

**FOL16/426: PROVISION OF MAINTENANCE SERVICES FOR THE REGENT’S PARK IRRIGATION SYSTEM**

**BACKGROUND INFORMATION & INSTRUCTIONS TO TENDERERS**

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# Introduction

The Royal Parks (TRP) is inviting tenders to provide maintenance services for the irrigation system at The Regent’s Park, London.

The contract will be for a period of 5 years commencing in March 2017 with a possible 2 years extension.

The Regent’s Park is located in Central London and occupies a total area of 160ha including land which is leased or in private ownership.

The park is owned by The Queen in the right of the Crown and managed by TRP. TRP was established in 1993 as an executive agency for what is now the Department of Culture Media and Sport (DCMS) with delegated powers to manage the eight Royal Parks.

# Horticultural Areas

Horticultural areas are an important characteristic of Regent’s Park with over 15,000 rose bushes in the park and around 184,000 bulbs planted each year. In addition to these visual delights the park is also a supply of invaluable nectar source for invertebrates.

These areas are located in a number of discrete and well-defined locations with strong individual characters found, predominantly, clustered in the southern/central area of the park around the Inner Circle. These areas have a strong horticultural pedigree being associated with the Royal Botanic Society and a number of landscape gardeners of historic importance including Robert Marnock, William Robinson and the Nesfields.

The Avenue Gardens occupy a linear corridor in the south east of Regent’s Park and provide the Italianate Victorian bedding showcase of the Park. Designed by the significant Victorian garden designer William Andrews Nesfield and completed in 1864 the gardens were restored to their original splendor between 1993 and 1996, mainly conforming to their original footprint, and are much admired for their exuberant intricate bulb and bedding displays, Victorian borders with ornamental fountains and ornamental urns, which require a very high level of horticultural maintenance.

Queen Mary’s Gardens occupies the distinctive circular enclosure located in the south-centre of the park formed by the Inner Circle, bounded by impressive metal gates and railings and formal hedging. The Gardens originated as the Royal Botanical Society’s Garden in 1840 and the gardens have undergone substantial revisions over time to what they are today. The Gardens provide for a diverse and interesting horticultural display during all seasons and include an internationally renowned rose garden, a national collection of Delphiniums, the ‘begonia garden’, Mediterranean borders, an alpine island, herbaceous borders and an ornamental lake.

The St John’s Lodge Garden is a small, peaceful and ornate ‘secret garden’, originally designed by Weir Shultz in 1888 in the ‘Arts and Crafts’ style and restored in 1994. It was once part of the adjacent St John’s Lodge but is now separate from it and is open to the public. It comprises a number of garden rooms framed with hedges, pleached lime trees and well maintained turf which provide structure and formality acting as a foil and framework for the relaxed and informal planting of seasonal annuals, perennials and shrubs.

The Waterside is an area that encompasses both Clarence Gate and Holme Green. Spectacular displays of high quality ornamental bedding are located here.

All of the horticultural areas listed above have extensive, automated irrigation systems laid out within them to deliver water when required. A full and comprehensive description of the components of each of these systems can be found in Schedule 2 the specification

TRP park management staff are responsible for planning and setting irrigation programmes in garden areas, assisted by TRP landscape maintenance contractor’s Head Gardeners and Supervisors TRP will expect the new irrigation contractor to already have, or to develop, a hands-on understanding of the system controller for garden irrigation in order that the irrigation contractor could, if called upon, programme the controller.

# Other Areas

*Sports Turf*

Amenity Sports Turf covers approximately 15ha and includes the majority of the north of Regent’s Park and Cumberland Green to the East. These areas are intensively used through managed bookings and also suffer overuse from unmanaged/un-booked games. Winter sports include rugby, football and lacrosse whilst summer sports include cricket, softball and tag rugby.

All amenity sports turf areas were extensively renovated and refurbished in 2005 as part of the Sports Master plan for The Regents Park. The sports fields now benefit from automated irrigation, and sand-slit drainage overlying pipe drains. The irrigation has increased management options with an improvement to the resilience and performance of the sward noted.

TRP park management staff are responsible for planning and setting sports field irrigation programmes, assisted by the landscape maintenance contractor’s Head Groundsman. TRP will expect the new irrigation contractor to already have or to develop a hands-on understanding of the system controller for sports turf irrigation in order that the irrigation contractor could, if called upon, programme the controller.

A full and comprehensive description of the components of the sports turf irrigation system can be found in Appendix 1.

*Smokehouse Cafe and Boathouse Café*

At both locations there are hanging baskets to be irrigated using drip feed systems from tap timers. These systems are installed each spring and removed each autumn in consultation with the Parks Management and Facility Provider.

*The Borehole*

As part of the Sports Master Plan a borehole was sunk in the park and became operational in 2007. The borehole supplies water to three of the parks toilet blocks, the sports field irrigation, the garden irrigation and also provides water when necessary as a top-up for the main lake.

The borehole has reduced TRP‟s dependence upon mains water and has led to financial savings providing a constant and consistent supply of water.

# Royal Parks Corporate Objectives

* 1. TRP’s corporate objectives are as follows:
		1. To conserve and enhance sustainably, for the enjoyment of this and future generations, our world class natural and built historic environment and our biodiversity.
		2. To engage with our visitors, stakeholders and partner organizations and understand their views.
		3. To manage the parks effectively and secure investment in the park assets and services through an appropriate combination of government funding, commercial income and philanthropy.
		4. To be a centre of professional excellence where people want to work.

# Tender Documentation

* 1. The Tender Pack comprises the following documents:
1. Background Information and Instructions
2. Specification of Requirements
3. Pricing Schedule
4. Terms and Conditions of Contract for Services
5. Form of Tender
6. Tender Return Label
7. Tender Response Document
8. Supplier Reference Form

# Timetable

* 1. It is envisaged that the contract will be awarded as close as possible to the following timetable:

|  |  |
| --- | --- |
| **Action** | **Due date** |
| Invitation to tender issued | 29/09/16 |
| Site visit | 10/10/16 |
| Tender submission deadline | 11/11/16 |
| Clarification interviews | TBC |
| Provisional contract award | 10/01/17 |
| Alcatel standstill Period | 11/01/17-24/01/17 |
| Contract start | 01/03/2017 |

Site visit: the site visit is an opportunity for tenderers to see the systems used within the park and ask any questions. A map of the park is available [here](https://www.royalparks.org.uk/__data/assets/pdf_file/0016/41641/regentspark_english_map.pdf).

# Conditions of Tender Process

* 1. **Tender-related queries:** if tenderers require answers to queries raised during the tender period, they must be submitted in writing at least 5 days before the tender submission deadline to procurement@royalparks.gsi.gov.uk. All questions and answers will be uploaded to the Contracts Finder web site.
	2. **Tender return address label:** this is enclosed in the tender pack and must be used. Envelopes/packages should be plain and bear no reference to the tenderer's name; franking machines which automatically print the company name should not be used. Tenders without the label or in envelopes which in any way identify the tenderers will not be considered.
	3. **Tender return:** it is the tenderer’s responsibility to ensure that their tender is delivered no later than the appointed time. Tenders received after this time will automatically be rejected. Tenders must be sent to:

The Procurement Office

The Royal Parks

The Old Police House

Hyde Park

London

W2 2UH

**BY 14:30 on Friday, 11th November, 2016**

**NOTE**: please take into account that couriers sometimes have difficulty locating our offices in the middle of Hyde Park, which must be approached from West Carriage Drive.

* 1. **Number of tenders:** one electronic copy on CD ROM or memory stick (our systems are compatible with Office 2007) of your tender should be submitted.
	2. **email and fax:** tenders will not be considered if dispatched by e-mail or fax.
	3. **Basis of prices:** all prices must be quoted on the basis indicated in the accompanying documents and should exclude VAT. Tenderers should also include any assumptions that they have made when assessing the cost.
	4. **Award criteria:** the contract will be awarded to the tenderer who makes most economically advantageous tender (MEAT). The tenders will be marked using the criteria and weightings as detailed in the tender response document. TRP reserves the right to reject any or all of the tenders.
	5. **Confidentiality of tenders:** please ensure that the following confidentiality requirements are adhered to:
1. All documents and information provided (by whatever means) are kept strictly confidential.
2. Confidential information is disclosed only to those of your employees who need to evaluate it in order to submit a response.
3. All documents and information provided are not disclosed nor allowed to be disclosed to any third party.
	1. **Expenses and losses:** TRP will not be responsible for or pay any expenses or losses incurred by any tenderer in preparing its tender.
	2. **Freedom of Information Act:** we are committed to open government and to meeting our legal responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to us may need to be disclosed by us in response to a request under the Act. We may also decide to include certain information in the publication scheme, which we maintain under the Act. If you consider that any of the information included in your tender is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.
	3. **Transparency:** Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money. Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new government contract, the resulting contract between the supplier and government will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.
	4. **Trading names/invoicing:** where invoices will be rendered by or payments are required to be made to an entity whose title differs in any respect from the title in which the tender is submitted, full details must be provided in a letter accompanying the tender. Successful tenderers who fail to provide this information at tender stage may well experience delays in settlement of their account.

# Award Criteria

* 1. To enable TRP to evaluate your tender submission, all tenderers must complete the Tender Response Document and Pricing Schedule and return these in the format provided as part of their tender including any other additional documents as requested by TRP or required to clarify their tender. Please do not submit completed pricing schedules in pdf format as this hinders TRP’s manipulation of the data.
	2. TRP will use the following price/quality split to evaluate tenders:

|  |  |
| --- | --- |
| 40% | Price |
| 60% | Quality |

* 1. The detailed award criteria are provided in the Tender Response Document.
	2. All answers given to the quality questions in the tender will be scored as follows:

|  |  |
| --- | --- |
| **Score** | **Interpretation** |
| 0 | **Does not meet the requirement**Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response. |
| 1 | **Reflects limited understanding**Major reservations of the Tenderer’s relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with little or no evidence to support the response. |
| 2 | **Reflects adequate understanding**Some minor reservations of the Tenderer’s relevant ability, understanding, experience, skill, resource and quality measures required to provide the supplies/services, with little evidence to support the response. |
| 3 | **Good understanding and interpretation of requirements**Demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services, with evidence to support the response. |
| 4 | **Excellent understanding and interpretation**Above average demonstration by the Tenderer of the relevant ability, understanding, experience, skills, resource and quality measures required to provide the supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response. |

* 1. Notes on Pricing:

Price will be scored as follows:

* 1. Calculate the mean price of the tendering suppliers.

|  |  |
| --- | --- |
| E.g. | Sum of tender Prices |
|  | Number of tender Prices |

* 1. Calculate the % difference between the tender price and the mean.

|  |  |
| --- | --- |
| Tender Price – Mean Price | x 100 |
| Mean Price |

* 1. The mean is given the value of 50.
	2. One point is deducted from the tenderer’s score for each percentage point above the mean.
	3. One point is added to the tenderer’s score for each percentage point below the mean.
	4. E.g., % Difference x –1 + Mean Value (50)
	5. Multiply price score by the agreed price weighting.

# Tender Submissions

* 1. The format for your tender submission should be as follows:

|  |  |
| --- | --- |
| Submission 1 | Tender Response Document |
| Submission 2 | Completed pricing schedule |
| Submission 3 | Completed form of tender |

# Clarification Meetings

* 1. Following submission of the tenders, selected tenderers may be asked to attend a clarification meeting to present and answer questions on their tender response.