

26<sup>th</sup> July 2024

**Invitation to Tender Letter**

**Street Parish Council - Tender for 3-year Grounds Maintenance contract  
1<sup>st</sup> November 2024 to 31<sup>st</sup> October 2027**

Dear Sirs

Street Parish Council is responsible for the upkeep of assets and facilities it owns, and services it administers and delivers, for the residents and visitors of Street.

**Scope of works**

Street Parish Council is inviting tenders for the ground and horticultural maintenance requirements throughout the village, which includes:

- Merriman Park  
*Note: Merriman Park is owned by Street Parish Council and managed by the Merriman Park Community Group (MPCG).*
- Street Skatepark  
*Note: Street Skatepark is owned by Street Parish Council.*
- Strode Road Allotments  
*Note: Strode Road Allotments are owned by Street Parish Council and administered by Street and District Allotments Association.*
- The centre of the roundabout on the Westway near McDonalds  
*Note: The roundabout is owned by Somerset Council and maintained by Street Parish Council.*
- Hanging baskets (High Street, Farm Road and Leigh Road), Flower Beds (High Street and Leigh Road), and Horse Trough (The Cross).  
*Note: Owned by Street Parish Council*

**Additional works**

- Cleaning and maintenance of four bus shelters.
- Moving Speed Indicator Devices (SIDs) to locations around Street.
- Other works as required, on an ad hoc basis.

**Ad hoc works**

The successful contractor must be flexible when ad hoc work is required. This is to be quoted for on an agreed hourly rate. Once the quote is approved, works can be carried out.

### **Future opportunities with Street Parish Council**

Due to Somerset Council's program of Asset and Service Devolution, additional services may be available from 1<sup>st</sup> May 2025 which could include:

- Additional grass cutting of open spaces and verges.
- Additional play area health and safety inspections and maintenance.

Within the invitation to tender we are asking contractors to indicate whether they may be willing to quote for these works in the future.

### **Contractor suitability**

The contract is suitable for SME's (small-medium enterprises) with previous village maintenance experience. Prospective contractors should ensure that they are familiar with Street and comfortable with the obligations set out in the Specification for Grounds Maintenance & Horticultural contract 2024-27.

### **Local businesses are encouraged to apply**

### **Quotation requirements**

You are invited to quote for all works or any part thereof.

The Prices submitted must indicate the rate for each element of the Contract.

All prices are to be exclusive of VAT.

### **Payment**

All works are to be invoiced monthly over equal payments for the duration of the contract.

A separate quote and invoice will be required for additional ad hoc works agreed with Officers on behalf of the Parish Council.

### **Timeline**

26 <sup>th</sup> July 2024	Invitation to tender advertised on Contracts Finder.
6 <sup>th</sup> September 2024	Deadline for tenders to be received.
9 <sup>th</sup> September 2024	Quotations will be opened on Monday 9 <sup>th</sup> September by the Clerk and RFO and at least one member of Street Parish Council.
17 <sup>th</sup> September 2024	Quotations to be considered by Street Parish Council in a confidential session.
27 <sup>th</sup> September 2024	Street Parish Council will provide an email response to quotations.
1 November 2024	The contract will commence.
1 <sup>st</sup> May 2025	Additional 'bolt on' services may be devolved to Street Parish Council.

Documents to support this invitation to tender letter are published on the Government's Contracts Finder portal and available to download:

- Invitation to Tender Letter.
- Specification for Street Parish Council's Grounds Maintenance & Horticultural Contract 2024-27.
- Standards Management Guide.
- Contractor Return Form.

***Please complete and return with supporting documentation.***

If you require further information or wish to arrange a site visit, please contact our Admin Officer Jackie Rynn on 01458 440588 or email: [officer@street-pc.gov.uk](mailto:officer@street-pc.gov.uk)

Street Parish Council's Financial Regulations stipulate that potential contractors are prohibited from contacting Councillors or Officers to encourage or support their tender outside of the prescribed procurement process.

**Tender submission**

Submission of the tender will be accepted by mail or by hand.

**The closing date is midday on Friday 6<sup>th</sup> September 2024.**

Please submit the tender in a sealed envelope clearly marked  
**'Street Parish Council - Grounds Maintenance Tender 2024-27'**

to:

Parish Clerk  
Street Parish Council,  
Street Parish Rooms,  
6 Leigh Road,  
Street,  
BA16 0HA

**LATE SUBMISSIONS WILL NOT BE CONSIDERED**

**Determining outcomes of the tender process**

Please note that Street Parish Council is not obliged to accept the lowest tender.

The decision will be published on Contracts Finder on 27<sup>th</sup> September 2024.  
Contractors will also be notified by email.

Street Parish Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected, however feedback will be given by request.

The successful contractor will be required to sign Street Parish Council's terms and conditions.

Yours Faithfully,

Jenny Service  
**Clerk to Street Parish Council on behalf of Street Parish Council**