

Lytchett Minster and Upton Town Council

Invitation to Tender (ITT) & Main Tender Document

Grounds Maintenance Services in Upton

1/4/2025 – 31/3/2028 + option for renewal years 4 and 5

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## **INTRODUCTION**

This Invitation to Tender (ITT) has been prepared by Lytchett Minster and Upton Town Council (The Council) inviting proposals for the provision of services as described in Schedule 2.

This Invitation to Tender is subject to the following Tender Instructions and subject to the terms and conditions set out in Schedule 1 of this document.

The contract will commence on 01 April 2025 for 3 years with the option for renewal for year 4 and 5. This contract is being procured under an open tender process. Information about the Town Council can be found at [www.lytchettminsterandupton-tc.gov.uk](http://www.lytchettminsterandupton-tc.gov.uk)

## **TENDER INSTRUCTIONS**

### **1 Questions.**

Questions relating to this tender must be raised in writing no later than noon on 15 November 2024. Questions should be addressed to the Clerk by e-mail to [clerk@lytchettminsterandupton-tc.gov.uk](mailto:clerk@lytchettminsterandupton-tc.gov.uk).

Please note that the responses to any questions raised during the tendering period may be circulated to others who have expressed an interest in submitting a tender in the form of a Circular Advice Note. The applicant's details will be withheld.

### **2 Site Visits**

Site visits to discuss the tender may be undertaken by prior agreement with the Clerk.

### **3 Deadline for receipt of tenders**

To be considered, written tenders must have been received in a sealed envelope marked **PRIVATE & CONFIDENTIAL** by the Clerk to the Council by noon on 1 December 2024. Please write the name of the contract being tendered for (as shown on the cover page of this document) on the outside of the envelope which will not be opened until after 1.00 pm on that day by the Clerk (or Deputy Clerk) in the presence of at least one Councillor.

The envelope should be delivered to: Clerk to the Council, Lytchett Minster and Upton Town Council, 1 Moorland Parade, Moorland Way, Upton, Dorset BH16 5JS.

The Tender Responses will remain the property of the Council.

### **4 Business References**

In addition to your tender, please include two business references obtained in the last 2 years. Please include the contact names, addresses and telephone numbers of referees.

### **5 Quote Basis**

Where the frequency of services is specified, these services form the Core Services for which a single total price should be submitted in the Tender Response Document.

Where the frequency of services is not specified, these services form the Additional Services for which an hourly rate should be submitted in the Tender Response Document.

All tender prices will be fixed for the duration of the contract.

### **6 The Decision**

The Council is not bound to accept the lowest priced, or any, tender. The evaluation criteria will include emphasis on quality as well as price.

## **7 Canvassing**

Contractors tendering for this contract must not canvass Members of the Council or its Officers. Any effort to do so will immediately disqualify any tender submitted.

## **8 Notification of Outcome**

The Clerk will notify all parties of the outcome of this tender process by email before noon on 20 December 2024. Please provide the appropriate contact email details in your response.

## **9 Start date**

The successful Contractor will need to be able to commence work on this contract on 01 April 2025. If unable to achieve this commencement date, then please indicate the earliest possible start date.

## **10 Freedom of Information**

Please note that all information submitted to the Council may need to be disclosed and/or published by the Town Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2000 (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, because of judicial order, order by any court or tribunal with the authority to order disclosure.

If you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked "confidential" or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

## **11 Tender Timescales**

The timescales relating to this tender are:

Action	Date
Issue of Invitation to Tender (ITT)	13 September 2024
Deadline for questions	15 November 2024
Deadline for return of Tender Response Document	1 December 2024
Notification of award decision	20 December 2022
Contract start date	01 April 2025

## **SCHEDULE 1 - SERVICES AGREEMENT**

This agreement is made on [DATE] between

Lytchett Minster and Upton Town Council ('the Council') of 1 Moorland Parade, Moorland Way, Upton, Dorset BH16 5JS and

[CONTRACTOR]

### **Agreed terms**

#### **1 Definitions**

In this contract the following expressions shall have the meanings hereby assigned to them:

'Agreement' - the Information and Instructions for Quotations, the Specification

'Clerk' – the Clerk or Deputy Clerk to Lytchett Minster and Upton Town Council

'Contractor' - the person, persons or company whose quotation is accepted

'Council' - Lytchett Minster and Upton Town Council

'Contractor's Staff' - those persons employed or engaged by the Contractor from time to time to perform this Agreement on its behalf. The definition of 'Contractor's Staff' will also include the staff of any permitted sub-contractor who are performing the Contractor's obligations under this Agreement from time to time

#### **2 Variation of Agreement**

Variations to Schedule 2- Services Specification may be proposed by the Council or the Contractor. Any agreed variations shall be confirmed in writing by the Council.

#### **3 Performance of Service**

The Contractor shall perform the services in a manner consistent with the terms and conditions of the agreement and to the satisfaction of the Clerk.

All operations shall be carried out by the Contractor without unreasonable noise and disturbance so as not to interfere with the convenience of the public, access to, or occupation of public roads, private or public footpaths or properties and the Contractor shall indemnify the Council in respect of all claims demands proceedings costs and expenses whatsoever arising out of, or in relation to, any such matters.

#### **4 Works Required**

The Contractor shall carry out the works detailed in Schedule 2 – Services Specification.

#### **5 Times of Work**

The times of work shall be flexible. The Contractor may work between the hours of 8.00 am and 6.00 pm on Monday, Tuesday, Wednesday, Thursday and Friday. The Contractor may not work on Saturday, Sunday or Bank Holidays unless requested to do so by the Clerk.

#### **6 Reporting**

The Contractor shall provide, on the last day of each month a written report detailing all work undertaken that month, including, supportive evidence. The Contractor will also, by way of this monthly report, make proposals for other work that they have identified as being necessary to carry out. The Clerk may check progress by visiting a job site at any time without notice to the Contractor.

The Contractor will meet with the Clerk monthly or at such other times as the Clerk may reasonably request at the Council Offices in Upton to review progress on the contract and to consider work to be carried out in the following month.

## **7 Invoicing and Payment**

Invoices should be produced. The invoice will then be scrutinised by the Responsible Financial Officer against this contract and if as expected, presented to signatories for payment. Payment will be made via BACS.

In accordance with the Public Procurement Contract Regulations 2015, the Council will pay all valid and undisputed invoices no later than 30 days from the date on which the invoice was received. Invoices to be sent quarterly to the Town Council

## **8 Additional Services**

In respect of all hourly and fixed price work to be carried out under this Contract, the Contractor must give a quote for the length of time needed to carry out the job, as well as the cost of materials. Other than where work is of an urgent nature (where approval will be given by telephone), this approval will be given in writing or in an email by the Clerk. Any work carried out by the Contractor without prior authorisation will not be paid.

## **9 Vehicles, Tools & Machinery**

The Contractor shall provide and maintain all such vehicles, tools and machinery as are necessary for the proper performance of the services, including fuel. The Contractor shall, at his expense, put and keep all vehicles, tools and machinery in good and serviceable repair.

Tools and machinery or any other items not owned by the Council cannot be stored on Council property unless agreed in writing with the Clerk.

## **10 Safety**

The Contractor shall take precautions as are necessary to protect the health and safety of all persons employed by the Contractor, the Council and the general public. The Contractor shall comply with the Health & Safety at Work Act and all other Acts or Regulations pertaining to the health and safety of the Contractor's staff who must have been appropriately trained. The Contractor shall provide, if asked, adequate proof that all of the Contractor's staff are well trained and conversant with Health & Safety legislation and are competent in their operating methods.

All relevant safety equipment (PPE) shall be provided at all times by the Contractor and worn by the Contractor's staff when carrying out works.

The Contractor is required to notify the Clerk immediately of any accidents, near misses or environmental incidents such as oil or diesel spillages.

A "No Smoking" policy to be strictly enforced at all times.

The Contractor shall undertake appropriate risk assessments.

## **11 Liability**

The Contractor shall fully indemnify the Council against any expense, liability, loss, claim or proceedings arising in respect of personal injury to any person or damage to any property arising from the performance of the services or any act, neglect or omission of any employee of the Contractor, howsoever such liability may arise.

## **12 Insurance**

The Contractor shall fully insure and indemnify himself against any liability in the sum of at least £10 million for each claim: -

- i) to the Council and to any employee of the Council,
- ii) to the employees of the Contractor,
- iii) to any other person, for any damage, loss or injury

A current Certificate of Insurance to this effect must be produced to the Clerk prior to commencement of this Agreement and within a reasonable time upon a request by the Clerk to do so during the continuance of this agreement.

### 13 Termination of Agreement

This contract runs from 01 April 2025 to 31 March 2028. If acceptable standards and quality of service are maintained throughout the initial contract period, Lytchett Minster and Upton Town Council reserves the right to extend the contract for a further period of either 12 or 24 months.

This agreement may be terminated by either the Council or the Contractor having given three months' written notice expiring at any time.

This Agreement may be terminated by the Council immediately if the Contractor:

- i) has failed to respond satisfactorily within 14 days to a written notice of default issued by the Clerk or
- ii) is the subject of proceedings in voluntary or involuntary bankruptcy or
- iii) enters any arrangements or takes any action which could, in the reasonable opinion of the Council affect the good reputation of the Council either directly or indirectly

### 14 Assignment and Sub-Contracting

The Contractor may not assign sub-contract or otherwise transfer this Agreement or any of its rights and/or obligations under this Agreement, whether in whole or in part ,without the prior written consent of the Council.

### 15 Good faith and collaborative working

The parties shall at all times act in good faith towards each other and shall establish, develop and implement a collaborative relationship based on trust, fairness and mutual co-operation, and shall freely share information with the objective of enabling the Council to effectively provide the relevant services for the benefit of the Council's administrative area.

Signed:	          Authorised signatory of the Council
Name:	
Date:	

Signed:	          Authorised signatory of the Contractor
Name:	
Date:	

## **SCHEDULE 2 – SERVICES SPECIFICATION** **GROUND MAINTENANCE**

### **Overall Purpose**

The purpose of this Services Specification is to generally define the standard to be achieved, rather than define the precise method by which the Contractor may be required to perform the service. In some situations, a more detailed specification is provided. The Services Specification is to be read in conjunction with Schedule 1 - Services Agreement, the terms of which shall apply.

The overall purpose is to provide a clean, tidy and well-maintained area that reflects customer need and good horticultural and environmental practice. All work shall be carried out and timed in such a way as to leave the whole of each site in a well-maintained and tidy condition.

The Council wishes to receive tenders from organisations who can demonstrate innovation, partnership and deliver a high-quality grounds maintenance service. Accordingly, tenderers are invited to submit a Method Statement to support their tender. The Method Statement may reference service delivery, customer service, communication, reporting, staffing, training and environmental sustainability.

### **Works**

#### **Core Services:**

**Duration of Contract:** 3 Years, plus option for years 4 and 5

**Annual Increase:** 5% or CPI for March, whichever is lower

**Payments:** Invoices to be sent quarterly to the Town Council and paid within 30 days.

Site
<b>Upton Recreation Ground</b> <ul style="list-style-type: none"><li>- Initial sports pitch line marking at the start of the season</li><li>- Fortnightly line marking between September and March</li><li>- Grass cutting of fields using tractor and gang mowers</li><li>- Weekly cut of football pitches as needed</li><li>- Fertilising of the field once per year</li><li>- Removal and re-erection of goal posts at the end and start of the season if required</li><li>- Renovation of football goal mouths as necessary at the end of the season</li><li>- Selective weed killing of sports field as necessary</li><li>- Initial marking of running tract and fortnightly over-marking through the summer</li><li>- Cutting of perimeter hedge (tractor/flail acceptable) annually</li></ul>
<b>Grass Cutting of Verges (Please refer to Attached Location Maps)</b> <ul style="list-style-type: none"><li>- Land at Dacombe</li><li>- Land Poole Road Wall</li><li>- Factory Road land</li><li>- French's Farm Circle of Land</li><li>- Poppy Close (entrance, two parcels)</li><li>- Cherry Hill Grove Land</li><li>- Hickory Close Land</li></ul>

<ul style="list-style-type: none"> <li>- Doussie Close Lane</li> <li>- Redwood Road Play Area</li> <li>- Upton Library</li> </ul> <p>All areas to be cut 8 times between March and October.</p>
<p>Lytchett Bay View</p> <ul style="list-style-type: none"> <li>- Flail at appropriate time (e.g out of nesting season)</li> <li>- Cut paths approximately once per month between March and October</li> <li>- Late season hay cut -collection of arisings</li> </ul>
<p>Cemetery</p> <ul style="list-style-type: none"> <li>- Grass cut 15 times per year between March and October</li> <li>- Annual emptying of grave spoil bay</li> <li>- Annual cross ditch clearance with offsite removal of leaves/debris therein in October (or when suitable)</li> <li>- Leaf blowing and clearance – Oct- Dec</li> <li>- hedge cutting - inner and outer</li> </ul>

### Grass Cutting (General)

- 1.1 Arisings shall be removed where stated, otherwise grass cuttings shall be left evenly dispersed within the boundary of the area cut.
- 1.2 Prior to cutting, the Contractor shall ensure that the grass is free of large stones and other debris. The Contractor shall inspect the site for areas of ground sinkage/potholes and areas of potential hazard and inform the Clerk of any hazards.
- 1.3 The Contractor shall, during the period of the contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, to produce a true and even cut. Any damage or areas of grass not cut to the approval of the Clerk from such a lack of maintenance shall be made good by the Contractor at his own expense and to the satisfaction of the Council.
- 1.4 The Contractor shall, during the period of the contract, ensure that machines are properly guarded and maintained to present no danger to the operator, surrounding structures, vehicles or any person near operations. The Contractor shall provide his staff with all safety equipment and ensure that staff use these when engaged in work for the Council.
- 1.5 During the period of the contract, no growth regulators of any form shall be applied to any area of grass without the Clerk sanctioning such an operation in writing, in advance.
- 1.6 All grass shall be cut cleanly and evenly and without damaging the existing surface.
- 1.7 The Contractor shall, complete one area of grass cutting before moving onto the next and immediately after cutting a scheduled area, the Contractor shall ensure that all grass clippings are cleared from paved areas, paths, signs and fixtures either by sweeping or use of a blower.
- 1.8 Mowing shall take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.
- 1.9 Great care must be taken to avoid damage to wooden posts and playground equipment by grass cutting and strimming operations. Any damage resulting, shall be reported to the Clerk immediately and made good at the Contractor's own expense.
- 1.10 Areas not cut to the satisfaction of the Clerk shall be re-cut by the Contractor at the Contractor's own expense.



- 1.11** In very wet conditions, operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or producing grass cutting 'divots' from the machine rollers of 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 shall at his own expense reinstate such damage forthwith to the satisfaction of the Council.
- 1.13** Mowing shall be carried out as close as possible to fixed obstructions. Moveable obstructions may be removed to facilitate cutting and replaced before the Contractor leaves the site.
- 1.14** Mowing around obstructions including seats, trees, fence lines, posts, kerbs and the like, and in the proximity of margins, shall be undertaken using tools and machines as appropriate. The cutting of such areas shall be undertaken within 24 hours of the main site being mowed and shall be deemed to be included in the contract.
- 1.15** All persons operating machinery must be satisfactorily trained and the Council reserves the right to ask the Contractor to provide adequate proof that his operators are suitably trained, conversant with Health and Safety legislation and competent in operating methods.

## **SCHEDULE 3 – INFORMATION AND INSTRUCTIONS TO TENDERERS**

### **1. Introduction**

- 1.1 Lytchett Minster and Upton Town Council (“the Council”) is seeking Tenders from suitably qualified and experienced persons to provide the works described in the Specification. 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**

#### Rules you must follow:

- 2.1 Please register your interest in submitting a tender to Karen Cane via email: [clerk@lytchettminsterandupton-tc.gov.uk](mailto:clerk@lytchettminsterandupton-tc.gov.uk)
- 2.2 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.
- 2.3 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.
- 2.4 As part of your tender, you must provide (on headed paper) 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 (See Tender Response Document’).
- 2.5 You must not alter any of our Invitation to Tender documents.
- 2.6 We publish details of successful bids as part of the Government’s transparency agenda 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).
- 2.7 Tender prices should not be disclosed to other parties prior to the contract being 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.
- 2.8 Information pertaining to other interested parties tenders, their intentions or pricing should not be obtained or discussed. 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.
- 2.9 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.

Important things to be aware of:

- 2.10 If we refer to an International, European or British Standard in our specification, you can offer an equivalent provided that it offers equivalent guarantees of safety, suitability and fitness for purpose to the one we specified.
- 2.11 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.
- 2.12 We reserve the right not to accept the lowest (or any) tender, or to accept any part of your tender without accepting the rest.
- 2.13 It is not the Council's policy to reimburse tendering costs.

Some hints and tips:

- 2.14 Please read the documents carefully and make sure you provide all the information we ask for. If you don't - at best you may lose valuable marks, at worst your tender might be disqualified as "non-compliant".
- 2.15 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.
- 2.16 Please keep tenders brief and to the point - don't send lots of additional information. We don't award extra marks for expensive paper or glossy photographs and would prefer instead that you simply used less paper and printed on both sides of the page.
- 2.17 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.
- 2.18 Please provide the price breakdown in the format we have requested. When pricing, each location should be approached as an 'individual project', with total values for each 'project' recorded and accumulated on the Tender Summary sheet. Not all 'projects' may progress, subject to an assessment of received final tender figures by the Council.
- 2.19 Don't 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. Submitting your tender**

- 3.1 The process for submitting tenders is very tightly controlled to make sure everyone is treated equally. To be considered, written tenders must have been received in a sealed envelope marked **PRIVATE & CONFIDENTIAL** by the Clerk to the Council by noon on 1 December 2024. Please write the name of the contract being tendered for (as shown on the cover page of this document) on the outside of the envelope which will not be opened until after 1.00 pm on that day by the Clerk (or Deputy Clerk) in the presence of at

least one Councillor.

The envelope should be delivered to: Clerk to the Council, Lytchett Minster and Upton Town Council, 1 Moorland Parade, Moorland Way, Upton, Dorset BH16 5JS.

3.2 Your tender submission should include:

- A completed Tender Response Form (Appendix 1)
- A fully priced copy of the Summary of Tender sheet (Appendix 2)
- A completed copy of the Economic and Financial Standing Questions (Appendix 3).
- Responses to the Quality Questions (Appendix 4)
- A completed Anti-Collusion Certificate (Appendix 5)

3.3 Your tender will remain open for acceptance for 3 months (90 calendar days) from the Tender Deadline.

#### **4. If your tender is successful...**

##### Evaluation Criteria - Awarding the contract:

4.1 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 set out in the tender documentation published on Contracts finder and summarised below:

Criteria Heading	
	Weighting
<b>Economic and financial standing including price submission</b>	40%
<b>Quality Submission</b>	60%

4.2 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.

4.3 If you are successful, we will let you know, formally, in writing.

4.4 The successful tender, together with 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.

4.5 A Purchase Order number may either be issued with, or after, the award letter. You shouldn't start work until you have received a Purchase Order number or, as a minimum, been given the number by the Town Clerk.

#### **5. If you are unhappy with the outcome.**

5.1 You are entitled to feedback on your tender if you would like it.

5.2 If you have a complaint about our tender process please write to the Town Clerk as soon as possible and they will do their best to resolve it.



## **APPENDIX 1 - TENDER RESPONSE DOCUMENT**

Please submit this Tender Response Document and any supporting material by noon on 1 December 2024. Any tenders received after this time will be excluded from the tendering process.

Tenders should be sent to: The Clerk, Lytchett Minster and Upton Town Council, 1 Moorland Parade, Moorland Way, Upton BH16 5JS.

### **Details of Tenderer**

Organisation name:
Legal status (sole trader, limited company, etc.):
Company registration number:
Registered address:
Primary business address (if different):
VAT registration number:
Nature of business:
Date of business formation:
Are there any court actions and/or industrial tribunal hearings outstanding against your organisation?      Yes / No If yes, please give details on a separate sheet

Number of grounds maintenance employees:
Please give details of staff turnover as a percentage of your workforce for the last 3 years.
Please indicate the qualifications of your staff and training which is undertaken by them.
Please provide details of your ability to provide a quick response to the Parish Council to attend the site
Indicate your <b>maximum</b> response times under the following circumstances: Monday – Friday      08.00 – 18.00
If your organisation is part of a larger group or operated on a franchise basis, please give details:
Contact name and position in organisation:
Contact telephone number:
Contact email:

**Tender Response**

- 1 I/We, the undersigned, hereby offer and agree to carry out and complete all the works as defined in the Services Specification of this Invitation to Tender and to do so in accordance with all relevant regulations and the Contract for the following price:

Organisation name:	
Single total price for all Core Services in accordance with the Service Specification:	
Hourly rate(s) for all Additional Services in accordance with the Service Specification:	
Any additional suggestions:	

2. You should indicate whether you are VAT registered. All prices should exclude VAT.
3. I/We understand that Lytchett Minster and Upton Town Council is not bound to accept the lowest or any tender or part thereof and that the Council is not responsible for any expense incurred in preparing this tender response.
4. I/We certify that the pricing in this tender response has not been calculated by agreement or arrangement with any other person, firm, or company and that the amounts tendered have not been communicated to any other person.
5. Details of two referees for whom I/we have provided comparable services within the last three years, and who are prepared to be contacted by the Council, are:

Name: Address:   Telephone: Email: Value of contract:	Name: Address:   Telephone: Email: Value of contract:
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Signed:	
Name:	
Position:	
Date:	



**APPENDIX 2 – TENDER SUMMARY**

Lytchett Minster and Upton Town Council – Grounds Maintenance Services

**Duration of Contract:** 3 Years, plus option for years 4 and 5**Annual Increase:** 5% or CPI for March, whichever is lower**Payments:** Invoices to be sent quarterly to the Town Council and paid within 30 days.

Site	£
<b>Upton Recreation Ground</b> <ul style="list-style-type: none"> <li>- Initial sports pitch line marking at the start of the season</li> <li>- Fortnightly line marking between September and March</li> <li>- Grass cutting of fields using tractor and gang mowers</li> <li>- Weekly cut of football pitches as needed</li> <li>- Fertilising of the field once per year</li> <li>- Removal and re-erection of goal posts at the end and start of the season if required</li> <li>- Renovation of football goal mouths as necessary at the end of the season</li> <li>- Selective weed killing of sports field as necessary</li> <li>- Initial marking of running tract and fortnightly over-marking through the summer</li> <li>- Cutting of perimeter hedge (tractor/flail acceptable) annually</li> </ul>	
<b>Grass Cutting of Verges (Please refer to Attached Location Maps)</b> <ul style="list-style-type: none"> <li>- Land at Dacombe</li> <li>- Land Poole Road Wall</li> <li>- Factory Road land</li> <li>- French's Farm Circle of Land</li> <li>- Poppy Close (entrance, two parcels)</li> <li>- Cherry Hill Grove Land</li> <li>- Hickory Close Land</li> <li>- Doussie Close Lane</li> <li>- Redwood Road Play Area</li> <li>- Upton Library</li> </ul> <p>All areas to be cut 8 times between March and October.</p>	-
<b>Lytchett Bay View</b> <ul style="list-style-type: none"> <li>- Flail at appropriate time (e.g out of nesting season)</li> <li>- Cut paths approximately once per month between March and October</li> <li>- Late season hay cut -collection of arisings</li> </ul>	
<b>Cemetery</b> <ul style="list-style-type: none"> <li>- Grass cut 15 times per year between March and October</li> <li>- Annual emptying of grave spoil bay</li> <li>- Up to 3 cross ditch clearance each year (one being in October) with offsite removal of leaves/debris.</li> <li>- Leaf blowing and clearance – Oct- Dec</li> <li>- hedge cutting - inner and outer</li> </ul>	
<b>Play Areas</b> <ul style="list-style-type: none"> <li>- Quarterly Inspection Reports for Recreation Ground Play Areas (inc MUGA, Tennis Court, Outdoor Gym)</li> </ul>	

Redwood Road Play Area	
Total Tender Amount (to be forwarded to Form of Tender)	

**Costings Outside of Tender**

Should extra services be required outside of tender contract, please advise hourly rates, e.g. additional grass cut.

**APPENDIX 3: LYTCHETT MINSTER AND UPTON TOWN COUNCIL**  
**ECONOMIC AND FINANCIAL STANDING QUESTIONS**

	Financial information	
1	<b>Please provide one of the following to demonstrate your economic/financial standing;</b> Please indicate your answer with an 'X' in the relevant box.	
	(a) A copy of the audited accounts for the most recent three years	
	(b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	
	(c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	
	(d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
2	<b>Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</b> If yes, please provide the name below:	
		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Name of the organisation	
	Relationship to the Supplier completing the Questionnaire	
	If yes, please provide Ultimate / parent company accounts if available.  If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary?  If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)	
		<input type="checkbox"/> Yes <input type="checkbox"/> No  <input type="checkbox"/> Yes <input type="checkbox"/> No
3	<b>Please provide a copy of your current All Risks insurance policy</b>	

Copy attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## APPENDIX 4 – QUALITY QUESTIONS

Lytchett Minster and Upton Town Council grounds maintenance services requirements

Please state your organisation's experience of working in a Parish Council environment:	

	Questions – Quality	Max Score
1	How do you organise your work allocation?	10
2	Explains your plans for resilience.	20
3	What site quality control measures do you use on site?	20
4	How do you manage your business?	10
	Total	60

Responses to questions 1,2 and 3 should be provided with a maximum word count of 750 words per question.

**Lytchett Minster and Upton Town Council**

**APPENDIX 5: ANTI-COLLUSION CERTIFICATE**

1. We certify that this tender is made in good faith and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not and we will undertake that we will not before the award of any contract for the work:-

- a) Communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.
- b) Enter into any agreement or arrangement with any person that they shall refrain from tendering, that they shall withdraw any tender once offered or vary the amount of any tender to be submitted.
- c) Canvass any members of the Council or of any committee, either directly or indirectly with regard to this tender.
- d) Pay, give or offer to pay or give any sum of money or other 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 for the work, any act or thing of the sort described at a), b), or c) above.

2. We further certify that the principles described under 1. above have been, or will be, brought to the attention of all sub-contractors, suppliers, and associated companies providing services or materials connected with the tender and any contract entered into with such sub- contractors, suppliers, or associated companies will be made on the basis of compliance with the above principles by all parties.

3. In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated; "any agreement or arrangement" includes any transaction, formal or informal, and whether legally binding or not; and "the work" means the Work in relation to which this tender is made.

Dated this.....day of.....20.....

Signature.....In capacity of.....

Duly authorised to sign tenders for and acknowledge the contents of the Anti-Collusion Certificate for and behalf of:-

Postal address.....  
.....  
.....  
.....

Telephone No.....Fax No.....

E-Mail.....