



GROUNDS MAINTENANCE CONTRACT

3-year contract from 1st April 2023 – 31st March 2026

**GROUNDS MAINTENANCE CONTRACT
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GROUNDS MAINTENANCE CONTRACT

INVITATION TO TENDER

1. Cam Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Grass Cutting & Grounds Maintenance in accordance with the Contract documents attached, which comprise: -

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Site Plans
Appendix E	Form of Tender
Appendix F	Questionnaire
2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Parish Clerk by no later than one week before the closing date.
4. The tender shall be submitted on the Form of Tender attached at **Appendix E**.
5. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
6. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.
7. If having examined the tender documents you wish to submit a tender you should: -
 - (a) Fully complete and return the following documents:

Appendix E	Form of Tender
Appendix F	Questionnaire
 - (b) **Return tenders and all related documentation to: -**
Clerk to Cam Parish Council
Cam Parish Council
4 Noel Lee Way
Cam
GL11 5PS
By 5pm, 20th March 2023

Tenders received late will not be considered

- (c) **Please note that the package containing the tender must be clearly marked "Tender for grounds maintenance" on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.**

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STANDARD CONDITIONS OF CONTRACT

Contract Documents

The Contract Documents will comprise:

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Site Plans
Appendix E	Form of Tender
Appendix F	Questionnaire

Officer

The Officer will be the Parish Clerk,

Extent of Work

Generally, the work will comprise of the cutting of grass and selective weed control where specified on land within the parish of Cam. To include strimming around play equipment, outside furniture, trees, bushes, fences, hedges and all other authorised site fixtures and fittings. To include grass removal from all play safety surfaces and footpaths by sweeping or blower. Works also include periodic improvements to sports pitches and works to trees and hedges across various sites.

Site Details

The sites are situated throughout Cam and are identified on the plans enclosed under Appendix D.

Before tendering the Contractor is advised, at their own discretion, to visit the sites to satisfy himself as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

Additional Erection/Installation

The Council could add additional outside fixtures and fittings during the period of the Contract and no application from the Contractor to adjust the Contract price will be considered.

Duration of Contract

The duration of the Contract will be for three years from 1st April 2023, with the final decision on the duration of the Contract to be made by the Council after the tenders have been received.

Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term.

Payment to Contractor

The full contract sum shall be paid in equal monthly instalments throughout the year, on receipt of monthly invoice from Contractor.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving three months notice.

Insurance

The Contractor is required to have a minimum of £10,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Parish Clerk prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract.

Notes to Tenderers

- a) Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.
- b) The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.
- c) A price shall be inserted against each item on the Form of Tender.
- d) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- f) Weed killing chemicals must only be applied where specified and must be applied by certificated staff. Evidence of certification must be provided to the Council.
- g) A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
- h) Invoices presented for payment must include a schedule of the works completed in that month including the dates of the work.
- i) Contractors are asked to contact the Parish Clerk if any clarification is required.

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SPECIFICATION OF WORKS

1.00 GRASS CUTTING

- 1.01** (i) Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris.
- (ii) The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.
- 1.02** The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass not cut to the approval of the Council from such lack of maintenance will be made good by the Contractor at their own expense and to the satisfaction of the Council.
- 1.03** The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations. The Contractor will provide their staff with all safety equipment, (boots, reflective vests, ear defenders etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
- 1.04** During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Council sanctioning such an operation in writing, in advance.
- 1.05** All grass will be cut cleanly and evenly and without damaging the existing surface.
- 1.06** The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure that all grass clippings and other arisings are cleared from all paved areas, playground equipment safety surfaces, memorial stones, paths and public footpaths, etc., by sweeping or using a blower.
- 1.07** Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
- 1.09** Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.
- 1.10** Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
- 1.11** In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting "divots" from the machine rollers or cutters.

- 1.12** Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at their own expense reinstate such damage forthwith to the satisfaction of the Council.
- 1.13** Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting and replaced before the Contractor leaves the site.
- 1.14** (i) Mowing around obstructions including seats, trees, fence lines, posts, and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location. Care must be taken when strimming around wooden structures – any damage caused by strimming will be replaced at the contractor's expense.
- 1.15** In areas that contain bulbs or corms, the Contractor will ensure that the emergent bulbs are not cut. These areas will not be cut again until four weeks after flowering.
- 1.16** All persons operating grass cutting machinery must be competent, licensed or appropriately trained. The Council reserves the right to ask the Contractor to provide adequate proof that any operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.

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SCHEDULE OF WORKS

1.0 GRASS CUTTING

Maintain the following areas on a 7–10-day cycle through the growing season (minimum of 20 cuts per year from contract start date 2023 OR 1st March to 31st October); frequency of cuts may fluctuate during the season depending upon weather and growing conditions to keep grass length to reasonable level:

1.01 Jubilee Playing Field - Sports pitches

- Children's play areas
- Area around climbstones
- Central open area
- Area in path loop

(Include strimming/hand mowing around play equipment and along boundary with Jubilee Close homes as required)

1.02 Cam Green Playing Field (include strimming/hand mowing around play equipment and fencing posts as required)

1.03 Woodfields Play Area (include strimming/hand mowing around play equipment and fencing posts as required)

1.04 Cam Pitch amenities areas (three areas)

1.05 Lark Rise (2 areas)

1.06 Jubilee Tree (3 areas)

1.07 Hopton Green (2 areas + Verge)

1.08 Flail cut 6 x per year (monthly through growing season) the top field section of Jubilee Playing Field

1.09 Prepare and maintain wildflower meadow sections as and when requested by Council

2.0 STRIMMING, SPRAYING AND TIDYING:

2.01 Jubilee Playing Field

- Strim/mow along all path edges monthly through growing season
- Spray path edges and boundary with houses for weeds 2 x per year using chemicals safe for use in public areas
- Twice yearly (April & August) side out the edges of perimeter tarmac footpath to remove overgrowth
- Tidy all field edges through growing season

3.0 PITCH IMPROVEMENTS:

3.01 Jubilee Playing Field

- Slit spike and roll pitches monthly through the winter period
- Spray fields for weeds annually
- Fertilise main field pitches annually

Further pitch improvements, reinstatement of goal areas and so on to be arranged directly with the Football Club at their expense.

4.0 TREES AND HEDGES

All hedges to be cut as per instruction below at appropriate time of the year

4.01. Jubilee Playing Field

- Trim all boundary hedges once per year – roadside of Everside Lane and all internal hedges and tops.
- Take out low growth on trees throughout the site as needed for safety, ease of mowing and appearance

4.02. Cam Green Playing Field

- Trim all boundary hedges once per year – roadside and all internal hedges and tops.
- Take out low growth on trees throughout the site as needed for safety, ease of mowing and appearance

4.03. Upthorpe Allotments

- Trim boundary hedge once per year – roadside internal and external and top

4.04. Ashmead 1 Allotments

- Trim boundary hedge once per year – roadside internal and external and top

4.05. Ashmead 2 Allotments

- Trim boundary hedge once per year - roadside internal and external and top

4.07. Ashmead grass keep

- Trim boundary hedge once per year - roadside external and top

4.08. Broadmere

- Trim hedge once per year - roadside external and top

4.09. Cam Pitch Amenity Area

- Trim hedge once per year – large hedge side and top

4.10. Hopton Green

- Trim boundary hedge once per year – side and top plus clear and manage ditch

4.11 Woodfields Play area

- back and side boundary hedge – internal and top

4.12 Lark Rise

- Conifer tree on grassed area – side only

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FORM OF TENDER

	2023 - 24	2024 - 25	2025 - 26
Grass Cutting			
7 – 10-day cycle	£	£	£
Flail cutting	£	£	£
Strimming spraying and tidying			
Annual cost	£	£	£
Pitch Improvements			
Annual cost			
Hedge and tree work			
Total annual cost	£	£	£
TOTAL CONTRACT COST	£	£	£

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We understand that Cam Parish Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Signed: Name:

Position: Date:

Of:

Address:

Telephone Contact number:

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QUESTIONNAIRE

Details relating to Prospective Tenderer

1. Name:
2. Address:
.....
3. Telephone number/Mobile:
4. Contact Name and Position in Company:
5. Nature of Business:
6. If the Business is a Company:
Is it a Subsidiary of another Company?
If yes, please give details:
7. Date of Business formation:
8. Please state number of grounds maintenance employees:
9. Please state which branch the Contract will be serviced from:
10. Please give any other details, which you feel may be relevant, for example, similar Contracts in the area or for similar authorities, etc:

Signed:

Position:

Date:

CAM PARISH COUNCIL**GROUNDS MAINTENANCE CONTRACT****SCORING MATRIX****1. EVALUATION CRITERIA**

2. Tenders will be evaluated to determine the bid which, in the opinion of the council, offers best value using the following criteria and weighting and will be assessed entirely on your response submitted.

2.1. The price to deliverability of works to quality ratio is 40:30:30

	Percentage
Quality Quality will be evaluated based on the responses in the Contractor's Proposal	30%
Deliverability Proposed schedule and references	30%
Price Pricing will be evaluated in accordance with your response in the Form of Tender and Pricing Schedule	40%

Public Liability Insurance of no less than £10,000,000 must be held to carry out the work. The successful contractor must prove this level of insurance is held before the work can proceed. The contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Risk Assessments and Method Statements must be received by Cam Parish Council before any work can proceed.

3. Quality criteria (30%)

Quality will be assessed by your responses in the Contractor's Proposal and supporting paperwork provided by the Tenderer as detailed in the tables below, the Contractor's Proposal and Specification.

The proposal score will be assessed by evaluation of the response including addressing an understanding of what works is required. The award panel will consider how well this supporting information portrays the project/s and how easy it is to understand and interpret. The weightings are shown in the tables below.

When answering the questions Tenderers must make sure that they answer what is being asked including added value if allowed for in the scoring scale below. Anything that is not directly relevant to the particular question should not be included.

Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed schedules are (as relevant). It is useful to give examples and/or provide evidence to support your responses. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.

Each Contractor's Proposal will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross refer to responses or information provided elsewhere in your tender.

Each quality criterion will be awarded a score in accordance with the scoring scale below (i.e. 0-5).

Score	Criteria for Award
0	The response raises major concerns about understanding and/or approach which are potentially highly detrimental to satisfactory service delivery or contract performance.
1	The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
2	The response suggests shortcomings of understanding or approach which is likely to impact on service delivery or contract performance.
3	The response raises no concerns about understanding or approach to service delivery or contract performance.
4	Response is above expectations in terms of understanding or approach to service delivery or contract performance in terms of understanding or approach to service delivery or contract performance
5	Response is significantly above expectations in terms of understanding or approach to service delivery or contract performance in terms of understanding or approach to service delivery or contract performance

N.B. The Council may disqualify Contractors that score a 0 or 1 in any of the quality criteria and may disqualify Contractors that score two or more 2s in response to the quality criteria questions.

You will note that all questions have a % weighting clearly identified. Each score will be divided by the highest score available for that question (i.e., 5) to give a percentage score. The percentage score will then be multiplied by the question weighting to provide a weighted score for each question and the overall quality weighting will then be applied.

By way of a worked example:

Question	Question Weighting	Quality Assessment	Consensus Score Awarded	Score Calculation	Score Awarded
Presentation	40%	Above expectations	4	$(4/5) \times 40$	32
Play Equipment Play Value	40%	Meets expectations	3	$(3/5) \times 40$	24
Warranties & Guarantees	10%	Below Expectations	2	$(2/5) \times 10$	4
TOTAL	90%	Total Weighted Quality Score for Supplier 1			60

4. Deliverability (30%)

- i. Tenderers are asked to address the deliverability of the works, and include reference from other similar contracts if possible

5. Price Criteria (40%)

- i. Tenderers are asked to submit a pricing schedule, please provide a clear, detailed breakdown.

The maximum budget limit for this project is £45,000.00 inclusive of VAT. Any bids over this amount will be disqualified.

The price will carry **40%** of the final mark.

The lowest bid price will score full marks. The other offers will then receive scores expressed as an inverse proportion of the lowest price. The formula used will be:

$$(\text{Lowest bid price/bidder's price}) \times 40 = \text{bidder's price score}$$

Price, schedule and quality scores will then be added together to produce the total score.

- i. The Council may obtain clarifications from Potential Suppliers to enable the Council to determine accurate price and quality scores.
- ii. The Council may obtain references to enable the scoring of the Council's quality criteria.
- iii. Should the Council, in its reasonable judgement, identify a fundamental failing or weakness in any bid then the Bid may, regardless of its other merits, be excluded from further consideration.