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**SAXMUNDHAMTOWN COUNCIL**

**Saxmundham Town Council is seeking tenders for the grounds maintenance including grass cutting, litter picking, watering of floral displays for the period of 1 April 2022 – 31 March 2025.**

**Overall Requirement**

This is a three year contract with a reserved annual break clause by Saxmundham Town Council (to be the subject of an annual satisfactory performance review of the contractor).

**Quotation Requirements:**

* **Written quotation (Annual Cost per year – Years 1 to 3 showing inflationary increases if desired)**

**i.e. Year 1 - £xx.xx**

**Year 2 - £xx.xx**

**Year 3 - £xx.xx**

**Copy of public liability insurance**

* **Copy of company Health and Safety Policy**
* **Sample Method Statements**
* **Sample Risk Assessments**
* **The council has an expectation that contractors will include a copy of their environmental strategy/policy which explains how your company takes care of the environment. It may include**

**recycling, energy use, and ways of improving biodiversity.**

**Failure to supply any of the above will result in the Tender being rejected.**

Contact name and number:

Roz Barnett

Saxmundham Town Clerk/RFO

**The Town House, Station Approach, Saxmundham, IP17 1BW**

Tel: 01728 604595 Mobile [Tel: 07508](Tel:07508)677873

Quotations to be received by **Friday the 18 February 2022.** The contract will be paid quarterly (on invoice). The regular annual cost divided over the period April – March (inclusive). Any additional works commissioned during the month should have a separate order number and be itemised and invoiced separately.

**Tender documents should be emailed to townclerk@saxmundham-tc.gov.uk**

**For the Attention of the Town Clerk, SaxmundhamTown Council.**

Details of the winning contract will be published IAW Local Government Transparency Code 2014.

Roz Barnett

Saxmundham Town Clerk

**General Notes for Contractors:**

1. Please itemise the quotation per section using the attached tables.
2. Please note that where there is grass cutting it is expected that the area is litter picked before mowing.
3. Where hedge cutting, grass cutting and leaf clearance activities take place the arisings should be cleared to a designated area on site.

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| **Section A - Organisation Details** | | | | | | | | |
|  | Full name of organisation tendering | |  | | | | | |
|  | Registered office address | |  | | | | | |
|  | Named contact for this contract: | |  | | | | | |
|  | Email | |  | | | | | |
|  | Phone | |  | | | | | |
| 1. 6.3 | Company or charity registration number. | |  | | | | | |
| 1. 6.4 | VAT Registration number. | |  | | | | | |
| 1. 6.5 | Type of organisation  e.g limited company/sole trader | |  | | | | | |
| **Section B - Health & Safety** | | | | | | | | |
| **Please provide a copy of your health and safety policy** | | | | **Yes** | | **No** | | |
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| **Note**: if your organisation has less than 5 employees, the Saxmundham Town Council still requires you to have a written Health and Safety Policy. | | | | | | | | |
| **Note: Please enclose Sample Method Statements, Sample Risk Assessments for the types of works included in this contract.** | | | | | | | | |
| In no more than 200 words can you please state how your company ensures the wellbeing of your employees and the public. Listing what measure you use to comply with health and safety legislation. | | | | | | | | |
| Please provide details of the health and safety training you provide to employees, relevant to this contract in the box below eg herbicide use/machinery use. If from your answer we deem that adequate training is not/or has not been carried out, we will reject your bid in full. | | | | | | | | |
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| **Section C - Insurance** | | | | | | | | |
| **You must either confirm that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.** | | | | | | | | |
| **Insurance Policy** | | **Indemnity Value (£)** | | | **Yes** | | **No** | **Will secure if successful** |
| Employers Liability | | Min £5m per claim | | |  | |  |  |
| Public Liability | | Min £10m per claim | | |  | |  |  |
| **Section D – Environmental Responsibility** | | | | | | | | |
| **The council has an expectation that contractors will include a copy of their environmental strategy/policy which explains how your company takes care of the environment. It may include recycling, energy use, and ways of improving biodiversity.** | | | | | | | | |
| **In less than 150 words please give examples of how you have put your environmental policy/strategy in place.** | | | | | | | | |
| **Section E – Partnership and flexible working** | | | | | | | | |
| **The Town Council want to have a very positive and constructive relationship with there contractor for general site maintenance. Whilst we have tried to specify what we need in the contract we realise that this may change. e.g. In exceptionally dry weather we might ask for additional litter picking instead of mowing.** | | | | | | | | |
| In no more than 200 words can you please state how your company would work with the Town Management Team to ensure the resources that we have for site maintenance are used wisely ensuring best value for money for the council. | | | | | | | | |

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| **Section 1 Memorial Field** | | |
| **Description** | **Detail** | **Price** |
| Grass Cutting | To be mowed as per attached Map. Arisings to be removed and located on site. |  |
| Football Pitch | To be marked out 3 times a year, March June and August |  |
| Vegetation management | All perimeter areas/hedging to be cut back October/November |  |
| Litter picking whole of grounds | One hour of litter picking 1 operative to be carried out once a week (Monday, Tuesday on a bank holiday weekend) |  |
| Bins | Cleaned April and September |  |

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| **Section 2 - Seamans Avenue** | | |
| **Description** | **Detail** | **Price** |
| Grass Cutting | To be mowed monthly from April - October. Arisings to be removed and located on site. |  |
| Play Equipment | Cleaned April and September |  |
| Vegetation management | All perimeter areas/hedging to be cut back October/November |  |
| Litter picking whole of grounds | One hour of litter picking 1 operative to be carried out once a week (Monday, Tuesday on a bank holiday weekend) |  |
| Bins | Cleaned April and September |  |

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| **Section 3 - Chantry Rd** | | |
| **Description** | **Detail** | **Price** |
| Grass Cutting | To be mowed monthly from April - October. Arisings to be removed and located on site. |  |
| Play Equipment | Cleaned April and September |  |
| Vegetation management | All perimeter areas/hedging to be cut back October/November |  |
| Litter picking whole of grounds | One hour of litter picking 1 operative to be carried out once a week (Monday, Tuesday on a bank holiday weekend) |  |
| Bins | Cleaned April and September |  |

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| Section 4 – Town House | | |
| **Description** | **Detail** | **Price** |
| Grass Cutting | To be mowed monthly from June - October. Arisings to be removed and located on site. |  |
| Vegetation management | All perimeter areas/hedging to be cut back October/November |  |
| Watering 18 trees | Weekly 2 hour of watering trees May-September |  |

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| **Section 5 - Gateway Entrances** | | |
| **Description** | **Detail** | **Price** |
| Grass Cutting | To be strimmed monthly once a yearly. Arisings to be removed and located on site. |  |
| Signage | Cleaned April and September |  |
| Vegetation management | All areas/hedging to be cut back October/November |  |
| Section 6 – Signs, Bins- Cleaned April and September | | |
| **Description** | **Detail** | **Price** |
| Street Bins 70  (As per attachment) | Cleaned April and September |  |
| Grit Bins 12 | Cleaned April |  |
| Street Town Signs - 2 | Cleaned April |  |

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| **Section 7 – Horticultural Projects** | |
| **Hanging Baskets and window troughs** | |
|  | **Price** |
| * Planting of 40 Amberol Hanging baskets |  |
| * To check all baskets fixtures every year and renew any that are not safe. |  |
| * Installation of 40 baskets, between the 26th of May and the 2nd of June. |  |
| * To be delivered and positioned on site - preferably a Sunday or at a time to avoid traffic. Permits for access must be obtained from Suffolk County Council. |  |
| * Maintenance of 40 baskets, planters, 5-barrel containers, 2 half barrel containers, watering trough and marketplace May – mid September. |  |
| * To water and fill reservoirs twice weekly June to mid-October before 8 am |  |
| * To use a soluble feed every week to maintain good growth and flowering and would expect to be using this until at least early October. e.g. Hortimix Extra |  |
| * The Town Council may wish to add additional planters or baskets to the tender. Could you please supply a price it would like to add an additional hanging basket and an additional planter |  |

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| **Section 7 – Tree** | |
| **Watering trees and Hedgerows** | |
|  | **Price** |
| * An hourly cost for watering trees and hedge rows during dry hot periods. |  |

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| **Contract Management** | | |
| Required reporting | | Price |
|  | Completion of Monthly Compliance Tick sheets which details what maintenance tasks were completed and when they were undertaken. This to be returned with monthly invoices. |  |
|  | Quarterly 2 hours monitoring meetings to discuss any issues and changes to schedules |  |
|  | Provision of named contact to deal with day to day issues |  |

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| **References** | |
| Please provide details of up to two contracts from either the public or private sector, that are relevant to our requirement.. Works contracts may be from the past five years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them). Note that where possible referees should not solely be linked to the TTC and that we may contact your referees without telling you again. | |
| Reference 1 - Organisation name: |  |
| Customer contact, name, phone number and email |  |
| Contract Start date, contract completion date and contract value |  |
| Brief description of contract (max 150 words) including evidence as to your technical capability in this market. |  |
| Reference 2 - Organisation name: |  |
| Customer contact, name, phone number and email |  |
| Contract Start date, contract completion date and contract value |  |
| Brief description of contract (max 150 words) including evidence as to your technical capability in this market. |  |