******Aylsham Town Council**

**Town Hall, Market Place**

**Aylsham Norwich NR11 6EL**

**Tel 01263 733354**

**Townclerk@aylsham-tc.gov.uk**

[**www.aylsham-tc.gov.uk**](http://www.aylsham-tc.gov.uk)

**Invitation to Tender**

**Background**

Aylsham Town Council is inviting contractors to tender for the grounds maintenance contract for all open spaces owned by the Town Council or managed as a delegated function from Norfolk County Council within the town of Aylsham in Norfolk. Please note – this does not include the Recreation Ground on Burgh Road.

Aylsham Town Council wish to offer a contract to manage the grounds as detailed in this document.

**Tender**

Aylsham Town Council is inviting tenders to undertake the duties detailed in Aylsham. 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.

The Town 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 4th January 2019** on which date they will be opened. Contracts will be initially discussed at the Town Council meeting scheduled for Wednesday January 16th 2019. Contracts will be announced as soon as possible after this date. Contracts will commence on 1st April 2019 and end on 31st March 2024.

**Tender Return**

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

Sue Lake - Town Clerk

Aylsham Town Council,

Town Hall

Market Place

Aylsham

NR11 6EL

**General Requirements**

* Evidence required of public liability and employer’s liability insurance of £5,000,000 for any one event.
* All maintenance/inspection operations and activities to be risk assessed with copies available from the contractor and staff to be adequately trained and equipped.
* 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
* 3 customers from whom references can be obtained
* No sub-contractor to be used without prior written consent from Aylsham Town Council
* Areas are cut once per fortnight in the growing season. If the weather seems to determine extra cutting, this will be by prior written confirmation with the Town Council
* Care must be taken in the Cemetery and Churchyard around headstones and suitable respect observed should any funerals or internments be taking place
* The Churchyard will need a cut as close as possible to Remembrance Sunday each year
* Aylsham is a growing town and the successful contractor must be aware that additional land could be added to the contract during its five year duration

**Detailed maps are available as a separate document and staff of the Town Council would be happy to meet with prospective applicants (by prior appointment) to clarify the areas required.**

|  |  |  |
| --- | --- | --- |
| **Area** | **Detail** | **Price** |
| **Aylsham Parish Church access off Market Place** | Grass Cutting | £ |
|  | Strimming (if not included in price per cut | £ |
|  | Weedkilling of cobble paths – once per year | £ |
|  |  |  |
| **Cemetery, Norwich Road (3 areas)** |  |  |
| Area A – oldest part, to the left of gates as far as hedge | Grass Cutting | £ |
| Area B – second oldest, area to right of gates as far as hedge | Grass Cutting | £ |
| Area C – area beyond hedge currently in use. Area at rear will be cleared in the next 12 months and after setting will require to be regularly cut | Grass Cutting | £ |
|   | Strimming (if not included in price per cut | £ |
| All Areas | Weedkilling of old paths and areas inside gates (two gates) once per year | £ |
|  | Hedges to be cut once per annum except that between the oldest part and area in use to be cut twice. |  |
|  | Saplings encroaching on drive to be removed | £ |
|  | Excess Dead flowers placed on compost heap to be removed once per month | £ |
|  |  |  |
| **Roundabouts** | **Norwich Road A140**Town Council has licence to plant. The roundabout has bulbs planted so cutting needs to take account of this. | £ |
|  | **Burgh Road A140** | £ |
|  | NB- during the terms of this an additional roundabout on the B1145 may be added |  |
| **Norfolk Homes – see map** |  |  |
| Area A – Ethel Tipple Drive | Grass Cutting | £ |
|  | Annual Shrub Maintenance | £ |
| Area B – Verge alongside Henry Page Road | Grass Cutting | £ |
|  | Annual Shrub Maintenance | £ |
|  | Hedge Cutting – 3 yearly | £ |
| Area C – Henry Page Road to Hungate Street including Wymer Drive play area | Grass Cutting | £ |
|  | Annual Shrub Maintenance | £ |
|  | Hedge Cutting – 3 yearly | £ |
| Area D – Howard Way | Grass Cutting | £ |
| Area E – Adey Close | Grass Cutting | £ |
|  | Annual Shrub Maintenance | £ |
| Area G – Yaxley Lane Pay Area | Grass Cutting | £ |
|  | Annual Shrub Maintenance | £ |
| Area H – Goulder Drive Amenity Space | Grass Cutting | £ |
|  | Annual Shrub Maintenance | £ |
| Areas J and K – Open Space adjacent Henry Page Road | Grass Cutting | £ |
|  | Annual Shrub Maintenance | £ |
| Area M – Mileham Drive | Grass Cutting | £ |
|  | Annual Shrub Maintenance | £ |
|  |  |  |
| **Staithe, Millgate/Dunkirk** | Grass Cutting | £ |
|  | Strimming (if not included in price per cut | £ |
|  |  |  |
| **Little Staithe, Millgate** | Grass Cutting | £ |
|  | Strimming (if not included in price per cut | £ |
|  |  |  |
| **Old Station Yard, Dunkirk** | Grass Cutting | £ |
|  | Strimming (if not included in price per cut | £ |
| **Sapwell Close** | Grass Cutting | £ |
|  | Strimming (if not included in price per cut | £ |
|  |  |  |
| **St Michaels Avenue** |  |  |
| Open space (including play area) at entrance | Grass Cutting | £ |
|  | Strimming (if not included in price per cut | £ |
| Small Play Area | Grass Cutting | £ |
|  | Annual Shrub Maintenance | £ |
|  |  |  |
| Paupers Graveyard | Grass Cutting | £ |
|  |  |  |
| **Highway Verges**See Schedule | Grass Cutting | £ |

**Areas for Norfolk Homes**

**Aylsham Town Council**

**Highway Verges**

CAWSTON ROAD JUNC CHARLES EWING CLOSE

BANNINGHAM ROAD (C556) O/S IND EST

BURE VALLEY LANE

BURE WAY AVENUE / OLD CROMER ROAD

BURGH ROAD (strim banks: town to Forster Way)

BUXTON ROAD

CAWSTON ROAD JUNC BII45 TO BRIDGE

CAWSTON ROAD JUNC MILL PIGHTLE

CROMPTON ROAD

ETHEL TIPPLE DRIVE

FEATHERS PUB AREA

FORSTER WAY

GAS HOUSE HILL(inc strim banks to sir Williams lane)

HOLMAN CLOSE

HOLMAN ROAD

HUNGATE STREET

JANNY'S CLOSE

LANCASTER GARDENS

MILL LANE

MORTON ROAD

A140-B1145 LINK ROAD (town side only;do

NORWICH ROAD (FROM THE FORGE TO CYCLE CROSSING MARSHAM: BOTH SIDES OF OLD ROAD)

NORWICH ROAD B1145 (strim bank from garage to council houses)

ORCHARD LANE

PARTRIDGE WAY

PALMERS LANE

RAWLINSONS LANE

REPTON CLOSE

RIPPINGHALL CLOSE

RIPPINGHALL ROAD

SERVICE ROAD AREA (NORWICH ROAD B1145)

SIR WILLIAMS CLOSE

SIR WILLIAMS LANE (inc strim banks to burgh road)

SOAME CLOSE

STEWART ROAD

SWAN CLOSE

THE MEADOWS(strim all banks)

TOWN LANE(strim banks & channels)

TUDDENHAM ROAD

**Evaluation Criteria and Methodology**

**Tenders for Grounds Maintenance**

**1st April 2019 to 31st March 2024**

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

|  |  |
| --- | --- |
| **EVALUATION CRITERIA** | **WEIGHTING** |
| **Horticultural/General Maintenance expertise and performance**Specialist expertise in f horticultural or maintenance topics -20pointsEfficiency and effectiveness of operations - 10 pointsFlexibility to change services as necessary or provide a new one - 10 points | **40 points** |
| **Price**A score will be given in relation to the prices offered for all scored bids | **50 points** |
| **Presentation**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 | **10 points** |