

## Invitation to Tender (ITT)

### Contract for the Provision of Grounds Maintenance Services

#### 1 Introduction

- 1.1 Purbeck District Council (“the Council”) is seeking Tenders from suitably qualified contractors to provide grounds maintenance services as described in the Specification set out in Schedule 1 of this document. This document explains some rules you need to follow when preparing your Tender, tells you how to submit your Tender and alerts you to some things to be aware of if you are awarded the contract. It also gives you some hints and tips to help you submit a successful bid.
- 1.2 If you do not follow the rules set out below, there is a risk your Tender will be rejected.

#### 2 Preparing your Tender

##### 2.1. Rules you Must Follow

- 2.1.1 Make sure your Tender is completed legibly (either typed or in ink), in English, with all prices in Sterling (exclusive of VAT), and that it is signed and dated where required. If you need to make any amendments or corrections to your printed Tender before you send it, you must initial these.
- 2.1.2 Your Tender must tell us if you are registered for VAT and how this applies to the goods or services you are providing for us - for instance standard, reduced rate, zero, exempt or outside scope.
- 2.1.3 As part of your Tender you must provide full contact details for the legal entity we would be contracting with including the name, registered address (and any alternative address for accounts etc.), contact name and numbers, payment and banking details and e-mail and website addresses.
- 2.1.4 You must not alter any of our Invitation to Tender documents. The Conditions of Contract are set out in Schedule 2 and will apply to this Contract, so please do not include your own with your Tender.
- 2.1.5 We publish details of successful bids to show how public money is being spent. We may also be required to release details under the Freedom of Information Act 2000 if requested. For these reasons, please do not put general confidentiality clauses in your Tender as we can only accept them in **very** exceptional and narrowly defined circumstances. If you do consider any

information to be confidential, please clearly set it out in a separate schedule (along with your reasons).

- 2.1.6 Do not tell anyone what your Tender price is (even approximately) before the Contract is awarded. The only exceptions are when obtaining an insurance quote to include in your Tender or when seeking legal advice about the Contract - on condition that you give this information in strict confidence.
- 2.1.7 Do not try to obtain information about anyone else's Tender before the date of Contract award or discuss with anyone else whether or not they should Tender, or about their (or your) Tender price. The only exception is where you are considering a joint or team bid - on condition that all suppliers involved in the discussions are named in your Tender.
- 2.1.8 Tenderers should seek to clarify in writing any points of doubt or difficulty with the Council before submitting a Tender, for this purpose correspondence should be sent to the Environment Manager. Queries should be submitted at least 10 working days before the specified date for return of Tenders.
- 2.1.9 If you can see a different way of approaching the requirement to the one we have described in our specification, you can submit an "alternative" Tender. But if you do this then you **must** also submit a separate "primary" Tender based strictly on our original specification. You must fully price both options showing clearly how and where costs differ.
- 2.1.10 If you decide to join with other suppliers to submit a joint or team bid, be aware that (if successful) the group will need to nominate a lead partner who we can contract with. Alternatively the group will need to form themselves into a single legal entity before the contract is awarded and you **must** provide an undertaking with your Tender that the group is prepared to do this.

## 2.2 Important Things to be Aware of

- 2.2.1 If we refer to an International, European or British Standard you can offer an equivalent provided that it offers equivalent guarantees of safety, suitability and fitness for purpose to the one we specified.
- 2.2.2 The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) will apply to your Tender as the work you are bidding for is carried out by another organisation. This means you need to take over any employment liabilities and the responsibility for the employment contracts of the employees, who then transfer on their previous terms and conditions of service. You **must** seek legal advice and discuss any financial implications with the existing contractor (not the Council). Any financial implications you

identify should of course be included in your Tendered price. **The Council will provide the current TUPE liabilities upon request.**

- 2.2.3 The expense you incur in preparing this Tender is a matter for your own commercial judgement. Be aware that exceptionally we may need to withdraw the Tender invitation or re-invite Tenders on the same or an alternative basis.
- 2.2.4 We reserve the right not to accept the lowest (or any) Tender, or to accept any part of your tender without accepting the rest.
- 2.2.5 It is not the Council's policy to reimburse tendering costs.
- 2.2.6 Tenderers are advised to visit all the areas contained within the Specification to ascertain all the relevant conditions and means of access and to thoroughly acquaint yourself with the extent and nature of the proposed services.
- 2.3 Some Hints and Tips
  - 2.3.1 Please read the documents carefully and make sure you provide all the information we ask for. If you do not - at best you may lose valuable marks, at worst your Tender might be disqualified as "non-compliant".
  - 2.3.2 Pay attention to the evaluation criteria - these tell you what we are looking for. It's helpful if you can use the criteria headings to organise the information in your Tender so that the evaluation team can immediately see that you have addressed them.
  - 2.3.3 Please keep Tenders brief and to the point - don't send lots of additional information.
  - 2.3.4 Make sure you properly explain how you propose to undertake the work. If you spot issues that need to be addressed or particular risks - cover these too (and tell us what you plan to do about them). This gives us confidence that you have understood our requirement and are capable of delivering it.
  - 2.3.5 Consider carefully the skills you need to undertake service contracts to ensure you provide a well-balanced team. Senior team members can be expensive, so make sure their inclusion (and input) is explained so we can consider whether this offers us value for money.
  - 2.3.6 Please provide the price breakdown in the format we have requested.
  - 2.3.7 Do not leave it until the last minute before sending your bid, even if you are using a courier. Unforeseen transport problems can result in your Tender missing the deadline and being rejected.

### **3 Pricing & Cost Breakdown**

- 3.1 The Service Provider must complete and return the Pricing Schedule, providing a full breakdown of costs for the Service.
- 3.2 The prices submitted shall be fixed and firm (non-revisable) for the first year of the Contract. After that time it shall be subject to an annual price increase in line with Retail Prices Index (RPI) payable on each anniversary of the commencement date of the Contract based on the RPI rise in the month two months prior to that anniversary. This price increase shall only take effect on condition that the Service Provider shall have submitted a written request to the Authorised Officer of the Council at least a month before the date on which the price increase is due to take effect, providing evidence of the increased costs necessitating the price rise.
- 3.3 The price set out in the Pricing Schedule should be that which will apply for the first year of the Contract.
- 3.4 Tenderers are asked to submit quotes for this Tender on the basis that no depot for plant and machinery is available.

### **4 Contract Period**

- 4.1 The Contract is for a period of 8 (eight) years with an option to extend by a further 2 (two) years.

### **5 Performance Bond**

- 5.1 A Performance Bond is required as part of this Tender, details of which are set out in Schedule 2 (Conditions of Contract) of this ITT. The sum which will be required under the Bond will be 10% of the Annual Sum.
- 5.2.1 Your Tender should include the name and address of the bank or insurance company which will provide the Bond.

### **6 Submitting your Tender**

- 6.1 The process for submitting Tenders is very tightly controlled to make sure everyone is treated equally. Unfortunately this means that we cannot accept e-mailed Tenders so you will need to send your Tender by post or courier. Two completed sets of Tender Documents are to be returned in a sealed plain envelope clearly marked "Tender for the Maintenance of Grounds". Your company's name must not be on the envelope or any other packaging or labelling (please make sure your courier is aware of this too).

- 6.2 You **must** make sure your Tender is received by us before the return date. **4pm 16<sup>th</sup> December 2016**. If the Tender is delivered by hand you should ensure that you obtain a receipt from one of our officers. Be aware that late Tenders will be rejected even if the reason for the delay is not your fault.
- 6.3 Your Tender will remain open for acceptance for 90 calendar days from the Tender deadline
- 6.4 If you decide not to submit a Tender, please let us know as soon as possible. It would be helpful to us to know your reasons but you don't have to tell us if you would prefer not to. Do not transfer these Tender documents to anyone else without our prior, written agreement.
- 6.5 You should include an analysis of the resources proposed to be used in your Tender submission. In addition a programme of organisation and method of working, including the management, supervisory and administrative structure should be included. Health and safety is an important element to your Tender and your Health and Safety Policy should be included in your submission as well as how you intend to provide the Service safely. You may be required to give a presentation at the Council Offices

**7 Tender Evaluation**

- 7.1 Tenders will be excluded if the mandatory grounds for exclusion set out in the Qualification Questionnaire are submitted. If there are any discretionary grounds for exclusion please provide as much information with your tender as possible for us to make a reasoned decision. The Qualification Questionnaire will be assessed using the form below:

Mandatory Exclusion from the tender process		
Are there any grounds for mandatory exclusion (Section 2 Qualification Questionnaire)	Yes - Fail	No - Pass
Discretionary Exclusion from the tender process		
	Yes - Fail	No - Pass
Are there any grounds for discretionary exclusion (Section 3 Part 1)		
Are there any grounds for discretionary exclusion under Section 5 of the Qualification Questionnaire:		

Economic and financial standing		
Are there any grounds for discretionary exclusion under Section 6 of the Qualification Questionnaire: Technical and Professional ability		
Are there any grounds for discretionary exclusion under Section 7 of the Qualification Questionnaire: Insurance, Compliance with Equality Legislation, Environmental Management, Health and Safety		

7.2 We will take into account the information provided by you in the Tender along with pricing information any other information specifically related to the evaluation of Tenders that we have requested. The information will be evaluated against the following award criteria:

Criteria Heading	Weighting
<b>Price submission</b>	70%
<b>Quality of submission to include: -</b>	
a) Demonstrated understanding of Contract requirements, evidenced in Method Statement	10%
b) Demonstrated ability to deliver the Contract requirements	10%
c) Compliance with all aspects of Tender Specification	5%
d) Contract management arrangements/customer care	5%

7.3 If on checking the Tender, we find arithmetical errors you will be told in writing and given the opportunity to amend your Tender to rectify the error so that it is arithmetically correct, to confirm the Tender as submitted or to withdraw the offer. The alteration of Tender rates is not permitted.

## **8 Awarding the Contract**

- 8.1 If your Tender is successful, we will let you know, formally, in writing.
- 8.2 If this Tender opportunity was originally advertised in the Official Journal of the European Community (OJEU) we will need to apply a mandatory minimum 10 day “standstill period” between communicating the award decision to tenderers and awarding the Contract.
- 8.3 You will be required to execute a formal Contract Under Seal and, until such execution, the successful Tender, together with the our written acceptance, shall form a binding agreement in the terms of the Contract Documents and, where there is any discrepancy or difference between the Tender and the (other) Contract Documents, the Contract Documents shall prevail.
- 8.4 If you are successful and are not already providing the Service you will be required to meet and communicate with the previous Service providers representatives, to ensure a smooth transition to the new Contract.
- 8.5 A period of 6 weeks will be allowed at the commencement of the Contract as a “settling in period” but the Contractor will be expected after this period to be performing the Contract to the entire satisfaction of the Council.

## **9. If You are Unhappy with the Outcome**

- 9.1 You are entitled to feedback on your Tender if you would like it.
- 9.2 If you have a complaint about our Tender process please let the Council know as soon as possible and they will do their best to resolve it.

### **Appendices to ITT**

<b>Appendix A:</b>	<b>Pricing Schedule</b>
<b>Appendix B:</b>	<b>Proposed Key Performance Indicators</b>
<b>Appendix C:</b>	<b>Areas and location codes for land to be maintained</b>
<b>Appendix D:</b>	<b>Analysis of Resources in the Tender</b>
<b>Appendix E:</b>	<b>Certificate that the Tender is Bona Fide</b>
<b>Appendix F:</b>	<b>Performance Bond: Name and address of bank providing Bond</b>

### **Schedules to this Tender are:**

- Schedule 1 - Specification**  
**Schedule 2 - Conditions of Contract**

## **Schedule 3 Qualification Questionnaire**

### **Map Pack**

**Please refer to the Map Pack for areas and locations of land to be maintained.**

(Maps within the Map Pack can be provided at a higher resolution upon request.)

## Appendix A

### Pricing Schedule

#### Notes to Tenderers

Tenderers should submit sums for the provision of Services described in **Schedule 1** and which should be fixed and firm (non-revisable) for the first year.

The rates and prices entered in this Pricing Schedule shall be deemed to be the full inclusive value of work covered by the several items, including the following, unless expressly stated otherwise, but without prejudice of the foregoing:

- Labour and costs;
- The supply and delivery of materials, goods, storage and costs;
- Disposal of arisings;
- Plant and vehicles and replacements, including maintenance, fuel etc.;
- General obligations, liabilities and risks involved in the execution of the works set forth or reasonably implied in the documents on which the Tender is based;
- Establishment charge, overheads and profit;
- Management, supervision and administration.

Measurements described below and in Appendix C (Areas to be maintained) are to be taken as a guide only, tenderers are advised to conduct their own survey to establish extent of the works. Also please refer to the Map Pack for site locations and layouts

Any unpriced Items against which no price or rate is entered shall be deemed to be covered by the other rates and prices in the Pricing Schedule.

In the event work outside the Contract is requested by the Supervising Officer the Contractor shall insert the comprehensive hourly rate for day work items he requires to cover all expenses incurred, including administration and supervision and all other costs incurred directly or indirectly in providing the additional services contained within the Specification and items outside the normal Specification.

Prices should be submitted below for all of the following

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- All Areas Summary (excluding Wareham Walls)
- Wareham Walls
- Day work rates

**Appendix A (continued)**

**Contract for Grounds Maintenance Services**

**Pricing Schedule Summary**

Annual Contract Sum for the delivery of the services as laid out in Schedule 1 (Specification) in relation to the areas identified in Appendix C of this ITT.

1	<p><b>Annual Contract Sum: <u>All areas (excluding Wareham Walls)</u></b> (Counts as a maximum of 35% of the price element score)</p>	<p>£ .....</p> <p><b>* Grand Total from Detailed Pricing Schedule below (pages 10 – 17)</b></p>
4.	<p><b>Annual Contract Sum: <u>For Maintenance of the Wareham Walls</u></b> (Counts as a maximum of 35% of the price element score)</p>	<p>£ .....</p>

<b>Detailed Pricing Schedule:</b>										
<b>Location</b>	<b>Description</b>	<b>Location Code</b>	<b>E</b>	<b>N</b>	<b>Non Lawned</b>	<b>Shrubs</b>	<b>Paved / Gravel</b>	<b>Lawned</b>	<b>Watercourse</b>	<b>Annual Contract Sum</b>
<b><u>Bere Regis</u></b>	<b>Amenity Area</b>	<b>BR1</b>	<b>384360</b>	<b>95031</b>	<b>0</b>	<b>179</b>	<b>0</b>	<b>1341</b>	<b>0</b>	<b>£</b>
	<b>Car park</b>	<b>BR2</b>	<b>84657</b>	<b>94806</b>	<b>100</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£</b>

<b>Location</b>	<b>Description</b>	<b>Location Code</b>	<b>E</b>	<b>N</b>	<b>Non Lawned</b>	<b>Shrubs</b>	<b>Paved / Gravel</b>	<b>Lawned</b>	<b>Watercourse</b>	<b>Annual Contract Sum</b>
<b><u>Bloxworth</u></b>	<b>Verge</b>	<b>BL1</b>	<b>388044</b>	<b>94694</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>639</b>	<b>0</b>	<b>£</b>
	<b>Verge</b>	<b>BL2</b>	<b>388017</b>	<b>94690</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>482</b>	<b>0</b>	<b>£</b>
	<b>Verge</b>	<b>BL3</b>	<b>388073</b>	<b>94672</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>76</b>	<b>0</b>	<b>£</b>
	<b>Amenity Area</b>	<b>BL4</b>	<b>388093</b>	<b>94607</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2055</b>	<b>0</b>	<b>£</b>
	<b>Verge</b>	<b>BL5</b>	<b>388242</b>	<b>94620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>328</b>	<b>0</b>	<b>£</b>
	<b>Verge</b>	<b>BL6</b>	<b>388238</b>	<b>94607</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>143</b>	<b>0</b>	<b>£</b>
	<b>Verge</b>	<b>BL7</b>	<b>388271</b>	<b>94594</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>314</b>	<b>0</b>	<b>£</b>

<b>Location</b>	<b>Description</b>	<b>Location Code</b>	<b>E</b>	<b>N</b>	<b>Non Lawned</b>	<b>Shrubs</b>	<b>Paved / Gravel</b>	<b>Lawned</b>	<b>Watercourse</b>	<b>Annual Contract Sum</b>
<b><u>Bovington</u></b>	<b>Lawn / Car Parking</b>	<b>B1</b>	<b>384211</b>	<b>88306</b>	<b>0</b>	<b>0</b>	<b>365</b>	<b>365</b>	<b>0</b>	<b>£</b>

\*All areas quoted below are in m<sup>2</sup>

Location	Description	Location Code	E	N	Non Lawned	Shrubs	Paved / Gravel	Lawned	Watercourse	Annual Contract Sum
<u>Carey</u>	Ditch	CD1	391577	88087	0	0	0	0	755	£

Location	Description	Location Code	E	N	Non Lawned	Shrubs	Paved / Gravel	Lawned	Watercourse	Annual Contract Sum
<u>Coombe Keynes</u>	Ditch / culvert	CK1	384227	84075	0	0	0	0	194	£

Location	Description	Location Code	E	N	Non Lawned	Shrubs	Paved / Gravel	Lawned	Watercourse	Annual Contract Sum
<u>Corfe Castle</u>	Norden Car Park	CC1	395779	82857	49,011	0	0	0	0	£
	Closed Cemetery	CC2	396227	81922	0	0	0	3040	0	£
	Residents parking	CC3	395880	81852	131	34	0	111	0	£
	Public Car Park	CC4	395853	81788	2696	248	0	0	195	£
	Verge	CC5	395860	81674	0	0	0	489	0	£
	Hedge	CC6	395832	81810	0	50	0	0	0	£
	Station	CC7	396172	82066	0	59	0	0	0	£

Location	Description	Location Code	E	N	Non Lawned	Shrubs	Paved / Gravel	Lawned	Watercourse	Annual Contract Sum
<u>East Morden</u>	Closed Cemetery	EM1	391606	95625	0	193	176	3339	0	£
	Recycling Centre	EM2	391269	94706	0	0	104	0	0	£

Location	Description	Location Code	E	N	Non Lawned	Shrubs	Paved / Gravel	Lawned	Watercourse	Annual Contract Sum
<u>Langton Matravers</u>	Closed Cemetery	LM1	399911	78930	0	21	3	311	15	£
	Culvert	LM2	399995	78736	8	0	0	0	0	£
	Land around public toilet	LM3	400165	78870	91	24	0	182	0	£
	Verge	LM4	400556	78998	0	52	186	351	0	£

Location	Description	Location Code	E	N	Non Lawned	Shrubs	Paved / Gravel	Lawned	Watercourse	Annual Contract Sum
<u>Lytchett Matravers</u>	Amenity Area	LM1	394476	95749	0	0	0	1037	0	£

Location	Description	Location Code	E	N	Non Lawned	Shrubs	Paved / Gravel	Lawned	Watercourse	Annual Contract Sum
<u>Moreton</u>	Amenity	M1	377902	89195	0	20	0	101	0	£

	<b>Playground</b>	<b>M2</b>	<b>377916</b>	<b>89116</b>		<b>30</b>	<b>0</b>	<b>158</b>	<b>0</b>	<b>£</b>
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<b>Location</b>	<b>Description</b>	<b>Location Code</b>	<b>E</b>	<b>N</b>	<b>Non Lawned</b>	<b>Shrubs</b>	<b>Paved / Gravel</b>	<b>Lawned</b>	<b>Watercourse</b>	<b>Annual Contract Sum</b>
<b><u>Ridge</u></b>	<b>Amenity Area</b>	<b>AR1</b>	<b>393489</b>	<b>86437</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>1612</b>	<b>0</b>	<b>£</b>

<b>Location</b>	<b>Description</b>	<b>Location Code</b>	<b>E</b>	<b>N</b>	<b>Non Lawned</b>	<b>Shrubs</b>	<b>Paved / Gravel</b>	<b>Lawned</b>	<b>Watercourse</b>	<b>Annual Contract Sum</b>
<b><u>Studland</u></b>	<b>Land to rear of Public Toilet</b>	<b>SL1</b>	<b>403456</b>	<b>82580</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£</b>

<b>Location</b>	<b>Description</b>	<b>Location Code</b>	<b>E</b>	<b>N</b>	<b>Non Lawned</b>	<b>Shrubs</b>	<b>Paved / Gravel</b>	<b>Lawned</b>	<b>Watercourse</b>	<b>Annual Contract Sum</b>
<b><u>Swanage</u></b>	<b>Herston</b>	<b>SW1</b>	<b>401372</b>	<b>78575</b>	<b>0</b>	<b>176</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£</b>
	<b>Herston</b>	<b>SW2</b>	<b>401468</b>	<b>78598</b>	<b>0</b>	<b>520</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£</b>
	<b>Herston</b>	<b>SW3</b>	<b>401533</b>	<b>78518</b>	<b>11,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£</b>

	<b>Herston Priests Way Footpath</b>	<b>SW4</b>	<b>401575</b>	<b>78494</b>	<b>411</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£</b>
	<b>Herston</b>	<b>SW5</b>	<b>401736</b>	<b>78511</b>	<b>0</b>	<b>48</b>	<b>204</b>	<b>334</b>	<b>0</b>	<b>£</b>
	<b>Herston</b>	<b>SW6</b>	<b>401681</b>	<b>78628</b>	<b>0</b>	<b>849</b>	<b>0</b>	<b>1372</b>	<b>0</b>	<b>£</b>
	<b>Herston</b>	<b>SW7</b>	<b>401649</b>	<b>78767</b>	<b>0</b>	<b>318</b>	<b>226</b>	<b>605</b>	<b>0</b>	<b>£</b>
	<b>Herston</b>	<b>SW8</b>	<b>401570</b>	<b>78760</b>	<b>277</b>	<b>60</b>	<b>0</b>	<b>204</b>	<b>0</b>	<b>£</b>
	<b>Alley Argyle Road</b>	<b>SW9</b>	<b>402587</b>	<b>78746</b>	<b>0</b>	<b>0</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>£</b>
	<b>Amenity area</b>	<b>SW10</b>	<b>402823</b>	<b>78566</b>	<b>0</b>	<b>0</b>	<b>192</b>	<b>0</b>	<b>0</b>	<b>£</b>

<b>Location</b>	<b>Description</b>	<b>Location Code</b>	<b>E</b>	<b>N</b>	<b>Non Lawned</b>	<b>Shrubs</b>	<b>Paved / Gravel</b>	<b>Lawned</b>	<b>Watercourse</b>	<b>Annual Contract Sum</b>
<b><u>Upton</u></b>	<b>Redwood Road Fire Break</b>	<b>U1</b>	<b>397462</b>	<b>93663</b>	<b>6994</b>	<b>0</b>	<b>0</b>	<b>7263</b>	<b>0</b>	<b>£</b>
	<b>Amenity</b>	<b>U2</b>	<b>397340</b>	<b>93583</b>	<b>0</b>	<b>11</b>	<b>0</b>	<b>277</b>	<b>0</b>	<b>£</b>
	<b>Amenity</b>	<b>U3</b>	<b>397358</b>	<b>93626</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>364</b>	<b>0</b>	<b>£</b>
	<b>Amenity</b>	<b>U4</b>	<b>397494</b>	<b>93604</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>345</b>	<b>0</b>	<b>£</b>
	<b>Play Area</b>	<b>U5</b>	<b>397670</b>	<b>93559</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>625</b>	<b>0</b>	<b>£</b>
	<b>Cherry hill Grove</b>	<b>U6</b>	<b>397967</b>	<b>92833</b>	<b>0</b>	<b>42</b>	<b>0</b>	<b>919</b>	<b>0</b>	<b>£</b>

	<b>Ballam Close</b>	<b>U7</b>	<b>398160</b>	<b>93337</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1008</b>	<b>0</b>	<b>£</b>
	<b>Briarswood Road area</b>	<b>U8</b>	<b>398270</b>	<b>93228</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2125 (combined area)</b>	<b>0</b>	<b>£</b>
	<b>Dacombe Drive / Close</b>	<b>U9</b>	<b>398370</b>	<b>93244</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3161 (combined area)</b>	<b>0</b>	<b>£</b>
	<b>Factory Road</b>	<b>U10</b>	<b>398385</b>	<b>93062</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1773</b>	<b>0</b>	<b>£</b>
	<b>Gorse Lane</b>	<b>U11</b>	<b>398433</b>	<b>93563</b>	<b>510</b>	<b>5390</b>	<b>0</b>	<b>725</b>	<b>0</b>	<b>£</b>
	<b>Upton Woods</b>	<b>U12</b>	<b>398720</b>	<b>93396</b>	<b>45,687</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£</b>

<b>Location</b>	<b>Description</b>	<b>Location Code</b>	<b>E</b>	<b>N</b>	<b>Non Lawned</b>	<b>Shrubs</b>	<b>Paved / Gravel</b>	<b>Lawned</b>	<b>Watercourse</b>	<b>Annual Contract Sum</b>
<b><u>Wareham</u></b>	<b>Verge</b>	<b>N1</b>	<b>391528</b>	<b>88555</b>	<b>0</b>	<b>1,111</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>£</b>
<b><u>Northmoor</u></b>	<b>Verge</b>	<b>N2</b>	<b>391509</b>	<b>88623</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>79</b>	<b>0</b>	<b>£</b>
	<b>Verge</b>	<b>N3</b>	<b>391591</b>	<b>88754</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>88</b>	<b>0</b>	<b>£</b>
	<b>Amenity</b>	<b>N4</b>	<b>391636</b>	<b>88665</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,161</b>	<b>0</b>	<b>£</b>
	<b>Amenity</b>	<b>N5</b>	<b>391619</b>	<b>88675</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>192</b>	<b>0</b>	<b>£</b>

<b>Amenity</b>	<b>N6</b>	<b>391623</b>	<b>88623</b>	<b>0</b>	<b>273</b>	<b>0</b>	<b>159</b>	<b>0</b>	<b>£</b>
<b>Verge/ other</b>	<b>N7</b>	<b>391716</b>	<b>88575</b>	<b>0</b>	<b>0</b>	<b>1,393</b>	<b>190</b>	<b>0</b>	<b>£</b>
<b>Verge</b>	<b>N8</b>	<b>391691</b>	<b>88491</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>210</b>	<b>0</b>	<b>£</b>
<b>Amenity / Paths</b>	<b>N9</b>	<b>391772</b>	<b>88633</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,494</b>	<b>0</b>	<b>£</b>
<b>Amenity</b>	<b>N10</b>	<b>391796</b>	<b>88505</b>	<b>0</b>	<b>156</b>	<b>1,353</b>	<b>782</b>	<b>0</b>	<b>£</b>
<b>Verge/ Amenity</b>	<b>N11</b>	<b>391853</b>	<b>88466</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>294</b>	<b>0</b>	<b>£</b>
<b>Amenity</b>	<b>N12</b>	<b>391915</b>	<b>88429</b>	<b>0</b>	<b>596</b>	<b>0</b>	<b>534</b>	<b>0</b>	<b>£</b>
<b>Wooded amenity</b>	<b>N13</b>	<b>392003</b>	<b>88355</b>	<b>0</b>	<b>3415</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>£</b>
<b>Amenity</b>	<b>N14</b>	<b>392040</b>	<b>88478</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1903</b>	<b>0</b>	<b>£</b>
<b>Amenity / path</b>	<b>N15</b>	<b>392054</b>	<b>88563</b>	<b>0</b>	<b>0</b>	<b>233</b>	<b>349</b>	<b>0</b>	<b>£</b>
<b>Amenity</b>	<b>N16</b>	<b>392075</b>	<b>88649</b>	<b>0</b>	<b>0</b>	<b>221</b>	<b>1279</b>	<b>0</b>	<b>£</b>
<b>Amenity</b>	<b>N17</b>	<b>391994</b>	<b>88743</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>2284</b>	<b>0</b>	<b>£</b>
<b>Amenity</b>	<b>N18</b>	<b>391790</b>	<b>88787</b>	<b>0</b>	<b>352</b>	<b>0</b>	<b>0</b>	<b>176</b>	<b>£</b>

Location	Description	Location Code	E	N	Non Lawned	Shrubs	Paved / Gravel	Lawned	Watercourse	Annual Contract Sum
<b>Wareham Town</b>	St Marys	W1	392254	87709	57	66	0	807	0	£
	Car Park	W2	392359	87491	0	0	846	0	0	£
	Car park	W3	392400	87500	0	65	696	0	0	£
	Alley/path	W4	392074	87454	0	227	227	0	0	£
	Shrubs	W5	392365	87238	0	8	0	0	0	£
	Car park	W6	39248	87333	0	109	1682	0	0	£
	Car park	W7	392536	87263	0	156	668	72	0	£
	Church Green	W8	392452	87198	0	0	0	237	0	£
	Picnic Area	W9	392368	87104	0	0	0	1166	0	£
	Westport House	W10	392046	87196	0	138	0	294	0	£

For Wareham Walls See Schedule 1 Specification

**Appendix A (continued)****Day Works**

For ad hoc additional works which may be required as and when by the Supervising Officer, not forming part of the specified works.

**Normal working days (Monday – Friday)**

Item	Description	Hourly Rate
1	Gardener / Labourer + all on costs	£

**Weekends (Saturday and Sunday)**

Item	Description	Hourly Rate
1	Gardener / Labourer + all on costs	£

**Bank Holidays**

Item	Description	Hourly Rate
1	Gardener / Labourer + all on costs	£

**\*Prices submitted for day rates are not assessed towards the overall evaluation score.**

## Appendix B

### Proposed Key Performance Indicators

KPI Ref:	KPI	Target
KPI 1	Performance against grass standard – lawned	95%
KPI 2	Performance against grass standard - non lawned Achieve 3 cuts per year	100%
KPI 3	Performance against Wareham Walls Specification	100%
KPI 4	Responding to complaints and enquiries within 2 working days	100%
KPI 5	Reporting mechanical breakdowns same working day	100%

## Appendix C

### Areas and location codes for land to be maintained

Please refer to Map Pack for maps of locations.

Area	Location Code
Bere Regis	BR1 – BR2
Bloxworth	BL1 – BL7
Bovington	B1
Carey	CD1
Coombe Keynes	CK1
Corfe Castle	CC1 – CC6
East Morden	EM1 – EM2
Langton Matravers	LM1 – LM4
Lytchett Matravers	L1
Moreton	M1
Ridge	R1
Studland	SL1 – SL2
Swanage	SW1 – SW10
Upton	U1 – U12
Wareham – Northmoor Park	N1 – N18
Wareham – Old Town	W1 – W10
Wareham Walls	Grass Cutting Regime

**Appendix D**

**Analysis of Resources in the Tender**

**(a) Demonstrate an understanding of the Contract**

*(Submission counts as a maximum of 10% of the quality score)*

The Contractor must demonstrate an understanding of the Contract requirements and evidence that in this method statement. The Contractor is required to set out below his proposed management, supervisory and administrative structure and give details of the way he will organise his workforce, reporting structure to carry out the Services for which he is tendering together with details of all vehicles to be used by the Contractor in the performance of the Contract. In addition detail the competence of operatives and how welfare facilities will be provided.

(Use additional sheets if necessary)

**(b) Demonstrate ability to deliver the Contract**

*(Submission counts as a maximum of 10% of the quality score)*

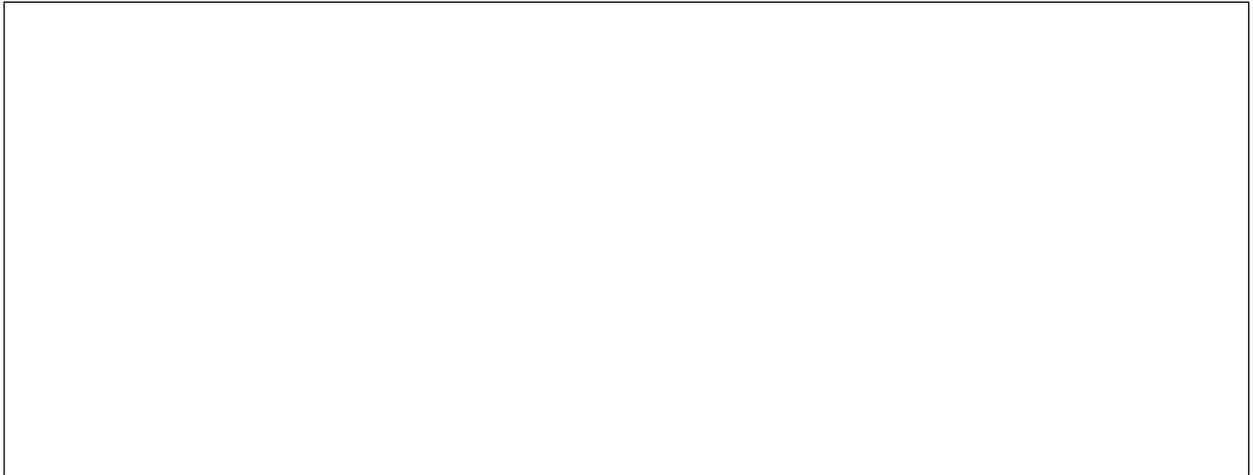
Provide a method statement giving an illustration of the way in which the tenderer proposes to deliver the Services, This section should include how the tenderer proposes:

- to employ safe working practices to protect the health and safety of operatives and members of the public;
- A health and safety policy

(Use additional sheets if necessary)

**(c) Demonstrate how all aspects of the Tender Specification will be met.**  
*(Submission counts as a maximum of 5% of the quality score)*

Provide information as to “as a whole” your company will deliver the contract and perhaps provide added value to the contract.

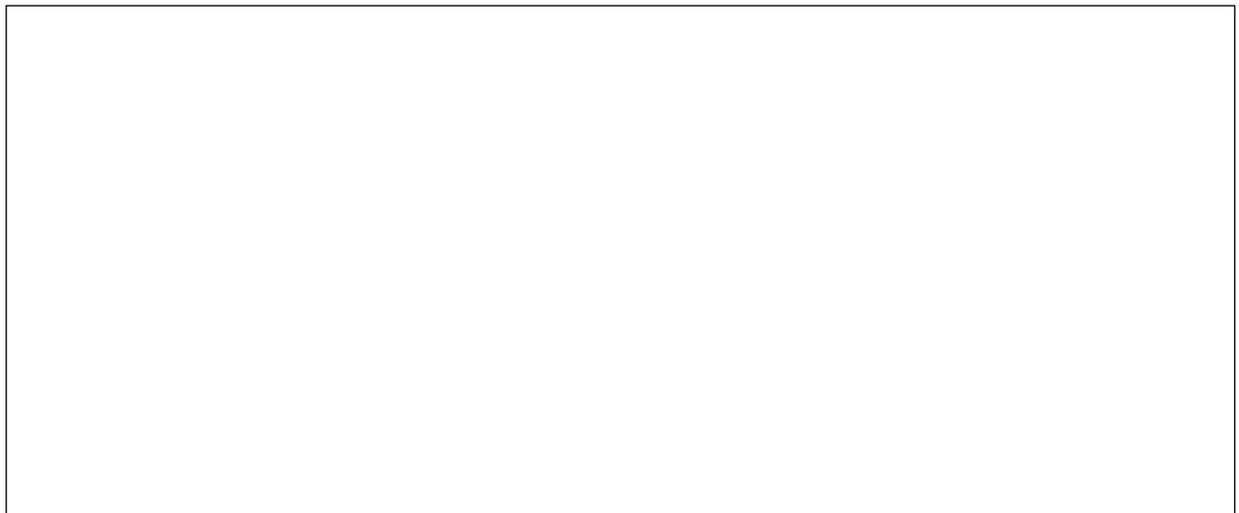


(Use additional sheets if necessary)

**(d) Contract management and customer care**

*(Submission counts as a maximum of 5% of the quality score)*

Demonstrate your ability to manage the Service and provide customer care.



(Use additional sheets if necessary)

**Appendix E**

**Certificate that the Tender is Bona Fide**

We Certify That:

- 1. The Tender submitted herewith is a bona fide Tender intended to be competitive.
- 2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
- 3. We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tender any of the following acts:
  - 3.1 Communicating to a person other than the person calling for this Tender the amount or the approximate amount of the Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender),
  - 3.2 Entering into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tender to be submitted, and
  - 3.3 Offering or paying or giving or agreeing to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above.

*In this certificate:*

*"Person" includes any person and any body or association, corporate or incorporate.*

*"Any agreement or arrangement" includes any transaction of the sort described above, formal or informal and whether legally binding or not.*

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016

Signed (as tenderer).....

(Duly authorised to sign)

For and on behalf of:.....

**Appendix F**

**Performance Bond**

Name and address of bank to be providing the Bond

Bank Name.....

Bank Address.....

.....  
.....  
.....  
.....