

Trust Secretary: Mr Michael Greenfield



Lydney Recreation Trust

Council Chambers, Claremont House, High Street, Lydney, Glos, GL15 5DX

Telephone: 01594 842234

E-mail: town.clerk@lydneytowncouncil.gov.uk

Registered Charity No: 301569

INVITE TO TENDER FOR LITTER PICKING

Overview of the Specification

Lydney Recreation Trust hereby invites tenders for the carrying out of Litter Picking and emptying of dog fouling bins services in accordance with details as stated within this specification.

Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, should their tender be accepted.

Any queries regarding any part of this specification should be addressed to the Secretary no later than two weeks before the closing date.

The successful tender submission together with the Trust's written acceptance shall form a binding agreement as set out within this specification.

Prospective Contractors should note that the Trust is not bound to accept the lowest price, or any tender. The Trust's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.

All tenders and any related documentation must be submitted by Friday 6th December 2024 via the Government Procurement Portal.

This specification sets out:

- Duration of Contract
- Schedule of work
- Site Details
- Quality Standards
- Health & Safety Requirements
- Reporting and Communication
- Penalties for non-compliance
- Criteria for assessing quotations
- Timeline for the assessment

Duration of Contract

The duration of Contract will be four years commencing on 1st April 2025.

The Contract will be reviewed annually and there will be no opportunity to alter the rates tendered without prior discussion with and approval of the Trust.

Schedule of Work

The work involves the regular litter picking, emptying of dog fouling bins, checking for and removing broken glass in public area and occasional sweeping in Bathurst Park.

Litter Picking (twice weekly)

- Litter pick lake area, grassland and car parks
- Litter pick sports field area, car park adjacent to Rugby Club, Hams Road garage area
- Litter pick Skate Park and Multi-Games Area

Dog Fouling Waste Bins

- To empty and reline the 6 dog fouling bins at various locations within Lydney Recreation Ground.

Additional Work

- Additional litter pick of the skate park in school holidays (one additional litter pick).

Site Details

Lydney Lake & Car Parks (Twice Weekly)

- Litter pick lake area, grassland and carpark
- Empty and reline 12 litter bins including 1 adjacent to the railway bridge and 4 dog fouling bins

Sports Field Area, Car Park adjacent to the Rugby Club and Hams Road Garage Area (Twice Weekly)

- Litter pick the area
- Check for broken glass
- Empty and reline with bags, 2 litter bins
- Note: Cricket, football and tennis grounds are excluded.

Skate Park & Multi-Games Area (Twice Weekly)

- Litter pick area
- Check for broken glass
- Sweep all hard surfaces once a month or more regularly if required.
- Check the area for dog fouling
- Empty and reline 2 litter bins and 2 dog fouling bins

Additional Work

- One additional litter pick of the Skate Park in school holidays.

Dog Fouling Bins

- Empty and reline weekly 6 dog fouling bins at various locations within Lydney Recreation ground (please refer to map below of locations)
- Dog waste must be collected in sealed bags and disposed of at an approved waste disposal facility.

Quality Standards

- All designated areas must be thoroughly checked and cleared of litter, including but not limited to paper, plastic, cans, bottles, food packaging, and general refuse.
- Litter should be collected using appropriate equipment such as litter pickers, bags, and gloves. Contractors are responsible for ensuring that collected litter is disposed of in accordance with local waste management regulations.
- The contractor must provide all necessary equipment for litter picking and ensure it is in good working condition.
- The contractor is responsible for reporting any damage or issues with the dog fouling bins to the Trust promptly.
- The Trust reserves the right to inspect the service areas at any time to ensure that the work meets the agreed standards.
- Any deficiencies in service delivery must be rectified within 24 hours upon notification by the Trust.

Health & Safety Requirements

- Compliance: The contractor must comply with all relevant health and safety legislation, including the provision of personal protective equipment (PPE) for workers.
- Training: All staff involved in the litter-picking and bin-emptying tasks must be properly trained in manual handling, waste handling, and health and safety procedures.
- Risk Assessment: The contractor is required to carry out a risk assessment of all activities and submit it to the Trust for approval before commencing work.

Reporting and Communication

- Any incidents, such as vandalism, fly-tipping, or hazardous waste, must be reported to the Trust immediately.
- The contractor shall appoint a liaison officer to maintain regular communication with the Trust, ensuring that any issues or concerns are addressed promptly.
- Any complaints received from the public must be logged and reported to the Trust within 24 hours.

Penalties for Non-Compliance

- Failure to meet the standards outlined in this specification may result in deductions from payments, termination of the contract, or other penalties.
- Non-compliance includes:
 - Failure to maintain standards expected within the contract work
 - Leaving areas unsightly
 - Delays in completion of work
 - Poor communication
 - Use of substandard materials to complete the work required
 - Failure to provide necessary documentation
 - Non-adherence to environmental and bio-diversity guidelines

Criteria for Assessing Quotations

Quotations for this litter picking and emptying of dog fouling bins contract will be assessed based on the following criteria:

1. **Cost (50%)**
 - The overall price of the quotation, including any potential additional charges.
 - Value for money, considering the scope of work and quality of service proposed.
2. **Quality of Service (20%)**
 - Proposed methods for ensuring high standards of work.
3. **Experience (20%)**
 - Demonstrated experience in providing similar services to other Councils/Trusts or organisations.
4. **Environment (10%)**
 - Evidence of the supplier's knowledge and experience of environmental issues and how they are addressing the climate emergency within their submission.

Timeline for Assessments

The timeline for the assessment of quotations and awarding of the contract is as follows:

1. **Invitation to Tender Issued: Wednesday 25th September 2024**
2. **Deadline for Submission of Quotations: Friday 6th December 2024**
3. **Notification of Award: w/c 27th January 2025**
4. **Contract Start Date: 1st April 2025**

Conclusion

This specification is designed to ensure that public spaces are kept clean, tidy and free from litter and dog waste for residents and visitors.

Dog Fouling Bins

