

# Cheddar Parish Council

## INVITATION TO QUOTE

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**QUOTE:** Sharpham Road playing fields grounds maintenance

**QUOTE REFERENCE NUMBER:** CPC-SRGM2025

**CLOSING DATE:** 2 December 2024

**Closing Date for Submission of Quotations:** 2 December 2024, by 1pm - No quotes will be accepted after this deadline.

*Quotations can be submitted earlier than the above date. All quotations received by the due date will be opened on 3 December 2024.*

*Quotations should be submitted in a sealed envelope for the attention of the Parish Clerk, marked with Quote Reference Number.*

*Cheddar Parish Council will respond to tenders by 20 December 2024.*

## **CHEDDAR PARISH COUNCIL**

Cheddar Parish Council provides local government services to the village of Cheddar, Somerset, covering approximately 34.75km<sup>2</sup>, and is situated on the southern edge of the Mendip Hills.

Cheddar Parish Council (hereafter CPC) is responsible for the provision and management of a variety of village facilities, including services to the community, some of which are delivered through contractors.

## **OUTLINE CONTRACT SCOPE AND CONTEXT**

CPC owns and maintains a number of sites across the parish. Cheddar also has a widespread stock of hedges, green planting and shrub areas that form part of roadsides and recreational spaces. A number of these areas have become the responsibility of the parish council to maintain.

These areas require regular trimming and clearing, works may need to be carried out in sympathy with the natural world, for example the nesting season for birds.

Due to the nature of these areas, it is not always possible to create a fixed timetable of maintenance. Through this invitation to quote, it is intended to assign a 'preferred contractor' to these tasks, with a suggested frequency of work for consistency of tendering.

This Invitation to Quote excludes major tree management work, as these will be assigned to specialist contractors as a separate arrangement.

## KEY INFORMATION

Quote:	Sharpham Road playing fields grounds maintenance
Quote reference number:	<b>CPC-SRGM2025</b>
Quotation availability date:	18 October 2024
Quotation deadline:	2 December 2024
Quotation return address:	Parish Clerk Cheddar Parish Council The Parish Hall Church Street Cheddar BS27 3RA
Contact:	Sarah Catling
Telephone:	01934 743217
Email:	<a href="mailto:clerk@cheddarparishcouncil.org">clerk@cheddarparishcouncil.org</a>
Number of copies required:	1
Expected tender decision date:	20 December 2024
Contract start date:	1 April 2025

## **CONTENTS**

### **Section 1. Information for Bidders and Contract Terms**

This Section contains information on how the bid will be assessed, together with CPC contract terms and expectations. Bidders should read and accept these terms before bidding.

### **Section 2. Contractor Information, Quotation and Competencies Declaration**

This Section must be completed to formally accept bid terms, provide a bid quotation and describe those aspects of the Bidder's organisation that are important in the evaluation of the bid.

### **Section 3. Schedule of Works Required, Methods of Work and Safety**

This Section contains the detailed specification of the work and requires the Bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments).

**Appendix A**            **Questionnaire justification additional space**

**Appendix B**            **General Maintenance Schematic**

## SECTION 1: INFORMATION FOR BIDDERS

### 1. Information for Bidders & Terms

- 1.1 CPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance for village areas, as specified in this Invitation to Quote, contract commencing on 1 April 2025.
- 1.2 The contract is for a 3-year term, with an option to extend for a further 2 years.
- 1.3 Submission and evaluation of quotations will be a single stage process.
- 1.4 Potential Bidders may ask questions or seek clarification of the contract terms during the bidding period. It should be noted that questions and answers to those questions would be circulated to all other companies who may wish to bid.
- 1.5 Bidders should be aware that, as part of the bid evaluation process, they might be asked to meet with the CPC to present their case or clarify aspects of their bid.
- 1.6 The contractor will provide a set of costs for each site for the following types of work as listed in the following schedules of work.
- 1.7 Bidders must also provide details of their Public Liability Insurance cover, (if your company is appointed then CPC will need to see a copy of your insurance certificate) and confirm the staff carrying out the work are competent to work on CPC property.
- 1.8 The evaluation scheme is described below.

Bidders' responses to the method statements will be scored out of a possible maximum of 5 marks. It should be emphasised that CPC are not bound to accept the lowest price:

Evaluation Criteria	%	Relating to question
<b>Quality Competencies, of which:</b>	<b>60%</b>	
References	20%	2.4
Staff and general staff experience	10%	2.1
Method statements	5%	Method of Work – section 3
Level of valid insurance held	10%	2.2
Have you or your staff undertaken any general and / or safety training or certification for working in this field?	10%	2.3
Equalities	5%	2.5
<b>Cost</b>	<b>40%</b>	

- 1.9 The schedule in Section 3 sets out tasks required by CPC. These tasks have been agreed by CPC and the successful contractor must follow the schedule without exception.
- 1.10 Council staff and CPC councillors will undertake regular and random inspections of the areas listed in Schedule 3. If necessary, photographic records will be used to illustrate any problems arising to CPC Highways and Open Spaces committee.
- 1.11 Failure of the contractor to comply with the contracted schedule (unless agreed with CPC in advance) shall be seen as contrary to the contract agreement and may result in the loss of the contract at any period during the contract. See 1.12.
- 1.12 CPC reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.

By this is meant:

- a. Quality and standard of work
  - b. Customer service
  - c. Conduct of staff
  - d. Any changes to those items listed in 1.17
  - e. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by CPC. If issues are not rectified, then 14 days' notice of cancellation of contract will be given in writing.
- 1.13 Terms and conditions will be agreed between CPC and the successful contractor at the time of the contract award.
  - 1.14 Monies paid to the contractor will only be paid on submission of a monthly invoice. CPC will settle invoices after sign off by full council on the last Tuesday of the month.
  - 1.15 All quotations submitted will provide at submission the following information, failure to do so may result in the tender being rejected:
    - Proof of Full Public Liability Insurance cover.
    - Contractors should show evidence that the protection of staff is considered in their bid approach to safety and show where they or staff members have formal first aid training.
    - A complete summary of powered plant/equipment that is to be used on CPC property/sites. (Suitable operating licenses to operate this machinery will be required, where necessary). This information can be included in method statements.
    - Qualifications of contractor.
    - Evidence of past experience.
    - A competent knowledge of the pruning and management of plants, hedging and trees.

- If relevant to the contract, proof of license or competence to spray weed killers, that comply with the CPC's [Environment and Climate Change Policy](#).
- Written confirmation that appropriate safety signage will be used to protect the public. This can be part of Risk Assessment responses in Section 3.
- Written assurance that UK Health & Safety rules will be adhered to.
- If relevant to the contract, an appropriate Pest Control license.
- An undertaking that, wherever possible, employees will be sought locally.
- Access to two prior clients who can provide written references.

1.16 In completing the Invitation to Quote, the Bidder should be aware that the CPC decision will also take into account:

- The Bidder's general understanding of the requirements.
- The right to investigate the financial status and viability of the Bidder.
- The clarity and completeness of operational proposals and intended methods of working, perception of risks to safety and how these can be mitigated.
- Any aspects of the delivery that improve or positively impact on economic and environmental sustainability.
- Staffing proposals.

1.17 Expectations:

- CPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.
- The contractor will ensure that all pathways are blown clean of grass cuttings.
- The contractor will carry out all tasks ensuring minimum damage to grassed areas and paths.
- The contractor will ensure all grassed edges are left properly cut, by means of separate strimming as outlined in Section 3.
- Where relevant, contractors should carry out work in a way that respects the nesting season for birds.
- The contractor must not obstruct entries or exits to resident's property, the public highway, driveways or access to sewers, fire hydrants etc.
- If for any reason the contractor finds they are unable to fulfill the contract in any way at any part through the contract term, CPC reserves the right to terminate the contract forthwith and seek a new contractor at no additional costs to CPC. (Monies will only be paid to the contractor

for work done and not for the remaining contract period).

- CPC will not be liable for any monetary loss by the contractor under any circumstances.
- An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and CPC agree that any existing damage to stock, plants or village fabricis understood and documented clearly and not the fault of either the contractor or CPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. CPC will then look for a new contractor. By default, the contractor at fault will be excluded from bidding.
- CPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor is found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of CPC) whichever is the most convenient to CPC. CPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.
- Any of the circumstances above that are left unresolved may result in the loss of the contract.
- CPC reserves the right to revise/alter the terms and conditions of the contract at anytime if deemed necessary, having consulted with the contractor where necessary.
- Additional areas of work identified during the life of the contract will be separately negotiated.



## SECTION 2: CONTRACTOR INFORMATION, QUOTATION AND COMPETENCIES DECLARATION

Send to: Cheddar Parish Council  
The Parish Hall  
Church Street  
Cheddar  
BS27 3RA

**Company Name:**

**Your Name:**

**Date:**

**Company Address:**

**Telephone:**

**Email:**

In order only to compare quotes from different bidders, you are required to provide quotation information using the following rules:

1. Multiply the individual visit costs under each job area specification in Section 3 by the number of estimated annual visits, also defined in each job specification, to provide the estimated annualised costs for each job area.
2. Total all the annualised costs from each job area to provide the total estimated contract cost for the year. Your Quote will be for the estimated total annual cost, based on individual visit costs and frequency.

Please enter this total in the box below.

### Option for bidding

If successful, you will be required to submit monthly invoices that reflect the number of actual visits made, as this will vary depending on the influences of weather and seasonal changes. Monthly invoices will be based on the individual visit costs shown in your quote, not a simple monthly division of the estimated totals shown in your estimated global quotation below.

### CPC-SRGM2025

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, based on estimated visit frequencies in this document, for the sum of:

£

## Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This Quotation shall be returned by post provided so as to reach this office not later than 2 December 2024. Note: you can return sooner if you wish.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the Quotation value is derived from individual job area visit costings and estimated visit frequencies defined in Section 3 of this document.
- (d) We understand that, should the finally agreed contract price exceed the budget value available to CPC, then the number of site maintenance visits may need to be reduced accordingly.
- (e) If successful, the bidder will invoice for work done by area visit as per the individual costings in this quotation. The number of such visits may be more or fewer than the estimate, depending on need, and by agreement with the Clerk.
- (f) There may be a further selection stage of this Quotation involving an interview or meeting.
- (g) CPC will not necessarily accept the lowest or any Quotation, and no allowance or payment will be made for making any Quotation. All costs arising during the preparation of the Quotation are to be borne by the Bidder.
- (h) We have examined and agree to the Quotation, have submitted only one bid for this aspect of CPC contract requirements, and agree to the contract terms.
- (i) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (j) This is not an order. If your quotation is accepted, an official letter of confirmation will be issued.
- (k) Volumes or values are not guaranteed.

**Signature:** .....

**Name:** .....

**Position:** .....

**Telephone:** .....

**Email:** .....

## Competencies Declaration: Questionnaire

The following items match the award criteria specified on page 5 of this document. Please provide a simple written response to each question. The Council will look for a short statement confirming your response (short responses that are clear and concise are preferred). Please use extra sheets, found in Appendix A, as necessary.

Question		Justification		
<b>2.1 (15%)</b>	<p>Who will carry out the work specified in Section 3, and how experienced are they at carrying out that work?</p> <p>For example, are staff members casual or permanent?</p> <p>Justify your answer, using a separate sheet if required.</p>			
<b>2.2 (10%)</b>	<p>What is the level of liability insurance held and can you confirm that your insurance is still valid?</p> <p>Enclose copy of certificate.</p>			
<b>2.3 (10%)</b>	Can you confirm that the people concerned in the delivery of the specified services will be trained and competent persons?	Yes / No		
	If yes, do you have specific evidence of relevant training? Please enclose.	Yes / No		
	Do you have a Health & Safety policy, if so please enclose.	Yes / No		
	Do you carry out Risk Assessments for the types of work that is being quoted?	Yes / No		
	State details of accidents, ill health or HSE involvement in the last 2 years. Use a separate sheet if required.	Yes / No		
<b>2.4 (20%)</b>	<p>Please provide the name and contact details of two recent clients for whom you have provided similar services and from whom we can, without further permission, seek references:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 50%; vertical-align: top;"> <p>Name: Address:</p>      <p>Telephone: Email:</p> <p>Description of services provided:</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Name: Address:</p>      <p>Telephone: Email:</p> <p>Description of services provided:</p> </td> </tr> </tbody> </table>		<p>Name: Address:</p>    <p>Telephone: Email:</p> <p>Description of services provided:</p>	<p>Name: Address:</p>    <p>Telephone: Email:</p> <p>Description of services provided:</p>
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<b>2.5 (5%)</b>	Is it your policy as an employer to comply with your statutory obligations to staff and applicants for employment under the following equality and non-discrimination laws?	
<b>2.5.1</b>	The Race Relations Act 1976	Yes / No
	The Race Relations Code of Practice	Yes / No
	The Race Relations Act (Amendment) Regulations 2003	Yes / No
	Employment Equality (Religion and Belief) Regulations 2003	Yes / No
	Disability Discrimination Act 1995	Yes / No
	Equal Pay Act 1970 (Amendment) Regulations 2003	Yes / No
	Sex Discrimination Act 1975 (Amendment) Regulations 2003	Yes / No
	Employment Equality (Sexual Orientation) Regulations 2003	Yes / No
	Employment Equality (Age) Regulations 2006	Yes / No
<b>2.5.2</b>	Does your organisation have an Equal Opportunities Policy. If yes, please enclose a copy	Yes / No
<b>2.5.3</b>	In the last three years, has any finding of unlawful discrimination been made against you or your organisation by a court or industrial tribunal?	Yes / No
<b>2.5.4</b>	If you answered yes to 2.5.3, please provide details of what steps were taken as a consequence of this finding.	

### SECTION 3: SCHEDULE OF WORKS REQUIRED, METHODS OF WORK AND SAFETY

Notes: Please refer to **Appendix B** – General Maintenance Schematic

Grounds maintenance Sharpham Road playing fields.		
Mowings to be left on the ground.		
Price to cover the period 1 March – 31 October, unless otherwise stated.		
<b>Grass cutting – area approx. 12 acres.</b> Grass cutting of entire field, to exclude cricket square: Rugby pitch to be cut to 4" Football pitch to be cut to 2" Cricket outfield to be cut to ¾" during cricket season only	<b>Per visit cost</b>	<b>Per annum cost (based on 22 visits)</b>
	£	£
<b>Grass cutting – area approx. 22 acres.</b> Grass cutting of entire field, to exclude cricket square: Rugby pitch to be cut to 4" Football pitch to be cut to 2" <i>Additional cuts between November – February</i>	<b>Per visit cost</b>	<b>Per annum cost (3 visits)</b>
	£	£
<b>Boundary</b> Strim edge of field to boundary fence	<b>Per visit cost</b>	<b>Per annum cost (3 visits)</b>
	£	£
<b>Trees</b> Strim around trees	<b>Per visit cost</b>	<b>Per annum cost (3 visits)</b>
	£	£
<b>Pitch maintenance</b> Annual goalmouth maintenance, if required	<b>Per visit cost</b>	<b>Per annum cost (1 visit)</b>
	£	£
<b>Pitch maintenance</b> Mark out football pitches and rugby pitch (north) to be carried out at the start of the season, using a non-toxic marker to obtain a semi-permanent line.	<b>Per visit cost</b>	<b>Per annum cost (1 visit)</b>
	£	£
<b>Ground treatment</b> Weedkilling, fertilising and scarifying at least once a year, timing to be agreed by CPC	<b>Per visit cost</b>	<b>Per annum cost (1 visit)</b>
	£	£
<b>Ground treatment</b> Chemical Grazers type rabbit deterrent to be applied once a year, if required	<b>Per visit cost</b>	<b>Per annum cost (1 visit)</b>
	£	£
<b>Total annual cost:</b>		£

CPC reserves the right to add or remove areas from the above list as circumstances dictate. Any changes will be price negotiated as they arise.

## Method of work

Describe the methods and any tools / equipment to be used.

*Notes:*

- *All inspections should be pre-arranged with the Clerk*
- *Timing of visits must respect the nesting season for birds, if applicable*

## Risk Assessment

Describe how you have assessed the safety and risks and what steps will be taken to safeguard the Health and Safety of workers and the public.

**Hazards identified:**

**Planned actions to minimise risks:**

**APPENDIX A - Questionnaire justification additional space**

Justification – extra space



# APPENDIX B - General Maintenance Schematic

