

Parish Council Tender Document

For: Village Maintenance Services

Issued by: Hutton le Hole Parish Council

Date Issued: Friday 24th January 2025

Submission Deadline: Friday 14th February 2025 at 9am

1. Introduction

Hutton le Hole Parish Council invites tenders from suitably qualified contractors for the provision of village maintenance services to support the upkeep, cleanliness, and safety of public spaces in Hutton le Hole Village.

The contract will cover 12 months commencing on 01/04/2025, with the option of roll-over into subsequent years, at the discretion of the Parish Council.

2. Scope of Work

The contractor will be required to deliver village maintenance services in accordance with the council's priorities and standards. This includes, but is not limited to:

- A. Grass cutting across the village**
- B. Painting and maintenance of the white-painted bird's mouth fencing**
- C. Other general repairs and caretaking duties**

Specific areas to be maintained include:

A. Grass Cutting

- The grassed areas have been grouped into 3 broad areas: North, Central, & South. (The Central area is broadly the village green).
- Grassed areas are to be cut periodically throughout the summer months, at the request of the Parish Council, with the sequence to be agreed with the Parish Council.

B. Bird's mouth Fencing

- 3 lengths: North, Central, South.
- The three lengths to be painted and repaired in rotation, one length per year, the sequence to be agreed with the Parish Council.

C. Other General repairs and caretaking duties

- Any other work to be agreed with the Parish Council in advance.

N.B. The Parish Council will pay for or reimburse the cost of paint and materials for specific jobs (e.g. painting the bird's mouth fencing) with prior agreement.

3. Council Priorities

The Council's key priorities for village maintenance include:

1. Maintaining a clean and welcoming environment.
2. Promoting biodiversity in public spaces.
3. Ensuring public safety and accessibility.

The successful contractor is expected to integrate these priorities into their work.

4. Requirements for Work Execution

The work must be carried out in accordance with the following:

Grass Cutting

- Any obvious litter to be collected and disposed of prior to a cut.
- Paths to be swept clear after a cut.
- Hours to be invoiced on completion of an area, at the end of the calendar month the work was completed in.
- Hours associated with cutting NYC Highway areas to be invoiced separately, again at the end of the calendar month the work was completed in.

Bird's mouth Fencing

- Fencing to be scraped of loose paint, and all old paint removed, collected, and disposed of.
- Fencing to be painted in white exterior paint, with any repairs carried out with the prior agreement of the Parish Council.
- Hours to be invoiced on completion of a length, at the end of the calendar month the work was completed in.

Other General Repairs and Caretaking Activities

- Hours to be invoiced monthly for work completed in that month.
- Parish Council to procure or reimburse for specific materials, with prior agreement of the Council.

Waste Management: Contractors must dispose of waste responsibly and in compliance with North Yorkshire Council regulations.

Equipment: Contractors must provide their own equipment, which must be maintained to appropriate safety standards.

Innovation: Contractors are encouraged to propose innovative methods or solutions to meet the council's goals.

5. Tender Submission Requirements

Interested contractors must submit a proposal that includes:

- Company details and experience in similar contracts.
- A detailed breakdown of costs, set out as an **hourly cost*** per each scope of work (1 each for scope of work - **A**, **B** and **C**) including labour, fuel, materials, and VAT (where applicable).
- Agreement to work with Hutton le Hole Parish Council to finalise a mutually convenient schedule / sequence of works.
- Evidence of insurance cover (e.g., public liability).
- References from two recent clients.

* An Hourly rate costing is a trial for 1 year, so the Council can better understand the cost of each section of work.

6. Evaluation Criteria

Tenders will be evaluated based on:

- Cost and value for money (30%)
- Experience and references (30%)
- Compliance with council priorities and requirements (40%)

7. Terms and Conditions

- The Council reserves the right not to accept the lowest or any tender.
- Contractors must comply with all relevant legal obligations, including health and safety legislation.
- The Council may terminate the contract for non-performance or breaches of terms.

8. Contact Information

For further information, please contact:

Anne-Marie Benson, Parish Clerk
6 Roseville Avenue, Scarborough, YO12 7NS
07459 101188

clerk@huttonlehole.org.uk

9. Submission Instructions

Please send your completed tender document in a sealed envelope clearly marked "Tender for Village Maintenance Services" to:
6 Roseville Avenue, Scarborough, YO12 7NS

Alternatively, submissions can be sent via email to: clerk@huttonlehole.org.uk

Deadline for submissions: Friday 14th February 2025 at 9am