






Accessibility and Highways

Contract Tender Pack 2018 -2020



Accessibility and Highways Contract Tender Pack 2018 -2020

-  Maintenance Work for Somerton Main Entrance Roads and Others
-  Maintenance Work for Somerton Footpaths
-  Maintenance Work for Somerton Shrub Beds

Welcome to our Accessibility and Highways Contract Tender Pack. Within this pack there are three contracts for consideration.

You are more than welcome to bid for all contracts, just one or any combination you feel suits your business operation.

The contacts will be advertised on Somerton Town Councils Website, The Western Gazette and on Contract Finder.

Contract packs can also be collected at the Somerton Town Council Office, Edgar Hall, 8 Cary Way, Somerton, Somerset, TA11 6SA.

The Accessibility and Highways committee also agreed to implement a new contract evaluation process and this is explained below:

S.T.C Contract Evaluation

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors will be invited to an interview to be held in December 2017.

Scoring Table:

	Max score	score	
Price	50		
Quality of work Training / Qualifications / Experience Please provide names of referees related to existing contracts of a similar nature	30		
Reliability (equipment strategy / contingency plans)	10		
Proximity to Somerton (location of equipment / contractors)	5		
Environmental factors (please attach environmental policy)	5		
Total	100		

References:

	Reference 1	Reference 2
Organisation		
Contact name		
Contact phone		
Contact email		
Address		
Type of contract		



Somerton Town Council Contract Tender

Maintenance Work for Somerton Main
Entrance Roads and Others

Contract Period: 1st April 2018 -
31st March 2020

Review Date: September 2019

Tender:





Maintenance Work for Somerton Main Entrance Roads and Others

On behalf of Somerton Town Council I have the pleasure of inviting you to submit a fixed price tender for cutting the grass verges in Somerton, of which are stipulated in the detailed specification.

I would be grateful if you would indicate your willingness to submit a tender and by the due date, have the necessary resources to carry out the works and provide the documentation requested as part of the tender process.

Tenders should be submitted in an envelope marked, " Maintenance Work for Somerton Main Entrance Roads and Others" and on the enclosed FORM OF TENDER.

In addition to this please enclose the following:

-  Details of your environmental policies and procedures
-  Contractors will provide details of Public Liability Insurance cover with the tender papers
-  COSHH assessments for all chemical substances to be used while working on the contract.
-  Method Statements detailing how the various elements of the contracted work will be undertaken

Tenders should be returned to my office by Noon on 30th November 2017.

You should note that tenders shall remain open for two calendar months of this date. Also, that the Council reserve the right to not accept any or the lowest tender. The Council may also take the view at the contract end date to offer a one year extension on the basis of quality completed works.

If you have any queries or require additional information please get in contact with me.

Yours faithfully,



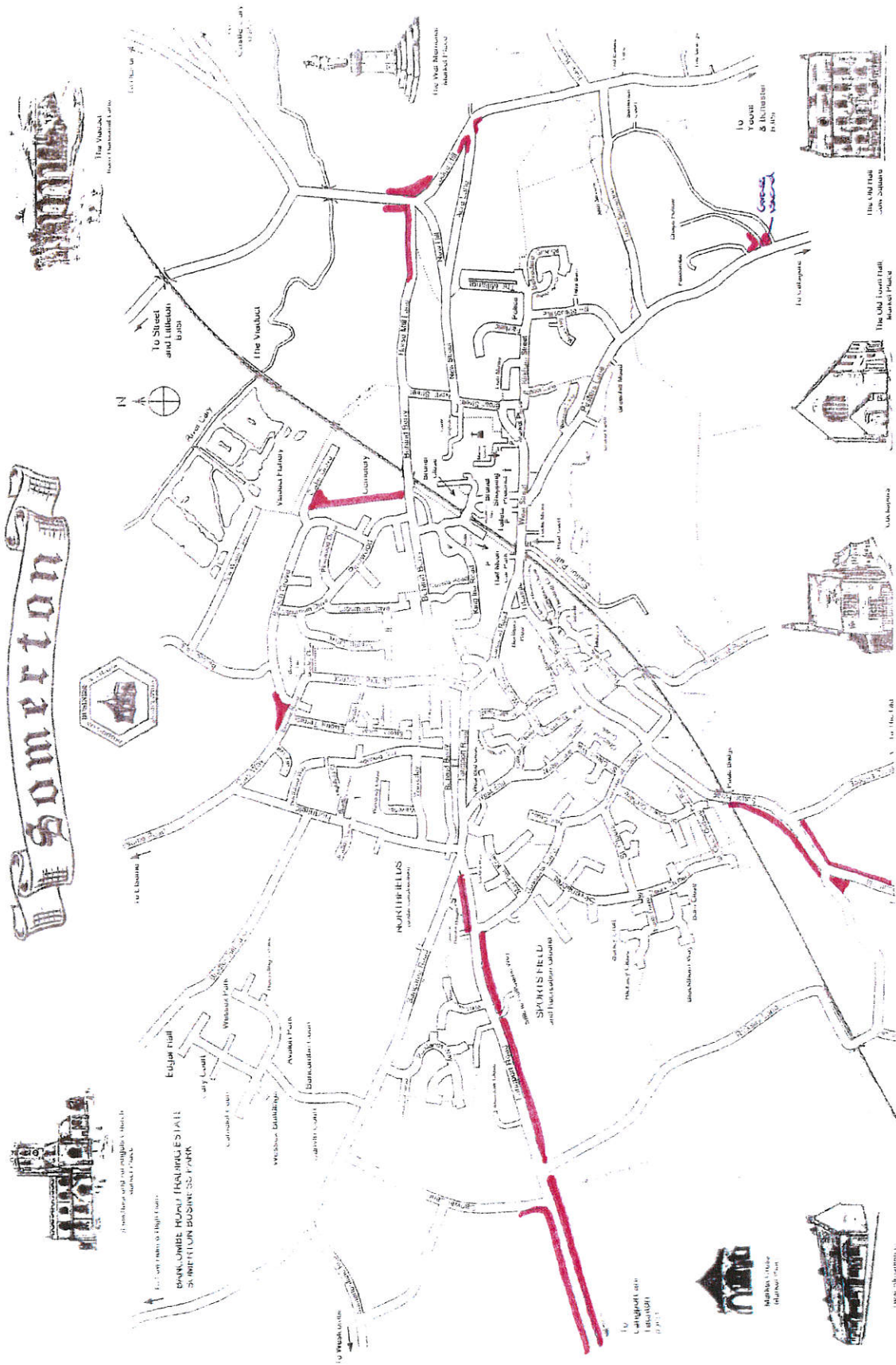
Mr. Terry Philpott
Clerk to the Council

MAINTENANCE WORK FOR SOMERTON ENTRANCE ROADS AND OTHERS

Somerton Town Council appreciate receiving a fixed price quote for each of the sections detailed below.

SPECIFICATION MAIN ENTRANCE ROADS AND OTHERS SOMERTON			
SECTION A <i>(12 cuts a season)</i>			
VERGE TO BE CUT including visibility splays	DISTANCE	WIDTH OF CUT	STRIMMING IF NEEDED
B3153 going out of Somerton Langport Road and Somerton Hill from Gassons Lane on right including sight line. Cartgate Lane on left.	Approx. 1,275 metres. Approx. 635 metres.	Complete width of verge avoiding bulbs in Spring at entrance to Recreation Ground and around trees. Height of grass to be cut to 5cm. <i>Avoid flower hot spots.</i>	Carefully around trees not in Spring as bulbs planted. <i>Avoid flower hot spots.</i>
Both corners at junction of B3153 with B3151 and Horsemill Lane. B3153 both sides. Verge on N Side of B3151 Lodge Hill.	Approx. 55 metres. Level with track on left.	Complete width of verge avoiding bulbs in Spring on left hand side. Height of grass to be cut to 5cm.	If needed beware of bulbs.
Acre Lane junction and Lodge Hill	Approx. 27 metres	Complete width of verge avoiding bulbs in Spring on left hand side. Height of grass to be cut to 5cm.	If needed
B3165 Sutton Road seating area end of Ricksey lane both sides to Somerton sign.	Approx. 110 metres.	From kerb to tree line taking care to avoid bulbs in Spring. Height of grass to be cut to 5cm.	If needed beware of bulbs.
Cedar Grove seating area at end of Cemetery Lane.	Approx. 27 metres.	Corner area back to wall. Height of grass to be cut to 5cm.	If needed.
Etsome Road to Beech Grove seating area.	Approx. 160 metres.	From kerb to fence and area around seat. (kerb-fence-kerb). Height of grass to be cut to 5cm.	If needed.
Cemetery Lane	Approx. 225 metres.	Central width 4 metres. Height of grass to be cut to 5cm. <i>Leaving wild flowers at sides.</i>	Under instruction from Accessibility and Highways committee.
Sight Line <i>(to be completed twice a year)</i>			
Along north side of Langport Road just before Bancombe Road Junction with B3153			
Ditch Clearing / Strimming <i>(to be completed twice a year)</i>			
B3153 going out of Somerton Langport Road and Somerton Hill from Gassons Lane on right including sight line. Cartgate Lane on left.	Approx. 1,275 metres. Approx. 635 metres.		

Section A.



SOMERTON TOWN COUNCIL
 CONTRACT TENDER
 MAINTENANCE WORK FOR SOMERTON MAIN ENTRANCE ROADS AND OTHERS

Wild Flower "Hot Spots" to be avoided: Supporting Document Grass Verges Cutting.

Wild Flower Hot Spots Sept 2017	ONGOING RECORD	PRIMROSES	COWSLIPS	ORCHIDS	OTHERS
Section A B3153 Somerton Hill	Around closed off field entrance just up from Cartway along edge of ditch going towards Somerton	√ √ √	√ √ √ √ Also 10m along verge going towards Somerton seeded cowslips will be up to 2m from the ditch		
Section A Cemetery Lane	Leave wild flowers at the sides. Cut centre 4m only				Summer Flowers

N.B. Areas of planted bulbs are identified in main specification.

Condition of Contract:

The Council require assurances from all potential contractors through the provision of appropriate documentation that:

- 🏠 All operatives will be suitably trained and qualified to use any machinery involved in the work.
- 🏠 The Contractor / Operatives are licensed to work on public highway.
- 🏠 Operatives will at all times wear suitable protective clothing and high viz jackets and display safety signage as necessary.
- 🏠 Operatives will be aware of and trained on all H&SE aspects of working with any machinery used in carrying out this contract and working on the public highway/verges.
- 🏠 Contractors will provide details of Public Liability Insurance cover with the tender papers.
- 🏠 COSHH assessments for all chemical substances to be used while working on the contract.
- 🏠 Method Statements detailing how the various elements of the contracted work will be undertaken.

The main risks associated with the work required under the contract relate to operating machinery and more specifically doing so while working alongside the public highway. Due consideration will need to be taken at all times to the safety of both the operatives and also the general public as a consequence of the work being carried out.

FORM OF TENDER
MAINTENANCE WORK FOR SOMERTON MAIN ENTRANCE ROADS AND
OTHERS
PLEASE PRICE FOR THE 2 YEAR PERIOD NOT PER ANNUM.
Please price excluding VAT.

All work as indicated in the specification:

Maintenance Work for Somerton Main Entrance Roads and others for a period of 24 Months:

Section A: £.....

Contract period 1st April 2018 - 31st March 2020

Thank you.

FORM OF TENDER
MAINTENANCE WORK FOR SOMERTON MAIN ENTRANCE ROADS AND
OTHERS 2018 TO 2020

I / We hereby offer to carry out the works as scheduled above and as contained in the attached specification:

Name of Contractor:

Address:

Date:



Somerton Town Council Contract
Evaluation Sheet

 Maintenance Work for Somerton
Main Entrance Roads and Others

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors will be invited to an interview to be held in December 2017.

Scoring Table:

	Max score	score	
Price	50		
Quality of work Training / Qualifications / Experience Please provide names of referees related to existing contracts of a similar nature	30		
Reliability (equipment strategy / contingency plans)	10		
Proximity to Somerton (location of equipment / contractors)	5		

Environmental factors (please attach environmental policy)	5		
Total	100		

References:

	Reference 1	Reference 2
Organisation		
Contact name		
Contact phone		
Contact email		
Address		
Type of contract		



Somerton Town Council Contract Tender

Maintenance Work for Somerton
Footpaths

Contract Period: 1st April 2018 -
31st March 2020

Review Date: September 2019





**TENDER:
MAINTENANCE WORK FOR SOMERTON FOOTPATHS**

On behalf of Somerton Town Council I have the pleasure of inviting you to submit a fixed price tender for maintaining Somerton footpaths, of which are stipulated in the detailed specification.

I would be grateful if you would indicate your willingness to submit a tender and by the due date, have the necessary resources to carry out the works and provide the documentation requested as part of the tender process.

Tenders should be submitted in an envelope marked, " Maintenance Work for Somerton Footpaths" and on the enclosed FORM OF TENDER.

In addition to this please enclose the following:

-  Details of your environmental policies and procedures
-  Contractors will provide details of Public Liability Insurance cover with the tender papers
-  COSHH assessments for all chemical substances to be used while working on the contract.
-  Method Statements detailing how the various elements of the contracted work will be undertaken

Tenders should be returned to my office by Noon on 30th November 2017.

You should note that tenders shall remain open for two calendar months of this date. Also, that the Council reserve the right to not accept any or the lowest tender. The Council may also take the view at the contract end date to offer a one year extension on the basis of quality completed works.

If you have any queries or require additional information please get in contact with me.

Yours faithfully,



Mr. Terry Philpott
Clerk to the Council

MAINTENANCE WORK FOR SOMERTON FOOTPATHS

Somerton Town Council appreciate receiving a fixed price quote for each of the sections detailed below to clear / cut / clean the following footpaths:

FOOTPATH WORK FOUR TIMES A YEAR (April, May, June and August):

1. Station Path (Polham Lane to West Street & Brunel Bridge to Behind Berry)
2. Cedar Grove to Horsemill Lane
3. Ricksey Lane to Farm Drive
4. Langport Road to Bancombe Road.

FOOTPATH WORK TWICE A YEAR (April and June):

1. Gassons Lane to Maypole Knapp to Langport Road
2. Lower Somerton to The Millands
3. Etsome Terrace to Brockle Hill
4. Tom Tits Lane from Camden Road to Polham Lane.
5. Camden Road to Water Lane to St Cleers.
6. Behind Berry Junction alongside the Fire Station Footpath
7. Church Path to Cow Square.

FOOTPATH WORK ONCE A YEAR (June):

1. Camden Orchard to Ivyleaf Road to Langport Road
2. School Lane to Pestors Lane.

Condition of Contract:

The Council require assurances from all potential contractors through the provision of appropriate documentation that:

- 🏠 All operatives will be suitably trained and qualified to use any machinery involved in the work
- 🏠 Operatives will at all times wear suitable protective clothing and high viz jackets and display safety signage as necessary
- 🏠 Operatives will be aware of and trained on all H&SE aspects of working with any machinery used in carrying out this contract and working on the public highway/verges
- 🏠 Contractors will provide details of Public Liability Insurance cover with the tender papers
- 🏠 COSHH assessments for all chemical substances to be used while working on the contract.
- 🏠 Method Statements detailing how the various elements of the contracted work will be undertaken

The main risks associated with the work required under the contract relate to operating machinery and more specifically doing so while working alongside the public highway. Due consideration will need to be taken at all times to the safety of both the operatives and also the general public as a consequence of the work being carried out.

FORM OF TENDER
MAINTENANCE WORK FOR SOMERTON FOOTPATHS
2018 TO 2020 (2 YEAR FIXED CONTRACT)
PLEASE PRICE FOR THE 2 YEAR PERIOD NOT PER ANNUM.
Please price excluding VAT.

All work as indicated in the specification:

Maintenance Work for Somerton Play Areas and Other Areas for a period of 24 Months:

Specification listed footpaths regarding the frequency of work: £.....

Contract period 1st April 2018 - 31st March 2020

Thank you.

FORM OF TENDER
MAINTENANCE WORK FOR SOMERTON FOOTPATHS 2018 TO 2020

I / We hereby offer to carry out the works as scheduled above and as contained in the attached specification:

Name of Contractor:

Address:

Date:



Somerton Town Council Contract
Evaluation Sheet

 Maintenance Work for Somerton
Footpaths

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors will be invited to an interview to be held in December 2017.

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Price	50		
Quality of work Training / Qualifications / Experience Please provide names of referees related to existing contracts of a similar nature	30		
Reliability (equipment strategy / contingency plans)	10		
Proximity to Somerton (location of equipment / contractors)	5		

Environmental factors (please attach environmental policy)	5		
Total	100		

References:

	Reference 1	Reference 2
Organisation		
Contact name		
Contact phone		
Contact email		
Address		
Type of contract		



Somerton Town Council Contract Tender
Maintenance Work for Somerton Shrub
Beds

Contract Period: 1st April 2018 -
31st March 2020
Review Date: September 2019





**TENDER:
MAINTENANCE WORK FOR SOMERTON SHRUB BEDS**

On behalf of Somerton Town Council I have the pleasure of inviting you to submit a fixed price tender for maintaining Somerton Shrub Beds, of which are stipulated in the detailed specification.

I would be grateful if you would indicate your willingness to submit a tender and by the due date, have the necessary resources to carry out the works and provide the documentation requested as part of the tender process.

Tenders should be submitted in an envelope marked, " Maintenance Work for Somerton Shrub Beds" and on the enclosed FORM OF TENDER.

In addition to this please enclose the following:

-  Details of your environmental policies and procedures
-  Contractors will provide details of Public Liability Insurance cover with the tender papers
-  COSHH assessments for all chemical substances to be used while working on the contract.
-  Method Statements detailing how the various elements of the contracted work will be undertaken

Tenders should be returned to my office by Noon on 30th November 2017.

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If you have any queries or require additional information please get in contact with me.

Yours faithfully,



Mr. Terry Philpott
Clerk to the Council










MAINTENANCE WORK FOR SOMERTON SHRUB BEDS

Somerton Town Council appreciate receiving a fixed price quote for each of the sections detailed below.

There are several shrub / planted bed areas which require routine maintenance, the sites being located at:

-  Etsome Memorial Site
-  Great Western Lane
-  Edgar Community Hall, 8 Cary Court, Somerton Business Park
-  Shrub Bed at the Unicorn Car Park
-  Shrub Bed and Trees at Paddock House Car Park
-  Yarlington Car Park

The maintenance to each area is to include:

-  Regular weeding (at least monthly) during the growing season (March - October)
-  Pruning of plants, trees and shrubs as and when necessary (with regard to seasonal requirements)
-  Disposing of any waste and arisings
-  Watering as necessary
-  Provide all necessary equipment to carry out the work adequately
-  Removing and replacing dead plants and shrubs (new shrubs provided by S.T.C.)
-  Spreading bark mulch or similar to beds (bark provided by S.T.C.)
-  Reporting on changes / improvements required to ensure planted areas are kept to the highest standards
-  Taking due regard of current and future legislation with respect of chemicals to be used and their application

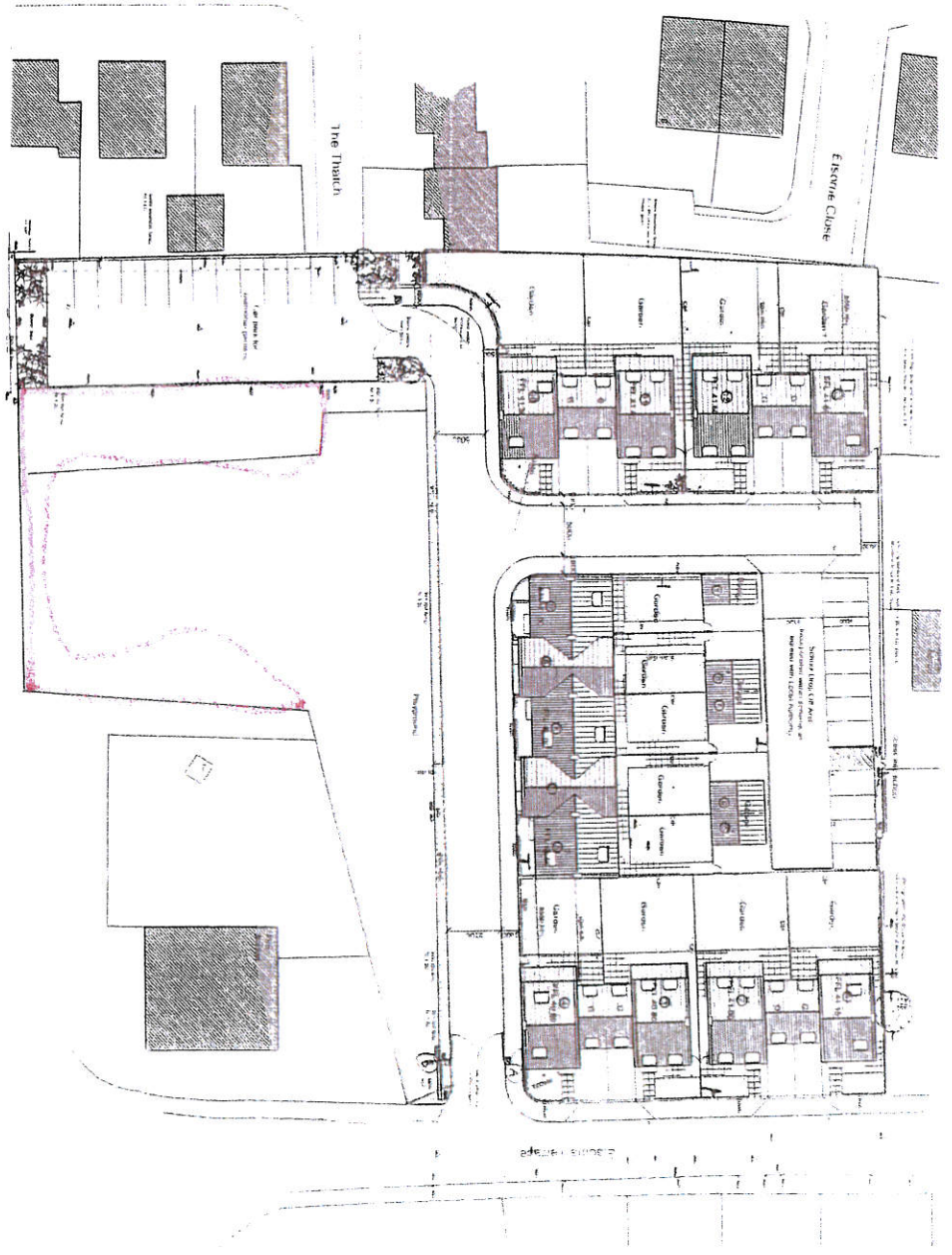
MAPS:

Collier Reading

Chartered Architects
10 High Street, Gloucestershire
Somerset BA1 1JZ

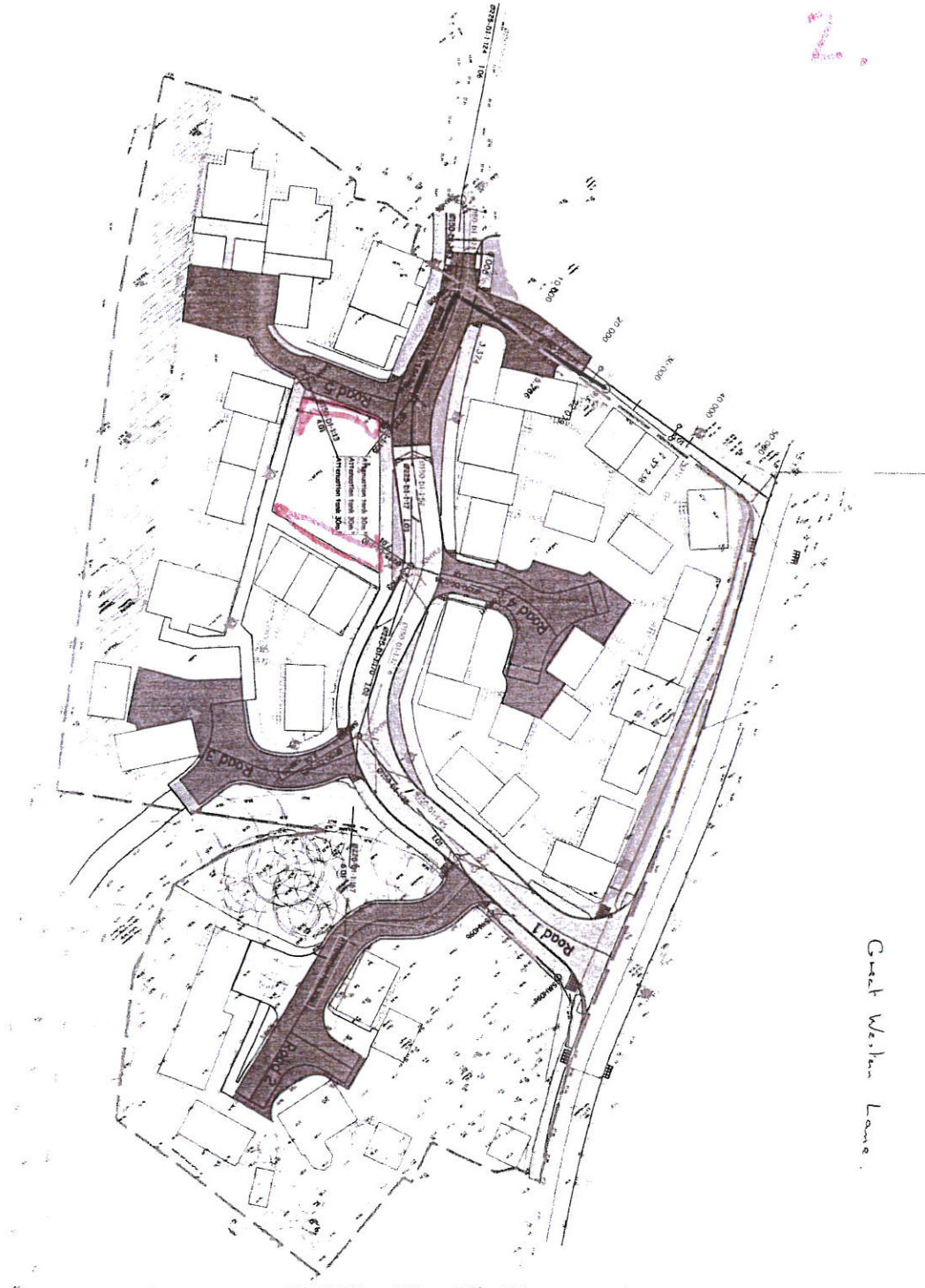
Client

Edgar Homes Ltd



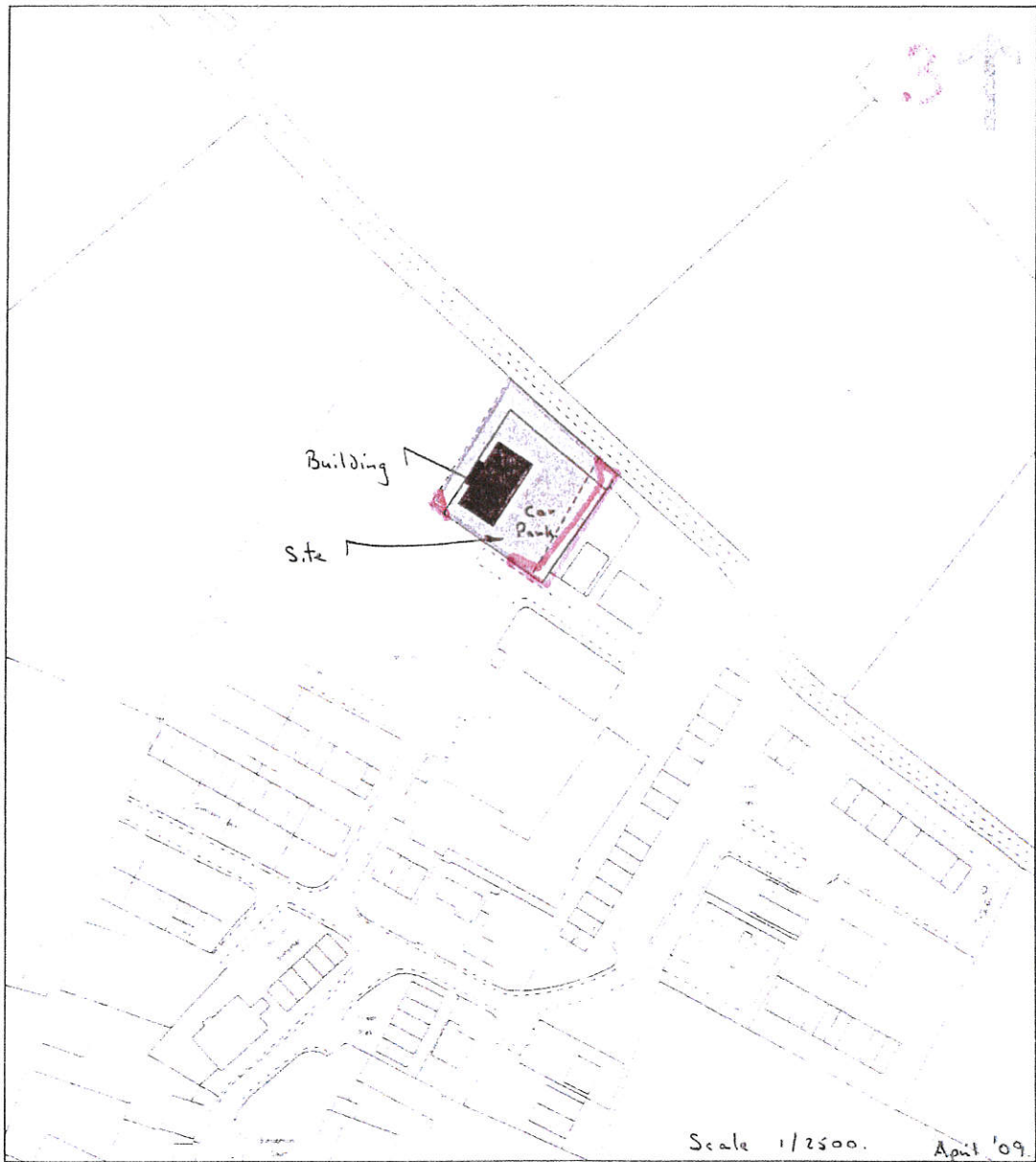
SOMERTON TOWN COUNCIL
CONTRACT TENDER
MAINTENANCE WORK FOR SOMERTON SHRUB BEDS

2.



Great Western Lane

SOMERTON TOWN COUNCIL
CONTRACT TENDER
MAINTENANCE WORK FOR SOMERTON SHRUB BEDS



Location Plan: 8 Cary Court,
Somerton Business Park,
Somerton. TA11 6SB.



SOMERTON TOWN COUNCIL
CONTRACT TENDER
MAINTENANCE WORK FOR SOMERTON SHRUB BEDS

Condition of Contract:

The Council require assurances from all potential contractors through the provision of appropriate documentation that:

- 🏠 All operatives will be suitably trained and qualified to use any machinery involved in the work
- 🏠 Operatives will at all times wear suitable protective clothing and high viz jackets and display safety signage as necessary
- 🏠 Operatives will be aware of and trained on all H&SE aspects of working with any machinery used in carrying out this contract and working on the public highway/verges
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FORM OF TENDER
MAINTENANCE WORK FOR SOMERTON SHRUB BEDS
2018 TO 2020 (2 YEAR FIXED CONTRACT)
PLEASE PRICE FOR THE 2 YEAR PERIOD NOT PER ANNUM.
Please price excluding VAT.

All work as indicated in the specification:

Maintenance Work for Somerton Shrub Beds for a period of 24 Months:

Specification listed shrub beds: £.....

Contract period 1st April 2018 - 31st March 2020

Thank you.

FORM OF TENDER
MAINTENANCE WORK FOR SOMERTON SHRUB BEDS 2018 TO 2020

I / We hereby offer to carry out the works as scheduled above and as contained in the attached specification:

Name of Contractor:

Address:

Date:



working with the community

Somerton Town Council Contract
Evaluation Sheet

 Maintenance Work for Somerton
Shrub Beds

The contacts will be evaluated based on a combination of price and other factors as indicated below.

Please supply information related to each of the headings to allow us to evaluate your tender submission. Please use continuation sheet where necessary.

Based on the information provided shortlisted contractors will be invited to an interview to be held in December 2017.

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