FRAMLINGHAM TOWN COUNCIL

Invitation to Tender (ITT)

For

GROUNDS AND EXTERNAL MAINTENANCE CONTRACT

2024-2027

PHOTO of Framlingham

**CONTENTS**

1. Introduction and Tender Process Details
2. Standard Conditions of Contract
3. Schedule of Works
4. Site Maps
5. Evaluation of Tender Offers
6. Additional Information
7. Declaration and Tender Submission Form

**1. INTRODUCTION**

Framlingham Town Council invites tenders for the Grounds and External Maintenance Contract for a range of sites (see site maps (4) and Schedule of Works (3)) in Framlingham for a 3 year period commencing on 1st August 2024 – 31st July 2027.

Tenders are invited from suitably qualified and experienced providers who must be able to demonstrate a proven track record of providing a mixed grounds maintenance service within public open spaces.

Value for money is essential for any Local Authority that is spending public money and it will be a key attribute in determining the successful applicant for this Tender.

**TENDER PROCESS DETAILS**

Tenders should be sent by post or delivered by hand in a sealed envelope marked ‘Private and Confidential -Tender for Grounds and External Maintenance’ to

Town Clerk – James Overbury

Framlingham Town Council

10c Church Street

Framlingham

Suffolk

IP13 9BH

To arrive no later than 12 noon on 14th May 2024

Tenders received after this time will not be considered.

**Please note:** **It is anticipated that the value of this contract will not exceed £24,000 inclusive of V.A.T.**

**Evidence of the Contractor’s flexibility and response to operational changes during the term of the contract is crucial.**

Timescales

|  |  |
| --- | --- |
| Activity | Date/Time |
| Issue of Invitation to Tender | 2nd April 2024 |
| Deadline for questions to be submitted to the Town Clerk | 23rd April 2024 |
| Deadline for submission of tenders | 14th May 2024 |
| Evaluation of tenders | 16th May 2024 |
| Full Council Meeting | 5th June 2024 |
| Notification of award decision | 7th June 2024 |
| Contract start date | 1st August 2024 |

Any Contractor who canvasses any Member or Officer of the Town Council, directly or indirectly, relating to the award of this contract will be disqualified.

You should only complete the Tender after you have read and fully understand all the contractual details and visited sites (4) in the Schedule of Works (3).

Site visits may be arranged prior to the closure date with the Town Clerk on 01728 720183.

**2. STANDARD CONDITIONS OF CONTRACT**

**Officer**

Any issues regarding this Contract will be reported to the Town Clerk who is the authorised officer.

**Payment**

Payment will be made monthly to the contractor following receipt and verification of an invoice by the Town Council. Invoices should be produced monthly by the last day of the month. Payment will be made by BACS two days after the Town Council meeting each month.

**Health and Safety**

The Contractor shall comply with all relevant statutory requirements (including Health and Safety at Work Legislation) at all times in carrying out the services described in this agreement. The Town Council accepts no liability for the Contractor not conforming to Health and Safety Legislation.

**Assignment and Sub-Contracting**

The Contractor shall not assign or sub-contract the Contract or any part of it without the Town Council’s prior written consent.

**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 Town Clerk prior to commencement of the Contract and annually thereafter.

**Indemnity**

The Contractor shall indemnify Framlingham Town 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 Framlingham Town Council of any action likely to cause injury or damage to a third party. Any damage caused in the performance of this contract must be informed by the Contractor to the Town Clerk or Deputy Town Clerk within 2 working days and any damage will be made good at the Contractor’s expense.

**Variations**

Where sites are altered for any reason and/or the Town Council requires additional works outside of Schedule of Works (3) then these shall be agreed in advance by the Town Council, priced by the Contractor, authorised by the Town Clerk and paid together with the next monthly invoice.

**Equipment**

The Contractor will provide all equipment and machinery necessary to carry out the services within the Schedule of Works (3). Any equipment, tools or machinery must not be left unattended. Any equipment shall be satisfactorily maintained. Vehicles and equipment to be used will be supplied by the Contractor.

**Working Practices**

If the Contractor is unableto carry out the services within the Schedule of Works (3) for any reason, they shall inform the Town Clerk as soon as reasonably practicable. The Contractor will be responsible for alternative cover.

The Contractor will be expected to show due consideration and respect to members of the public while carrying out services.

In the event of an accident, incident or potential hazards, the Contractor will inform the Town Clerk at their earliest convenience, but within 24 hours.

**Waste Removal**

All waste is the responsibility of the Contractor and should be removed from sites and disposed of as soon as is practicable under current guidelines.

**Termination of Contract**

Framlingham Town Council reserves the right to terminate this contract within 30 days written notice if, in its opinion, the Contractor fails to meet the terms and conditions of the Contract.

Either party may terminate the Contract, in writing, giving no less than Three Months’ Notice.

**3. SCHEDULE OF WORKS**

Framlingham Town Council

 CONTRACT 1 – 19 hours per week

Self Employed Grounds and External Maintenance Duties

All Year and SUMMER and WINTER

Area 1: Framlingham new and upper and lower old cemeteries

Clear and remove rubbish and dead flowers.

Top up the graves with soil when needed.

Mark grave sites for the Funeral Directors.

Assist the public with the location of graves.

Prepare site for ashes burial in Memorial Rose Garden and fill in after burial as requested by the Town Clerk.

Plant rose bushes and memorial plaques as requested by the Town Clerk.

Tidy and sweep the entrance to the cemetery.

Occasional maintenance on the front gates and small side gate.

Paint the three sheds on annual basis.

Keep sheds in good order.

Maintain the Memorial Rose Bed hedging.

Cut grass in the new cemetery – fortnightly (weekly when necessary).

Cut back main avenue of wildflower area sufficiently (2ft) each side.

Cut grass at Infirmary Lane end of wildflower area to designated line (fortnightly) leaving rest as wildflower area.

Inform Town Clerk of any problems.

Strim around the graves and verges, including overgrown plots (new cemetery) – fortnightly (weekly when necessary).

Cut and maintain all internal hedges in the new cemetery – twice a year but more often when growing fast.

Strip out brambles at bottom of hedges in the winter.

Clear the old cemetery hedges and grass and dispose of the cuttings – this is undertaken in the winter months of December and January.

Cut and clear ditches, these are on the east and west and middle of the site – Annually.

Put all waste bins weekly (Tuesday) at the end of drive for collection and return to base afterwards.

\*\*Cemetery Summer Cut and Rake carried out in August after seed-heads have fallen over a 6 week period at an extra cost to be agreed and budgeted for annually and agreed by Lands Committee.

Area 2: St Michael’s Churchyard

Cut grass – every 3 weeks.

Strim round the gravestones – every three weeks.

Trim hedging along boundary with Castle Community Rooms.

Debud Lime trees regularly, so that they keep in shape.

Light pruning of other trees, to keep shape – check with Tree Warden first.

Clear leaves from driveways.

Rememberance Garden in place by 1st November – fix wreaths to baton and remove in January.

Trim and shape 2 x Laurel and Viburnum after flowering at the end of February.

Area 3: Pageant Field (Skate board and play areas)

Prune trees – check with Tree Warden first.

Fill in holes on football pitch with soil from flattened mole hills – weekly.

Strim as required.

Paint play equipment as required – Annually.

Visual inspection of play areas/skate park to comply with ROSPA/insurance cover – daily Monday-Friday – complete report sheet and give to Town Clerk monthly.

Maintain and repair equipment as requested.

Strim skate park area – as requested.

Strim skate park banks in winter to allow vegetation and wild flowers to grow.

Rake molehills.

Cut hedges along Sports Club boundary twice a year end of March ad October.

Cut hedges along entrance – twice a year end of March and October but trim as necessary other times.

Turn off water tap in winter.

Paint skatepark ramps as instructed.

Trim footpath at the side of the children’s play area when necessary.

Report any problems/work required to the Town Clerk.

Area 4: The Fens

Strim round bins and seats as required.

Trim hedge along by the pathway in Fairfield Road.

Cut hedge around Clarke and Simpson car park – once a month.

Trim hedge along Station Road and along by riverbank – In winter.

Area 5: Allotments:

Inspection and maintenance of fencing – repairing as required.

Turn off water tap in winter.

Turn on water tap in spring.

Cut grass along central path at allotments – Fortnightly.

Area 6: Riverside

Riverside grass (next to railings at Fore Street junction) summer cut when daffodils are finished.

Paint pump – Annually.

General maintenance

Report all maintenance issues to the Town Clerk.

Repair/paint gates and seats as required.

To maintain Town Council property on the Market Hill and repairs and painting etc. as required and time allows.

Report equipment requiring replacement or external repair.

Report to the Town Clerk any misuse/vandalism of Town Council land and equipment.

Removal of graffiti when required.

To assist other members of the Town Council when requested to do so by the Clerk.

**4. SITE MAPS**

Photos/Site Plans

**5. Evaluation of Tender Offers**

All tender bids will be treated equally and assessed with transparency throughout the evaluation process.

Tender responses will be checked to ensure they have been completed correctly and all necessary information has been provided. Incomplete and non-compliant tenders will be rejected.

Submitted tender offers will be assessed using the following criteria and weightings:

|  |  |
| --- | --- |
| Criteria | Weighting |
| Value for money | 40% |
| Quality | 35% |
| Environment | 25% |

**Value for Money**

Evidence resources to successfully undertake the contract.

Evidence what added value can be offered in the tender to enhance delivery of grounds maintenance, without costing the Town Council additional expense.

**Quality**

The ability to perform the contract to the highest standards.

Evidence of relevant knowledge and experience.

Flexibility and responsiveness.

Feedback received from References.

**Environment**

Commitment to reduce energy, fuel and pesticide use.

Commitment to reduce, reuse and recycle waste.

Opportunities to enhance biodiversity and wildlife habitats.

Geographical distance.

**6. Additional Information (Please supply extra sheets if necessary).**

Please introduce your business and provide details of similar works you have carried out described in (3) Schedule of Works.

Please clarify that you have all the necessary machinery and equipment required to fulfil the Contract.

Please provide a summary of your ethical and environmental policies or ethos

Please provide details of your insurance protection in relation to public liability and professional indemnity:

Policy…………………………………………………

Insurer………………………………………………

Value……………………………………………………

All Contractors undertaking works under this Tender must satisfy Framlingham Town Council of their competency regarding Health and Safety. Please give details below of how compliance is measured.

Please provide details below for two references for current or recent contracts/provision of services relevant to this Tender. The Town Council may contact these referees as part of the evaluation process any time following receipt of tender submissions and our permission to do so will be assumed:

Reference 1

Name………………………………

Address…………………………..

Telephone Nos.………………………

Email……………………………….

Brief description of contract………………………………………

………………………………………………………………………………….

………………………………………………………………………………….

Reference 2

Name………………………………

Address……………………………

Telephone………………………..

Email………………………………..

Brief description of contract………………………………………………

…………………………………………………………………………………………..

……………………………………………………………………………………………

Enclosure Check List

Price for Tender works

Additional Information

Insurance details

References

**7. Tender Submission Form**

Dear Town Clerk

I/we the undersigned having read the standard conditions, schedule of works and details in the tender document and having visited the sites offer to undertake the whole of the works defined in the schedule of works for years 2024 – 2027 in accordance with all relevant regulations and the Contract and to the satisfaction of Framlingham Town Council for the sum of:-

 ………………………………….pounds (exclusive of V.A.T.) per annum

(Please complete in words)

……………………………………pounds (exclusive of V.A.T. per annum

(please complete in numbers)

I/we understand that Framlingham Town Council is not bound to accept the lowest or any tender and that Framlingham Town 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 until after the closing date for the submission of tenders.

I/we accept that if successful in securing the Grounds and External Maintenance Contract that we will provide all the relevant documentation required prior to commencement of the Contract.

Company or Business Name……………………………………………………………

Business correspondence address………………………………………………….

………………………………………………………………………Postcode…………………

Veg Reg No. (if applicable)………………………………………………………………

Landline No.…………………………………………………..

Mobile No…………………………………………………………

Email…………………………………………………………………

Signed by (Print Name): ……………………………………..

Signature: ………………………………………

Date: ………………………………………