

## **BISHOP'S CLEEVE PARISH COUNCIL**



# **INVITATION TO TENDER**

**For the provision of Grounds Maintenance for land and  
facilities owned by Bishop's Cleeve Parish Council,  
within  
Bishop's Cleeve, Cheltenham**

**Closing date and time for submission of tenders:**

**13/11/2023, 15:00 hours**

Bishop's Cleeve Parish Council  
Grounds Maintenance - September 2023



## **REQUEST FOR TENDER**

<b>Tender for</b>	<b>For the provision of Grounds Maintenance for land and facilities owned by Bishop's Cleeve Parish Council</b>	<b>Our Ref</b>	<b>GM</b>
<b>Contract Location</b>	<b>Bishop's Cleeve, Cheltenham,</b>	<b>Tender submission deadline</b>	<b>3pm, Monday 13<sup>th</sup> November 2023</b>

### **Introduction to The Council**

The Council is the parish council for Bishop's Cleeve, which is situated north of Cheltenham in Gloucestershire. There are over 17,000 residents in the parish, and that number is still growing following a large amount of new development over the last decade.

### **Brief Description of Services**

You are invited to tender for the provision of grounds maintenance of the open spaces and facilities owned by Bishops' Cleeve Parish Council to include grass cutting, strimming, sports pitch maintenance, manual weeding, weed spraying and general garden maintenance.

#### **Extent of Work**

The work will comprise of the cutting of grass, strimming, weeding of identified areas, selective weed control and general maintenance of shrubbery where specified on land within the parish of Bishop's Cleeve. To include strimming around play / outdoor gym equipment, outside furniture, trees, bushes, fences, hedges and all other authorised site fixtures and fittings. To include grass box cut at the Parish Garden and Homelands Community Building and removal of resulting debris / cuttings from all footpaths by sweeping or blower.

#### **Site Details**

The sites are situated throughout the parish of Bishop's Cleeve and are listed and shown on the plans in Appendix B.

No claims will be accepted from the Contractor for his failure to satisfy himself of the full extent of the Contract Specification.

#### **Workmanship and Equipment**

The Contractor undertakes that the workmanship will be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice. The contractor will own or lease equipment suitable for the specified tasks and have this available at all times during the term of the contract.

#### **Additional Facility / Pitches**

The Council could take ownership of an additional facility that may include a football pitch and cricket pitch and other areas requiring general maintenance. The extent to which the Council will be undertaking the maintenance for some / all of these pitches is yet to be decided, but the Tenderer should be mindful of this when submitting the Tender. A separate cost will be agreed between the Council and the successful Tenderer to carry

out the agreed specification when this is transferred, which is currently anticipated to be 2025.

**Duration of Contract**

The duration of the Contract will be from 1<sup>st</sup> April 2024 for a period of three years, with an option to extend for a further two year period if agreed by both parties to be agreed by no later than the 30<sup>th</sup> September 2026. There will be no opportunity to alter the rates tendered during the original term other than if evidence of exceptional circumstances is submitted to the Council to consider. Any decision of the Council in this respect will be final.

**Payment to Contractor**

The full contract sum shall be paid in equal monthly instalments throughout the year, on receipt of monthly invoice from the Contractor.

**Termination of Contract**

Either party may, without reason, terminate the Contract, in writing, giving six months' written notice, and the Council may terminate the contract with one months' written notice where a breach of contract has occurred and attempts to resolve the issue(s) have failed.

**Insurance**

The Contractor undertakes to maintain a minimum of £10,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Clerk to the Council prior to commencement of the Contract and annually thereafter on renewal for the duration of this contract. The Contractor agrees to indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

**Health and Safety**

The Contractor accepts full responsibility for compliance with the Health and Safety at Work Act 1974 and all other Acts and Regulations in respect of the work comprised in this Contract.

**General Information**

Please check this document together with all accompanying documents, particularly the Specification, and if any pages are missing, duplicated or the text is indistinct, please notify the Council, as we will accept no liability for such errors or omissions in the future.

All items in the Pricing Schedule should be priced.

For the proper comparison of Tenders, it is important that no unauthorised alterations have been made to the Tender documents. Tenders containing unauthorised alterations or qualifications may be rejected. If you consider that changes are necessary, your proposals for such changes must be submitted to the Council for consideration and if the Council approves them, they will be circulated to all other potential suppliers.

Any attachments / additions that are not identified or are general sales material maybe excluded at no liability to the Council. You are therefore asked not to enclose any documents, brochures or other materials unless you are specifically requested to do so. You must retain the sequence of the questions and the numbering in your response.

Bids shall remain open for acceptance for a minimum of 90 days from the date that the Tender closes. The Council expects to decide the award of contract within 40 days of the closing date for submission of Tenders.

The Council is not bound to accept a Tender or make an award from this Invitation to Tender. The contract will be awarded on the basis of the Most Economically Advantageous Tender, based on the award criteria as set out below subject to satisfying the Council's requirements set out in Part A (Suitability Assessment Questions). Acceptance of the Tender by the Council shall be in writing and on the Council's terms and conditions which are supplied as part of our Tender requirements.

### **Exclusion**

You will be excluded from this procurement process if you meet any of the grounds for exclusion contained in Part A.

**If the Council finds conflicting or false information has been provided in a Tenderer's submission the Council reserves the right to reject the bid at any stage.**

The Council may exclude a bidder from this procurement if the Council establishes that it is unable to answer "No" in respect of any of the discretionary exclusion criteria set out below.

<b>DISCRETIONARY EXCLUSION CRITERIA</b>	
<b>Bona fide (Genuine / in good faith) Tender</b>	
Any Tender submitted must be bona fide and without canvassing or soliciting any member or employee of Bishop's Cleeve Parish Council or fixing the rates with another supplier. By submitting a Tender, you are agreeing this is a Bona fide Tender.	
Do you have any reason or basis to consider that your tender is not a Bona fide Tender?	<b>Yes / No</b>
You should also declare if anyone in your company has a family member or close friend who works for the Council or is a Member of the Council. You must advise their role and if they have any connections to this Tender. The Council will undertake its legal obligation to mitigate and manage any conflict of interest to enable your tender to proceed.	
Do you have family or close friends who either work for the Council, or are Members of the Council? If <b>Yes</b> , please detail their names and roles below and how you would manage that conflict of interest.	<b>Yes / No</b>

### **Tender Timelines**

Below is an indication of this Tender timeline which may change, and Bishop's Cleeve Parish Council will not be liable for any changes.

ACTIVITY	DATE
Last date for receiving questions	<b>3pm 13<sup>th</sup> October 2023</b>
Deadline for receipt of Tenders	<b>3pm Monday 13<sup>th</sup> November 2023</b>
BCPC to evaluate tender responses.	<b>Thursday 16<sup>th</sup> November 2023</b>
Presentation	<b>Tuesday 28<sup>th</sup> November 2023</b>
Award of Contract	<b>Friday 14<sup>th</sup> December 2023</b>
Contract commencement date or delivery date	<b>1<sup>st</sup> April 2024</b>

### **Return of Tender**

Completed Tenders and attachments should be submitted in hard copy in an envelope clearly marked "Grounds Maintenance Tender", that does not identify the sender, and either hand delivered or posted to The Clerk, Bishop's Cleeve Parish Council, Parish Office, Church Road, Bishop's Cleeve, Cheltenham, GL52 8LR, to be received by 3pm on Monday 13<sup>th</sup> November 2023. Tenders submitted electronically, by email will not be considered.

Your Tender must be received in hard copy by no later than **3pm on Monday 13<sup>th</sup> November 2023**. Tenders received after that time will be excluded.

### **How Your Tender is Assessed**

This tender document is split into two parts: Part A and Part B.

The three tenders who scored the highest in their tender submission will be invited to an interview to be held on Tuesday 28<sup>th</sup> November 2023.

Your organisation is assessed on the 'Suitability Assessment' questions contained in Part A.

The 'Suitability Assessment' questions are to ensure bidders meet requirements or minimum standards of suitability, capability, legal status or financial standing to perform the contract to be awarded.

Bidders must pass Part A in order to be considered for award.

A 'Pass' will be achieved providing the bidder has successfully demonstrated the requirements and minimum standards for each question and provided evidence if requested. The Council has set minimum standards and requirements which are relevant and proportionate to the subject matter of the Contract. The aim is to achieve an appropriate balance between fair competition and safeguarding public money.

If the Council requires a reference to demonstrate experience, the reference given will need to demonstrate sufficient capability to perform the Contract. In particular, the Council will have regard to the degree to which your experience is relevant to the subject matter of the Contract and demonstration of the relevant ability, skills and resource required to perform the Contract.

If you are unable to meet any minimum standards or requirements, the Council may reject your tender at its absolute discretion. The Council may, but has no obligation to do so, consider alternative means of demonstrating suitability in the event that you are unable to meet any minimum standards or requirements. The Council's decision is final in all respects.

The Council reserves its rights not to award a contract to any bidder which does not pass basic credit checks or if, for any other reason, the Council considers any bidder's financial standing is a material risk to the delivery of the services.

After passing Part A, your response to Part B will be assessed.

Part B contains the 'Award criteria' to determine the 'Most Economically Advantageous Tender' (MEAT) for the award of the contract.

Your tender is assessed in accordance with the following award criteria:

**Resources / Quality = 60%   Costs = 20%   Presentation = 20%**

### **Presentation**

The project team, following evaluation of both Part A and Part B of the tender submissions, will invite the top three highest scoring suppliers through to 'Interview Stage'.

The date for this is expected to be Tuesday 28<sup>th</sup> November 2023.

Once at the meeting for the Presentation, the project team will expect:

- 10-15-minute presentation on the supplier's ability to complete the project.
- Question and answer session.

Evaluation will be based upon content and delivery and scored in accordance with the methodology stated below:

### **Weighting and Scoring**

The marks available for the Quality aspect of your submission will be split into a range of individual elements and weighted according to their importance. Evaluation will be a measure of the extent to which you have met the requirements of the service specification. The evidence you provide in terms of the Quality information you submit will be assessed and scored accordingly. Each member of the evaluation team will assess every submission individually and consequently, a collective score will then be awarded.

Questions in this section are linked to the subject matter of this contract and Key Performance Indicators (KPI's) as detailed in the specification. Your answers should reflect this.

If there is an **(R)** after the 'weighting score', it indicates that there is also a 'minimum' threshold to that question and suppliers will be rejected if they do not meet a minimum requirement threshold. The minimum threshold is 30% and if, for example, the total number of points available is 30 and a score of 8 or below is awarded, this will lead to the rejection of your tender in its entirety.



**Award Criteria – Scoring Methodology**

Score	Criteria to Award Score – Quality Questions	Criteria to Award Score – Technical & Professional Ability
5	The Potential Provider's response enables the evaluator to have a <b>comprehensive understanding</b> of how the requirement will be met. The evaluator can clearly identify <b>comprehensive evidence</b> that the response given will deliver all stated requirements and <b>exceeds</b> those requirements.	Satisfies the requirement with <b>significant and relevant evidence</b> and experience at or above the contract value or other considerable public sector experience. Considerable, comparable and relevant private sector experience at or above the contract value may also suffice. Experience is very clearly centred on the subject matter of the Services.
4	The Potential Provider's response enables the evaluator to have a <b>comprehensive understanding</b> of how the requirement will be met. The evaluator can clearly identify <b>comprehensive evidence</b> that the response given will deliver <b>all</b> of the stated requirement(s).	Satisfies the requirement with <b>recognisable evidence</b> and experience. Very good level of public sector experience demonstrated at or near the contract value. Very good, comparable and relevant private sector experience at or near the contract value may also suffice.
3	The Potential Provider's response enables the evaluator to <b>have an understanding</b> of how the requirement(s) will be met. The evaluator can identify <b>sufficient evidence</b> that the response given will deliver <b>most</b> of the stated requirement(s).	<b>Satisfies the requirement.</b> A reasonable level of public sector experience demonstrated perhaps mixed with some private sector experience near the contract value. Public sector experience demonstrated and some relevant and comparable private sector experience demonstrated. The majority of all experience demonstrated is relevant to the subject matter of the Services.
2	The Potential Provider's response enables the evaluator to <b>have an understanding</b> of how the requirement(s) will be met. The evaluator can identify <b>limited evidence</b> that the response given will <b>partially deliver</b> the requirement(s).	Satisfies the requirement with <b>minor reservations</b> . Some relevant public sector experience demonstrated but lacking in depth or scope and perhaps mixed with some private sector experience some of which is



	The response may have raised significant concern(s).	demonstrates experience of the subject matter of the Services. Some experience is perhaps materially below the Contract value.
1	The Potential Provider's response does not enable the evaluator to have a clear understanding of how the requirement(s) will be met. The evaluator <b>cannot clearly identify</b> that the response given will deliver the stated requirement(s) due to insufficient evidence, the Potential Provider's limited understanding and/or omissions.	<b>Major reservations.</b> Very little public sector experience or comparable private sector experience demonstrated and difficult to glean how the Applicant could provide the Services. Much of the experience demonstrated is limited in terms of relevance to the subject matter of the Services.
0	The evaluator believes that Potential Provider has <b>failed</b> to either answer the question or provide a relevant response.	Does not meet the requirement. Does not comply and / or <b>insufficient information</b> provided to demonstrate that the Applicant has the ability, understanding or experience.

### **Costs**

The tender with the lowest cost (that has met all Quality thresholds) will gain full marks available for the price element of the evaluation. All other tenders over and above the lowest price tender will score a suitable proportion of the marks.

### **Help and Support**

The Council will provide as much support and information as it can in order to help guide you through the Tender process. Questions asked together with the Council's response will be made available to all tenderers to ensure a fair and consistent approach to all.

If there is anything you are not sure of or need clarification on, please contact the Clerk by emailing [clerk@bishopsleeveparishcouncil.gov.uk](mailto:clerk@bishopsleeveparishcouncil.gov.uk)

### **'Reject' Questions**

If there is an **(R)** after the weighting score, it indicates that there is also a minimum threshold to that particular question and, at the Council's absolute discretion, tenderers may be rejected if they do not meet a minimum requirement threshold in line with the scoring methodology above. The minimum threshold is set at 30%.

If the Council finds conflicting or false information has been provided in a Tenderer's submission the Council reserves the right to reject the bid at any stage.

Please complete the following Quality Information and the Pricing Schedule attached in order that your Quotation may be assessed.

**Specification of Works, Supplies and Services**

**This specification is for the provision of grounds maintenance service to the Parish Council in respect of all land and premises owned by the Council, as detailed below.**

**1.0      GRASS CUTTING**

- 1.01**      All recreational grass cutting is to commence in March (see detailed specification). When the first cut is carried out the Contractor shall provide a schedule to the Council to show future cut dates.
- 1.02**      (i) Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris.
- (ii) The Contractor will also inspect each site for areas of ground sinkage / potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.
- 1.03**      The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass not cut to the approval of the Council from such lack of maintenance will be made good by the Contractor at his own expense and to the satisfaction of the Council.
- 1.04**      The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations. The Contractor will provide his staff with all safety equipment, (boots, reflective vests, ear defenders etc.), and will ensure that staff use these at all times when they are engaged in work for the Council.
- 1.05**      During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Council sanctioning such an operation in writing, in advance.
- 1.06**      All grass will be cut cleanly and evenly and without damaging the existing surface.
- 1.07**      The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure that all grass clippings and other arisings are cleared from all paved areas, playground equipment safety surfaces, paths and public footpaths, etc., by sweeping or using a blower.
- 1.08**      Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
- 1.09**      Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.

- 1.10** Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
- 1.11** In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting "divots" from the machine rollers or cutters.
- 1.12** Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Council.
- 1.13** Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting and replaced before the Contractor leaves the site.
- 1.14** Mowing around obstructions including seats, trees, fence lines, posts, gates and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location. Strimming around fence lines, entrance gates, trees and fixed equipment must be done with due care ensuring that there are no trim marks on the trees or damage to surfaces of fixed equipment.
- 1.15** In areas that contain bulbs or corms, the Contractor will ensure that the emergent bulbs are not cut. These areas will not be cut again until four weeks after flowering.
- 1.16** All persons operating grass cutting machinery must be satisfactorily trained, and the Council reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.
- 1.17** No vegetation must be stored on site other than short grass cuttings which will be left in situ.
- 1.18** The Contractor shall provide all their own equipment and store at their own expense.
- 1.19** The contractor shall inform the Council of any issues involving his machinery that may / does affect the delivery of the agreed services.
- 1.20** The Contractor shall be mindful of weather conditions and grass length and adjust cut height where necessary to avoid clumping.

**Services and works:**

The Tender must include detailed information as requested within the Quality questions.

Full detail of costs must be submitted within the pricing schedule.

<b>Key Performance Indicators (KPI's) applicable to our Specification – These must be measurable</b>			
What performance will be measured	Who By?	Frequency of Measurement	Expected Outcomes / Targets
Pre-start meeting	Contractor and BCPC officers	Prior to commencement of contract.	To be provided with overview of contract with dates of commencement and proposed schedule where applicable.
Start Date	Contractor and BCPC officers	Prior and on day of commencement.	To commence contract.
Quarterly meetings	Contractor and BCPC officers	Bi-annually	Update and feedback

<b>1.</b>	<b>BASIC DETAILS OF YOUR ORGANISATION</b>
1.1	Name of the organisation in whose name the Tender would be submitted:
1.2	Contact name for enquiries about this bid:
1.3	Contact position (Job Title):
1.4	Address:
1.5	Telephone number:
1.6	E-mail address:
1.7	Website address (if any):
1.8	Company Registration number (if this applies):
1.9	Charities or Housing Association or other Registration number (if this applies). Please specify registering body:
1.10	Date of Registration:

1.11	Registered address if different from the above (including post code):	
1.12	VAT Registration number:	
1.13	Is your organisation: (Please indicate <b>one</b> )	i) a public limited company? <b>Yes / No</b>
		ii) a limited company? <b>Yes / No</b>
		iii) a partnership <b>Yes / No</b>
		iv) a sole trader <b>Yes / No</b>
		v) other (please specify) <b>Yes / No</b>
1.154	Name of (ultimate) parent company (if this applies):	
1.15	Companies House Registration number of parent company (if this applies):	



**PART A (suitability assessment questions)**

2. Question	Response
<p>2.1 <b>Financial</b> - The Council requires your organisation's turnover to be at least twice the estimated annual value of the Contract and evidenced by your organisation's last 2 years accounts which should be attached to your tender response.</p> <p>If your organisation has been established for less than two years, please provide a business plan for the whole organisation, including the profit and loss account, cash flow forecast and projected balance sheets covering at least the period of the contract.</p>	<p>Is your turnover at least twice the annual value of the Contract? <b>Yes / No</b></p>
(a) A statement of the turnover, Profit and Loss Account / Income Statement, Balance Sheet / Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	<b>Yes / No</b>
(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	<b>Yes / No</b>
(c) Alternative means of demonstrating financial status if any of the above are not available (e.g., forecast of turnover for the current year and a statement of funding provided by the owners and / or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	<b>Yes / No</b>
<p>2.2 <b>Financial</b> - Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?</p>	<b>Yes / No</b>
<p>3. <b>Professional and Technical Ability</b> - Please provide details from two recent contracts (within the last 3 years) that your organisation has undertaken which are relevant to Bishop's Cleeve Parish Council's requirement. Details should include the following: The organisation's name &amp; contact details, including email, for a Reference. Details of the contract, explaining why the contract is relevant to Bishop's Cleeve Parish Council's requirement, when and where the contract was performed, and whether the outcomes were successfully achieved. Please also confirm the contract value.</p>	
3.1 Contract 1 ( <b>R</b> ) (Weighting = 2)	
3.2 Contract 2 ( <b>R</b> ) (Weighting = 2)	
3.3 Contract 3	
<p>4. <b>Insurance</b> - Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p>	<b>Yes / No</b>



Employer's (Compulsory) Liability Insurance = £ 5,000,000.00

Public Liability Insurance = £ 10,000,000.00

Professional Indemnity Insurance = £ 5,000,000

\*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

**PART B (AWARD CRITERIA)****Quality Questions in relation to you achieving our specification**

<b>QUALITY QUESTIONS</b>	
<b>1.</b> (Weighting = 50) <b>(R)</b>	<b>Method Statement</b> - Please confirm you can achieve our specification? If not, what part can you not meet? Provide detailed information on your proposed method for meeting the criteria for all services / work as identified in the specification (e.g., grass cutting, line marking, pitch maintenance, goal post storage etc) including provisional items and any work that will be sub-contracted (including list of the sub-contractors), Health and Safety procedures, site safety and accreditations.
Response:	
<b>2.</b> (Weighting = 25)	<b>Resources</b> - Detail the resources and your technical ability (inclusive of sub-contractors) to carry out the service. Provide Information on: <ul style="list-style-type: none"> <li>• The workforce</li> <li>• The service and level of experience</li> <li>• The level of resources to be used e.g., equipment, time.</li> </ul>
Response:	
<b>3.</b> (Weighting = 15)	<b>Communication</b> - Provide information on how you will effectively communicate with the Council and your procedure for responding to a complaint. Please include names, position and contact details.
Response:	
<b>5.</b> (Weighting = 10)	<b>Monitoring</b> - Provide information on monitoring of the contract and how you will ensure our required outcomes are met.
Response:	

**Preamble to the Pricing Schedule**

Please see below 'Request for Tender Pricing table' and complete accordingly.

This preamble forms part of the Pricing Schedule. The Supplier where applicable should visit the area to satisfy himself as to the local conditions, the full extent and character of the operation, parking and general traffic level conditions, the supply and conditions affecting labour and all other factors which could affect the execution of the Contract generally, as no claims on the ground of lack of knowledge will be entertained.

- (a) The Supplier is to read the preambles in conjunction with the Pricing Schedules and all other Contract documents.
- (b) The Supplier is notified that all quantities given are approximate and given for guidance purposes only. No claim from the Supplier will be entertained by the Council for any mistakes in the information given.
- (c) The Supplier shall price all items. No other costs will be accepted other than those in the pricing schedule. Prices should exclude VAT – see (k)
- (d) The rates to be inserted in the Pricing Schedule for works are to be the full inclusive costs. Labour rates must include all overheads, supervisory and administrative costs, together with an element of profit. No additions to these rates will be allowed other than in accordance with the method of review detailed in the Conditions of Contract.
- (e) The prices and / or rates stated in this Price Schedule constitute the only reimbursement and profit to the company for providing the Services. The prices are deemed to cover all costs, expenses and profit incurred directly or indirectly by the Supplier in providing the Works, Supplies or Services.
- (f) The price invoiced will be benchmarked against the original Tender and recorded throughout the life of the agreement as a KPI (Key Performance Indicator). This will be part of our annual efficiency contract review.
- (g) All administration costs including overheads, printing, posting, copyright etc. are included within the prices tendered below.
- (h) The actual price to be paid will be a product of the rates detailed in this document. All work shall be authorised in advance in writing by the Council's authorised officer.
- (i) All sums payable by or to the Council or the Supplier are exclusive of Value Added Tax ("VAT"). Where VAT is chargeable on such sums, the payer shall pay, upon production of a valid VAT invoice by the payee, such VAT in addition to such sum.

**Pricing Schedule PART 2A – Open spaces and play areas**

<b>DESCRIPTION</b> Please use a line for each item as identified in the specification	<b>COST FOR 2024-25 £</b>	<b>COST FOR 2025-26 £</b>	<b>COST FOR 2026-27 £</b>
<b><u>Parish Office</u></b>			
1 – Box Mow			
2 – Strimming			
3 – Clearing of paths (inc leaves)			
4 – Manual weeding			
5 – Manual weed / weed spraying of driveway			
<b>PARISH OFFICE TOTAL</b>			
<b><u>Community Building</u></b>			
1 – Shrubbery			
2 – Weed spraying			
3 – Strimming			
<b>COMMUNITY BUILDING TOTAL</b>			
<b><u>War Memorial</u></b>			
1 – Weed spraying			
2 – Compost			
3 – Sand infilling			
<b>WAR MEMORIAL TOTAL</b>			



<b><u>Pecked Lane</u></b>			
1 - Grass Cutting			
2 – Perimeter Strim			
3 – Equipment Strim			
4 – Pathway edge tidy			
<b>PECKED LANE TOTAL</b>			
<b><u>Finlay Way</u></b>			
1 - Grass Cutting			
2 – Perimeter Strim			
3 – Equipment Strim			
4 – Pathway edge tidy			
5 – Weed spraying			
<b>FINLAY WAY TOTAL</b>			
<b><u>Sunrise Avenue</u></b>			
1 - Grass Cutting			
2 – Perimeter Strim			
3 – Strim of gate area			
4 – Equipment Strim			
5 – Pathway edge tidy			
<b>SUNRISE AVENUE TOTAL</b>			

<b><u>Millham Road</u></b>			
1 – Grass Cutting			
2 – Perimeter Strim			
3 – Equipment Strim			
4 – Pathway edge tidy			
<b>MILLHAM ROAD TOTAL</b>			
<b><u>Cutbridge Meadow</u></b>			
1 – Grass Cutting			
2 – Perimeter Strim			
3 – Equipment Strim			
<b>CUTBRIDGE MEADOW TOTAL</b>			
<b><u>Cleevelands Allotments</u></b>			
1 – Strimming of areas on site			
2 – Weed spraying of car park			
3 – Manual weeding			
4 – Cost for ad hoc plot strim			
<b>CLEEVELANDS ALLOTMENTS TOTAL (excluding Ad Hoc charges)</b>			
<b><u>Homelands Allotments</u></b>			
1 – Weed spraying of car park area			

2 – Cost for ad hoc plot strim			
<b>HOMELANDS ALLOTMENTS TOTAL (excluding Ad Hoc charges)</b>			
<b><u>Bus Shelters</u></b>			
1 – Weed spraying			
<b>BUS SHELTERS TOTAL</b>			
<b><u>Homelands Community Building</u></b>			
1 – Box mow			
<b>HOMELANDS COMMUNITY BUILDING TOTAL (1)</b>			
2 – Grass cut (non- box mow)			
<b>HOMELANDS COMMUNITY BUILDING TOTAL (2)</b>			

**Pricing Schedule PART 2B – Sports Pitch / Training Ground Maintenance and General  
Maintenance**

<b><u>Cheltenham Road Sports Field Pitches / Training Ground</u></b>			
1 – Pitch Maintenance			
2 – Grass cutting of remaining area			
3 – Provision of topsoil			
4 – Full perimeter strim			
5 – Tree strim			
6 – Pump Track strim / mow			
7 – Running track line marking			



<b>PITCH MAINTENANCE / TRAINING GROUND TOTAL</b>			
<b><u>General Maintenance</u></b>			
1 – Car park grass cutting			
2 – Weed spraying in car park			
3 – Plant trimming			
4 – Equipment strimming			
5 – Fill in dips around gym equipment			
6 – Cut area on Cheltenham Road			
7 – Removal of brash			
8 – Maintain / weed path by Astro			
<b>SF GENERAL MAINTENANCE TOTAL</b>			
<b>GRAND TOTAL (Excluding Ad Hoc items)</b>			

<b>TENDER COMPLETED BY (an authorised employee of your company)</b>			
Company:		Name:	
Position (Job Title):			
Date:		Address:	
Telephone number:		Email Address:	

## **SPECIAL TERMS**

### **Clarifications about the Contents of the Tenders**

The Council reserves the right (but shall not be obliged) to seek clarification of any unclear or ambiguous aspect of a supplier's Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Suppliers are asked to respond to such requests promptly. For the avoidance of any doubt, the Council will not provide an opportunity to submit revised bids or improved submissions.

### **Confidentiality and Freedom of Information**

This ITT is made available on condition that its contents (including the fact that the Supplier has received this ITT) is kept confidential by the Supplier and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Supplier to submit a Tender.

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 ("FOIA") and Environmental Information Regulations 2004 ("EIR") in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Council shall treat all Suppliers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA or the EIR.

While the Council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done.

Suppliers should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website.

### **Publicity**

No publicity regarding the Services or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Council.

### **Suppliers Conduct and Conflicts of Interest**

Any attempt by Suppliers or their advisors to influence the contract award process in any way may result in the Supplier being disqualified. Specifically, Suppliers shall not directly or indirectly at any time:

- Devise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other Tender or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender.

- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender.
- Canvass the Council or any employees or agents of the Council in relation to this procurement.
- Attempt to obtain information from any of the employees, members or agents of the Council or their advisors concerning another Supplier or Tender.

Suppliers are responsible for ensuring that no conflicts of interest exist between the Supplier and its advisers, and the Council and its advisors. Any Supplier who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

### **Council's Rights**

The Council reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Council.
- Seek clarification or documents in respect of a Supplier's submission.
- Disqualify any Supplier that does not submit a compliant Tender in accordance with the instructions in this ITT.
- Disqualify any Supplier that is guilty of serious misrepresentation in relation to its Tender, expression of interest or the tender process.
- Withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

### **Bid costs**

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Supplier in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

### **Council's Values**

The Council expects its suppliers to deliver works, services or goods with due regard to environmental protection, health and safety and equalities legislation and the Council's contract reflects these values.

### **Branding**

Bishop's Cleeve Parish Council branding should where possible be incorporated on all publicity materials and letters to the public produced on our behalf by contractors, after approval.

## APPENDIX A

### SCHEDULE OF WORKS

<b>Parish Garden</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To box mow and always remove grass from all areas (offsite) for x15 cuts per season and for the area to be kept neat. Remove all litter prior to grass cutting or strimming.	Fortnightly cuts per season between March – October. Schedule to be provided to the Council on commencement of Cutting (x15).
2.	To carry out strimming around seats / stones / trees / area at the rear of the Parish Office adjacent to Tesco carpark.	Fortnightly on each cutting visit during the season (x15).
3.	To clear paths as necessary after each mow and remove all leaves from grass. Remove all leaves from the site after the autumn fall.	
4.	To manually weed and tend to plants / shrubs in the Parish Garden.	Fortnightly on each cutting visit during the season (x15).
5.	To manually weed / weed spray paths and driveway as necessary – both sides of the stone wall that comes up the driveway. Remove weeds from the stoned area to the left of the office doors and the area behind the office through the locked gate.	Bi-monthly from the first cut of the season and remove dead weeds on the following cut visit (x4).
6.	Bulbs have been planted in the grass and so should be avoided until they have died down enough.	

<b>Community Building</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To tend the shrubbery in front of the Community Building, Tobyfield Road.	1. Manual weeding to be carried in March, June and October per season (x3). 2. Shrubs to be cut back and shaped during first weeks of March and October to 1.2m height (x2).
2.	To weed spray the full perimeter of the building.	To be carried out once per month during the season on odd visits and cleared away on even visits in month (x8).

<b>War Memorial</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To weed spray paved area around War Memorial and manually remove remaining weeds.	Bi-monthly from the first cut of the season and remove dead weeds on the following cut visit (x4). Finish with a late October weeding in preparation for Remembrance Sunday.
2.	To infill paving slabs with herbicide sand.	Annually during each season, in

	June (x1).
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<b>Pecked Lane</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To cut grass fortnightly during March to October (x15 cuts). Area to be cut includes right up to the fencing at the rear of the houses. All cuttings to be cleared off pathways. To remove all litter prior to grass cutting or strimming.	Fortnightly between March – October per season. Schedule to be provided to the Council on commencement of cutting (x15).
2.	To strim up to the <b>FULL</b> perimeter of the field once per month during season.	Once per month during the season on the first cut of the month between March – October (x8).
3.	To strim around seats goal posts, bins, noticeboard, notice posts etc.	Fortnightly on each cutting visit during the season (x15).
4.	To manually tidy the edge of the pathway edges where they meet the field and ensure that they are free from weeds.	Annually during each season, in April (x1).

<b>Finlay Way</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To cut grass fortnightly during March to October (x15 cuts). Cutting must include right up to the boundary edges. All cuttings to be cleared off pathways. To remove all litter prior to grass cutting or strimming.	Fortnightly cuts between March – October per season. Schedule to be provided to the Council on commencement of cutting (x15).
2.	To strim up to the <b>FULL</b> perimeter of the field once per month during season to include the footpath side of the fence line.	Once per month during the season on the first cut of the month between March – October (x8).
3.	To strim around and under the goal posts, bins, noticeboard, notice posts etc.	Fortnightly on each cutting visit during the season (x15).
4.	To manually tidy the edge of the pathway edges where they meet the field and ensure that they are free from weeds.	Annually during each season, in April (x1).
5.	To weed spray under the climbing tower and zip wire platform three times per season.	March, June and September in each season (x3).

<b>Sunrise Avenue</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To cut grass fortnightly during March to October (x15 cuts). Cutting must include right up to the boundary edges. All cuttings to be cleared off pathways. To remove all litter prior to grass cutting or strimming.	Fortnightly cuts between March – October per season. Schedule to be provided to the Council on commencement of cutting (x15).
2.	To strim up to the <b>FULL</b> perimeter of the field once per month during season.	Once per month during each season on first cut of the month between March – October (x8).
3.	To strim the entrance gate off Evesham Road.	Annually during each season, in October (x1).
4.	To strim around seats, play equipment (swings) gym equipment, goal posts, bins, noticeboard and notice posts etc.	Fortnightly on each cutting visit during the season (x15).



5.	To manually tidy the edge of the pathway edges where they meet the field and ensure that they are free from weeds.	Annually during each season, in April (x1).
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<b>Millham Road</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To cut grass fortnightly during March to October (x15 cuts). Cutting must include right up to the boundary edges. All cuttings to be cleared off pathways. To remove all litter prior to grass cutting or strimming.	Fortnightly cuts between March – October per season. Schedule to be provided to the Council on commencement of cutting.
2.	To strim up to the <b>FULL</b> perimeter of the field once per month during season.	Once per month on first cut of the month between March – October (x8).
3.	To strim around seats, goal posts, bins, <u>noticeboard</u> , notice posts etc.	Fortnightly on each cutting visit between March and October, (x15).
4.	To manually tidy the edge of the pathway edges where they meet the field and ensure that they are free from weeds.	Annually during each season, in April (x1).

<b>Cutbridge Meadow</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To cut the grass in the field to the edges right up to the perimeter edge with the properties at the rear and left.	On a monthly basis during the third week of the month in each season (x8).
2.	To strim around benches and trees.	Fortnightly on each cutting visit during the season (x15).
3.	To carry out a perimeter strim including around the gates.	On a monthly basis during the third week of the month in each season (x8).

<b>Cleevelands Allotments</b>		
	<b>Task</b>	<b>Frequency</b>
1.	The strimming of: <ol style="list-style-type: none"> <li>Areas to the left &amp; right of the entrance gate and behind the communal shed.</li> <li>Along the boundary line, including the watercourse and behind the storage bays.</li> <li>Along the boundary of plots 1 &amp; 2.</li> <li>The area by the gate at the far end of the site.</li> </ol>	Monthly between March and October, on a schedule to be provided by the Contractor (x8).
2.	To weed spray the carpark but keeping distance from the plots.	March, June and September during each season (x3).
3.	To manually remove weeds on the carpark and car park edges on a regular basis so it does not become unmanageable.	April, July and October during the season (x3).

<b>Homelands Allotments</b>		
	<b>Task</b>	<b>Frequency</b>

1.	To weed spray car parks, by entrance gates and around composting bins.	March, June and September in each season (x3).
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<b>Bus Shelters</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To carry out weed spraying to x9 bus shelters.	During March and August in each season (x2).

<b>Homelands Community Building</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To box mow and always remove grass from all areas(offsite) for x15 cuts per season and for the area to be kept neat. Remove all litter prior to grass cutting or strimming. (*Please provide alternative method of cutting and price in the schedule.)	Fortnightly cuts between March – October each season (x15). Schedule to be provided to the Council on commencement of cutting.
2.	To clear paths as necessary after each mow and remove all leaves from grass. Remove all leaves from the site after the autumn fall.	

<b>Ad Hoc</b>		
	<b>Task</b>	<b>Frequency</b>
1.	To trim / mow the communal / recreation areas at Cleavelands Allotment site (this will not be for the entirety of the contract).	Monthly between March and October, on a schedule to be provided by the Contractor (x8).
2.	To trim / mow the communal / recreation areas at Cleavelands Allotment site (this will not be for the entirety of the contract).	Monthly between March and October, on a schedule to be provided by the Contractor (x8).
3.	To provide a cost to trim an allotment plot (Homelands and Cleavelands) (approximately 100m each <sup>2</sup> ).	On an as needed basis.



<b>Sports Field</b>		
<b>Pitch and Training Ground Maintenance</b>		
	<b>Task</b>	<b>Frequency</b>
1.	<p>To maintain, the eleven sports pitches (some adult and some youth) as follows:</p> <p><b>Mowing Method</b> Mow grass using either a rotary or cylinder mowing equipment. Frequent cutting is essential to maintain a dense grass sward - see frequency information. All holes to be filled as required and all litter to be removed prior to grass cutting.</p> <p><b>Fertilise</b> Fertiliser to be applied twice per year. Months to be agreed by schedule.</p> <p><b>Decompaction</b> Verti-drain x2 per year when ground conditions are suitable (i.e. sufficiently moist but not wet).</p> <p><b>Aeration</b> To spike the whole area when weather conditions are conducive to spiking.</p> <p><b>Weed Control</b> Apply a selective herbicide (by a qualified operative following label recommendations) to control the development of broad-leaved weeds should they become problematic to be applied when grass and weeds are actively growing.</p> <p><b>Pest and Disease Control</b> Under advice, pests and diseases may need to be controlled using approved pesticides / fungicides as required.</p> <p><b>Pitch Marking / White Lining</b> To set out and mark all pitches as required in accordance with Football Association rules. Marking will be undertaken using an approved non-toxic white lining material unless otherwise instructed. Subsequent re-markings will be required as necessary to maintain a clear visible line throughout the playing season.</p> <p><b>End of Winter Season Renovation</b> At the close of the winter sports season, the sports field should be renovated to include the following items:</p> <ul style="list-style-type: none"> <li>• Scarify.</li> <li>• Sand Topdressing. Drag mat / brush to work the sand topdressing into the surface.</li> <li>• Verti-drain.</li> </ul>	<p><b>Fertilise</b> x2 per year.</p> <p><b>Decompaction</b> x2 per year.</p> <p><b>Aeration</b> x2 per year.</p> <p><b>Weed Control</b> x1 per year between fertilizer and overseeding.</p> <p><b>Pest and Disease Control</b> As required.</p> <p><b>Pitch Marking / White Lining</b> Football pitch line marking to be clearly visible between 15<sup>th</sup> August and 30<sup>th</sup> April every season.</p> <p><b>End of Winter Season Renovation</b>  Annually. Bi-annually.</p>

	<ul style="list-style-type: none"> <li>Suitable goal mouth repairs to be undertaken during the summer months</li> </ul> <p><b>Drainage Infrastructure</b> Manholes and Inspection Chambers should be inspected on a regular basis to check their condition. Any silt accumulation in the sump of the chamber should be removed. The lid / cover should be inspected, and any damage repaired or replaced as necessary.</p> <p><b>Posts</b></p> <ul style="list-style-type: none"> <li>At the start of the playing season, the posts are to be erected into their respective positions, ensuring all health and safety requirement are met.</li> <li>At the close of the season, all football posts are to be dismantled and transported to a safe and secure storage area.</li> <li>Goal posts sockets are to be capped and their surrounds reinstated with turf.</li> <li>During the closed season, the Contractor will be required to service all posts. They are to be washed down to remove dust and grease and then wire brushed to remove loose paint.</li> <li>A suitable undercoat followed by white gloss paint is then to be carefully applied. Whilst in their possession and during transit, the posts are the responsibility of the Contractor. The contractor will repair any damage caused at their own expense.</li> </ul>	<p>Annually. Annually.</p> <p><b>Drainage Infrastructure</b> x2 per year.</p> <p><b>Posts</b> Annually.</p>
2.	Grass cutting the entire playing field up to the top of the banks of the watercourses and fence line boundaries (including Cheltenham Road, Read Way, Crown Drive, Chandler Road and Kayte Lane to include the community pitches, behind the Bowls Club and in front of the gate / fencing). All litter to be removed prior to grass cutting or strimming.	Weekly between 15 <sup>th</sup> August and 30 <sup>th</sup> April and then fortnightly between 1 <sup>st</sup> May and 14 <sup>th</sup> August.
3.	To provide topsoil for the use of teams for filling in potholes and rabbit burrows between October and March each year. This must be replaced on an annual basis and any weed growth within the soil bags removed on a monthly basis.	Annual fresh provision of soil.
4.	Strim up to <b>FULL</b> perimeter of the field to include the entrance from Chandler Road and around the perimeter of the Astro and MUGA (when in situ).	Once a month during cutting season on the first cut of the month (x8).
5.	Strim around all trees.	Once per month on the first visit on the month (x8).
6.	Strim / mow the banks / mounds up to the track and central areas on the Pump Track and Skate Park.	May and July per season (x2).






7.	Line mark a running track around the Sports Field.	May and July per season (x2).
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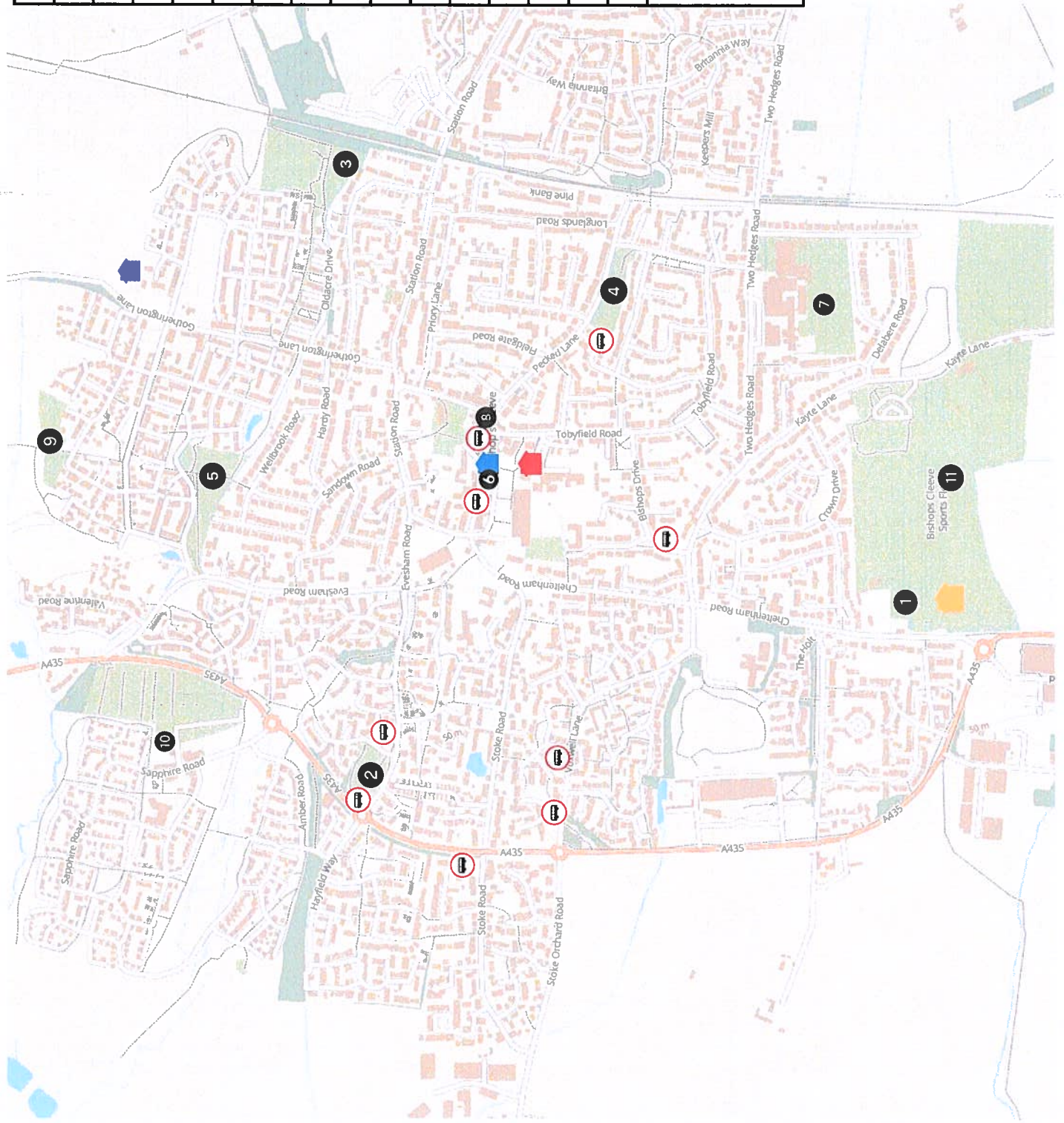
<b>Sports Field</b>		
<b>General Maintenance</b>		
	<b>Task</b>	<b>Frequency</b>
1.	Cut the grass around and in the car park and the area outside of the boundary fence on Cheltenham Road.	Fortnightly during cutting season (x15).
2.	Weed spray in car parks and on paved areas with chemical spray.	Twice during season (x2).
3.	Trim back plants and shrubs.	Once per year in August (x1).
4.	Strim around seats, gym equipment, play equipment, perimeter of enclosed play area and waste bins.	Twice per month during season (x15).
5.	Fill in dips in surfaces around gym equipment as / when required and replace grass matting.	As required.
6.	Removal of brash.	Twice per year (x2).
7.	Manually tidy the edges of the pathway from the Cemetery to the Astro where they meet the field and ensure that they are free from weeds.	Twice per year (x2).

## **APPENDIX B**

### **MAPS**



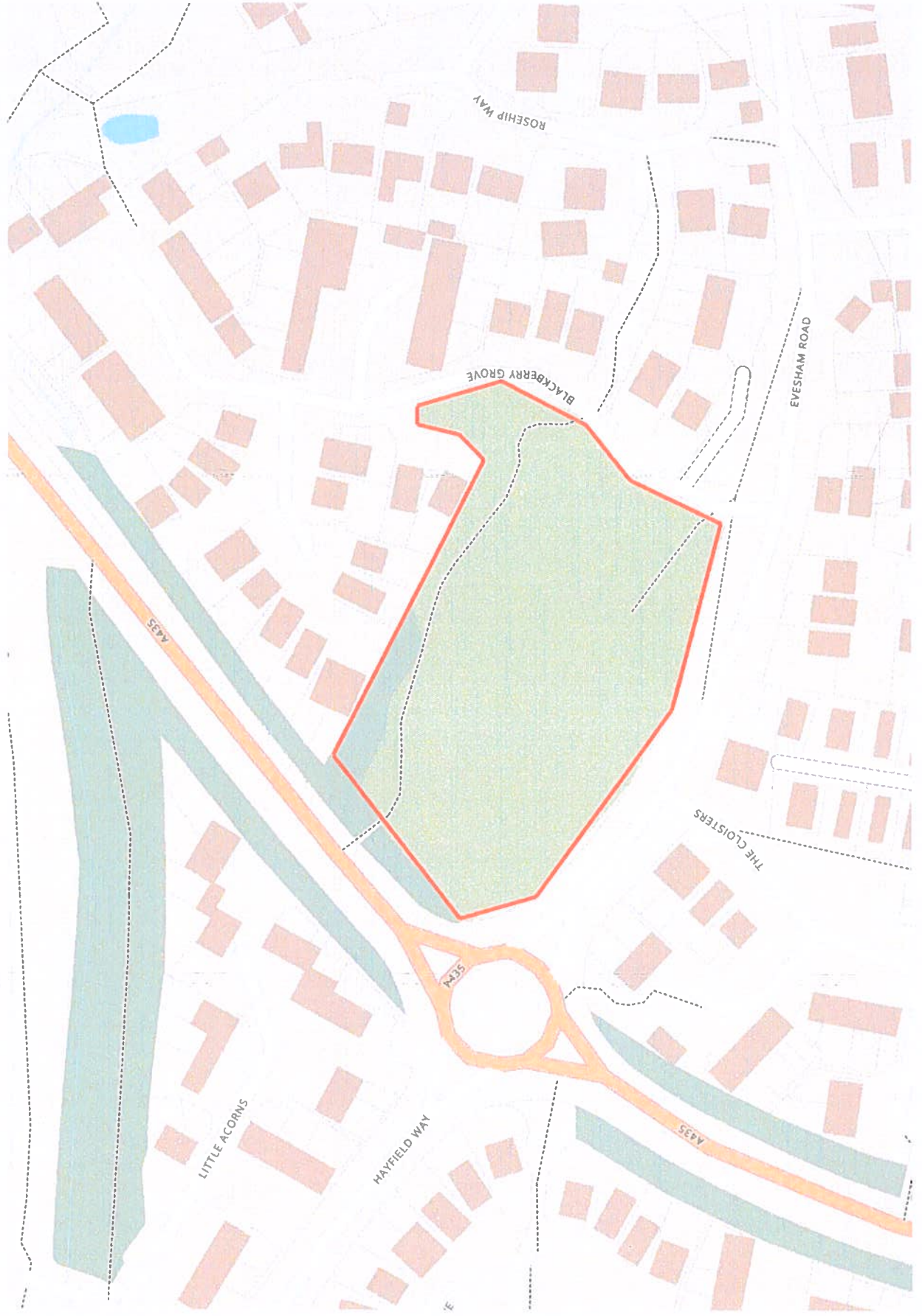
Key	
1	South Park with Skate Park and BMX, GL52 8LZ
2	Finlay Way Play Area, GL52 8WL
3	Millham Road Play Area, GL52 8BB
4	Pecked Lane Play Area, GL52 8JE
5	Sunrise Avenue Play Area, GL52 8EW
6	Parish Garden, GL52 8LR
7	Cutbridge Meadow, GL52 8AT
8	War Memorial, GL52 8LP
9	Homelands Allotments, GL52 8HU
10	Cleavelands Allotments, GL52 7YU
11	Astro Facility, GL52 8LZ
	Homelands Community Building, GL52 8FS
	Parish Council Offices, GL52 8LR
	Community Building, GL52 8NN
	Sports Pavilion, GL52 8LZ
	Bus Stop Locations 1x Stoke Road by-pass 2x Finlay Way 1x Church Road 1x Pecked Lane 1x Linworth Road 1x Bishops Drive 2x Voxwell Lane





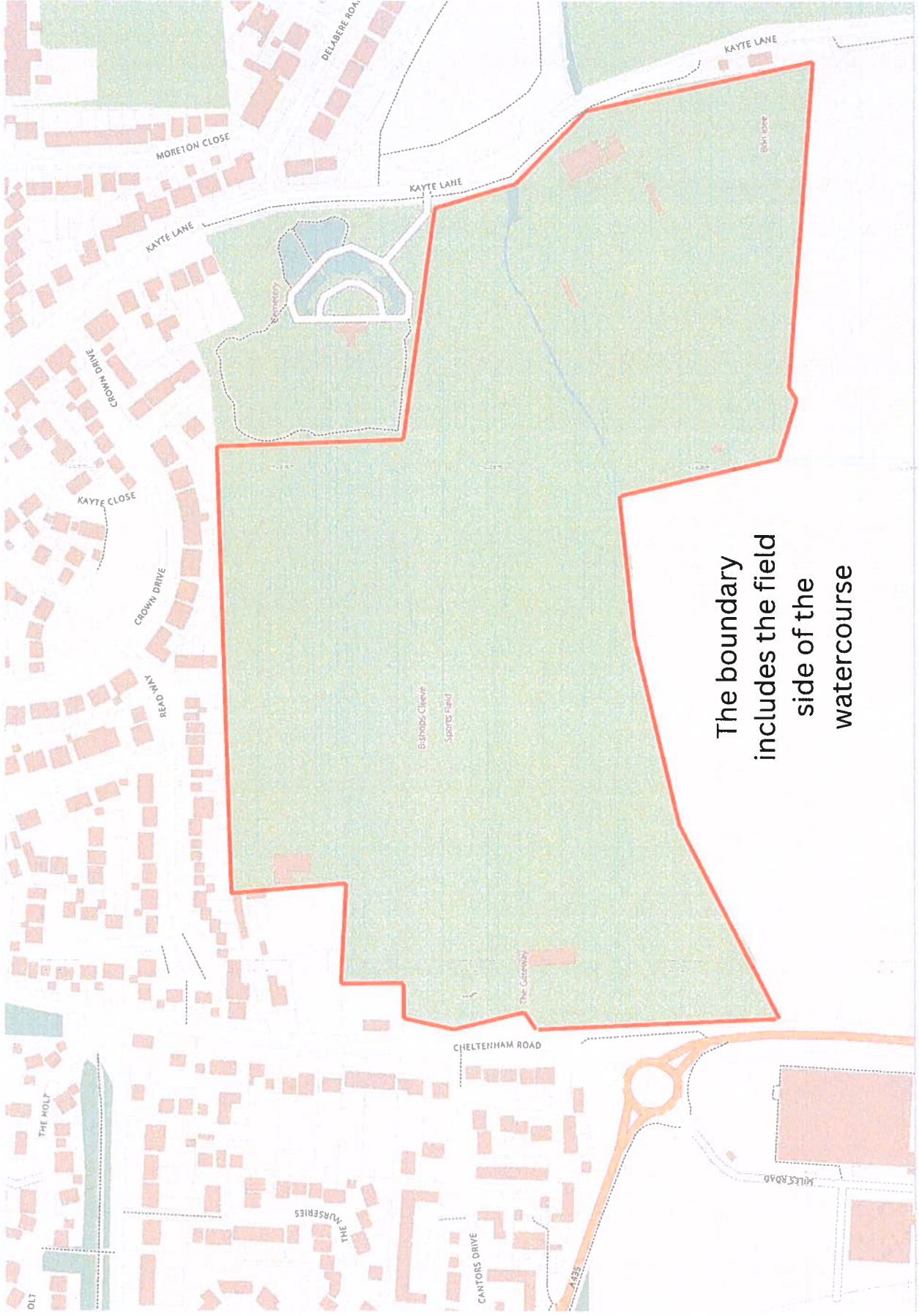


# Finlay Way





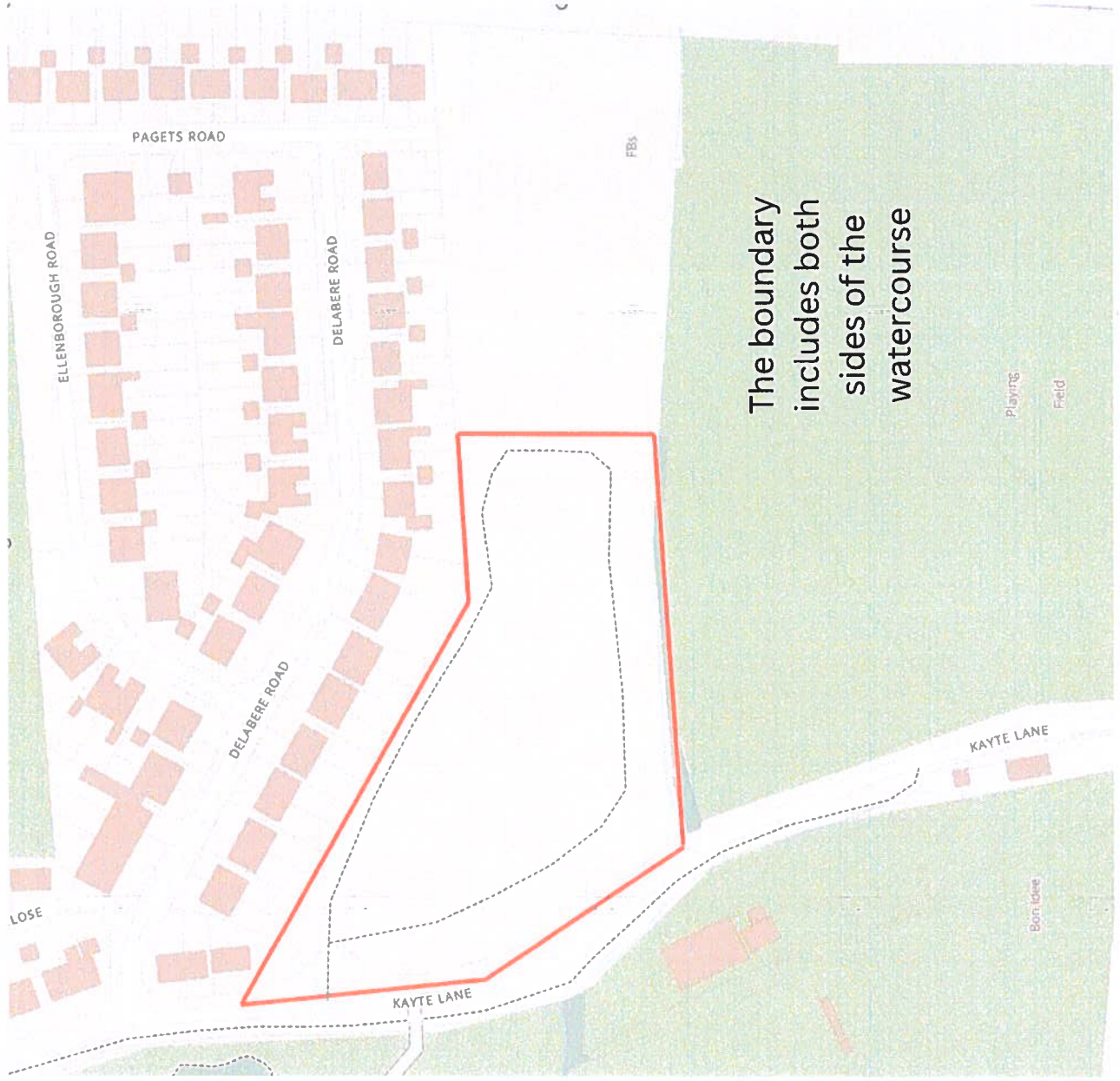
# Cheltenham Road Sports Field







# Cutbridge Meadow

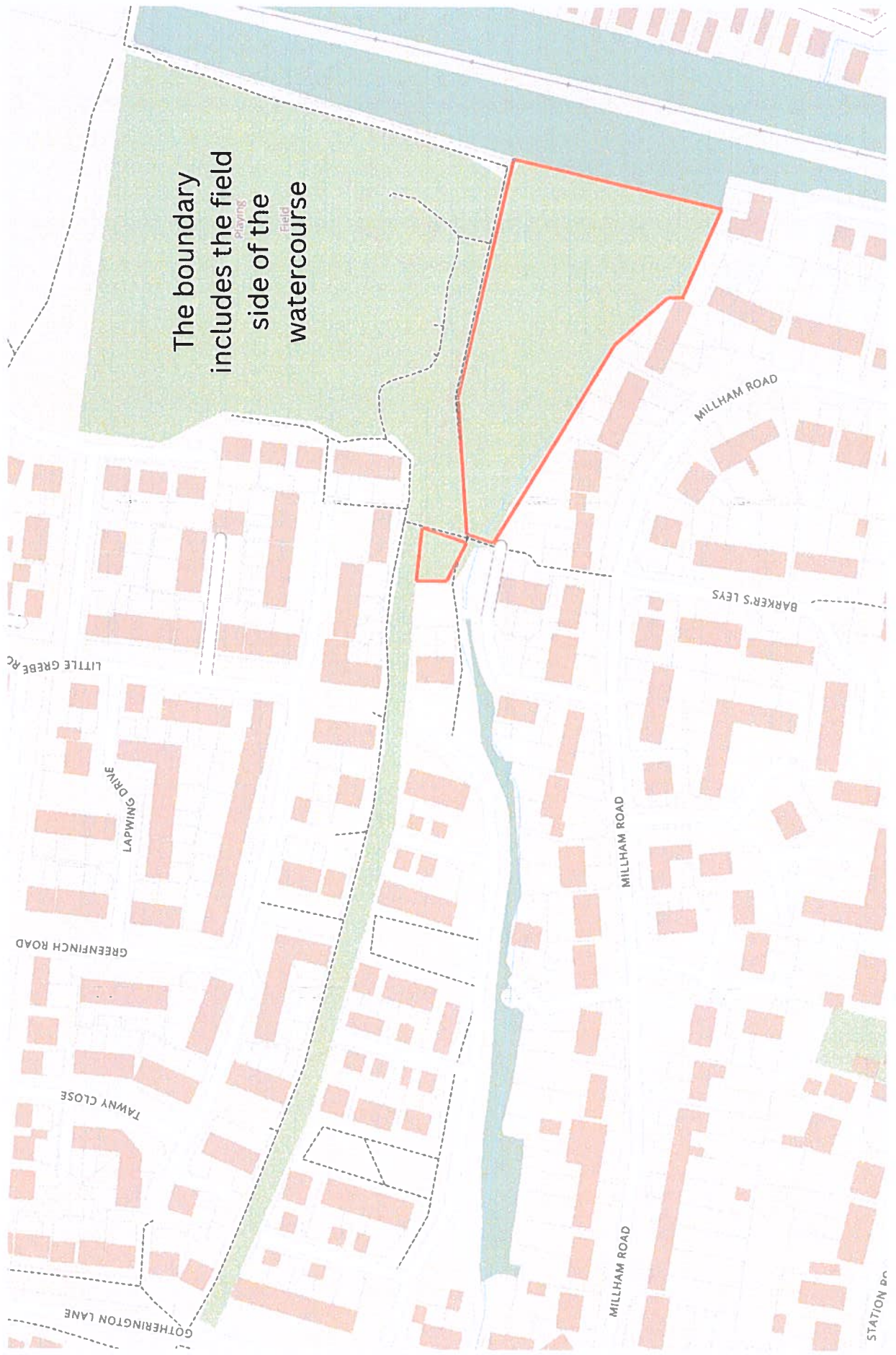


The boundary includes both sides of the watercourse





# Millham Road





# Pecked Lane

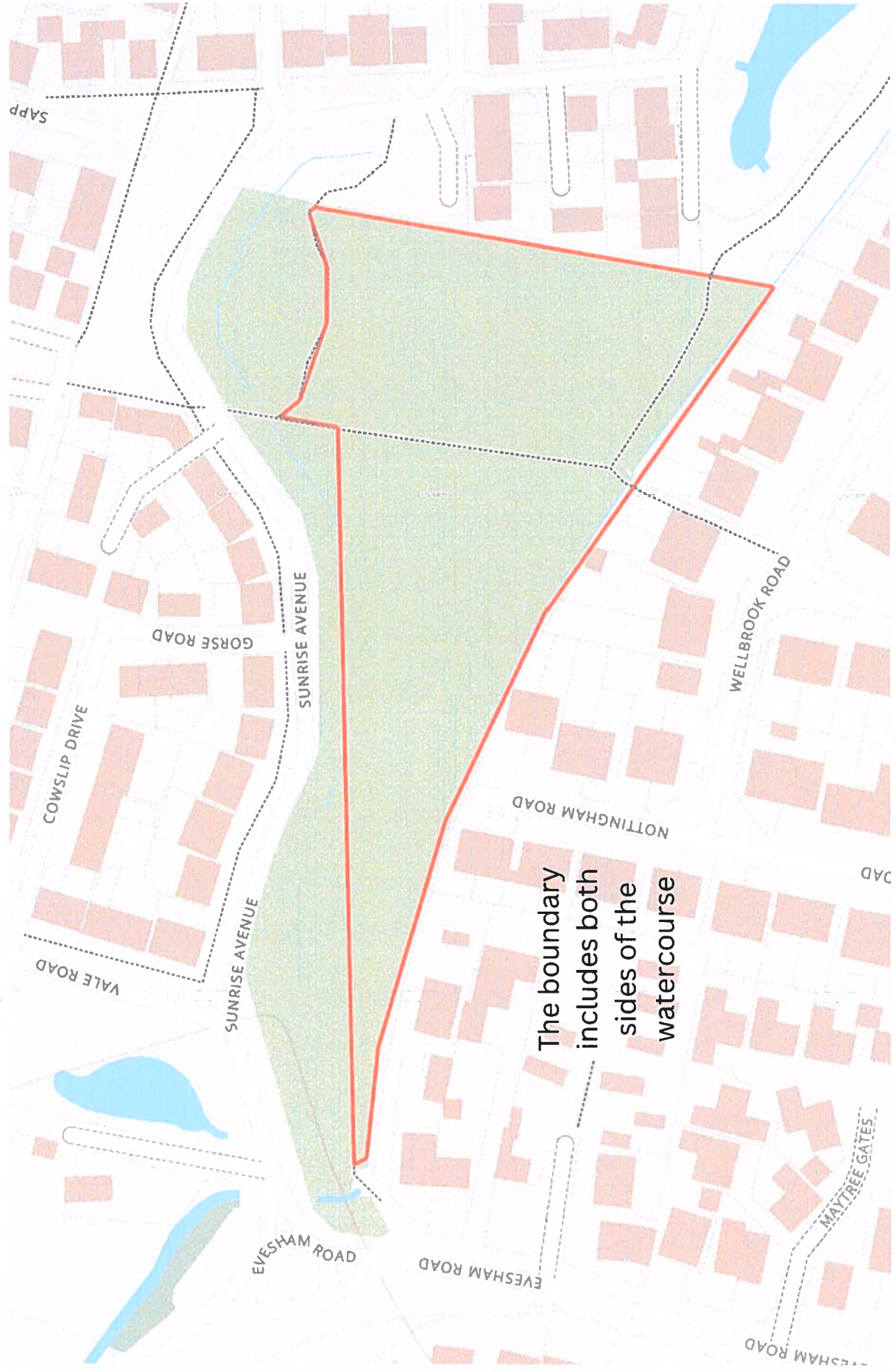
The boundary includes the field side of the watercourse







# Sunrise Avenue



The boundary includes both sides of the watercourse



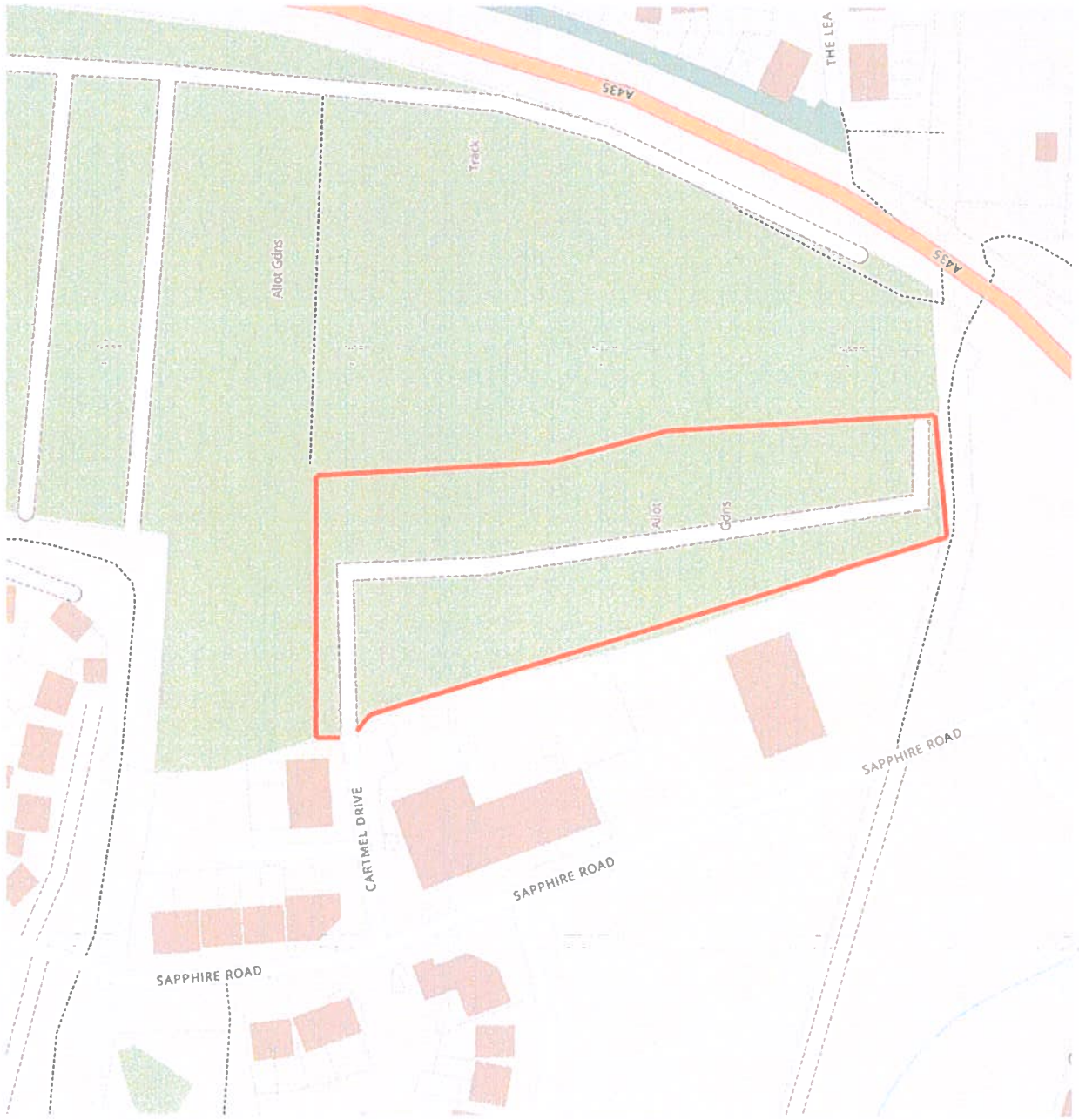


# Homelands Allotments



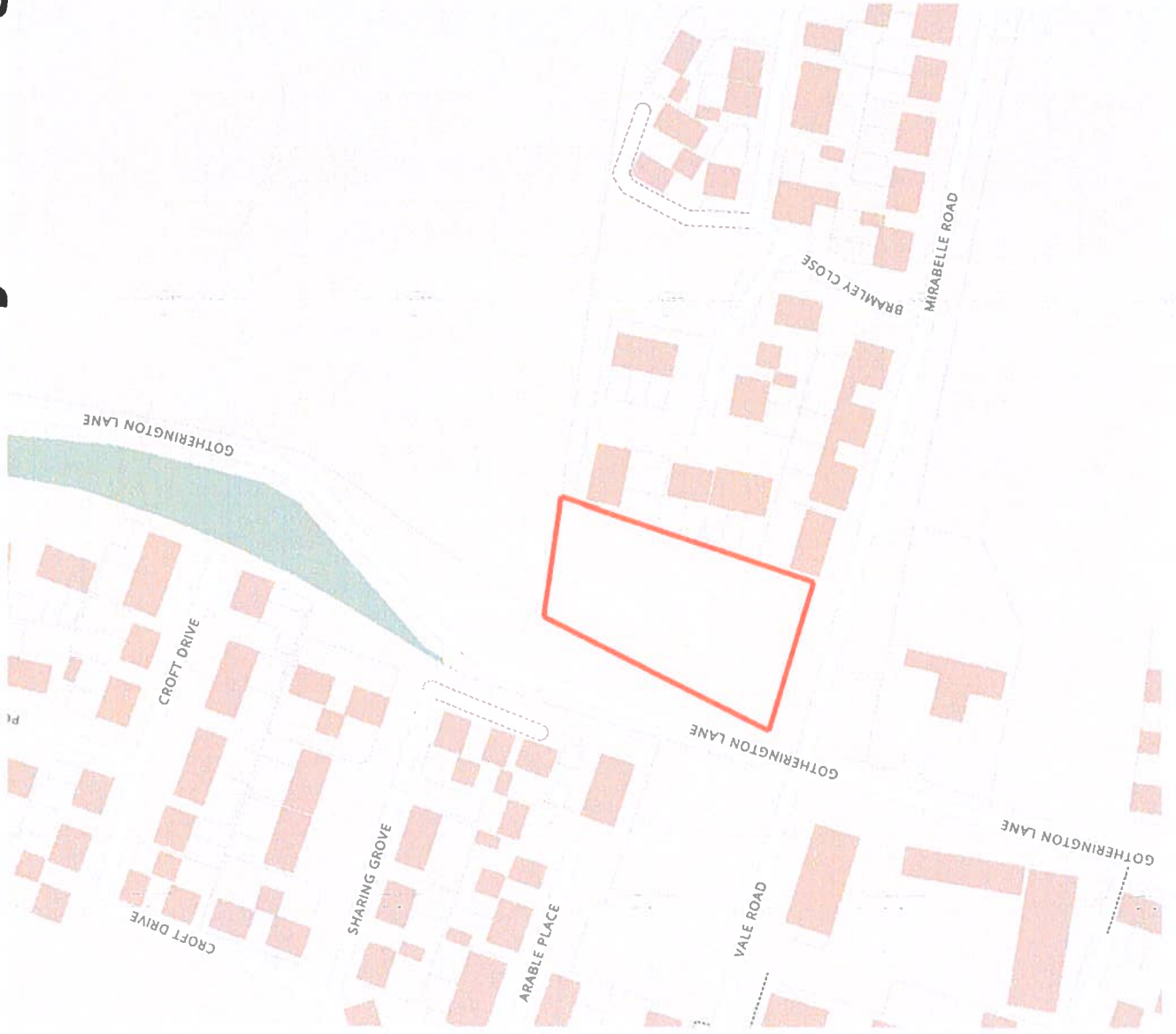


# Cleevelands Allotments





# Homelands Community Building







# Parish Garden



