

# Document Name: Project Information – Supply of Grounds Equipment

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## 1. Project Detail

<b>Project Name</b>	Supply of Grounds Equipment
<b>Client</b>	Taunton Town Council
<b>Site Address</b>	TTC Depot, 3&4 Trafalgar House, Cornishway North, Taunton
<b>Project Lead(s)</b>	Paul Grant
<b>Key Contact</b>	Paul Grant, Jack Baldwin
<b>Current Forecast Cost</b>	£58-£62,000 excluding VAT
<b>Site Visits</b>	Not required.
<b>Clarification Requests</b>	To be received by Monday 3 February 2025
<b>Clarification Responses</b>	Will be sent by Friday 7 February 2025
<b>Tender Deadline</b>	Friday 14 February 2025
<b>Tender Opening</b>	Tuesday 17 February 2025
<b>Tender Bid Review &amp; Evaluation</b>	Wednesday 19 February 2025
<b>Supplier Award &amp; Appointment</b>	Friday 21 February 2025
<b>Delivery &amp; Handover</b>	February 2025 (subject to product manufacturing schedule)

Taunton Town Council is pleased to invite tenders for the supply only. 1no. Kubota L2452 Compact Tractor and 1no. Kubota F391 Front-out Mower.

Specifications as follows:

Item 1 –

Kubota L2452 - compact tractor

Direct injection, water-cooled 4 cycle diesel, common rail system

44.9hp

Maximum torque (gross) Nm 148.9

Rated revolution rpm 2,600

Fuel tank capacity 51ltrs

HST 3 ranges with Hi-Lo (3 x 2) 16 forward and 16 reverse fully synchronised

Clutch – Dry type single stage

Hydrostatic power steering

Braking system - Wet disk type

Minimum turning radius with brake - 2.7m

PTO/engine speed rpm 540/2,480

Hydraulic pump capacity 35.6l/min

3-point hitch SAE category 1

Max. lift force At lift points 1,750 kg

609.6 mm behind lift points 1,250 kg

Overall length 3,170mm

Overall width 1,560mm

Overall height 2,375mm

Weight 1895kg

2year / 1000hr warranty

Complete with TTC logo

5no 25kg weights

Item 2 –

Kubota F391 out front mower

ROPS

Kubota direct injection, vertical, water-cooled, 4 cycle diesel

37hp

Fuel tank capacity - 61 ltrs

Traveling speeds Forward low km/h 0–9

Forward high km/h 0–20

Reverse low km/h 0–4.8

Reverse high km/h 0–11

Power Steering

Hydrostatic transmission

High-low gear shift (2 forward/2 reverse)

Brake Wet disk type

Min. turning radius 750mm

Differential Front Bevel gear

4WD system Dual-acting overrunning 4WD

Clutch type Wet multi plates

PTO brake Wet single plate

Dimensions

Overall length without mower deck 2530mm

Overall width without mower deck 1,370mm

Overall height with ROPS 1,985mm

Min. ground clearance 185mm

Weight without fuel and mower deck 853kg

Turf tyres

Complete with accumulator kit for Flail deck

Road registered with full working light kit and beacon

Complete with TTC logo

5 year / 2000hr warranty

Taunton Town Council will assume all bids for this contract are able to provide the above-mentioned items to the specification detailed.

The appointed supplier will be required to act in the best interest of Taunton Town Council in the delivery of this project. This document provides information based on what Taunton Town Council currently believes the project requirements are. Whilst this information has been prepared in good faith, it may not be comprehensive and therefore Taunton Town Council reserves the right to add or remove elements of the specification.

The contact person for this procurement exercise is Paul Grant, available at [ops@taunton-tc.gov.uk](mailto:ops@taunton-tc.gov.uk). Only questions submitted to this email, by the agreed date, will be answered. Please refer to the Procurement Timeline.

## **2. The Procurement Process**

This is a procurement exercise conducted in accordance with procedure commonly used in public sector procurement exercises. Please refer to the submission information laid out in the Invitation to Tender document.

- The required documents are laid out in the invitation to tender, along with information on what the submission procedure is. We strongly advise you refer to this document and use it as a checklist when submitting your tender documentation.
- Please ensure the requirements of Taunton Town Council are clearly reflected in your tender submission
- Any queries or clarifications should also be directed to Paul Grant by 3 February 2025 at 1630hrs. Responses will be provided by 7 February 2025 at 1630hrs.

- Ensure all documents are correct and have included all costs which may be incurred in the delivery of the services.
- Applicants should be prepared to destroy or return all documentation related to the tender process if directed to do so by Taunton Town Council

Taunton Town Council reserves the right not to contract or only part contract with any applicant, even if all requirements are met. Taunton Town Council is not responsible for any costs incurred by the bidder in responding to this invitation to tender. This procurement exercise is being conducted under the Financial Regulations and Internal Financial Controls.

### **Terms of submission**

Any organisation submitting a tender will be deemed to comply with the terms stated in the tender documentation unless the applicant states otherwise in writing.

### **Confidentiality**

All bidders are expected to keep any information made available to them by Taunton Town Council strictly confidential. The bidders shall not disclose, or allow the disclosure, of any information. This includes information that may be discussed during site visits or in responses to queries raised.

Bidders are expected to only contact the named project officer from Taunton Town Council regarding this tender process and project.

### **Bribery**

Bribery means any offence under the Bribery Act 2010. It includes offering, promising or giving a bribe or requesting, agreeing to receive or receiving a bribe.

Taunton Town Council will not tolerate any actions that directly or indirectly involve bribery. Respondents must not offer or give consideration to any employee or representative of Taunton Town Council a reward for doing, or refraining from doing, any act in relation to obtaining this contract.

Canvassing any Member, Employee or committee either directly or indirectly will disqualify the candidate from consideration.

### **Collusive Bidding**

Collusive bidding is not accepted by Taunton Town Council. Any submission that is found to be circumventing the rules or the law during this tender process will be disqualified. This applies to, but is not limited to the following:

- Fixing or adjusting the cost of the bid in accordance with any agreement with another person
- Communicating to any person other than Taunton Town Council the approximate cost of the proposal (unless such disclosure is made in confidence in order to obtain quotations, for example in preparation for the tender)
- Entering into any arrangement with any other person that involves one party refraining from bidding

### **Relationships with Councillors or Employees at the Council**

If a candidate for tender is, to their knowledge, related to any Councillor or Employee at Taunton Town Council, they must disclose this information in writing to the Clerk. Candidates that fail to do so will not be put forward for consideration.

## **3. Submitting a Bid**

Full information on how to submit a bid can be found in the Invitation to Tender Document. We advise these guidelines are carefully followed as any omissions or late submissions will result in the bid not being considered.

### **Pricing**

Pricing should be detailed in the Tender Form. Where possible, Taunton Town Council would like to see the total cost and the cost broken down to show the cost for each item of equipment.

## **4. Assessing Bids**

Once the submission deadline has passed, all submitted bids will be reviewed at the same time on the agreed date by the Town Clerk or nominated Officer in the presence of at least one designated member of the Senior Management Team.

The bids will then be scored based on the below detailed criteria, with the contract being awarded to the highest scoring bid.

Taunton Town Council will make an award based on the information supplied in the tender submission alone.

### **Evaluating Bids**

Taunton Town Council are responsible for obtaining value for money at all times. As far as reasonably possible and practicable, the best available terms will be sought.

Bids will be scored based on the following weighting: Price 60% and quality 40%. The total number of marks available is 100. The weighted scores in each criterion will be combined to arrive at the total score. Clarifications may be sought in writing and scores may subsequently be adjusted accordingly.

Proposals that are unrealistically low or not reasonably suitable (in the opinion of Taunton Town Council) may be rejected.

The bid with the highest score will be put forward as the recommended option to the Clerk, who has delegated powers to engage the supplier.

If there are two or more suppliers with the joint highest score, the joint highest scorers will be put forward to the Clerk and references may be sought to aid final decision making.

## **5. Awarding the Contract**

The successful bidder will be informed via email. Once a contract has been awarded, the outcome of the tender process will be displayed on the Contract Finder website, as well as the Taunton Town Council website.

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### **Payment Terms**

The contract will be entered into on the basis of the total tender package inclusive of VAT. Payments will be made within 30 days of receiving the invoice. The contract for goods is expected to commence on or near to 14 February 2025, with the exact delivery dates to be agreed between the successful applicant and Taunton Town Council upon award.