

# Whitchurch Town Council

Civic Centre  
Whitchurch  
SY13 1AX



High Street  
Shropshire  
tel. 01948 665761

website: [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)

email: [clerk@whitchurchcouncil.uk](mailto:clerk@whitchurchcouncil.uk)

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16<sup>th</sup> July 2020

To: Grounds Maintenance Tender Applicants

## Whitchurch Town Council Grounds Maintenance Contract

### Introduction

Whitchurch Town Council is seeking tender submissions for its grounds maintenance contracts for all open green spaces and play areas the Council has responsibility for. The Council is keen to support conservation as far as possible and we therefore invite ideas from applicants as to how we can cost-effectively integrate conservation techniques into our public open spaces, eg, more use of wild flowers which could be more attractive to bees and other pollinators.

As part of the tender process all applicants are invited to visit Whitchurch and be taken around each site the Council manages to enable accurate proposed costs and services. Please telephone 01948 665761 to make an appointment.

### Specification & Submission Dates

Whitchurch Town Council has drawn up a tender specification, attached to this letter, which gives details on the goods, materials, services and execution of works, where appropriate, to be tendered for.

Whitchurch Town Council would like all applications for the Grounds Maintenance Tender to be submitted to the Town Clerk, Civic Centre, High Street, Whitchurch SY13 1AX in a sealed marked envelope addressed to the Proper Officer, **by Friday 7<sup>th</sup> August 2020 at midnight.**

The Council will open the submitted tenders on the same date, after the submission date has passed Monday 10<sup>th</sup> August 2020 by the Proper Officer in the presence of one Councillor, namely Cllr John Martin.

Tenders will then be reported to and considered by Full Council at an extraordinary Meeting dated 20<sup>th</sup> August 2020. Following evaluation bidders will be invited to speak to full Council about their tender which will be further evaluated at this meeting. Councillors will have the opportunity to ask questions at this point.

The Council is not bound to accept the lowest value tender, but tenders should be in the region of £115,000.

## Canvassing Of & Recommendations by Members

In accordance with Whitchurch Town Council's Standing Orders the following shall apply:

- a. Canvassing of members of the Council or of any committees, directly or indirectly, for any tender of the Council shall disqualify the candidate for such appointment.
- b. A member of the Council or of any Committee shall not solicit for any person any tender on behalf of the applicant or Council or recommend any company for such tender; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with the tender submission, providing they are not part of the selection process.

## Tenders

Tenders will be advertised in accordance with Whitchurch Town Council Standing Orders for contracts which can be found on the Council's website [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk).

Following the opening of submitted tenders the Town Clerk (Proper Officer) shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

Any tender received late will be returned promptly to the tenderer by the Town Clerk. A later tender which has been received may be opened in the present of two elected members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting, or withdrawing the offer.

In accepting the tender, consideration will be given to price and quality. A suitable pre-determined evaluation model will be devised in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.

## Retention

Works contracts, which are above £50,000 in value, will be subject to a defects period. The Council will retain a percentage of the monies due to the contractor for a period that the Town Clerk deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

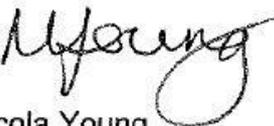
## Cancellation

Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration

whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.

Many thanks for your interest in submitting a tender for Whitchurch Town Council Grounds Maintenance Contract and the Council looks forward to hearing from you.

Kind regards



Nicola Young  
Town Clerk