



Land and Properties



Contract Tender Pack

2018 -2020



working with the community

Land and Properties Contract Tender Pack 2018 -2020

-  Maintenance Work for Somerton Play and Other Areas
-  Maintenance Work for Somerton Cemetery

Welcome to our Land and Properties Contract Tender Pack. Within this pack there are two contracts for consideration.

You are more than welcome to bid for all contracts, or just one if you feel the contract(s) suits your business operation.

The contacts will be advertised on Somerton Town Councils Website, Western Gazette and on Contract Finder.

Contract packs can also be collected at the Somerton Town Council Office, Edgar Hall, 8 Cary Way, Somerton, Somerset, TA11 6SA.

The Land and Properties Committee also agreed to implement a new contract evaluation process and this is explained below:

S.T.C Contract Evaluation

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors will be invited to an interview to be held in December 2017.

Scoring Table:

	Max score	score	
Price	50		
Quality of work Training / Qualifications / Experience Please provide names of referees related to existing contracts of a similar nature	30		
Reliability (equipment strategy / contingency plans)	10		
Proximity to Somerton (location of equipment / contractors)	5		
Environmental factors (please attach environmental policy)	5		
Total	100		

References:

	Reference 1	Reference 2
Organisation		
Contact name		
Contact phone		
Contact email		
Address		
Type of contract		



Somerton Town Council Contract Tender

Maintenance Work for Somerton
Cemetery

Contract Period: 1st April 2018 -
31st March 2020

Review Date: September 2019





**TENDER:
MAINTENANCE WORK AT SOMERTON CEMETERY**

On behalf of Somerton Town Council I have the pleasure of inviting you to submit a fixed price tender for cutting the grass in Somerton Cemetery and other maintenance works, of which are stipulated in the detailed specification.

I would be grateful if you would indicate your willingness to submit a tender and by the due date, have the necessary resources to carry out the works and provide the documentation requested as part of the tender process.

Tenders should be submitted in an envelope marked, " Maintenance Work for Somerton Cemetery" and on the enclosed FORM OF TENDER.

In addition to this please enclose the following:

-  Details of your environmental policies and procedures
-  Contractors will provide details of Public Liability Insurance cover with the tender papers
-  COSHH assessments for all chemical substances to be used while working on the contract.
-  Method Statements detailing how the various elements of the contracted work will be undertaken

Tenders should be returned to my office by Noon on 30th November 2017.

You should note that tenders shall remain open for two calendar months of this date. Also, that the Council reserve the right to not accept any or the lowest tender. The Council may also take the view at the contract end date to offer a one year extension on the basis of quality completed works.

If you have any queries or require additional information please get in contact with me.

Yours faithfully,



Mr. Terry Philpott
Clerk to the Council

MAINTENANCE WORK FOR SOMERTON CEMETERY

Somerton Town Council appreciate receiving a fixed price quote for each of the sections detailed below.

THE SPECIFICATION FOR MAINTENANCE FOR SOMERTON CEMETERY	
1	Regular cutting of grass to ensure a tidy appearance at all time, with the grass length not exceeding 5cm
2	Removal of un-slightly grass cuttings on the same day as they are cut.
3	Strimming around the Cemetery boundary to maintain a tidy appearance and minimise invasive weed growth.
4	Strimming where necessary around graves to maintain a tidy appearance.
5	Supply and apply when necessary weed killer to graves and around to maintain the general tidy appearance of the cemetery.
6	Supply and apply when necessary weed / moss killer to paths / driveway to minimise build up of moss / weeds in the gravel.
7	Be aware of current and future legislation regarding chemicals to be used in the cemetery and their application.
8	Cut perimeter hedge cuttings and leave tidy after each cut.
9	Remove all hedge cuttings and leave tidy after each cut.
10	Pruning / cutting of trees where necessary (a) to enhance appearance of cemetery and (b) ensure there are no branches that can pose danger to the public.
11	Contractor to remove dead flowers and old wreaths from graves.
12	Contractor to make tidy graves when they have settled, in filling with top-soil and turving over. (The time allowed for graves to settle will vary; Contractor will need to consult on any concerns of this nature with the Clerk of the Council who will then refer the matter to the Land & Property Committee).
13	Contractor responsible for the watering, pruning, removal and replacement of dead shrubs in the walls if the "Garden of Rest", (New shrubs provided by S.T.C.).
14	Contractor responsible for monitoring the need for maintenance or repairs to the walls of the "Garden of Rest". (Any agreed maintenance or repair cost to be agreed as a one off contract).
15	Contractor responsible for monitoring the need for maintenance or repair to the benches within the cemetery. (Any agreed maintenance or repair cost to be agreed as a one off contract).
16	Contractor to be responsible for provision of all the tools, protective wear, machinery and fuel for use by their staff.
17	Contractor to be responsible to empty all litter bins.
18	Contractor to complete a basic topple test to report any memorials that are at risk of toppling over and damage every 6 months. Contractor must report on any issues to the Clerk's office.
19	Contractor to be responsible for all their staff insurances, health and safety legislation including COSHH whilst on S.T.C. property.
20	Contractor must report on any issues brought to their attention by members of the public. (In this scenario the contractor must report the issue to the Clerk to the Council with immediate effect, who will then refer the matter to the Land and Property Committee.)

Condition of Contract:

The Council require assurances from all potential contractors through the provision of appropriate documentation that:

- 🏠 All operatives will be suitably trained and qualified to use any machinery involved in the work
- 🏠 Operatives will at all times wear suitable protective clothing and high viz jackets and display safety signage as necessary
- 🏠 Operatives will be aware of and trained on all H&SE aspects of working with any machinery used in carrying out this contract and working on the public highway/verges
- 🏠 Contractors will provide details of Public Liability Insurance cover with the tender papers
- 🏠 COSHH assessments for all chemical substances to be used while working on the contract.
- 🏠 Method Statements detailing how the various elements of the contracted work will be undertaken

The main risks associated with the work required under the contract relate to operating machinery and more specifically doing so while working alongside the public highway. Due consideration will need to be taken at all times to the safety of both the operatives and also the general public as a consequence of the work being carried out.

FORM OF TENDER
MAINTENANCE WORK FOR SOMERTON CEMETERY
2018 and 2020 (2 year Fixed Contract)
Please price for the 2 year period not per annum.
Please price excluding VAT.

All work as indicated in the specification:

Maintenance Work for Somerton Cemetery: £.....

Contract period 1st April 2018 - 31st March 2020
Payment under the contract will be made in 24 equal payments

Thank you.

FORM OF TENDER
FOR
MAINTENANCE FOR SOMERTON CEMETERY 2018 to 2020

I / We hereby offer to carry out the works as scheduled above and as contained in the attached specification:

Name of Contractor:

Address:

Date:



working with the community

Somerton Town Council Contract
Evaluation Sheet

 Maintenance Work for Somerton
Cemetery

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors will be invited to an interview to be held in December 2017.

Scoring Table:

	Max score	score	
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Proximity to Somerton (location of equipment / contractors)	5		

Environmental factors (please attach environmental policy)	5		
Total	100		

References:

	Reference 1	Reference 2
Organisation		
Contact name		
Contact phone		
Contact email		
Address		
Type of contract		



Somerton Town Council Contract Tender
Maintenance Work for Somerton Play and
Other Areas

Contract Period: 1st April 2018 - 31st
March 2020
Review Date: September 2019

TENDER:





MAINTENANCE WORK FOR SOMERTON PLAY AND OTHER AREAS

On behalf of Somerton Town Council I have the pleasure of inviting you to submit a fixed price tender for maintaining the grass in Somerton Play Areas and other maintenance, of which are stipulated in the detailed specification.

I would be grateful if you would indicate your willingness to submit a tender and by the due date, have the necessary resources to carry out the works and provide the documentation requested as part of the tender process.

Tenders should be submitted in an envelope marked, " Maintenance Work for Somerton Play and Other Areas" and on the enclosed FORM OF TENDER.

In addition to this please enclose the following:

-  Details of your environmental policies and procedures
-  Contractors will provide details of Public Liability Insurance cover with the tender papers
-  COSHH assessments for all chemical substances to be used while working on the contract.
-  Method Statements detailing how the various elements of the contracted work will be undertaken

Tenders should be returned to my office by Noon on 30th November 2017.

You should note that tenders shall remain open for two calendar months of this date. Also, that the Council reserve the right to not accept any or the lowest tender. The Council may also take the view at the contract end date to offer a one year extension on the basis of quality completed works.

If you have any queries or require additional information please get in contact with me.

Yours faithfully,



Mr. Terry Philpott
Clerk to the Council

MAINTENANCE WORK FOR SOMERTON PLAY AND OTHER AREAS

Somerton Town Council appreciate receiving a fixed price quote for each of the sections detailed below and visually represented in the map attached and subject to the contract terms and conditions.

Section 1:

Maintaining Grass Areas:

The maintenance of the grass areas at the Play Areas at Etsome Terrace, Great Western Lane including the separate tree planted grass area on the same estate, and Parkland Way sites, along with the land at Horsemill Lane, all identified on the locations plan provided.

The grass areas to be mown / strimmed at weekly intervals during the main growing season (March - October) approximately 35 cuts per year, ensuring a tidy appearance at all times with the grass length not exceeding 5cm. All necessary arisings need to be taken off site for disposal.

Section 2:



Rubbish/Litter Clearance

In conjunction with the grass cutting operations to collect and remove and lawfully dispose of all rubbish / litter at the three "play area" sites identified above as well as on the land at Horsemill Lane.

Section 3:

Work to Town Council Controlled Car Parks

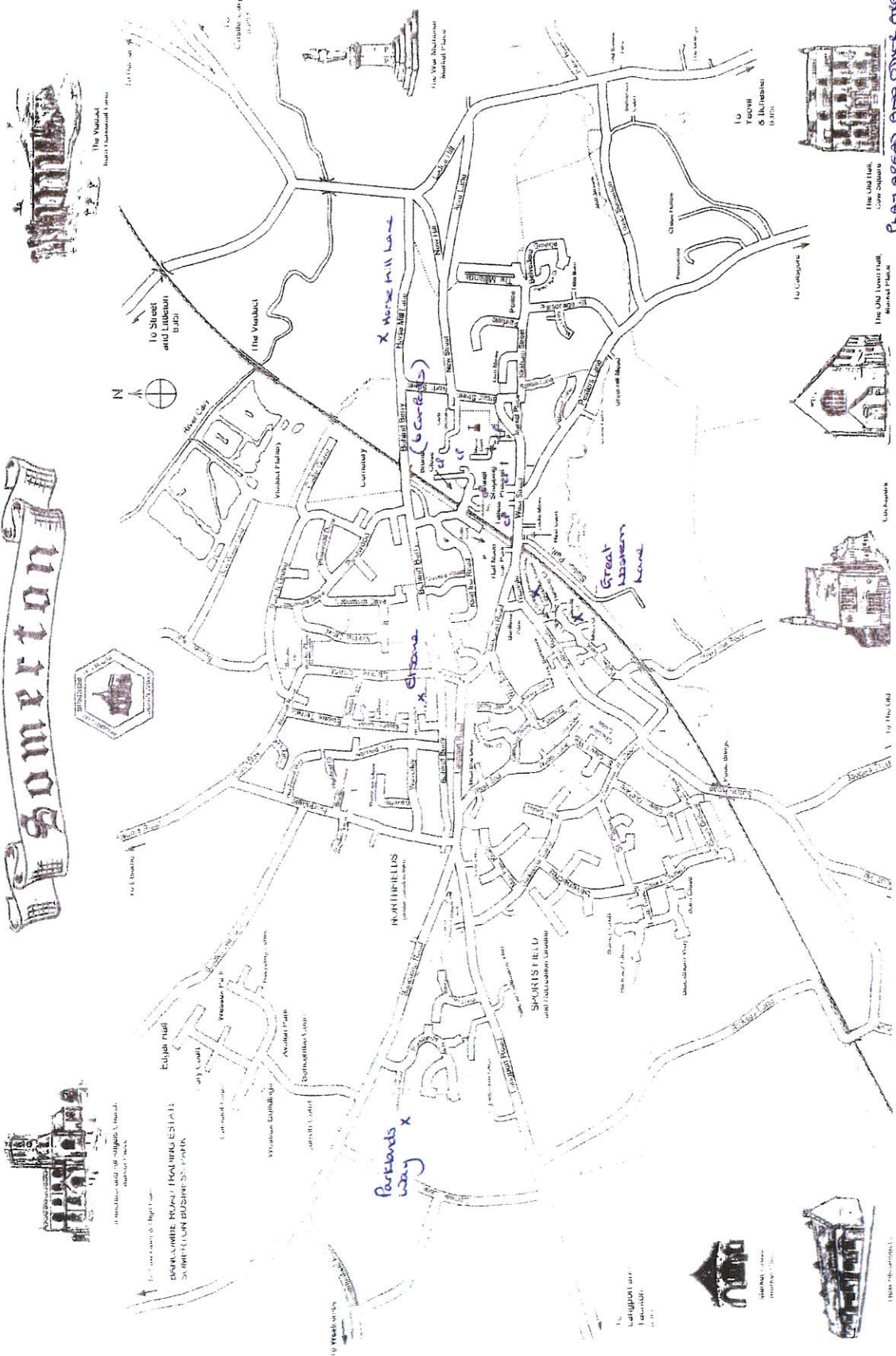
Unicorn, Brunel, Paddock House, Cox's Yard: due for expansion, and Market Place Car Park with the addition during the tendering period the addition of a Yarlington Car Park and The Half Moon Car Park.

-  Weed and tidy around base trees, disposing of arising.
-  Sweep guttering of car parks, disposing of all litter / rubbish collected.

The work to the bases of the trees to be at least monthly.

The sweeping of the car park gutters to be weekly - timed to link with work in play areas.

Somerton









PLAY AREAS AND OTHER AREAS

SOMERTON TOWN COUNCIL
CONTRACT TENDER

MAINTENANCE WORK FOR SOMERTON PLAY AND OTHER AREAS

Condition of Contract:

The Council require assurances from all potential contractors through the provision of appropriate documentation that:

-  All operatives will be suitably trained and qualified to use any machinery involved in the work
-  Operatives will at all times wear suitable protective clothing and high viz jackets and display safety signage as necessary
-  Operatives will be aware of and trained on all H&SE aspects of working with any machinery used in carrying out this contract and working on the public highway/verges
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The main risks associated with the work required under the contract relate to operating machinery and more specifically doing so while working alongside the public highway. Due consideration will need to be taken at all times to the safety of both the operatives and also the general public as a consequence of the work being carried out.

FORM OF TENDER
MAINTENANCE WORK FOR SOMERTON PLAY AREAS AND OTHER AREAS
2018 TO 2020 (2 YEAR FIXED CONTRACT)
PLEASE PRICE FOR THE 2 YEAR PERIOD NOT PER ANNUM.
Please price excluding VAT.

All work as indicated in the specification:

Maintenance Work for Somerton Play Areas and Other Areas for a period of 24 Months:

Section 1 & 2: £.....

Section 3: £.....

Contract period 1st April 2018 - 31st March 2020
Payment under the contract will be made in 24 equal payments

N.B Please give separate prices for each section above.

Thank you.

FORM OF TENDER
MAINTENANCE WORK FOR SOMERTON PLAY AND OTHER AREAS
2018 TO 2020

I / We hereby offer to carry out the works as scheduled above and as contained in the attached specification:

Name of Contractor:

Address:


.....

Date:



working with the community

Somerton Town Council Contract
Evaluation Sheet

 Maintenance Work for Somerton
Play and Other Areas

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors will be invited to an interview to be held in December 2017.

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