Ref: EPC/T1/2023

24 April 2023

**EMAIL: clerk@ecclesfield-pc.gov.uk**

Dear Contractor,

Re: **Invitation to Tender – Ecclesfield Parish Council, Council Offices Mortomley Lane High Green, Sheffield S35 3HS: Package – grounds, building and general maintenance services**

In regard to the above-mentioned project, Ecclesfield Parish Council (‘The Council’) is seeking tenders (as principal ‘contractor’) for the provision of grounds, building and general maintenance services for 3 years from 1 September 2023.

The works include:

**Chapeltown Toilets and adjacent Room**

* General maintenance of the buildings.
* A daily cleaning service for the toilets.
* Undertake a weekly check of their condition and report any issues to the Council.
* To provide an out of hours service in the event of an emergency with the toilets.

**Council Offices and adjacent Community Room.**

* General maintenance of the buildings, including changing of the flag outside the Council Offices.
* Cutting of the grass (March to October) and weeding of the green areas outside of the Council Offices and Community Room.
* General maintenance and keeping tidy the grounds (including the car park) outside of the Council Offices and adjacent Community Room.
* To provide an out-of-hours service in the event of an emergency with the Community Room.

**Sussex Place Memorial Garden**

* At least monthly cutting of the grass (March to October).
* General maintenance and cleaning of the War Memorial.
* General maintenance (including painting at least one every three years) of the railings and seats.
* Litter pick, general weeding and generally keeping the Garden tidy, at least monthly and specifically two days before Remembrance Sunday which normally takes annually in November.
* Monitoring of trees and general condition of the Garden and report any issues to the Clerk.

**Noticeboards and Walk-in posts**

* General maintenance and repair of the various Council noticeboards and Walk-in posts.
* Install any new ones, if required.

**Defibrillators**

* General maintenance of the defibrillators, including the replacement, and ensuring that the Council has sufficient stock, of any consumable items.
* Monitor and inspect the defibrillators on a weekly basis and generally act as the eyes and ears for the Council and report any issues to the Council.
* Ensure they are registered with relevant bodies and act as the Council’s ‘defibrillator guardian’, including reporting to the Council and any relevant body if any defibrillator is out of action.
* Install any new ones, if required.

**Benches**

* General maintenance and repair of the various Council benches.
* Install any new ones, if required.

The above list is not explicit, and the Principal Contractor is to satisfy themselves with the tender documentation to ensure all items and scope have been allowed for within their tender submission.

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| **Tender Details:** | |
| Description and Scope of Works | The provision of grounds, building and general maintenance services for Ecclesfield Parish Council as detailed above.  The contract will be for 3 years, beginning, it is envisaged, on the 1st September 2023. |
| Submission of Price | Tenderers are required to enter either their annual or hourly price to provide the maintenance services set out above, plus an hourly rate for (i) any additional works requested during normal hours (taken as 9.00 – 5.30 Monday to Friday not including Bank Holidays and (ii) ‘emergency’ out of hours work. All prices are to be shown exclusive of VAT. |
| Payment | The contractor is required to submit an invoice to the Council on a quarterly basis. |
| Price Review | The total price of the contract will be reviewed annually and increased or decreased by the rise or fall in line with the official Consumers Price Index for the previous 12 months, starting with the first review effect as of 1st September 2024. |
| Variations | Where the Council requires more or less work to be carried out, then these shall be agreed in advance by the Council, priced by the Contractor, authorised by the Parish Clerk (‘Clerk’) and paid together with the next quarterly invoice. |
| Council's Indemnity | The Contractor shall be held responsible for any damage caused to sites and buildings during the performance of the works. Any such damage will be made good at the Contractor's expense. |
| Insurance | The Contractor will indemnify the Council from any claims for damage to property or persons arising from the performance of the contract and will be required to produce evidence of Public Liability Insurance to a minimum value of £5 million per claim. |
| Acceptance of Tenders | The Council does not bind itself to accept the lowest, or any, tender. |
| Quality Assurance/Failure to Perform | Where the Contractor fails to achieve the required standards, for whatever reason, he must inform the Council within 2 working days and propose how the failure is to be corrected. Where correction does not occur within a further 3 working days, a reduction equivalent to the value of work not carried out or not performed to the specification will be made for the relevant invoice. The Contractor will, therefore, be required to demonstrate that he operates a quality control system to ensure that the standards specified are maintained and all work is carried out as per the specification. |
| Working Practices | The Contractor will ensure that all employed staff may be identifiable – either through uniforms, tabards, badge or some other form of identity. The Contractor’s employees shall, at all times, act in a reasonable manner, particularly in their dealing with the general public. No sub-contracting is permissible without the prior written consent of the Clerk to the Council. |
| Termination of Contract | The Council reserves the right to terminate the contract where, in any month, more than 20% deduction to a monthly invoice is made due to failure (see Quality Assurance/Failure to Perform), or where the Contractor fails to meet any of the agreed conditions of contract. One months notice to terminate will be given in such cases. |
| Contract Manager | The Contractor shall ensure that during the contract period a member of the Contractor's management staff is empowered to act on behalf of the Contractor and be available to be contacted by the Town Clerk of the Council at all "reasonable" times, i.e., during office hours (generally 9.00 a.m. - 12.00 p.m. Monday to Friday). |
| Health and Safety | The Contractor shall comply with all relevant sections of the Health and Safety at Work Act: Electricity at Work Act: Control of Substances Hazardous to Health Regulations. The Contractor will adopt safe methods of work in order to protect the health and safety of its own employees, the employers of the service users and all other persons including members of the public. The Contractor will review his/her health and safety policies and safe working procedures as often as may be necessary in the light of changing legislation or work practices. |
| Sufficiency of Information | The Contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the rates and prices stated by the Contractor in its tender. |
| Sustainability, climate change and use of plastic | The Council is committed to reducing the impact of climate change, encouraging biodiversity and minimising the use of plastic in the way it manages its services. The Contractor will demonstrate this commitment through working practices, use of materials and focus on sustainability. |
| Tender return due date | **5.00 pm Friday 16th June 2023** |
| Scope and documents to be included within tender return | The tender document and any supported document should be marked confidential and sent to the Clerk either by email, post or in hand to the Council Offices. They should include:   1. Signed Form of Tender document 2. Insurance Details / Certificate |

Prior to commencement on site any relevant training certificates, insurance documents and policies will be required.

We look forward to receiving your tender, however, should you have any queries, please do not hesitate to contact the undersigned.

Yours sincerely,

*Andrew Towlerton*

Parish Clerk

Ecclesfield Parish Council

Mortomley Lane

Sheffield

S35 3HS

Email [clerk@ecclesfield-pc.gov.uk](mailto:clerk@ecclesfield-pc.gov.uk) or tel 0114 284 5095