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Lydney Town Council

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INVITE TO TENDER FOR LITTER PICKING

Overview of the Specification

Lydney Town Council hereby invites tenders for the carrying out of Litter Picking and emptying of dog fouling bins services in accordance with details as stated within this specification.

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

Any queries regarding any part of this specification should be addressed to the Clerk no later than two weeks before the closing date.

The successful tender submission together with the Council's written acceptance shall form a binding agreement as set out within this specification.

Prospective Contractors should note that the Council is not bound to accept the lowest price, 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.

All tenders and any related documentation must be submitted by Friday 6th December 2024 via the Government Procurement Portal.

This specification sets out:

- Duration of Contract
- Schedule of work
- Site Details
- Quality Standards
- Health & Safety Requirements
- Reporting and Communication
- Penalties for non-compliance
- Criteria for assessing quotations
- Timeline for the assessment

Duration of Contract

The duration of Contract will be four years commencing on 1st April 2025.

The Contract will be reviewed annually and there will be no opportunity to alter the rates tendered without prior discussion with and approval of the Council.

Schedule of Work

The work involves the regular litter picking, emptying of dog fouling bins, checking for and removing broken glass in public area and occasional sweeping in and around Lydney.

Litter Picking

- There are 6 play areas to litter pick weekly or twice weekly.
- New and Old Cemeteries to litter pick two/three times weekly
- The Oaks (wooded area off Allaston Road) to litter pick 3 times a year

Dog Fouling Waste Bins

- To empty and reline 26 dog fouling bins at various locations around the town (refer to map for locations) weekly.

Additional Work

- Fit covers to car parking meters before each day of the annual 6 Free Parking Days at two car park sites and remove them at the end of the period.

Site Details

Primrose Hill Sports Field and Play Area (Twice Weekly)

- Litter pick all areas
- Check for dog fouling
- Check the enclosed play area for broken glass and sweep area if necessary.
- Empty and reline with bags, 7 litter bins and 1 dog fouling bin.

Court Road Play Area (Once Weekly)

- Litter pick play area
- Check area for broken glass and remove if necessary
- Empty and reline with bag 1 litter bin

Beauchamp Meadow Play Area (Once Weekly)

- Litter pick play area
- Check area for broken glass and remove if necessary
- Empty and reline with bag 1 litter bin

Faller Fields Play Area (Once Weekly)

- Litter pick play area
- Check area for broken glass and remove if necessary
- Empty and reline with bag 1 litter bin

Bracken Close Play Area (Once Weekly)

- Litter pick play area
- Check area for broken glass and remove if necessary

Summerleaze Play Area (Once Weekly)

- Litter pick play area
- Check area for broken glass and remove if necessary
- Empty and reline with bag 1 litter bin

New and Old Cemeteries (Two/Three Times Weekly)

- Litter pick both cemeteries
- Put green recycling bins out for collection once a fortnight
- Empty and reline 5 litter bins
- Note: in busier seasons such as summer months and at Christmas it may be necessary to check and empty the bins three times each week.

The Oaks (wooded area off Allaston Road)

- Litter pick this area 3 times per year

Additional Work

- The Council is awarded 6 free parking days within Lydney each year by Forest of Dean District Council for their two car parks situated in Newerne Street and Bream Road. On free parking days covers to be fit over parking meters and removed at the end of each period.

Dog Fouling Bins

- Empty and reline weekly 26 dog fouling bins at various locations around the town (please refer to map below of locations)
- Dog waste must be collected in sealed bags and disposed of at an approved waste disposal facility.

Quality Standards

- All designated areas must be thoroughly checked and cleared of litter, including but not limited to paper, plastic, cans, bottles, food packaging, and general refuse.
- Litter should be collected using appropriate equipment such as litter pickers, bags, and gloves. Contractors are responsible for ensuring that collected litter is disposed of in accordance with local waste management regulations.
- The contractor must provide all necessary equipment for litter picking and ensure it is in good working condition.
- The contractor is responsible for reporting any damage or issues with the dog fouling bins to the Council promptly.
- The Council reserves the right to inspect the service areas at any time to ensure that the work meets the agreed standards.
- Any deficiencies in service delivery must be rectified within 24 hours upon notification by the Council.

Health & Safety Requirements

- Compliance: The contractor must comply with all relevant health and safety legislation, including the provision of personal protective equipment (PPE) for workers.
- Training: All staff involved in the litter-picking and bin-emptying tasks must be properly trained in manual handling, waste handling, and health and safety procedures.
- Risk Assessment: The contractor is required to carry out a risk assessment of all activities and submit it to the Council for approval before commencing work.

Reporting and Communication

- Any incidents, such as vandalism, fly-tipping, or hazardous waste, must be reported to the Council immediately.
- The contractor shall appoint a liaison officer to maintain regular communication with the Council, ensuring that any issues or concerns are addressed promptly.
- Any complaints received from the public must be logged and reported to the council within 24 hours.

Penalties for Non-Compliance

- Failure to meet the standards outlined in this specification may result in deductions from payments, termination of the contract, or other penalties.
- Non-compliance includes:
 - Failure to maintain standards expected within the contract work
 - Leaving areas unsightly
 - Delays in completion of work
 - Poor communication
 - Use of substandard materials to complete the work required
 - Failure to provide necessary documentation
 - Non-adherence to environmental and bio-diversity guidelines

Criteria for Assessing Quotations

Quotations for this litter picking and emptying of dog fouling bins contract will be assessed based on the following criteria:

1. **Cost (50%)**
 - The overall price of the quotation, including any potential additional charges.
 - Value for money, considering the scope of work and quality of service proposed.
2. **Quality of Service (20%)**
 - Quality of equipment proposed for use (
 - Proposed methods for ensuring high standards of work.
3. **Experience (20%)**
 - Demonstrated experience in providing similar services to other councils or organisations.
4. **Environment (10%)**
 - Evidence of the supplier's knowledge and experience of environmental issues and how they are addressing the climate emergency within their submission.

Timeline for Assessments

The timeline for the assessment of quotations and awarding of the contract is as follows:

1. **Invitation to Tender Issued: Monday 16th September 2024**
2. **Deadline for Submission of Quotations: Friday 6th December 2024**
3. **Notification of Award: w/c 20th January 2025**
4. **Contract Start Date: 1st April 2025**

Conclusion

This specification is designed to ensure that public spaces are kept clean, tidy and free from litter and dog waste for residents and visitors.

