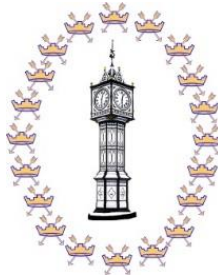


DOWNHAM MARKET



TOWN MAINTENANCE

1 JANUARY 2020-31 DECEMBER 2023

CONTRACT TENDER DOCUMENT

TOWN COUNCIL OFFICES
PARADISE ROAD CAR PARK (inc A T Johnson Memorial Garden at the Paradise Rd entrance)
PARADISE ROAD EXTENSION CAR PARK
OLD FIRE STATION CAR PARK
REAR AREA OF TOWN HALL
TOWN HALL CAR PARK
TOWN SQUARE
PARADISE ROAD/BROADLANDS JUNCTION
4 X TOWN ENTRANCES (Bexwell Rd, London Rd, Lynn Rd, Bridge Rd)
WAR MEMORIAL
OLD BREWERY LANE
THE HOLLIES ENTRANCE GARDEN (Bridge Street)
HOLLIES No 1 CAR PARK
HOLLIES NO 2 CAR PARK INCLUDING GARDEN AREA
MORRISON STAFF CAR PARK
MORRISONS BUS SHELTER & THE HOLLIES BUS SHELTER
STONECROSS WAR MEMORIAL
MEMORIAL GARDEN

Elaine Oliver
Town Clerk
15 Paradise Road
Downham Market
PE38 9HS
Tel 01366 387770
Elaine.oliver@downhammarkettc.co.uk

TOWN MAINTENANCE CONTRACT 2020/3

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Tendering Timetable

Advertise Tender & Issue Documents	2 Sept 2019
Deadline for Tender questions	30 Sept 2019
Deadline for receipt of completed Tender documents	31 Oct 2019
Evaluation of tenders	4 Nov 2019
Discussion of Tenders at committee	Working Party 4/11/19 Planning committee 5/11/19
Notification to applicants	1 Dec 2019
Date of Commencement of Contract	1 Jan 2020
Date of completion of contract	31 Dec 2023

1. INVITATION TO TENDER

1. Downham Market Town Council ("the Council") hereby invites tenders for the carrying out of the Service of Town Council Maintenance accordance with the Contract documents attached, which comprise

1. Invitation to tender
2. Standard contract conditions
4. Schedule of works
6. Tender form
7. Evaluation

2. The Prices submitted must indicate the rate for carrying out each element of the Contract.

3. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.

4. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Town Clerk by no later than two weeks before the closing date.

5. The tender shall be submitted ONLY on the attached Form of Tender.

6. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.

7. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.

8. If having examined the tender documents you wish to submit a tender you should: -

(a) Fully complete and return the following documents:

- (I). Tender Form
- (II). Approval of new contractor's form

(b) Return tenders and all related documentation by 31 October 2019 to the Town Council Office, 15 Paradise Road, Downham Market PE38 9HS

Tenders received late will not be considered.

(c) Please note that the package containing the tender must be clearly marked "Tender for Town Council Maintenance" on the outside.

2. Standard Contract Conditions

Officer

The Officer will be the Town Clerk

Extent of Work

The work will comprise of

- Litter Picking
- Weed Control
- Grass cutting and strimming
- Pruning
- Gardening
- Removal of debris
- Sweeping of the car park kerb areas
- Jet washing
- Replant Summer & Winter planting
- Hedge cutting
- Watering

Site Details

The sites are

- Town Council Offices
- Paradise Road Car park (inc A T Johnson Memorial Garden at the Paradise Rd entrance)
- Paradise Road extension car park
- Old Fire Station Car Park
- Rear area of Town Hall
- Town Hall Car Park
- Town Square
- Paradise Road/Broadlands Junction
- 4 x Town entrances (Bexwell Rd, London Rd, Lynn Rd, Bridge Rd)
- War Memorial
- Old Brewery Lane
- The Hollies entrance garden (Bridge Street)
- Hollies No 1 Car park
- Hollies No 2 Car Park including garden area
- Morrison staff car park
- Morrisons bus shelter & the Hollies bus shelter
- Stonecross war memorial
- Memorial gardens

Workmanship Details

The workmanship must be of the highest standard and shall conform to all relevant British Standards and specifications and Code of Practice.

Duration of Contract

The duration of the Contract will be four YEARS commencing JANUARY 1st 2020 to DECEMBER 31st 2023 inclusive, with annual performance reviews.

Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the full term of the contract.

Payment to Contractor

The Contractor will submit a monthly account, in arrear.
This will be paid via BACS.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving no less than four Months' Notice.

Insurance

The Contractor is required to have a minimum of £5,000,000 public liability insurance for Contracts. A current Certificate of Insurance to this effect must be produced to the Town Clerk on commencement of the Contract and annually thereafter. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract.

Sustainability

Sustainable materials should be used.
No peat based composts are permitted under this contract.

Notes to Tenderers

- a) Attention is drawn to the Form of Tender and Standard Contract Conditions. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.
- b) The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations, but EXCLUDING VAT (if applicable)
- c) A price shall be inserted against each item on the Form of Tender for each element of the contract tendered for.
- d) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- e) A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
- f) Invoices presented for payment must include a schedule of the works completed including the dates of the work.
- g) Contractors are asked to contact the Town Clerk if any clarification is required.

3. Schedule of works

1. Town Council Offices	Weekly & Monthly
2. Paradise Road Car park (inc A T Johnson Memorial Garden at the Paradise Rd entrance)	Weekly & Monthly
3. Paradise Road extension car park	Weekly & Monthly
4. Old Fire Station Car Park	Weekly
5. Rear area of Town Hall	Weekly
6. Town Hall Car Park	Weekly & Annually
7. Town Square	Weekly & Annually
8. Paradise Road/Broadlands Junction	Fortnightly & Monthly
9. 4 x Town entrances (Bexwell Rd, London Rd, Lynn Rd, Bridge Rd)	Fortnightly & Monthly
10. War Memorial	Monthly
11. Old Brewery Lane	Six Monthly
12. The Hollies entrance garden (Bridge Street)	Weekly & Monthly
13. Hollies No 1 Car park	Weekly & Monthly
14. Hollies No 2 Car Park including garden area	Weekly & Monthly
15. Morrison staff car park	Weekly & Monthly
16. Morrisons bus shelter & the Hollies bus shelter	Weekly
17. Memorial Garden	Fortnightly & Monthly & Six Monthly
18. Stonecross War Memorial	Monthly, Six Monthly

Definition

Weekly

Litter picking, weed control of kerbs & hard standing areas, leaf clearing

Fortnightly (between 1st March – 31st October inclusive)

Grass cutting & Strimming plus weed check & pull to coincide at Memorial Garden

Monthly

Pruning, gardening, weeding, removal of debris of the shrub areas, sweeping of the car park kerb areas, litter pick

Six Monthly (April & September)

Pruning & Weeding, hedge cutting at Memorial Garden exterior and interior & Stonecross War Memorial

Bi-Annually

Jet wash the Town Square & Town Hall steps

Annually (April)

Jet wash the 3 x Town Gateway Stones (High Street North, South & Bridge Street opposite the Hollies)

Supply & Plant Summer & Winter Bedding and Watering of Foliage

The Hollies Car Park Planters

12 planters – provide Summer planting i.e rectangular planters

12 planters – provide Winter planting i.e rectangular planters

Watering 3 times a week for 26 weeks, feeding as required in Summer
2 x Wall Mangers at Morrisons – Supply & plant Summer & Winter plants
Watering 3 times a week for 26 weeks

2 x Round tubs on Hollies Access Road (Hollies No 2 car park) – Supply & plant Summer & Winter plants
Watering 3 times a week for 26 weeks

Anglia in Bloom rectangular planter – Supply & plant Summer & Winter (Hollies No 1 car park)
Watering 3 times a week for 26 weeks

The Hollies car park trees (entrance garden, Bridge Street)

Watering 3 times a week for 26 weeks

Display boat on River Great Ouse Relief Channel (Bridge Road)

Watering 3 times a week for 26 weeks

Gateway Planters

4 planters – Supply & Plant Summer plants
4 planters – Supply & Plant Winter plants
Watering 3 times a week for 26 weeks, feeding as required in Summer

Town Square Planters

9 planters – Supply & Plant Summer plants i.e 5 three tier planters & 4 x rectangular planters
9 planters – Supply & Plant Winter plants i.e 5 three tier planters & 4 x rectangular planters)
Watering 3 times a week for 26 weeks, feeding as required in Summer

Town Hall car park planters

1 three tier Planter – Supply & Plant Summer plants
1 three tier planter – Supply & Plant Winter plants
Watering 3 times a week for 26 weeks, feeding as required in Summer

Town Council offices Hanging baskets

4 hanging baskets – Supply & plant Winter & Summer plants.
4 rectangular planters – Supply & plant Winter & Summer plants
Watering 3 times a week for 26 weeks, feeding as required in Summer

Memorial Gardens

3 Formal Ornamental Flowerbeds
Supply & Plant Summer & Winter plants
Water 3 times a week for 26 weeks, feeding as required in Summer

4. TENDER FORM – to be submitted to the council

PRICES QUOTED ARE TO BE EXCLUSIVE OF VAT

Please complete and sign the Tender Form overleaf and submit both parts to Downham Market Town Council offices by 31 October 2019 at the latest.

CONTRACTED AREA	2020	2021	2022	2023
TOWN COUNCIL OFFICES				
PARADISE ROAD CAR PARK				
PARADISE ROAD EXTENSION CAR PARK				
OLD FIRE STATION CAR PARK				
REAR AREA OF THE TOWN HALL				
TOWN HALL CAR PARK				
TOWN SQUARE				
TOWN COUNCIL OFFICES				
PARADISE ROAD/ BROADLANDS JUNCTION				
4 X TOWN ENTRANCES				
WAR MEMORIAL				
OLD BREWERY LANE				
THE HOLLIES ENTRANCE GARDEN				
HOLLIES NO 1 CAR PARK				
HOLLIES NO 2 CAR PARK				
MORRISON STAFF CAR PARK				
MEMORIAL GARDEN				
STONECROSS WAR MEMORIAL				

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans. I/We understand that Downham Market Town Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Company or Business Name:

Business correspondence address

.....Postcode:

VAT Reg No. (if applicable)

Contacts: Landline Mobile

Email:

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

Signed:Print Name:Position:

Dated:

5. Evaluation

Bids will be evaluated in accordance with the Liskeard Town Council's Financial Regulations using the following criteria and weighting:

Criteria	Possible score
Price The full and final cost over the full term of the contract To take into account affordability and the commercial stability of a reasonable return for the supplier.	Max 50 points out of 100
Quality The supplier's ability to perform the contract to the highest standards. Evidence of the supplier's relevant knowledge and experience	Max 25 points out of 100
Compliance The Supplier's compliance with all Health & Safety and employment laws and regulations	Max 25 points out of 100