the Council are to be made without additional cost. Minimum cutting May to October fortnightly. Other months no minimum cutting as long as the height is maintained. This includes the edging and maintaining of all paths and all small miscellaneous areas of grass adjoining pathways. Grass not to be taken away and disposed of but left on site with cuts. Note: No Grass Cutting on Saturdays	Item	£
4.4	Appendix 5 - Area G – Grass Meadow to keep the grass pathways in and out and between the Grass Meadow Appendix 5 Area G – in accordance with Appendix 6 - Specification of Grass Cutting- maintaining the height between 60mm and 100 mm at all times and in periods of strong growth, noting that one-off grass cuts requested by the Council are to be made without additional cost. Minimum cutting May to October fortnightly. Other months no minimum cutting as long as the height is maintained. Grass not to be taken away and disposed of but left on site with cuts. Note: No Grass Cutting on Saturdays	Item	£
4.5	Appendix 5 (marked paths) - to maintain all pathways, including all edges, clear of rubbish and weed-free and to dispose of waste arising therefrom	Item	£
4.6	All drainage channels and drainage grates within the Park to be checked monthly to ensure that there are no leaves or other debris or litter blocking drains. Any blockages found to be rectified by the tenderer to ensure that all drainage channels and drainage grates are clear of any blockage.	Item	£
4.7	To provide appropriate signage in the Park providing contact details for members of the public to report their concerns to you / your company.	Item	£
4.8	Area B Woodlands to the North – this area will only be inspected monthly, and any rubbish will be removed following an inspection or when reported. No other maintenance is required in this area.	Item	£
4.9	To provide Monday – Friday, between 8am and 5pm daily as and when by email and/or telephone, details of each time of report and type of incident with an indicative cost of material cost and time involved to deal	Item	£

	with any issues reported. Provide and maintain appropriate signage in the Park, so the public is aware to whom to report any issues. Five notices required in prominent locations – locations to be agreed.		
4.10	Carry out annual tree survey with report of condition of trees.	Item	£
4.11	Send a representative to attend Working Group Meetings on a quarterly basis to receive feedback on the work performed in the Park.	Item	£
	Total carried forward to Tender Summary		
	Not to be included in annual submission cost for tender but priced as an additional extra cost to pick up all grass arising from 4.3 and 4.4 and to dispose of such off site.	Item – Annual cost	£
5.0	Miscellaneous Works		
5.1	“Out of hours” response to reported dangerous issues (6pm to 8am and weekends)	Per Call out	
5.2	Have available appropriate staff or sub-contractors to respond to tree issues in the Park including cutting off branches and removal of dead trees. Per hour charge for dealing with any tree branch removal or tree removal.	Hourly rate	
5.3	Replacement of Dog Bins including removal and refitting	Per item	
5.4	Level of mark-up applied on use of materials purchased by the contractor	Material mark up	%
6.0	Compliance – Failure to exhibit satisfactory paperwork will rest in disqualification		
6.1	Production of a valid copy of Public Liability insurance in an amount of at least £15 million pounds.	Item	
6.2	Production of a copy of your Business Health and Safety Policy.	Item	
6.3	Production of Task-Specific Risk Assessment and Method Statements including reference to relevant HSE guidance and safe systems of work, including any of business who may be used on a sub-contract basis.	Item	
6.4	Work-related qualifications and certificates of competence.	Item	
6.5	Proof of having carried out similar types of work to good standards – This must include as a minimum – two references with an example of work carried out and referees’ contact details.	Item	
6.6	A proposal as to how electronic proof of the level of service will be provided	Item	
6.7	Certificate of Registration under the Waste (England and Wales) Regulation 2011 to be provided by the main contractor or sub-contractor	Item	
6.8	Protective measures for staff involved in waste disposal.	Item	
6.9	Recommendation on types of signs and how they will be posted in the park (see 4.7)	Item	
7.0	Desirable – failure to provide will not disqualify, but marks will not be included within overall tender scoring matrix		
7.1	Member of Constructionline register	Item	
7.2	Member of CHAS	Item	
7.3	Details of welfare facilities	Item	

7.4	Use of apprentices in this contract	Item	
7.5	Awards/Accreditations	Item	
7.6	Proposal for having staff with tree surgeon qualifications	Item	
8.0	Penalties		
8.1	The response time to incidents reported between 9-5 Monday to Friday to respond to damaged/dangerous tree incidents and make safe is within 4 hours <i>Per half hour delay above 4 hours will attract a penalty of £25 per half hour delay</i>	Item	£25 per half day delay
8.2	The response times for additional grass cuts or additional clean up in the Park is within 48 hours. <i>Per day delay will attract a penalty of £10 per day</i>	Item	£10 per day delay
9.0	Marking criteria for Tender	Percentage attributed	
9.1	Price	80%	The lowest tender price will attract 80%- highest price 20% and pro rata between
9.2	Detailed programme of Inspection and Maintenance of Park	4%	
9.3	Electronic reporting methods proposed	5%	
9.4	Compliance paperwork	Mandatory	
9.5	Desirable	2%	
9.6	Hourly rate for miscellaneous ad hoc works	5%	
9.7	The percentage mark up on materials	4%	
9.8	Two written references as to professional competence , reliability and suitability competency	Disqualification if not provided with tender submission	

10 Contractor Skills Experience, Qualifications and Resources.

10.1 The tenderer should provide evidence of their competence, ability and resources to be able to respond to the needs of the contract in terms of:

Transport
Equipment and tools
Proficiency in groundsmanship and gardening
Completed apprenticeships in relevant skills
Physical attire when attending work on behalf of Colne Town Council
Cleaning

11 Return of Tenders

11.1 Tenders should be submitted in an unmarked sealed A4 brown envelope addressed to:

Colne Town Council, Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ

Clearly Marked in CAPITAL Letters

Maintenance and Grass Cutting Alkincoats Park - Tender September 2019 - GM4

"MAINTENANCE AND GRASS CUTTING FOR ALKINCOATS PARK"

No mention of who has submitted the tender must be visible.

- 11.2 It is the responsibility of the Tenderer submitting the Tender to ensure that it is received in time on or before the Tender Closing Date and Time specified in the Tender brief.
- 11.3 Any tender received after the closing time and date will not be considered.
- 11.4 Any tender not returned in the format as presented will not be considered
- 11.5 All decisions surrounding this tender remain at the discretion of Colne Town Council.
- 12. Notes to Tender**
- 12.1 This tender will be evaluated on the basis of Tender submission only. No prior knowledge of the Tenderer will be considered.
- 12.2 All pricing is to be submitted on the Form of Tender as indicated.
- 12.3 Responses should make reference to the Bill of Quantities item in order for this to be easily identifiable.
- 12.4 Where supporting documentation is also enclosed, this should be clearly annotated to refer to the Bill of Quantities Item it relates to.
- 12.5 All queries regarding this Tender should be made to the Project Administrator.

Area not included as part of the Park.



KEY

- A Bowling Green
- B Woodland to the North
- C1 Main Central Park top area
- C2 Main Central Park bottom area
- D Playground
- E Area next to Playground
- F MUGA & Tennis Courts
- G Wild Flower Meadow
- H Secret Garden

Pathways
(hard and soft surfaces)

GM4 - Appendix 5
Alkincoats Park Map



Appendix 5a Dog Bins

Alkinoates Park, Colne

Drawn by LK 2011

GM4 - Appendix 6 - Specification of grass cutting

Grass Cutting

The Contractor shall remove litter bottles, cans, stones and other debris from site prior to undertaking grass cutting operations.

If inclement weather prevents the contractor from mowing, the grass cutting shall resume as soon as the conditions become suitable again. The Contractor will be expected to provide sufficient labour and machinery to catch up where time is lost through bad weather.

The Contractor shall use machines which are appropriate in size, shape and method of cutting for the type of work involved the contractor shall take care not to cause damage to trees, shrubs and other obstacles as a result of contact with grass cutting machinery or any part thereof on areas, which allow the use of large cutting Machinery. Inaccessible parts shall be cut with smaller hand mowing machines ideally no later than 24 hours following the use of large machines and mowing shall be to the same standard as the main area.

Blades and cylinders on all mowers shall be sharp and properly set to cut the sward cleanly and evenly. Mowers must have their height of cut adjusted to prevent scalping.

Cuttings shall be carried out right up to the edges of paths etc. and as close as possible to walls fences and other obstacles. Cutting shall slightly overlap any weed killed mowing margins provided to areas maintained.

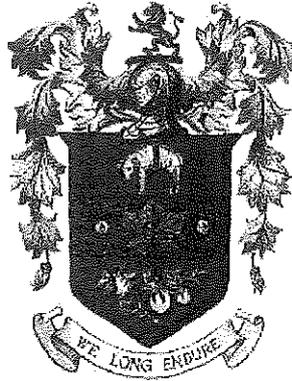
Any cuttings, which fly onto paths or other hard surface areas shall be brushed off and distributed evenly over the grassed area as work progresses.

The Contractor shall cut all soft boundary edges and all hard boundary edges where the level of the hard surface is 50mm or more below grass level. The Contractor shall use long handles shears or other suitable mechanical means. All arisings from this operation shall be removed from site.

The grass will be maintained between 30mm and 50mm and cut as required throughout the growing season. All arising shall be boxed and removed from the play areas. In periods of strong growth, the Council can instruct additional cuts which may be necessary for which no additional payment will be made. In periods of drought, the contractor may request that the Council suspends cutting for which no refund will be claimed by the Council.

Edging shall be carried out no later than on working day following mowing.

COLNE TOWN COUNCIL



COMBINED TENDER PRICING

**GM1 - CLEANING, REPAIR, MAINTENANCE AND PAINTING OF BENCHES AND OCCASIONAL
ERECTION OF MARKET STALLS AND MISCELLANEOUS WORKS**

GM2 - INSPECTION, CLEANING, REPAIR, AND MAINTENANCE OF BUS SHELTERS IN COLNE

GM3 - MAINTENANCE OF PLAYGROUNDS AND MULTI-USE GAMES AREAS IN COLNE

GM4 – MAINTENANCE AND GRASS CUTTING FOR ALKINCOATS PARK

THREE YEAR CONTRACT WITH POTENTIAL TWO YEAR EXTENSION

FORM OF TENDER- GM5

Tender Documentation
prepared by:

Tender date sent out : 6th September 2019
Tender date due back : 1pm, 17th October 2019

Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council

FORM OF TENDER FOR COMBINED TENDER PRICING

To: Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council
Colne Town Hall
Colne
Lancashire
BB8 0AQ

1. I / We the undersigned do undertake to provide all services as specified individually in Tenders GM1,GM2, GM3, GM4 and as detailed in the individual Bill of Quantities and to carry out such works in order to comply with the specifications contained within these tender documents and execute and complete the works as described therein for the following Tender Sum:

(1) Tender Sum: £
1st January 2020 to 31st March 2020

_____ (In Words)

(2) Tender Sum £
1st April 2020 to 31ST March 2023 (3 year contract)

_____ (In Words)

Pricing to remain open for acceptance by Colne Town Council for a period of 12 weeks from submission of this tender.

2. If you are successful in your tender contract, Colne Town Council would be prepared to extend this contract for a further two year period subject to good performance and no penalties imposed. The extension would be based the same price quoted in this tender pro rata for two years.
3. And I / We also agree to execute an agreement/contract to be prepared by the Interim Town Clerk of Colne Town Council in accordance with the basis of this Tender submission.
4. All Tenders shall be made subject to the Council's Standing Orders in so far as the same are applicable to the supply of goods or materials or the execution of the works.
5. And I / We hereby declare that this Tender is:
- (a) A Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuation in materials used.
6. I / We undertake to commence the works on **1st January 2020**

7. In tendering for this contract Colne Town Council will not be liable for any pre-contract costs, howsoever incurred, associated with this tender should the contract not be awarded to you or Colne Town Council decide to subsequently withdraw this contract from tender offer or decide to retender in the future.
8. All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only.
9. In tendering for this contract, any tenderer should note that as part of the process there will be specific information requested that, if not provided, will automatically lead to disqualification in this Tender process regardless of the tender price submitted.
10. The decision to award this contract is entirely at the discretion of Colne Town Council, and no further discussion or correspondence will be entered into unless at the discretion of Colne Town Council.

Signed:

For and on behalf of:

Address:
.....
.....

Dated: