



Broadstairs & St. Peter's Town Council
Pierremont Hall,
Broadstairs CT10 1JX
Tel 01843 868718
town.clerk@broadstairs.gov.uk
www.broadstairs.gov.uk

Invitation to Tender for: Grounds Maintenance Contract/s

Broadstairs & St. Peter's Town Council is inviting contractors, companies or sole traders to tender for a two-year contract for the following tasks:

- a) Maintenance and gardening of the area of Pierremont Park in the ownership of Broadstairs & St. Peter's Town Council Address: Pierremont Hall, Pierremont Avenue, CT10 1JX (see appendix 1).
- b) Grass cutting and maintenance of Culmer's Amenity Land. Address: adj. Vere Road Car Park, CT10 1JF (see appendix 2).

You are invited to bid on both contracts or individually as you prefer.

Contracts to commence on 1st April 2019 and end on 31st March 2021.

Tenders

The Town Council is not obliged to accept the lowest or any tender.

Prospective contractors, companies or sole traders are prohibited from contacting councillors or staff to encourage or support their tender outside of the prescribed process.

Tenders are invited on a sealed bid basis by **12 noon on Monday 7th January 2019**, they will then be opened by the Allotments and Land sub-committee (meeting yet to be scheduled) who will make a recommendation. The final decision will be undertaken at the Finance & General Purposes meeting of the 28th January 2019. Contracts will be announced as soon as possible after this date.

Tender Return

Sealed tender documents are to be marked 'Private and Confidential- Tender 1' and returned to:
Danielle Dunn - Town Clerk
Broadstairs & St. Peter's Town Council,
Pierremont Hall,
Broadstairs,
CT10 1JX

If you require further information, please contact the Town Clerk between 9:30-12:30pm Monday to Friday. Tel: 01843 868718 or Email: town.clerk@broadstairs.gov.uk

Please note: In addition to this contract the Town Council is also tendering for a handyperson/ odd job person role for 8 hours a week. Please refer to the Town Council website for more information.

http://www.broadstairs.gov.uk/Tenders_20141.aspx

General Requirements and further information

- Both sites are open and accessible to view without prior permission.
- All tenders should be submitted on the form provided, downloadable from the Town Council website (http://www.broadstairs.gov.uk/Tenders_20141.aspx).
- Evidence will need to be supplied of public liability and employer's liability insurance of £5,000,000 for any one event.
- All maintenance/inspection operations and activities should be risk assessed with copies available from the contractor on request.
- All staff may be required to have a DBS check and must be adequately trained and equipped to NVQ Level 3 amenity horticulture standard as necessary, as well as in the safe use of pedestrian machinery such as strimmers, push mowers, hedge trimmers, hand blowers, power tools and ride on machinery.
- When spraying appropriate signs must be displayed and remain in position for a suitable time. Weed spraying to be performed by appropriately qualified operative using MAFF approved chemicals and in accordance with Health & Safety procedures as specified by the Health & Safety Executive.
- 2 customers from whom references can be obtained.
- Flexibility for adhoc work should this be required. This would be paid on an hourly rate or a fixed price for the required task.
- No sub-contractor to be used without prior written consent from Broadstairs & St. Peter's Town Council.

Broadstairs & St. Peter's Grounds Maintenance Tender Form:

Name of company, contractor or sole trader:	
Address	
Contact phone number	
Email address	

Do you have public liability insurance? Yes/No Please circle as appropriate

Please submit a copy of your certificate with this tender

Please state which contracts you are tendering for:	
a. Maintenance and gardening of the area of Pierremont Park in the ownership of Broadstairs & St. Peter's Town Council.	Yes/No Please circle as appropriate
b. Grass cutting and maintenance of Culmer's Amenity Land.	Yes/No Please circle as appropriate

Are you able to undertake adhoc work as and when required? For example, to tidy the park ready for Remembrance Sunday or provide additional cutting of the amenity land if required? Yes/No Please circle as appropriate

If yes, would you require payment for this work as an hourly rate or a one-off payment per job? Hourly rate / Payment per job Please circle as appropriate

If 'Hourly rate', please, state what this would be: £

Tenders:

a. Pierremont Park

Based on previous experience this work is likely to take 12-15 hours per week for a sole trader.

Applicants would be expected to manage their own time and program of works

	Cost Year 1	Cost Year 2
Cutting of grass of ornamental lawns (to be cut weekly during peak season 1 st April-30 th September) to a height of 2cm.		

To weed and manage planted borders and beds. Including bedding plants and shrub borders.		
To plant a bedding plant scheme twice per year in April and October. Plants will be provided, but applicant must be willing to liaise with plant supplier.		
To manage and remove fallen leaves during the autumn season.		
To remove all garden waste from site and dispose of in accordance with waste disposal guidelines.		
TOTAL:		

<p>b. Culmer's Amenity Land</p> <p>To provide labour and equipment for the undertaking of grass maintenance during the 2019 and 2020 seasons for the period April to October inclusive.</p>		
	Cost Year 1	Cost Year 2
<p>To carry out 12 grass cuts to a height of 5cm at appropriate intervals to ensure a neat and tidy appearance with the option for additional cuts on written request from the Town Clerk. Timing of cuts to mirror growth patterns.</p> <p>Suggested scheduling as follows: 5 cuts apportioned over April, May and June, 4 cuts apportioned over June, July and August, 3 cuts apportioned over September and October.</p>		
Strimming of the periphery (if not included in price per cut.)		
To supply and apply a selective weed control with the application being as and when suitable weather conditions prevail, suggested month being April. On completion an appropriate spray record sheet will be provided.		
TOTAL:		

Please briefly describe your experience and staff qualifications. (If applicable, include examples of previous similar contracts to support your application)

Attach additional sheets, if necessary, to provide required information.

Reference 1	
Address	
Contact phone number	
Email address	

Reference 2	
Address	
Contact phone number	
Email address	

Evaluation Criteria Grounds Maintenance Contracts

1st April 2019 to 31st March 2021

All responses will be assessed against the Evaluation Criteria set out below

EVALUATION CRITERIA	WEIGHTING
Tender	
Is able to bid for both contracts	10 points
Horticultural/General Maintenance expertise and performance	50 points
Specialist expertise in horticultural or maintenance topics -20points	
Efficiency and effectiveness of operations - 10 points	
Can provide examples of undertaking previous, similar contracts - 20 points	
Price	40 points
A score will be given in relation to the prices offered for the bid	