

WESTFIELD PARISH COUNCIL

The Oval Office, St Peter's Business Park
Westfield, BA3 3BX

Phone: 01761 410669 council@westfieldparishcouncil.co.uk

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Chairman: Cllr P Wilkinson Parish Clerk: Ms L J Close FSLCC



Established 2011

2nd January 2024

Invitation to tender – Landscape Contract 2024-28

You are invited to tender for the Landscape Contract for Westfield Parish Council.

The Parish Council is sole trustee of two recreation grounds held in Trust for the people of Westfield. Maintenance of the Trust grounds is a high priority for the Parish Council as the grounds are well used by residents. With the current contract coming to an end in March 2024, we are required to invite tenders for the work over the next four years.

The successful contractor will be appointed, not simply on the basis of value for money, but also on their ability to attend regularly and maintain the quality of our recreation grounds. We will look for the ability to provide a service for all of our landscape needs including maintenance of the Pavilion, upkeep of sports pitches, inspection of play equipment and other landscape maintenance work. Additionally, at Norton Hill Recreation Ground we are in receipt of a grant for additional works: the successful contractor will be required to be an approved contractor of the Football Foundation. Please confirm in your letter that you are approved or in the process of being approved by the Football Foundation.

The contract will be awarded for an initial period of 1st April 2024 to 31st March 2025. Then, according to the performance of the chosen contractor during that year, the Parish Council will either extend the contract to cover the period from 1st April 2025 to 31st March 2028, or issue new tenders as necessary.

Please find attached and also on our [website](#) detailed specifications for the works required at both recreation grounds and inspection of the Christmas tree. We would be happy to show contractors around the grounds and buildings if required and contractors are welcome to visit the grounds at any time as they are open to the public 24/7.

If you would like to tender for this contract, please use the Pricing Schedule attached and also on our [website](#) to indicate your fees for each item and an overall fee for the year as well as details of ad hoc charges and the charges up to 2028. The Pricing Schedule is an Excel workbook with four tabs where you can indicate pricing for each recreation ground, ad hoc works and future years. Please complete and return all four sheets.

Please also include details of any relevant background experience, including photos and references, and whether you are an approved contractor of the Football Foundation, to help the Committee understand your ability to undertake this work for Westfield. If you would like to talk this over at all, please do not hesitate to contact me or my colleagues using the contact details above.

Finally, please complete the Contractor's Selection Questionnaire and, as requested on the form, attach a copy of your Public and Employer's Liability Insurance, and your Health and Safety Policy. If you do not have these documents at the moment please do not worry, they can be forwarded later.



www.westfieldparishcouncil.co.uk

Please note, Westfield Parish Council's Standing Orders compel me to state that canvassing Councillors or the members of a Committee or Sub Committee, directly or indirectly, in relation to contract work for the Council shall disqualify you from this tendering process.

Below is the timetable for this tendering process. All relevant documents are available on our website: www.westfieldparishcouncil.co.uk

Item	Deadline
Tenders to be submitted by	5pm on Monday 5th February 2024
Any outstanding Health and Safety documentation required of the successful contractor by	12 th February 2024
The successful tenderer will be informed	4 th March 2024
Induction meetings with the successful contractor to be arranged in the fortnight commencing	11 th March 2024
Contract to commence	1 st April 2024

Sending instructions

You should include the following in your tender:

- Landscape Tender Pricing schedule (using the attached excel workbook);
- Contractors' Selection Questionnaire;
- Copy of your Public and Employers' Liability Insurance if you have it;
- Copy of your Health and Safety Policy if you have it;
- Covering letter with details of your relevant background.

Please send the information in a sealed envelope marked
PRIVATE and CONFIDENTIAL – LANDSCAPE TENDER ENCLOSED

Parish Clerk
Westfield Parish Council
The Oval Office
Cobblers Way
Westfield
BA3 3BX

The envelope should arrive no later than **5pm on Monday 5th February 2024**.

Yours sincerely,

Lesley Close
Parish Clerk

Documents available at www.westfieldparishcouncil.co.uk

- *Landscape Tender Pricing Schedule*
- *Norton Hill Rec specification*
- *Norton Hill Appendix A – Weekly-Quarterly checks example*
- *Norton Hill Appendix B – Pavilion checks example*
- *Norton Hill Appendix C – Legionella check forms*
- *Football Foundation Pitch Power Report*
- *Westhill Rec specification*

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- *Westhill Rec Appendix A - Weekly-Quarterly checks example*
- *Christmas Tree inspection specification*
- *Definition of terms used*
- *Contractors' selection questionnaire*