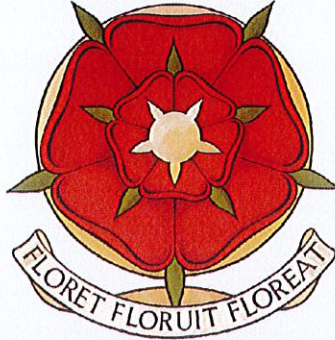




STONEHOUSE

TOWN COUNCIL

STONEHOUSE TOWN COUNCIL

GROUNDS MAINTENANCE CONTRACT

2024 – 2026/28

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INVITATION TO TENDER GROUNDS MAINTENANCE SERVICE

1.0 The Commissioner of the Service

1.1 The commissioner of the service contract is Stonehouse Town Council.

1.2 The contract will be monitored by Stonehouse Town Council. The Town Council is based at the Town Hall, 1 Queens Road, Stonehouse, Gloucestershire GL10 2QA.

2.0 Contract to provide a Grounds Maintenance Service

2.1 Contractors are invited to provide Tenders for the long-term provision of a grounds maintenance service for the Stonehouse Community.

2.2 The town plays an active role in the 'Heart of England in Bloom' competition each year; having won 'Gold' in recent years and become national finalists in 2022/23, the standard of service provided by the grounds contractor is of particular importance.

3.0 Location for the delivery of the service

3.1 The services covered within this contract are to be conducted within the Parish of Stonehouse, Glos. Stonehouse Town Council manages four playing fields and a number of other grassed areas such as verges around the town. Details of the location of each is provided in the accompanying maps in Appendices 1 and 2.

3.2 Tenderers are strongly advised to visit the various sites within Stonehouse prior to tendering in order to determine access constraints.

4.0 Contract period

4.1 The contract covers a period of two years with an option for the council to extend for a period of two further years.

4.2 A contract extension will be determined by the council by the September of the second year of the contract; the determination will be primarily based on the contractor's ability to perform in accordance with the requirements of the contract.

5.0 Tender Documents

5.1 Tender documents are made available on the Government procurement portal 'Contracts Finder'. They can also be obtained by contacting the Town Clerk by email at

'townclerk@stonehousetowncouncil.gov.uk'

5.2 The Tender documents consist of the following:

- Invitation to Tender
- Contract Conditions

- Contract Specification
- Form of Tender
- Appendices

6.0 Tender Queries

6.1 Tenderers wishing to raise queries in relation to the grounds maintenance contract must do so in writing directly to the town council using only the following address:

'townclerk@stonehousetowncouncil.gov.uk'

6.2 Tenderers are to note that replies to all tender queries raised with the town council will be circulated to all tenderers. This is to ensure that all known tenderers are provided with identical information.

6.2 Tenderers are to note that the deadline for Tender enquiries is 12th January 2024; this is to ensure that all tenderers have sufficient time to complete their submissions with the most up to date information.

Please note! Tenderers are prohibited from contacting Councillors or Staff to encourage or support their tender outside of the prescribed process and should be aware that the Bribery Act 2010 applies to this tender.

7.0 Tender submissions

7.1 Tenders should be submitted using the form provided in the 'FORM OF TENDER'.

7.2 Tenders (including all relevant documents) must be:

- emailed to: **'townclerk@stonehousetowncouncil.gov.uk'** using the subject heading **"Grounds Maintenance Tender Submission"** (there must be no information to identify the tenderer) and,
- a hard copy, hand delivered or posted in a sealed envelope headed **"Grounds Maintenance Tender Submission"** (there must be no information to identify the tenderer on the envelope) to:

'Stonehouse Town Council, Town Hall, Queens road, Stonehouse, Gloucestershire GL10 2QA'.

7.3 Tenderers **MUST** enter their tender information in the **'FORM OF TENDER'** contained within the suite of documents provided – submissions that fail to meet this requirement or omit any of the required information may not be considered for evaluation. Submissions after the deadline will not be considered for evaluation.

Tenders must be received on or before: 12 Noon, Friday 19th January 2024.

Late submissions (either electronic or paper-based submissions) will not be considered for tender evaluation.

8.0 Tender evaluation process.

8.1 Representatives from Stonehouse Town Council (STC) will be appointed to evaluate tender submissions. Evaluations will be based on the Tender evaluation criteria detailed in clause 9.0.

9.0 Tender evaluation criteria

9.1 Tenders will be evaluated against the following criteria and therefore Tender submissions must include evidence to support these (Please ensure that the evidence provided is adequate, wholly relevant and succinct):

- a. 50% Cost and 50% Quality.
- b. The quality element is further broken down to the following weightings:
 - i. Environment - 40%
Distance of operating base to Stonehouse (50%); Use of environmentally friendly machinery and equipment ie battery powered (50%)
 - ii. Health and Safety - 30%
Quality of key Policy documents (25%); Suitability of Risk Assessments and Method statements (25%); Adequacy of staff incident/accident reporting process (25%); Adequacy of operational monitoring (25%)
 - iii. Resource and maintenance support – 30%
Maintenance arrangements for machinery and equipment (30%); Ability to supply replacement machinery in case of breakdowns (30%); Arrangements to ensure adequate staffing levels (40%)

10.0 Provisional Work

10.1 The council may throughout the contract period require the contractor to undertake some or all of the additional works classified within the contract specification as PROVISIONAL WORK.

10.2 In the event that the contractor is instructed to undertake specific elements or all of the provisional work, the additional work would be guaranteed for the whole of the year allowing the contractor to plan accordingly. The guarantee will be for that year only.

10.3 The contractor will be provided with advance notice of the inclusion of provisional work required by the council – this being by the end of February preceding each cutting season ie contractor advised by 28th Feb '24 for the start of works from 1st April '24 (to continue for the following 12 months).

10.4 Tenderers must prepare their Tenders on the basis that they may be required to undertake some or all of the provisional work identified, albeit the council does not guarantee that this work will be made available.

10.5 The contract specification details works to be undertaken at Stagholt Field in both Table 1 'Core works' and Table 2 'Provisional works'. The town council is in the process of establishing a change to the design and use of the area and will be making a transition from its current form as an open field (currently identified as 'Core Works' – see map in Appendix 1) to its planned design of paving and the installation of trees and play equipment etc (identified as 'Provisional works' – see Appendix 2). The contractor will be required to change its mowing operation in this area at a future time within the contract period. The council may require the contractor to continue to maintain this area once the transition has been made. In this event, Stagholt will be removed from the contract's 'Core Works' along with the associated contract payments and the council will revert to the 'Provisional Works' scheduled costs associated with the site will be applied. A copy of the new design from Stagholt playing field is ap-

pendent to the contract as Appendix 2 for reference purposes. Tenderers are to provide costs associated with the maintenance as detailed in the contract specification Table 2 identified as Provisional Works.

11.0 Timetable

11.1 See below key dates for the tender process leading to contract award:

TENDER TIMETABLE

ACTION	TIMETABLE
Tender publication (Contract Finder)	24 th November '23
Closing date for Tender queries	Noon 12 th January '24
Closing date for submission of tenders	Noon 19 th January '24
Tender evaluation	20 th Jan to 12 th Feb '24
Contract award (Council decision 19 th February)	20 th February '24
Contract signed by Council	26 th February '24

CONDITIONS OF CONTRACT

1.0 Contract Period

1.1 The contract is for a period of 2 years with an option to extend by 2 years. The Council's decision whether to extend the contract will be made by September 2025 and will be dependent on the Council's satisfaction with the quality of the contractor's work up to this date.

2.0 Extent of Work

2.1 The works will include the regular grass cutting of recreation fields, roadside and other verges, sports pitches, sports pitch marking, maintenance of hedges and other maintenance. The town council may wish to engage the contractor in undertaking other similar i.e. grass cutting work on the town greens, children's play areas and areas that will be included in the contract as provisional work. The inclusion of these provisional works (the work to be undertaken in the following contract year) will be identified by the Council each February; they may vary between contract years.

2.2 The contract specification details works to be undertaken at Stagholt Field in both Table 1 'Core works' and Table 2 'Provisional works'. The town council is in the process of establishing a change to the design and use of the area and will be making a transition from its current form as an open field (currently identified as 'Core Works' – see Appendix 1) to its planned design of paving and the installation of trees and play equipment etc (identified as 'Provisional works' – see Appendix 2). The contractor will be required to change its operation in this area at a future time within the contract period. The council may require the contractor to continue to maintain this area once the transition has been made. In this event, payment for Stagholt will be removed from the contract's 'Core Works' (Table 1) and the council will revert to making payments detailed under Table 2 headed 'Provisional Works' (Stagholt); this change will only take place at the end of a contract year and upon advanced notice given to the contractor.

3.0 Responsible Officer

3.1 The Town Clerk or a named substitute, will be the Officer of the council with whom the contractor is to liaise with during the period of the contract.

4.0 Working standards

4.1 The contractor will comply with the contract specification in full.

4.2 The contractor shall monitor the contracted works and correct any issues that do not meet with the standards expected within the contract.

4.3 Should the council notify the contractor of any non-compliances, the contractor will be required to immediately rectify the non-compliance. Persistent failures of the contractor to meet with the specification requirements may result in termination of the contract.

5.0 Addition/removal of furniture

5.1 The Council may at any time install outside fixtures such as bins and benches etc to one or more of the locations identified in this contract during the contract period. The Contractor is to take this

into consideration when tendering for the contract - no application from the Contractor to adjust the contract price will be considered following any such changes.

6.0 Payment to Contractor

6.1 The contractor will be paid monthly in arrears equivalent to one twelfth of the:

- 6.11 total contract payment for core works detailed in Table 1 above and
- 6.12 total cost of works requested by the council in writing within the Provisional works 'A' to 'H'

6.2 The successful contractor will raise an invoice each month for the contracted work completed the previous month.

6.3 All invoices will be paid within 28 days on receipt of an invoice.

6.4 Indexation is to be applied to the 1st and subsequent anniversaries of the contract namely the 1st April 2025, 1st April 2026, and in the case of an extension to the contract, 1st April 2027 and 1st April 2028 using the Retail Price Index or substitute index.

6.4.1 The 1st Anniversary contract inflation rate will be applied from April 2025 using January 2024 as the base index month and January 2025 as the current index month

6.4.2 Should the contract be extended,

6.4.2(1) the 2nd Anniversary contract inflation rate will be applied from April 2026 using January 2025 as the base index month and January 2026 as the current index month.

6.4.2(2) the 3rd Anniversary contract inflation rate will be applied from April 2027 using January 2026 as the base index month and January 2027 as the current index months.

7.0 Health and Safety

7.1 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.

7.2 The contractor shall monitor works undertaken on site to ensure safety compliance.

7.3 Should the council notify the contractor of any non-compliances, he will be required to immediately rectify the non-compliances. Persistent failures of the contractor to comply with health and safety regulations may result in termination of the contract.

7.4 The contractor's staff will be fully trained in the activities they are engaged in and will hold up to date certification. The contractor is to provide details of certification to the council on request

7.5 The contractor shall ensure that all staff are provided with suitable, well maintained Personal Protective Equipment (PPE) required for the work being undertaken.

7.6 All necessary PPE is to be worn in line with manufacturers instructions and as required by the contractor's own risk assessments, at all times, whilst undertaking contracted work.

8.0 Termination of Contract

8.1 The contract will naturally terminate on 31st March 2026 unless the optional 2 year extension is applied in which case the contract will naturally terminate on 31st March 2028

8.2 Either party may, without reason, terminate the contract in writing, giving six months' notice. In the event that the contractor wishes to terminate the contract early, notice will need to be given in writing to the Clerk of Stonehouse Town Council.

8.3 The council may terminate the contract following a major breach of contract or a persistent failure of the contractor to:

8.31 comply with safe working practices

8.32 comply with standards of work specified within the contract

8.33 complete scheduled works on time

8.4 Persistent failure to comply with contractual and / or legal requirements would consist of up to 4 failures in any one calendar month.

8.5 The contractor will be notified of all failures by means of official notification which will detail the failure, rectification needed and the timescale within which the rectification is to take place. Failure to rectify such instances may lead to early termination of the contract.

9.0 Insurance

9.1 The Contractor is required to have a minimum of £5,000,000 public liability insurance for this Contract. A current Certificate of Insurance to this effect must be produced to the Town Clerk at the time of tendering and thereafter, by the April of each subsequent contract year. 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.

10.0 Equipment and Machinery

10.1 The contractor will be required to provide all the necessary equipment and machinery to undertake the contracted work to the required standard.

10.2 All equipment and machinery is to be maintained and used in line with manufacturers' instructions. The contractor is required to ensure suitable back-up arrangements are in place to ensure service continuity, in case of breakdowns.

10.3 On site refuelling, cleaning and minor servicing e.g. blade changing of rotary motors must take place on paved areas, not grassed areas. Only simple maintenance operations shall be carried out on areas approved by the Town Clerk. Such areas used must be thoroughly cleansed on completion of the day's work on that area.

10.4 Refuelling should not occur on bitumen or tarmac areas. Spilled fuels, oils etc. shall be cleaned up immediately with suitable solvents. During minor servicing or refuelling engines must be switched off and machines immobilised (e.g. disconnect spark plugs).

10.5 All mowers shall be removed when the Contractor's staff leave the area and no equipment is to be stored or left unattended.

10.6 The Contractor shall ensure that his staff are familiar with and adhere to the Codes of Practice relating to mowers and other machinery, the safe storage and handling of petroleum spirit/diesel oil and standard operating procedures for individual makes of mowers.

10.7 Should the Contractor cause damage to the surface or levels of the ground during grass cutting operations, the Contractor shall reinstate such damage to the satisfaction of and within the time period stipulated by the Town Clerk. In failing to do so, the Town Clerk may instruct other persons to carry out such work with the cost of so doing being deducted from monies due to or becoming due to the Contractor or recovered as a debt.

11.0 Sub Letting

11.1 The contractor shall not sub-let the works or any part thereof without the written consent of the council

12.0 Reporting

12.1 The contractor will be required to:

- 12.1.1 Report any incidents/accidents to contractor's staff or members of the public to the council within 24 hours of such an occurrence
- 12.1.2 Report 'Near Misses' within the same working week of the near miss taking place
- 12.1.3 Notify the council of any failure to maintain its schedule of work, on the day the work was intended
- 12.1.4 All incidents/accidents are to be investigated and the outcomes reported to the town council

CONTRACT SPECIFICATION

1.0 Grass Cutting (General)

2.0 Grass Cutting Standards

3.0 Special Requirements

4.0 Cutting methods

5.0 Obstructions

6.0 Deep Slitting

7.0 Rake Roll and Slit Pitches

8.0 Football Pitch marking

9.0 Equipment and Machinery

10.0 Public Relations

Table 1

Table 2

1.0 Grass Cutting (General)

1.1 The Contractor may use the machinery and methods as he thinks best to achieve the Standard of Grounds Maintenance required by the contract. The contractor must however take into account limitations that may exist at each site.

1.2 The frequency of mowing for each site/type of area is detailed in Table 1 below during the period 1st April to the 31st October. As a guide, mowing will take place every 10 working days (working days includes the Monday, Tuesday, Wednesday, Thursday, Friday of each week) Prevailing weather conditions may require further cuts during March and November; contractors are required to build in the cost of additional cuts into their tender bid should there be a need – there will be no additional payments made to the contractor. The requirement for additional cuts will only apply when the length of grass grows beyond what would be reasonably considered as acceptable for the specific area being considered. The town council will consult fully with the contractor with the view of taking a reasoned approach to any required actions.

1.3 The Contractor will complete the mowing, strimming, clearing the site of grass cuttings etc of one area before moving onto the next.

1.4 Prior to carrying out any grass cutting operation the Contractor shall inspect on each occasion all areas to be mown and shall remove all items of litter, stones, dog faeces and similar obstructions which might cause damage or injury and all such items collected shall be removed from the area for proper disposal in full compliance with the Duty of Care regulations as regards waste.

2.0 Grass Cutting Standards

2.1 The basis of cutting and maintaining the grassed area is that all grass inclusive of all boundaries and edges are cut cleanly and evenly to the same height without damaging the existing surfaces. The standard for all areas is detailed in Table 1 below.

2.2 Mowing and strimming will take place over all areas of grass up to paving, kerbs, fencing, walls and other boundaries or obstacles. All soft vegetation growth such as clover and the like shall be deemed to be part of the grass covering the areas to be mown under the contract.

2.3 Cutting shall be deferred whenever weather or ground conditions are such that it is not possible, in the opinion of the Town Clerk, to cut grass or gain access to it without damaging the grass, the ground surface or the contours or levels of the ground.

2.4 After any long period of wet weather and/or ground conditions unsuitable for grass cutting, the Contractor shall be required to restore areas to their original condition by either:

- Mowing the affected areas and removing the cut grass and disposing of it at a licensed site or,
- Mulch mowing the grass as many times as required in order not to leave lumps of grass lying on the surface

The contractor is to accommodate this within his tender price. No additional payments will be made by the council.

3.0 Special requirements

3.1 On occasions, the Town council may require the grass in a particular site location to be freshly cut close to a community event ie football tournament etc. On being notified, the contractor will be required to accommodate this change in his work schedule within his contract price.

3.2 Table 1 (Core Contract Works) below details the frequency of works for each individual site along with grass cutting heights to be observed.

3.3 The council wishes to keep the fringes of each of the following playing field sites long - Oldends Lane, Laburnum, Stagholt and Meadow Road. The actual width and shape to be agreed for each site by the successful contractor with the Town Council **prior to the first cut**.

3.4 There are a small number of grass verges which are included in the list of sites that will have daffodil bulbs planted in them. Care is to be taken to cut around the Daffodils and to leave the flowers until such time as they have 'gone over'; the contractor will at this time mow these area to the same height as the surrounding grass ensuring the cuttings are left finely cut so as to be unnoticeable.

3.5 The Council currently has two wildflower areas located in Laburnum Playing Field. The council may wish to expand on this number at the existing site or other sites maintained under this contract. In any event, the contractor is required to avoid mowing these areas until the end of the growing season. The contractor will be notified when it is time to cut and either remove the cuttings from site for proper disposal or to mulch mow to an acceptable level. The contractor will be required to cover the cost of waste disposal should it chose to take this option.

4.0 Cutting Methods

4.1 The mowing speed must be controlled so as to achieve the best standards of finish. The operator must ensure that all movements of the machine/s, whether mowing, turning or when in transit, does not damage the sward or its visual appearance. Particularly care must be taken to avoid skidding, balding or the effects of fast turns. Should damage occur, the Town Clerk will instruct the Contractor to reinstate the area promptly at the Contractor's expense.

4.2 A cut is to be made cleanly and evenly to the standard required by the Council and the satisfaction of the Town Clerk. Uneven cuts of any description and for any reason including wet weather will not be accepted. In such instances, the area will have been deemed not properly cut and the Contractor will be required to re-cut or take such action at his own expense so as to provide the required standard of finish.

4.3 Grass edges will be clipped back to the turf in a clean and even manner. Where grass abutts obstructions e.g. playground equipment or paved areas, it will be clipped back or trimmed back to the turf line to the same height as the main cut. Any mowing's landed on any paved areas, planted areas, shrub beds, rose beds etc will be completely removed by the Contractor before proceeding to the next site.

5.0 Obstructions

5.1 Grass must be cut as close as possible up to paving, kerbs, walls, fences, benches, play equipment, goal posts etc and around obstructions without causing damage to plants, trees or other features and other equipment. Any accidental damage must be reported to the Town Clerk as soon

as possible. Grass cutting shall be undertaken to the same standard and frequency as that applied to the main area using appropriate methods, tools and machines. The cutting of such areas shall be undertaken on the same day as the main area.

6.0 Deep Slitting

6.1 The operation referred to as 'Deep Slitting' will be undertaken using wholly suitable and effective equipment on each of the Football Pitches (Adults and Childrens) located at Oldends Lane, Playing Field

6.2 The operation will be undertaken once in each of the following months, each year – November, December and January. The work will be scheduled. The Town Clerk will be advised immediately following completion of this operation each month.

7.0 Rake Roll and slit pitches

7.1 The operation referred to as 'Raking and Rolling' will be undertaken using wholly suitable and effective equipment on each of the Football Pitches (Adults and Childrens) located at Oldends Lane, Playing Field

7.2 The operation will be undertaken once in each of the following months, each year – February and March. The work will be scheduled. The Town Clerk will be advised immediately following completion of this operation each month.

8.0 Football Pitch Marking

8.1 The contractor is to ensure that it marks out all adult and youth football pitches at the Oldends Lane recreation field and maintains such pitch markings for the duration of the football season each year to the standard laid out by the Gloucestershire Football Association for each size of pitch required; it is considered that pitches will have to be remarked each fortnight during the period August to the following May.

9.2 The contractor is expected to liaise directly with Stonehouse Town Football Club, the main user of the football pitches and where the town council deems necessary, the town council to ensure that pitches are marked in the correct location and in a timely fashion.

9.0 Equipment and Machinery

9.1 Appropriate equipment and machines will be used at all work locations contained within this contract to ensure that the safety of staff and members of the public are not put at risk of injury and the grass and obstacles are not damaged – the contractor is to note that certain contracted areas lend themselves to be maintained through the use of pedestrian mowers.

9.2 Machines must be of an appropriate type and correctly adjusted and set to the heights specified to give a clean even cut without causing damage.

9.3 It is recommended that Tenderers visit each site to be maintained in order to ensure they are quoting for the use of the correct machinery. The council will not entertain claims for additional costs.

10.0 Public Relations

10.1 The Contractor's staff are permitted to ask members of the public to remove their belongings from grass areas to allow mowing to be carried out. Failure to get members of the public to do so will not be accepted as a reason for not cutting grass. If members of the public should refuse to move and/or remove their belongings, the Contractor shall return as soon as the site area is clear and it is possible to complete the works.

10.2 In dealing with the public the Contractor's staff shall observe common courtesy and politeness even though such may not be reciprocated and take all reasonable steps to ensure good relations between the public, the council, and the Contractor's staff.

10.3 The council requires the contractor to regularly communicate with Stonehouse Town Football Club and any other regular users of the sports pitches at Oldends Lane. Contact details of the relevant groups/individuals will be provided by the council.

TABLE 1 – CORE CONTRACT WORK – See detailed maps for each location in Appednix 1 to this contract

Ref	Location	Maintenance Regime	Maintenance Frequency	Grass height after cut
1	Stagholt Playing Field (Original Open field)	Grass Cutting (cut and leave) Strimming Hedge Cutting	Fortnightly 17 Cuts/Year Fortnightly 17 Cuts/Year Once/Year – during October	75mm
2	Laburnum Playing Field	Grass Cutting (cut and leave) Stimming Hedge Cutting	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year Once/Year – during October	75mm
3	Meadow Road Playing Field	Grass Cutting (cut and leave) Strimming Hedge Cutting	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year Once/year – during October	75mm
4	Oldends Lane Sports Field	Grass Cutting (cut and leave) Strimming Hedge Cutting Mark Football Pitches (two adults and four juniors) Deep Splitting Rake Roll & Slit pitches	25 Cuts/Year 25 Cuts/Year Once/Year – during October Fortnightly during Football season 3 Times/Year (Nov, Dec, Jan) Twice/Year (Feb & March)	50mm
5	Open grass areas Arrowsmith Drive	Grass cutting (cut and leave) Strimming Hedge Cutting	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year Once/year – during October	25 – 50mm
6	Roadside grass verges	Grass Cutting (cut and leave) Strimming	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year	25 - 50mm

Table 2 – PROVISIONAL WORK– See detailed maps attached for each location in Appendix 1 to the contract – works may be required from time to time but cannot be guaranteed

STONEHOUSE TOWN COUNCIL – GROUNDS MAINTENANCE CONTRACT

Ref	Location	Maintenance Regime	Maintenance Frequency	Grass height after cut
A	Stagholt Playing Field (Redesigned)	Grass Cutting (cut and leave) Strimming Hedge Cutting	Fortnightly 17 Cuts/Year Fortnightly 17 Cuts/Year Once/Year – during October	25mm – 50mm
B	Stagholt Brook (paths)	Grass cutting (cut and leave) Strimming	Fortnightly – 17 Cuts/year Fortnightly – 17 Cuts/year	75mm
C	Stagholt Brook (Banks)	Cut back vegetation on banks	October each year	75mm
D	Town Greens	Grass cutting (Mulching) Strimming	Fortnightly – 17 Cuts/year Fortnightly – 17 Cuts/year	25mm – 50mm
E	Play areas	Grass cutting (cut and leave) Strimming	Fortnightly – 17 Cuts/year Fortnightly – 17 Cuts/year	25mm – 50mm
F	Court View	Grass cutting (cut and leave) Strimming	Fortnightly – 17 Cuts/year Fortnightly – 17 Cuts/year	25mm – 50mm
G	Railway Bank (Upper Queens rd)	Grass cutting (cut and leave) Strimming	Fortnightly – 17 Cuts/year Fortnightly – 17 Cuts/year	50mm – 75mm
H	Horsetrough roadside verge	Prepare ground for wildflower seeding Cut and (remove or mulch mow to a fine residue)	Rotivate ground and clear weeds - February/March each year As soon as plants have gone to seed – Sept/Oct each year	25mm

FORM OF TENDER

NOTE ! It is essential that all the information identified by the Form of Tender is provided in full at the time of Tender submission

To be submitted to the Town Clerk by email to townclerk@stonehousetowncouncil.gov.uk

1. I/we have read the Tender Specification and, subject to and upon the terms and conditions contained in the said documents, I/we offer to provide the services specified, at the rates or prices quoted by me/us.
2. I/we agree that this quotation and any contract which may result from it shall be based on the Tender Specification.
3. I/we agree that any contract that may result from this quotation shall be subject to English law.
4. I/we confirm that we have taken account of our legal and statutory obligations, as well as all relevant Government codes and policies (e.g. taxes, environmental protection, employment protection and working conditions) in our tender, where they would be applicable to the supply of the Services.
5. I/We confirm that the price quoted is valid for 90 days from the submission date.
6. I/we confirm that all copy material submitted is identical in every respect to the original, regardless of the format or media in which it is submitted and that any electronic copy has been virus checked and is clear at the time of despatch.
7. I/we understand that we are prohibited from contacting Councillors or Staff to encourage or support their quotation outside of the prescribed process and note that the Bribery Act 2010 applies to this Tender.
8. **I/We confirm that the list of information/documents listed in Table A below have been provided as part of the Tender submission**

Table A

Certificate of Public Liability Insurance with cover for at least £5million.	(tick)
Company Health and safety policy	(tick)
Risk assessments and method statements for all 'Core work's	(tick)
Staff incident/accident reporting procedures	(tick)
Operational monitoring and recording arrangements	(tick)
Location and address of the company's operational base – not Head Office	(tick)
Machinery and equipment to be used – detail those that are environmentally friendly	(tick)
Maintenance arrangements for machinery and equipment	(tick)
Fall back arrangements for securing machinery and equipment in case of breakdowns	(tick)
Policies that support staff retention	(tick)
Two references from existing clients – within Gloucestershire preferably	(tick)

***TENDER PRICES ARE TO EXCLUDE VALUE ADDED TAX – Tenderers are to insert their Tender price for the first year only as year**

TABLE 1 – CORE CONTRACT WORK – See detailed maps

Ref	Location	Maintenance Regime	Maintenance Frequency	*Tender Price (Year 1) (£)
1	Stagholt Playing Field (Original Open field)	Grass Cutting (cut and leave) Strimming Hedge Cutting	Fortnightly 17 Cuts/Year Fortnightly 17 Cuts/Year Once/Year – during October	£
2	Laburnum Playing Field	Grass Cutting (cut and leave) Strimming Hedge Cutting	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year Once/Year – during October	£
3	Meadow Road Playing Field	Grass Cutting (cut and leave) Strimming Hedge Cutting	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year Once/year – during October	£
4	Oldends Lane Sports Field	Grass Cutting (cut and leave) Strimming Hedge Cutting Mark Football Pitches (two adults and four juniors) Deep Splitting Rake Roll & Slit pitches	25 Cuts/Year 25 Cuts/Year Once/Year – during October Fortnightly during Football season 3 Times/Year (Nov, Dec, Jan) Twice/Year (Feb & March)	£
5	Open grass areas Arrowsmith Drive	Grass cutting (cut and leave) Strimming Hedge Cutting	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year Once/year – during October	£
6	Roadside grass verges	Grass Cutting (cut and leave) Strimming	Fortnightly - 17 Cuts/Year Fortnightly - 17 Cuts/Year	£
			TOTAL	£
Tenderers are to provide a single price for all work relating to each site in the appropriate boxes. Tenderers are also required to record the total				

Table 2 – PROVISIONAL WORK– See detailed maps attached for each location – works may be required from time to time but cannot be guaranteed

Ref	Location	Maintenance Regime	Maintenance Frequency	*Tender Price (Year 1) (£)
A	Stagholt Playing Field (Redesigned)	Grass Cutting (cut and leave) Strimming	Fortnightly 17 Cuts/Year Fortnightly 17 Cuts/Year	£

		Hedge Cutting	Once/Year – during October	
B	Stagholt Brook (paths)	Grass cutting (cut and leave) Strimming	Fortnightly – 17 Cuts/year Fortnightly – 17 Cuts/year	£
C	Stagholt Brook (Banks)	Cut back vegetation on banks	October each year	£
D	Town Greens	Grass cutting (Mulching) Strimming	Fortnightly – 17 Cuts/year Fortnightly – 17 Cuts/year	£
E	Play areas	Grass cutting (cut and leave) Strimming	Fortnightly – 17 Cuts/year Fortnightly – 17 Cuts/year	£
F	Court View	Grass cutting (cut and leave) Strimming	Fortnightly – 17 Cuts/year Fortnightly – 17 Cuts/year	£
G	Railway Bank (Upper Queens rd)	Grass cutting (cut and leave) Strimming	Fortnightly – 17 Cuts/year Fortnightly – 17 Cuts/year	£
H	Horsetrough roadside verge	Prepare ground for wildflower seeding Cut and (remove or mulch mow to a fine residue)	Rotivate ground and clear weeds - February/March each year As soon as plants have gone to seed – Sept/Oct each year	£
			TOTAL	£
Tenderers are to provide a single price for all work relating to each site in the appropriate boxes. Tenderers are also required to record the total				

Table 3 – Contract total

CONTRACTED WORK	TOTAL PRICE (Year 1)
Core works	£
Provisional works	£
TOTAL TENDER PRICE	£
Tenderers are to insert the totals for each section	

SignedName (in BLOCK CAPITALS).....

in the capacity ofduly authorised to sign

quotations for and on behalf of (Company name in BLOCK CAPITALS)

Postal Address

Telephone No. E-mail.....		During Cutting		Once/Year – during October	
B	Start of Brook (paths)	Start of Brook (paths)	Start of Brook (paths)	Start of Brook (paths)	Start of Brook (paths)
C	Station Brook (paths)	Station Brook (paths)	Station Brook (paths)	Station Brook (paths)	Station Brook (paths)
D	Leam Green (paths)	Leam Green (paths)	Leam Green (paths)	Leam Green (paths)	Leam Green (paths)
E	Play area	Play area	Play area	Play area	Play area
F	Count View	Count View	Count View	Count View	Count View
G	Railway Bank	Railway Bank	Railway Bank	Railway Bank	Railway Bank
H	Horseshoe	Horseshoe	Horseshoe	Horseshoe	Horseshoe
TOTAL		TOTAL		TOTAL	
Tenders are to provide a single price for all work relating to each site in the appropriate boxes. Tenders are also required to record the total					

Tenders are to insert the totals for each section		TOTAL PRICE (Year 1)	
TOTAL TENDER PRICE		TOTAL PRICE (Year 1)	
Provisional works		TOTAL PRICE (Year 1)	
Core works		TOTAL PRICE (Year 1)	

Signed Name (in BLOCK CAPITALS)

in the capacity of only authorised to sign

position for and on behalf of (company name in BLOCK CAPITALS)

Postal Address

