

**23<sup>rd</sup> March 2021**

**HADDENHAM PARISH COUNCIL**

**INVITATION TO TENDER**

**OPEN SPACES MAINTENANCE WITHIN THE PARISH**

**(INCLUDING DEVOLVED SERVICES FROM BUCKINGHAMSHIRE COUNCIL)**

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**Contact details**

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## **BACKGROUND INFORMATION - OPEN SPACES TENDER**

This Invitation to Tender (ITT) has been prepared by Haddenham Parish Council (The Council) for the purpose of inviting proposals for the provision of grounds maintenance of the Parish Council's land and open spaces and devolved services. This Invitation to Tender is subject to the following Tender Instructions and Guidance and subject to the terms and conditions set out in Schedule 1 of this document.

The contract term will be for a period of two years, commencing on the **19<sup>th</sup> May 2021** and expiring on the **31<sup>st</sup> March 2023**. **At the discretion of the Council the Contract may be extended for a further year.**

The maximum value of the tender will be **£100,000 per annum**

### **About the village**

Haddenham is an ancient village with links back to the Domesday. It has developed over the years and encompasses conservation areas, a nature reserve and many amenities. In recent years, Haddenham was designated a strategic settlement area and there is a currently a significant expansion of residential homes. This in turn is providing the Council with additional facilities and responsibilities which will add further areas to be maintained and will be incorporated in this contract with due notice.

The Council also elected to take on devolved services from the principal authority (Buckinghamshire Council) to undertake the maintenance of verges, footpaths and hedges within the Parish.

Information on the Parish Council can be found at [www.haddenham-bucks-pc.gov.uk](http://www.haddenham-bucks-pc.gov.uk)

## **TENDER INSTRUCTIONS AND GUIDANCE**

### **1. Questions.**

Any questions relating to this tender must be raised in writing no later than 12:00 on 22<sup>nd</sup> April 2021. Questions should be addressed to the Clerk, Mrs Sue Gilbert by e-mail ONLY (due to remote working due to Covid-19 restrictions).

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**

It is important to the Council that you familiarise yourself with the topography of the Parish prior to the Tender submission. With government Covid-19 restrictions it may be not possible to meet in person with Council staff. However, the Council has allocated dates for site visits with an officer of the Council on Friday 27<sup>th</sup> March and Wednesday 7<sup>th</sup> April. Appointments can be booked via the Clerk.

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

To be considered, written tenders must have been received by the Council attached to an email or in a sealed envelope by **12:00** on the **23<sup>rd</sup> April 2021**.

Please use 'Haddenham Parish Council Open Spaces Tender' as the subject of the email or written on the outside of the envelope. An acknowledgement of receipt of an email will be sent.

Email attachments and envelopes will not be opened until after 13:00 on that day by the Clerk (and/or Deputy Clerk) in the presence of two Councillors.

Tenders should be delivered addressed and delivered to the Clerk.

The Tender Responses will remain the property of the Council.

Tenders received outside the deadline, will NOT be considered.

#### **4. Business References**

In addition to your tender please include two business references obtained in the last 2 years. Please include a contact name and telephone number of a person who will be willing to receive a call from the Council.

#### **5. Quote Basis**

The Council require a commercially competitive tender which demonstrates solid environmental principles, excellent customer service and provides a high standard of work.

The Council is committed to equal opportunities and diversity. We welcome SMEs and VCSEs to tender.

#### **6. Tender Validity**

The Contractor is expected to keep the validity of the tender for 90 days after the submission date.

#### **7. Tender Cost**

Tender prices will be fixed for the duration of the contract. The Council recognises that sometimes there are special projects which may occur which fall outside of the Contract. These projects would be discussed with the Contractor and charged at an agreed hourly rate detailed within the Contract.

#### **8. Prospective Tender Organisations**

The tender will be advertised on Find A Contract and Contract Finder as well as the Parish Council's own website.

#### **9. Certificate of Collusion Tendering,**

Contractors tendering for this contract must complete a Certificate of Collusion (see attached Appendix 3). This is in regard to canvassing Members of the Council or its officers to gain competitive advantage. Any effort to do so will immediately disqualify any tender submitted.

#### **10. Evaluation**

The evaluation criteria will be open, transparent and fair. It will include emphasis on quality as well as price. The aim of the evaluation is to select the tender which represents the best long term value for money for the Council.

- a) All tenders will be subjected to Technical, Commercial and Financial Analysis.

- b) The Council may contact a Contractor if areas of the tender are ambiguous and require clarification.
- c) The Council may invite the Contractor to meet with its representatives prior to awarding the contract.
- d) The Council may seek the assistance of professionals with specific expertise to evaluate the tender.

The structure of the Tender Model is outlined below.

Description	Form of Evidence	Allocation
Tender received on time	Confirmation of receipt of tender	Pass/Fail
Insurance Liability Insurance to £10M	In date Certificate	Pass/Fail
Certificate of Collusion	Signed Certificate	Pass/Fail
Two Business References	Result of enquiries to references	Pass/Fail
Adherence to Quality Standards	Certificated evidence	Desirable
SMEs / VCSEs	Documentation	Desirable
Quality	Quality Assurance Portfolio of works Professional Associations Professional (relevant) Qualifications Previous experience Evidence of providing specified quality standards. Experience of maintaining sports pitches  Submission material is relevant to the tender	35%
Health and Safety	Documentation –confirmation of:  H&S Policy Risk Assessments  Any notifiable incidents	10%
Environmental	Documentation of Environmental principles Evidence of work	15%
Price	Fixed price general grounds maintenance Fixed price for devolved services Annual pitch maintenance costs Hourly rate for special projects / ad-hoc	40%

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#### **11. Notification of Outcome**

We will notify all parties of the outcome of this tender process by email on the **27<sup>th</sup> April 2021**. Please provide the appropriate contact email details in your response.

#### **12. Commencement Date**

- a. The successful Contractor will undertake to meet with Council representatives on a date to be agreed to discuss transitional arrangements.
- b. The successful Contractor will be required to commence operations on the Commencement Date for the Contract on **19<sup>th</sup> May 2021** and will then be bound by full compliance with all the Conditions therein.

#### **13. Confidentiality**

All information supplied by Haddenham Parish Council in connection with this tender shall be treated as confidential by tenderers, except that such information may be disclosed for the purpose of obtaining sureties and quotations for preparation and submission of the tender.

#### **14. Freedom of Information**

Please note that all information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002 (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, as a consequence of judicial order, or 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.

#### **15. Tender Timescales**

The timescales relating to this tender are:

<b>Action</b>	<b>Date</b>
Issue of Invitation to Tender (ITT)	23 <sup>rd</sup> March 2021
Deadline for return of Tender Response Document	23 <sup>rd</sup> April 2021 (12:00)
Evaluation of Tenders	23 <sup>rd</sup> April 2021
Selection resolved at Haddenham Parish Council Meeting	26 <sup>th</sup> April 2021
Notification of award decision	27 <sup>th</sup> April 2021
Contract start date	19 <sup>th</sup> May 2021

