

**6 LEIGH ROAD, STREET, BA16 0HA 01458 440588 NPO@STREET-PC.GOV.UK**

Background

Street Parish Council is inviting contractors to tender for the grounds and horticultural maintenance contract for Merriman Park, the Street Skate Park and the Parish Council flower beds and hanging baskets on a performance basis, utilising the Mendip District Council Standards Management Pictorial Guide as a reference document (attached).

Street Parish Council wish to offer a contract to manage our grounds and horticultural maintenance requirements.

Tender

Street Parish Council is inviting tenders to undertake the duties detailed in Street. The successful contractor must be flexible when ad hoc work is required. This is to be paid for on a pro rata basis.

You are invited to bid on all parts of the contract or on any part as you prefer. Please state whether the contract price is for the work alone, or includes salary contributions.

Please note that Part 4 – Bins and litter is entirely optional and tender returns will be considered with and without the duties listed.

The Parish Council is not obliged to accept the lowest or any tender. Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside of the prescribed process.

Tenders are invited on a sealed bid basis by 12 noon on Friday 7th Sept 2018, on which date they will be opened. Contracts will be announced shortly afterwards. Contracts will commence on Thu 1 Nov 2018 and end on Sunday 31 Oct 2021.

Tender Return

Sealed tender documents in a clearly marked envelope are to be returned to:

Parish Clerk

Street Parish Council,

Street Parish Rooms,

6 Leigh Road,

Street,

Somerset,

BA16 0HA

**Part 1a - Merriman Park Horticultural Contract**

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| Item | Detail | Price |
| 1. Grass Cutting | 7029 Sq. metres  Cut to Grade A – Grass Maintenance  Grade B acceptable only if wet and inoperable. | £ |
| 1. Hedge & Shrub Maintenance | Approx. 400 Sq. metres of hedge  Required 4 times per year. Some of the hedge is by parked cars and a road. Please note the restrictions between 1st March – 31st August:  <https://www.gov.uk/guidance/countryside-hedgerows-regulation-and-management>  Cut to Grade A  Grade B acceptable if wildlife is present or if horticultural restrictions are imposed.  Shrubs to be maintained at the same time as hedges.  Additional cuts may be authorised if there is a health and safety issue. | £ |
| 1. Trees | Report any tree issues.  Note: The Parish Council will arrange for an independent annual inspection by a professional tree surgeon who will also carry out any work after each inspection. | £ |
| 1. Leaf Removal | Sweeping and removal of leaves on a weekly basis throughout Autumn (1st September to 30th November).  Additional leaf removal may be required prior to  Grounds Maintenance Amenity Planting standards to be followed.  Grade A expected.  Grade B acceptable if extreme weather is experienced. | £ |
|  | **TOTAL COST** | £ |

**Part 1b - Merriman Park Maintenance Contract**

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| Item | Detail | Price |
| 1. Street Cleansing | Clean out the gulley in Spring and Autumn | £ |
| 1. Public Seating | All seats to be cleaned throughout the year.  Asset Maintenance (Street Furniture) standards to be followed.  Grade A expected, Grade B acceptable (within reason). Grade C is unacceptable and should be reported to SPC. | £ |
| 1. Removal of moss/algae | Removal of moss and algae from the paths and wetpour surfacing to ensure they are safe. | £ |
|  | **TOTAL COST** | £ |

**Part 2 – Street Skatepark Maintenance and Horticulture Contract**

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| Item | Detail | Price |
| 1. Grass Cutting | Approx. 2309 Sq. metres[[1]](#footnote-1)  Cut to Grade A – Grass Maintenance  Grade B acceptable only if wet and inoperable. | £ |
| 1. Hedge Cutting | Approx. 315 Sq. metres of hedge  206 metres perimeter at 1.2m high by 0.5m wide.  Required 4 times per year. Access available year round from the Westway.  Please note the restrictions between 1st March – 31st August:  <https://www.gov.uk/guidance/countryside-hedgerows-regulation-and-management>  Cut to Grade A and remove all cut hedge.  Grade B acceptable if wildlife is present or if horticultural restrictions are imposed.  Additional cuts may be authorised if brambles and thorns provide a health and safety issue. | £ |
| 1. Trees | Report any tree issues.  Note: The Parish Council will arrange for an independent annual inspection by a professional tree surgeon who will also carry out any work after each inspection. | £ |
| 1. Leaf Removal | Sweeping and removal of leaves on a weekly basis throughout Autumn (1st September to 30th November).  Grounds Maintenance Amenity Planting standards to be followed.  Grade A expected.  Grade B acceptable if extreme weather is experienced.  Important to achieve Grade A to avoid slip hazards on the skate park. | £ |
|  | **TOTAL COST** | £ |

**Part 3 – Street Parish Council flowers beds and High Street hanging baskets contract**

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| Item | Detail | Price |
| 1. Hanging basket watering | 78 hanging baskets (2 per post) along the High Street, Farm Road and Leigh Road. A location plan will be supplied detailing exact locations of each hanging basket.  Require watering minimum 4 times per week[[2]](#footnote-2) at peak time of year (May to September)  Allow for all deadheading, watering and feeding. | £ |
| 1. Flower beds and horse trough | Horticultural management of 12 planters in the High Street, 3 planters in Leigh Road and the horse trough at The Cross.  Allow for all deadheading, watering, weeding and feeding.  Grounds Maintenance Amenity Planting standards to be followed.  Grade A expected.  Grade B acceptable if extreme weather is experienced. | £ |
|  | **TOTAL COST** | £ |

**Part 4 – Bins and litter. OPTIONAL PRICING. Contractors are invited to tender for bin emptying and litter picking duties, however it is understood that this could be outside the normal activities of some grounds maintenance contractors.**

**Tender returns will be considered with or without the inclusion of the two items below. If not included, another contractor will be appointed for these items.**

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| --- | --- | --- |
| 1. Bin Emptying | 3 x Litter bins and 5 x Dog waste bins as necessary with minimum emptying occurring every other day at Merriman Park.  2 x Litter bins as necessary with minimum emptying occurring every other day at Street Skate Park.  Grade A expected, Grade B acceptable (within reason). Grade C is unacceptable and should be reported to SPC. | £ |
| 1. Litter Picking | Daily litter picking patrol in Merriman Park and Street Skate Park.  Grounds Maintenance Amenity Planting / Street Cleansing standards to be followed.  Grade A expected. | £ |

**Part 5 – Reporting**

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| --- | --- | --- |
| 1. Reporting | Detailed weekly reporting of all activity that is carried out.  Reports are to be emailed weekly to [street.parish@street-pc.gov.uk](mailto:street.parish@street-pc.gov.uk)  Review meetings will take place quarterly. | £ |

**REQUIREMENTS FROM COMPANIES WISHING TO TENDER FOR INSPECTION AND MAINTENANCE OF MERRIMAN PARK, STREET SKATE PARK AND THE PARISH COUNCIL FLOWER BEDS AND HANGING BASKETS**

1. **Evidence required of public liability and employers liability insurance of £5,000,000 for any one event.**
2. **All maintenance/inspection operations and activities to be risk assessed with copies available from the contractor and staff to be adequately trained and equipped.**
3. **All staff employed to work on this contract are to be DBS checked, most trained to NVQ Level 3 amenity horticulture standard as necessary as well as in safe use of pedestrian machinery such as strimmers, push mowers, hedge trimmers, hand blowers, power tools and ride on machinery.**
4. **3 customers from whom references can be obtained.**
5. **No sub-contractor to be used without prior written consent from Street Parish Council.**
6. **Daily (including weekends and Bank Holiday) inspections to spot superficial faults or defects, rectify any urgent defect immediately e.g. glass, needles, excrement, minor repair to bin, shelter, signs, fence.**
7. **Written logs kept of inspections using inspection sheet provided by Street Parish Council – when done, by whom, any defects found, and action taken – any safety issues arising and confirmation that there are no other defects or problems – copies to be sent to Street Parish Council weekly.**
8. **Once a month carry out an additional visual inspection looking for defects, faults, corrosion or wear. The findings to be recorded in a log book together with details of remedial action taken.**
9. **Provide an annual independent inspection for the Street Skate Park in January carried out by an external RPII inspector to coincide with current regulations.**

**REVIEW PROCESS FOR COMPANIES WISHING TO TENDER FOR INSPECTION AND MAINTENANCE OF MERRIMAN PARK AND STREET SKATE PARK AND THE PARISH COUNCIL FLOWER BEDS AND HANGING BASKETS**

1. **The contract will be awarded on a performance basis and will therefore be monitored against Mendip District Council’s Standards Management Pictorial Guide.**
2. **Mendip District Council’s Standards Management Pictorial Guide utilises a scoring system from A – D, with A being the highest standard and D being the lowest.**
3. **Each grade has a numerical value associated to it. These values are displayed in the table below.**
4. **The lowest acceptable grade to Street Parish Council is Grade B- (4 points). Inspections that achieve a Grade C or lower will result in further action being taken by the council to rectify the situation.**

**CONTRACTOR:**

|  |  |  |
| --- | --- | --- |
| **FACTOR** | **POINTS SCORED** | **NOTES** |
| **Horticultural / General Maintenance –** |  |  |
| **Specialist expertise in range of horticulture or maintenance topics** |  |  |
| **Efficiency and effectiveness of operations and quality control** |  |  |
| **Flexibility to change services as necessary or provide a new one** |  |  |
| **Price – in relation to all scored bids** |  |  |
| **Presentation –** |  |  |
| **Total Points** |  |  |

**STREET PARISH COUNCIL**

**EVALUTAION CRITERIA AND METHODOLOGY**

**TENDERS FOR MAINTENANCE OF MERRIMAN PARK AND THE STREET SKATE PARK**

**1ST NOVEMBER 2018 TO 31ST OCTOBER 2021**

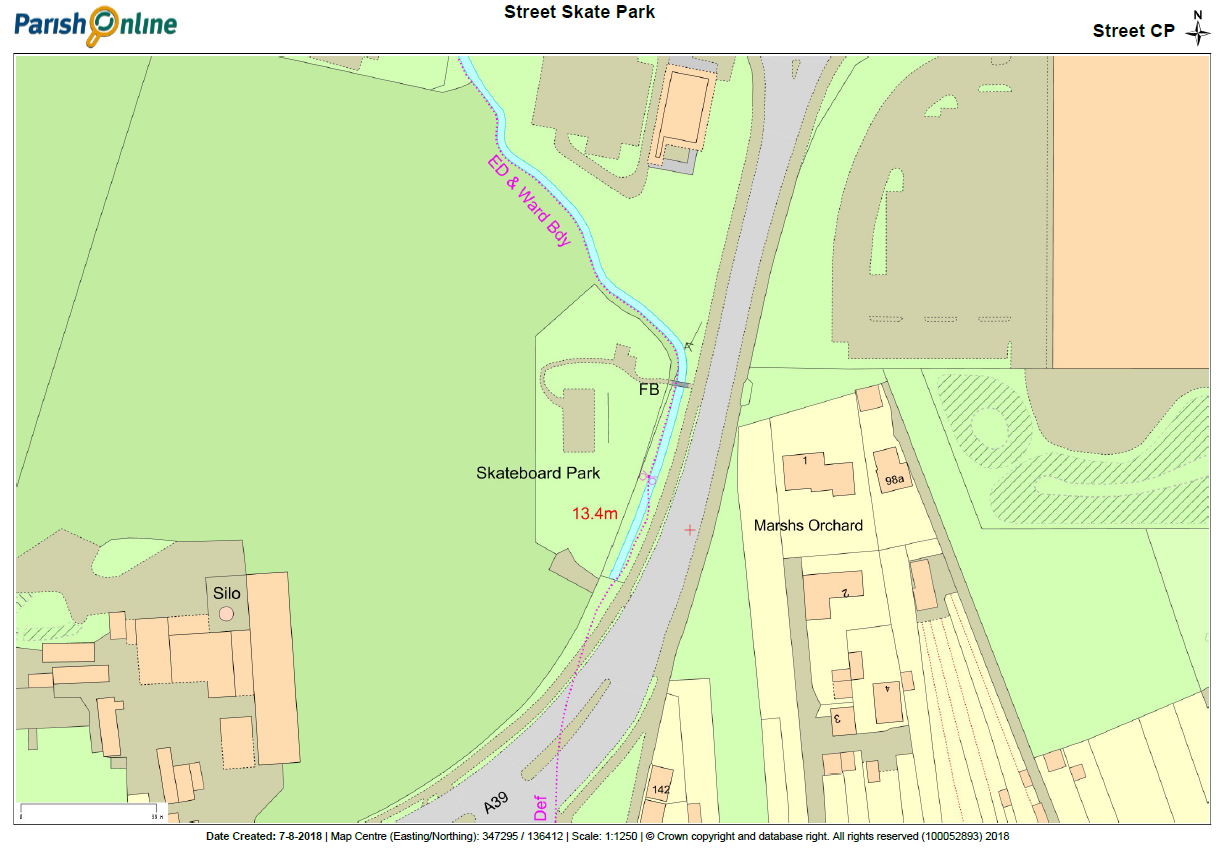
**All responses will be assessed against the Evaluation Criteria set out below:**

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| --- | --- | --- |
| **EVALUATION CRITERIA** |  | **WEIGHTING** |
| **Horticultural/General Maintenance expertise and performance** |  | **40 points** |
| Specialist expertise in a range of horticultural or maintenance topics | – 20 points |  |
| Efficiency and effectiveness or operations | – 10 points |  |
| Flexibility to change services as necessary or provide a new one | – 10 points |  |
| **Price** |  | **50 points** |
| A score will be given in relation to the prices offered for all scored bids |  |  |
| **Presentation** |  | **10 points** |
| A score will be given based on presentation and clarity of the written submission and accompanying information in terms of how well they portray the offer per quote |  |  |

**MAP FOR MERRIMAN PARK**



**MAP FOR STREET SKATE PARK**



1. http://www.mapdevelopers.com/area\_finder.php [↑](#footnote-ref-1)
2. <http://homeguides.sfgate.com/keep-hanging-flower-baskets-looking-fresh-21914.html> and <http://www.hozelock.com/activities/watering-pots-and-hanging-baskets/> [↑](#footnote-ref-2)