

Haddenham Grounds Maintenance Tender April 2023

Questions and Answers

Please find below a summary of the questions we have received during the tendering process and the answers we have provided.

Q1. Can I have the postcodes for the sites where job needs to be done?

A1. There are maps and grid references with-in the tender documents. Parish office post code is HP17 8EE

Q2. Is there any pricing template that you would like us to use in order to submit this tender?

A2. Please split the devolved services amount from the rest of the tender.

Q3. Are the extra works coming in April and early 2024 to be tendered for now?

A3. No. The tender should only be made for land we have at this time. However, as we are unsure of the exact timing of the transfer of the land shown in yellow on the Aston Road land transfer map it is possible this may be transferred around the start of the new contract. Please include an additional amount for this area that could be added at the start, or soon after the start of the new contract. As and when more land is adopted we will then sit down and discuss extra works/payment for each.

Q4. Where is the boundary outside of the village for grass verge cutting to stop?

A4. We cut the verges only up to the 30mph signs.

Q5. Would the workshop at Banks Park be available for hire with-in the contract?

A5. Yes, the workshop will be available on first refusal to the successful tender winner. There would be a lease, separate from the contract with Banks Park Recreation Ground Charity, who own the site at Bank Park, and for which the Parish Council is trustee. The annual rent will be £2,860.

Q6. Are all the dog bins and litter bins included for emptying with-in the contract?

A6. Dog bins fall outside of the maintenance contract. Some of the bins with-in the parish that are on PC owned land, such as those at playing fields are included. Roadside litter bins are emptied by Buckinghamshire Council. A definitive list will be provided.

Q7. Can you please confirm if there is a pricing schedule to complete; the ITT mentions additional schedules of rates required but we can't seem to find these?

A7. Thank you for bringing our attention to this. It did get missed and we have now added it to the documentation on contract finder.

Q8. Can you please confirm if salt/grit is supplied by the Parish Council and that gritting can be completed in normal working hours as identified in the HPC Open Spaces Maintenance Specification document section 6?

A8. Grit/salt is provided by the council and this can be spread in working hours. Area to be gritted is only around the Banks Park site, and on occasion if there is a particularly dangerous icy area elsewhere in the village. There is an additional salt bin on Station Road that may need refilling once a year.

Q9. If gritting is required outside of normal working hours can you please confirm if this would be paid as an ad-hoc or if we should include within our core costs?

A9. Gritting to be carried out in normal working hours.

Q10. Can you please confirm if litter collected from bins or following events are disposed of in PC-owned skips or if this should be costed by the contractor?

A10. Litter is disposed of in wheelie bins provided by the Parish Council

Q11. Can you confirm if the hedge cutting around the perimeter at The Grove (Aston Road) is to be priced separately in the additional Grove Tender?

A11. This hedge will require a flail cutter which not all contractors may have. Don't include a charge within the main tender but if you have the machinery to do this it would be helpful to include as a separately costed ad-hoc task within the contract.

Q12. Can we clarify payment terms please? i.e if the contract is £120,000 will this be invoiceable monthly at £10,000 per month? (This would be logical for budget purposes etc)

A12. Payment would be made at 12 equal instalments or as close as can be. It may be 11 equal instalments and one slightly different to balance payment.

Q13. Would it be reasonable for payment terms to be 30 days from date of invoice?

A13. Payment would be made with-in 30 days maximum

Q14. Is the annual contract index linked as costs will rise over 12 months? i.e in The Parish Council projected spending on the Fixed Cost Maintenance is projected to go up approx £2000 per year

A14. No. Contractor to allow for this with-in the tender quote. We have included an increase to allow for additional areas being incorporated into the contract.

Q15. We are unable to print The Grove map off as it comes out in a big blob and we are unable to differentiate the different colour areas. Would it be possible to pick up a printed A4 version so we can copy it ourselves please?

A15. We can print this map and will be available for anyone to pick up on request

Q16. Have you been able to locate the Devolved Services map as discussed for Willis / Roberts Road? Happy to pick up a copy from the office as well.

A16. The map has been added to the Contract Finder website as Appendix 2_Devolved Verge Cutting Maps_2. A copy can be printed on request.

Q17. Do you have any measurements for the total area of grass cutting?

A17. Not for the Parish Council owned land, but the information we were given with our devolved services agreement calculates the verges as 44,656 m². There will be a small amount more for the Appendix 2_Devolved Verge Cutting Maps_2 which were not originally included in the agreement.

Q18. We would like to take on new apprentices, would you be happy with that?

A18. Yes we would fully support that initiative.