**Northleach with Eastington
Town Council**



**INVITATION TO TENDER FOR PROVISION OF**

**GROUNDS MAINTENANCE SERVICES**

**TO BE RETURNED BY:**

**5:00 pm on**

**14th January 2020**

Contents

[1. INTRODUCTION 4](#_Toc25946006)

[1.1 PURPOSE AND SCOPE OF THIS ITT 4](#_Toc25946007)

[1.2 CONTRACT TERM 4](#_Toc25946008)

[1.3 INSTRUCTIONS FOR COMPLETION 4](#_Toc25946009)

[1.4 TENDER VALIDITY 4](#_Toc25946010)

[1.5 COMPLIANCE 5](#_Toc25946011)

[1.6 DISCLAIMERS 5](#_Toc25946012)

[1.7 INDICATIVE TIMETABLE 5](#_Toc25946013)

[1.8 ELIGIBILITY, SELECTION AND AWARD CRITERIA 5](#_Toc25946014)

[2. CONTRACT AWARD 5](#_Toc25946015)

[3. SPECIFICATION 6](#_Toc25946016)

[3.1 General Scope of Work 6](#_Toc25946017)

[3.2 Period of work 6](#_Toc25946018)

[3.3 Grass Cutting 6](#_Toc25946019)

[3.4 Areas to be cut 6](#_Toc25946020)

[3.5 Date of cuts 6](#_Toc25946021)

[3.6 Mowing 6](#_Toc25946022)

[3.7 Obstacles 6](#_Toc25946023)

[3.8 Extent of mowing areas 6](#_Toc25946024)

[3.9 Cleaning up after mowing 6](#_Toc25946025)

[3.10 Completion 7](#_Toc25946026)

[3.11 Damage to verges 7](#_Toc25946027)

[3.12 Rectify 7](#_Toc25946028)

[3.13 Hedges 7](#_Toc25946029)

[3.14 Nesting birds and wildlife 7](#_Toc25946030)

[3.15 Prunings 7](#_Toc25946031)

[3.16 Plant and Transport 7](#_Toc25946032)

[3.17 Invoice 7](#_Toc25946033)

[3.18 Payment terms 7](#_Toc25946034)

[4. INFORMATION REQUIRED 8](#_Toc25946035)

[4.1 Company/Organisation identity – 8](#_Toc25946036)

[4.2 Areas of Business 8](#_Toc25946037)

[4.3 Sub-contracting 8](#_Toc25946038)

[4.4 Insurance 8](#_Toc25946039)

[4.5 Health and Safety 9](#_Toc25946040)

[4.6 Environmental Sustainability 9](#_Toc25946041)

[4.7 Previous Experience 10](#_Toc25946042)

[4.8 Staff Skills and Development 10](#_Toc25946043)

[4.9 Reference 1 11](#_Toc25946044)

[4.10 Reference 2 11](#_Toc25946045)

[5. TECHNICAL PROPOSAL 12](#_Toc25946046)

[5.1 Service Requirements 12](#_Toc25946047)

[5.2 On-site Arrangements 12](#_Toc25946048)

[5.3 Quality of work and Supplier conduct 12](#_Toc25946049)

[5.4 Sub-Contracting 12](#_Toc25946050)

[6. FORM OF TENDER 16](#_Toc25946051)

# INTRODUCTION

* The Council is seeking to award a one-year or three-year contract. This Contract is being procured under the Council’s open tender process.
* The Council is looking for one provider to be appointed to a Contract for supply of all the grounds maintenance that is the responsibility of the Council within the town.
* You are invited to complete the attached ITT and to submit it by post together with any requested supporting information, to

Mrs Catriona Crompton, Town Clerk

Northleach with Eastington Town Council

The Westwoods Centre

Bassett Road

Northleach

Cheltenham GL54 3QJ

**Return by 5:00pm on 14th January 2020**

**All tenders to be in sealed envelopes and marked in the top left-hand corner with “Tenders – to be opened only by Finance Committee”**

* Potential Providers shall accept and acknowledge that by issuing this ITT the Council shall not be bound to accept any tender and reserves the right not to conclude a contract for some or all of the Services for which tenders are invited.

## PURPOSE AND SCOPE OF THIS ITT

These instructions are designed to ensure that all Potential Providers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.

The Potential Provider shall not make contact with any other employee, agent or consultant of the Council unless instructed otherwise by the Council.

## CONTRACT TERM

The Contract shall be for an initial service period of either one or three years from 1st April 2020 to 31st March 2021 or 2023 (subject to satisfactory performance).

It is required that the Services will be fully operational by April 2020.

## INSTRUCTIONS FOR COMPLETION

Potential Providers should read these instructions and the Specification carefully before completing the Tender documentation. Failure to comply with these requirements for completion and submission of the Tender Response may result in the rejection of the Tender. Potential Providers are required therefore to acquaint themselves fully with the extent and nature of the Services and contractual obligations. These instructions constitute the Conditions of Tender. Participation in the tender process automatically signals that the Potential Provider accepts these Conditions of Tender.

## TENDER VALIDITY

Tenders should remain open for acceptance for a minimum period of 90 days. A tender valid for a shorter period may be rejected.

## COMPLIANCE

The Tender must be submitted in the form specified. Failure to do so will render the response non- compliant and it may be rejected.

## DISCLAIMERS

Whilst the information in this ITT, Due Diligence Information and supporting documents has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified.

Neither the Council, nor any advisors, officers, members, partners, employees, or agents:

* + 1. makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT; or
		2. accepts any responsibility for the information contained in the ITT or for their fairness, accuracy or completeness of that information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.

## INDICATIVE TIMETABLE

Set out below is the proposed procurement timetable. This is intended as a guide and the Council reserves the right to amend this at any stage.

|  |  |
| --- | --- |
| **Stage in the Procurement** | **Deadline** |
| Deadline for return of ITT to the Authority | 14th January 2020 by 5 pm |
| Evaluation of the ITT responses commences.  | 15th January 2020 |
| Report to Full Council | By 22nd January  |
| Award of Contract | By 31 January |
| Contract start date | 1st April 2020 |

## ELIGIBILITY, SELECTION AND AWARD CRITERIA

 All Tenders will be evaluated against the following selection criteria:

* + Price (60%)
	+ Health and Safety (5%)
	+ Environmental Sustainability (5%)
	+ Technical capacity, expertise and experience (20%)
	+ References (10%)

# CONTRACT AWARD

The Contract award is subject to the formal approval process of the Council. Until all necessary approvals are obtained no agreement will be entered into. The Council shall be under no obligation to accept the lowest price or any Tender.

# SPECIFICATION

## General Scope of Work

The work involves cutting grass, hedge cutting, gardening, weed killing and clearing compost bins as specified below and on the attached plan.

## Period of work

From 1st April to 31st March each year of the contract.

## Grass Cutting

The key aim of this element of the service is to provide a good quality sward, which is fit for the purpose for which it is intended and ensure each site is left tidy.

Grass is defined as to include all other vegetation within the specified area. Any weed growth, such as nettles, from adjoining properties that overhangs the grass areas indicated is to be cut back flush to the boundary on each occasion.

## Areas to be cut

The areas to be cut are specified in the attached plans. This includes public highways and footpaths, on public open spaces, the Cemetery and Churchyard, play areas, amenity areas, playing field and meadows. In addition, there are a number of verges and a number of other smaller areas of grass.

## Date of cuts

Grass cutting is from April to early October, a period of 26 weeks. There may be a requirement outside of these dates to cut the grass occasionally on the Playing Field. The Council reserves the right to omit any cut or cuts and will work with the contractor to agree cuts during periods of adverse weather conditions.

## Mowing

The contractor shall keep all grass areas mown using pedestrian operated or ride on rotary or cylinder mowers or strimmers as appropriate. Clippings may be left on and evenly distributed over the area.

## Obstacles

At each mowing it will be necessary for the contractor to cut around the base of walls, fences, hedges, play equipment and other obstacles to the same height and standard as surrounding areas.

## Extent of mowing areas

In residential areas, the contractor shall cut the full area of grass including ditches on the site up to the roadways, pathways, fencing and any other boundaries. On non-residential roads the contractor shall cut the full area of grass from the edge of the road to the boundary wall/hedge. Where overgrown hedges prevent this, the contractor should notify the Clerk with details of the location and the Clerk will try to arrange for the hedges to be cut back.

## Cleaning up after mowing

At the end of grass cutting operations, the contractor shall ensure that any grass cuttings or debris that have been distributed over roads, footpaths or other hard surfaces shall be swept up or blown on to the grassed area.

## Completion

Once the contractor has commenced grass cutting in an area, he shall complete it without delay before moving on to the next area.

## Damage to verges

The Clerk should be informed of any damage caused to verges which impedes cutting (e.g. work by utilities) giving details of the address, the date that the damage occurred and any comments arising. The Council may deal with the matter and advise the contractor accordingly.

## Rectify

The contractor shall be required to recut, within 24 hours, any area deemed to be unsatisfactorily mown, at his expense.

## Hedges

The key aim of this element of the service is to:

* Provide neatly clipped hedges which are weed free;
* prevent hedges affecting footpaths or vision splays and;
* ensure that footpaths are wide enough to allow access for wheelchairs and pushchairs.

## Nesting birds and wildlife

The Provider shall cause minimum disturbance to nesting birds and wildlife in compliance with the Wildlife & Countryside Act 1981.

## Prunings

The Contractor shall be responsible for disposing of all material cut back and pruned and for leaving all sites in a tidy condition.

## Plant and Transport

The Provider is to provide any equipment including transport which he requires to carry out the work. The Provider is to provide all tools, plant and cutting machinery, together with fuel etc.

The Council will not be liable for any damage to any contractor’s equipment caused by carrying out these works.

##  Invoice

The invoice should detail the work performed during the invoice period (typically one month, unless otherwise agreed with the Council) and the charges for this work.

## Payment terms

The Council shall pay the Provider any sums due under such an invoice no later than a period of 30 days from the date on which the Council has determined that the invoice is valid and undisputed.

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# INFORMATION REQUIRED

## Company/Organisation identity –

|  |  |
| --- | --- |
| Company name of organisation submitting the tender |  |
| Contact name and position in organisation: |  |
| Company address: |  |
| Contact telephone number: |  |
| Contact e-mail Address: |  |
| Company Web Site Address: |  |
| Company Registered Address if different from above: |  |

## Areas of Business

Please indicate below the principle areas of business activity of your organisation:

## Sub-contracting

Please indicate which elements, if any, of the services your organisation anticipates may be sub-contracted:

## Insurance

Please provide a copy of your organisation’s insurance certificates and provide the required information regarding your company/organisation's insurance cover:

Public Liability Insurance Min £10,000,000

|  |  |
| --- | --- |
| Insurer  |  |
| Policy Numbers  |  |
| Expiry Date  |  |
| Limits of indemnity (per occurrence and aggregate) |  |
| Excess (if any)  |  |

Employers Liability Insurance £5,000,000

|  |  |
| --- | --- |
| Insurer  |  |
| Policy Numbers  |  |
| Expiry Date  |  |
| Limits of indemnity (per occurrence and aggregate) |  |
| Excess (if any)  |  |

## Health and Safety

|  |  |
| --- | --- |
| Please supply the name and designation of the person responsible for the implementation of the organisations Health and Safety Policy. |  |
| If you employ 5 or more employees, please enclose a copy of your current Health and Safety policy. |  |
| If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put into place and practiced within your organisation. |  |

## Environmental Sustainability

Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation.

**TECHNICAL CAPABILITY**

## Previous Experience

* + - Please provide information of your organisations technical capacity and expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies.
		- Please detail below any problem/delay that has been encountered by your organisation when implementing new contracts such as this. If problems / delays have been encountered, please explain how the situation was resolved.
		- Bidders must have existing experience of all the equipment that is currently in use in order to ensure that they can deal with faults from the start of the contract. Please confirm that this is the case.

## Staff Skills and Development

Please provide details of your current training policy/procedures (including any health and safety training), and describe how you ensure that skills are maintained. Max 400 words

**References – please provide 2 references**

Please provide details for two companies for which you have delivered similar projects and who will provide a reference. The Council will take up both references.

## Reference 1

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Contact name |  |
| Contact Phone Number |  |
| Contact e-mail address |  |
| Website details |  |
| Contract start / end dates |  |
| Value of contract |  |
| Brief description of contract including use of sub-contractors if applicable |  |

## Reference 2

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Contact name |  |
| Contact Phone Number |  |
| Contact e-mail address |  |
| Website details |  |
| Contract start / end dates |  |
| Value of contract |  |
| Brief description of contract including use of sub-contractors if applicable |  |

# TECHNICAL PROPOSAL

## Service Requirements

Please detail below the format in which your organisation can receive Service Requests

## On-site Arrangements

What arrangements does your organisation have for the removal and recycling of any rubbish and debris accumulated during the supply of the services?

## Quality of work and Supplier conduct

Please detail the checks that your organisation will make to ensure that the services will be carried out by a suitably trained and competent team / member of staff:

## Sub-Contracting

If you plan to sub-contract any of your services, please detail your organisations methodology for employing sub-contractors and ensuring that sub-Contractors are fully compliant with the terms and conditions of the contract.

**PRICING REQUEST. (PLEASE SEE ATTACHED MAP.)**

Prices should exclude VAT.

| **SPECIFICATION AREA** | **MOWING FREQUENCY** | **PICK UP CUTTINGS** | **COMMENTS** | **Price****3 years** | **Price****1 year** |
| --- | --- | --- | --- | --- | --- |
| **A** | **Churchyard and Cemetery** |  |  |
| **1** | Used areas including Garden of Remembrance | 16-17 per year depending on growing season but beginning as early as possible | Yes | Mow and strim up to boundaries and around obstacles. Weed kill hard surfaces and edge paths.Cut down bulbs when appropriate after flowering. Remove debris and fallen branches. Cart cuttings to tip on site. Cuttings to be removed from graves and tombstones as far as possible |  |  |
| **2** | Unused area of cemetery (slope down to river) | 6 per year | No | Mow |  |  |
| **3** | Cemetery waste (far end) | Once per year | N/A | Spread on slope towards river |  |  |
| **4** | Churchyard waste (by swing gate) | Once per year | Yes | Clear and remove from site |  |  |
| **B** | **KGV Playing Field and Hamilton Meadow** |  | **NB: DO NOT CUT Wills Water Meadow please** |  |  |
| **1** | Playing surface | 26 per year | No | Cut with gang mower 2 days before matches and School Sports Day (discuss dates with school) |  |  |
| **2** | Areas around edge of Playing Field  | 6 per year | No | Strim down to river and river banks and steep bank between playing field and tennis courts |  |  |
| **3** | Meadow Area adjoining Playing Field (Hamilton) | 16 per year = once per fortnight during growing season | No | Mow level ground and strim to river bank and down to river. Strim south side under trees 4-5 times per year |  |  |
| **4** | Meadow Lane | As required | No | Strim verges |  |  |
| **5** | Children’s Play area | 16 per year  | Yes | Mow Play Area and area surrounding it and strim to river bank and to fencing and trees on South side |  |  |
| **6** | South of Tennis Courts Fallow area | 4 per year | No | Manage and strim |  |  |
| **7** | Sloping Path between Sports Club and school | 6 per year | No | Strim sides and central reservation, prune bushes |  |  |
| **C** | **Westwoods Centre** |
| **1** | Garden to rear of Centre and an area of lawn in front of entrance | 16 per year | Yes | Mow and strim. Cart cuttings off site |  |  |
| **2** | Area surrounding the Centre, area between bank and adjacent to Westwoods Surgery and Lawn (as above), flower borders in garden to rear, flower borders in car park | 12 monthly visits throughout the year | Yes | Weed kill hard surfaces including parking area, bin and oil compounds and bare areas to maintain reasonably weed free. Prune all planting in garden and bordering car park (including mowing grass verge on N side of CPark to corner) according to good horticultural practice.  |  |  |
| **3** | Once per year |  | Cut hedges in autumn. Include Hedges from surgery line to Fallows Rd path and along rest of border to end of the car park at a height of 12 inches below the fences. Maintain flower borders reasonably weed free. Cart all cuttings off site. |  |  |
| **D** | **Market Place**Raised border/bed and area around the War Memorial | 16 per year | Yes | Mow and weed area around the War Memorial. Prune planting (including raised beds) and remove all rubbish.  |  |  |
| **E** | **Tayler Road Children’s Play Area** |
| 1 | Play area | 16 per year | Yes | Mow and strim.   |  |  |
| 2 | Once per year |  | Prune bushes at Ward Road entrance once a year by No.32. Cut hedge at Tayler Road entrance once per year in autumn. Remove all cuttings and debris. |  |  |
| **F** | **Guggle Lane** | 2 per year | No | High St to Back Lane corner. Strim and tidy. |  |  |
| **G** | **Road Verges- as plan and details below** |  | No | Mow and strim |  |  |
| **1** | West End, T/Lights to Midwinter Rd Jctn (N) | 16 per year | No | 311m² NB Bulbs planted by Bus stop and from T Lights to Bettenson Rise both sides please leave until died down. Weed kill along wall by Jubilee trees. |  |  |
| **2** | West End, T Lights to Bettenson Rise Jctn (S) |  | No | 360m² (bulbs see above) |  |  |
| **3** | West End, Fire Station to Cotswold Hall |  | No | 3 verges on raised pavement, use push mower not ride on if possible |  |  |
| **4** | Midwinter Rd, opposite Hammond Drive Junction |  | No | 57m² |  |  |
| **5** | Ward Rd |  | No | 213m² Plus shrub maintenance on verge at 1 Ward Rd (Fortey Rd Jtn) |  |  |
| **6** | Tayler Rd, Ward Rd Jctn to Fortey Ho |  | No | 50m² |  |  |
| **7** | Fortey Rd, Fortey Ho to Farminton Rd and opposite corners to Farmington Rise |  | No | 408m² inc 3 small verges on South side of Fortey Rd |  |  |
| **8** | Abdale Ho to Dutton Leys |  | No | 384m²( inc grass verge entering Dutton) |  |  |
| **9** | Fortey Rd/ Farmington Rd Jctn downhill to High Street |  | No | Both sides |  |  |
| **10** | Eastington Rd both sides |  | No | 466m² |  |  |
| **11** | Bassett Rd |  | No | 336m² |  |  |
| **12** | Nostle Rd |  | No | 172m² |  |  |
| **13** | Basset Rd corner along S Side of Main Rd to Nostle Rd Jctn |  | No | Grass verges |  |  |
| **14** | Sycamore House |  | No | Grass verge opposite Farmington Rd |  |  |
| **15** | Crail View |  | No | Green / Grass area on LH side  |  |  |
| **16** | East End, N side opposite Eastington Rd to Nostle Rd |  | No | Grass verges  |  |  |
| **17** | Town gates |  | No | Strim area at base of gates to ensure visibility |  |  |
|  |  |  |  | **TOTAL** |  |  |

# FORM OF TENDER

**TO BE COMPLETED BY THE POTENTIAL PROVIDER**

To: Northleach with Eastington Town Council (The Council)

PROVISION OF GROUNDS MAINTENANCE SERVICES UNDER THE CONTRACT

To: The Council

From: …………………………………………………………

Having examined the Invitation to Tender and all other Schedules, and being fully satisfied in all respects with the requirements of the ITT (including the Conditions of Tender) for the above mentioned Services, I/We hereby offer to provide the whole of the services for the term of one (1) or three (3) years from the Date of Commencement stated above with conformity with the Conditions of Contract and the Methods of Work, Specifications and the Pricing Documents for the prices in the Pricing Documents. If this offer is accepted I / we will execute documents in the form of the Contract within 30 days of being called upon to do so.

Unless and until a formal contract is prepared and executed this tender, together with your written acceptance thereof, shall constitute a binding contract between us.

I/We understand that you are not bound to accept the lowest or any tender you receive.

I/We understand that no payment will be made for any expenses or losses incurred in the preparation of my / our tender.

I/We agree that this tender remain open for acceptance for 90 days after the closing date for submission.

I/We warrant that I/we have all the requisite corporate authority to sign this Tender.

**Declaration**

I/We certify that the information supplied is accurate to the best of my knowledge and belief.

I/We understand that Northleach with Eastington Town Council may contact anyone to verify this information, and that false or misleading information could result in my/our exclusion from the select tender list.

I/We also understand that it is a criminal offence, punishable by imprisonment to give or offer to give any gift or consideration whatsoever as an inducement or reward to any servant or member of a public body. In addition, your specific attention will be drawn to the clause in the proposed contract empowering the Authorities to cancel the contract and to recover any loss from the contractor if the contractor has offered any gift or inducement of any kind in relation to obtaining the contract.

**Signed:** …………………………………………………………………………….

**For and on behalf of:** ………………………………………………………………………………………………………..

**Address:** ……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………

**Date:** …………………………………………………………………………….

Before returning this application form, please ensure that you have: -

* Answered all questions.
* Enclosed all relevant documents.
* Completed the above declaration.

**N.B. APPLICATIONS MAY NOT BE CONSIDERED UNLESS ALL THE ABOVE HAS BEEN PROVIDED**