

BRAUNSTONE TOWN COUNCIL



**PROVISION OF ONE 4 WHEELED DRIVE TRACTOR
AND SIDEARM HEDGE CUTTER
5 Year Lease agreement**



BRAUNSTONE TOWN COUNCIL

Serving the communities of Braunstone Town and Thorpe Astley

Darren Tilley – Chief Executive & Town Clerk

Braunstone Civic Centre, Kingsway, Braunstone Town, Leicester, LE3 2PP

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PROVISION OF ONE 4 WHEELED DRIVE TRACTOR AND SIDEARM HEDGE CUTTER

Instructions to Persons Tendering

1. Attached are the following documents :-
 - (a) Instructions to persons tendering
 - (b) Information about the Town, the Council and our Open Spaces and Parks
 - (c) Specification
 - (d) Conditions of Contract
 - (e) Form of Tender
2. The Tender is to be made on the Form of Tender which is bound up with the aforementioned documents and the bound volume containing all the documents, duly completed and signed, must be delivered, enclosed in a plain sealed envelope bearing no mark or name indicating the identity of the sender, and endorsed 'Tender - provision of one 4 wheeled drive tractor and sidearm Hedgecutter' to the Chief Executive & Town Clerk, Braunstone Town Council, Civic Centre, Kingsway, Braunstone Town, Leicester LE3 2PP, not later than **4pm on Monday 2nd October 2023**.
3. Persons tendering must obtain for themselves on their own responsibility and at their own expense, all the information which may be necessary for the purpose of making a tender and of entering into a Contract. Upon submitting a tender, the person tendering shall be deemed to have satisfied himself/herself as to the correctness of any information or representation made in the Contract documents, and no claim of any kind shall be allowed on any ground of any such information or representation proving inaccurate or incomplete.
4. Part of the tender selection process will involve a demonstration and trial of the vehicle at one of the Council's parks in Braunstone Town, LE3, if required. This must be carried out at the expense of the person tendering.
5. Enquiries relating to the work in this tender may be made by making an appointment with the Chief Executive & Town Clerk (0116) 2899270.
6. The Council does not bind itself to accept the lowest or any tender.
7. Canvassing of members or of any committee, directly or indirectly, for any Contract with the Council shall disqualify the Contractor for such appointment. If an applicant for any appointment or Contract with the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Executive Officer & Town Clerk. A Contractor who fails to do so shall be disqualified for such Contract, and, if appointed, may be dismissed without notice.

About Braunstone Town, the Council and our Open Spaces and Parks

The Town

Braunstone Town is the largest civil parish within the district of Blaby in Leicestershire. In 2007, the population was around 15,000 with around 7,500 households.

The parish is urban and to the north shares a common boundary with the City of Leicester and immediately inside the city boundary is a large council estate, known as the Braunstone estate. To the west of the parish lies the M1 motorway with junction 21 at the south western tip. To the south lies Fosse Shopping Park and Grove Triangle retail parks.

The western part of the parish adjacent to the M1 and west of the Leicester outer ring road contains the Meridian Business and Leisure Parks and a modern housing development, Thorpe Astley.

The Council

The Town Council comprises of 21 Councillors who are elected every four years. Each year the Council elects from amongst its number the Town Mayor and the Deputy Town Mayor.

We provide a wide range of services to the citizens of Braunstone Town together with social and recreational facilities. The Council also promotes the interests of the town in its representation to other bodies. It works in partnership with the larger District Council and County Council to provide and supplement local government services within the town area. The focus of our work is summed up in our Mission Statement:

"We exist to ensure that local services and the environment reach the highest possible standards within the resources available for citizens, visitors and those who work in Braunstone Town; to provide a focus for civic pride; to listen, identify and respond to agreed local needs; and to help develop a strong, secure, self-reliant, self-confident community, free from unlawful discrimination. "Spectemur. Agendo" translates "Let us be Judged by Our Actions"

The Council was granted Quality Status in February 2004 and was re-accredited in January 2009.

Our Open Spaces & Parks

The Town Council is responsible for maintaining the Town's open spaces and parks, the objectives of the Town Council in this respect is:

- to provide and maintain parks and open spaces to a high standard;
- to provide quality sports facilities to meet identified needs;
- to provide and maintain play equipment to a high and safe standard; and
- to help fight pollution by planting trees on our parks.

The Town Council employs four parks staff:

- Senior Groundsperson responsible for Open Spaces and Parks in Braunstone Town
- Senior Groundsperson responsible for Open Spaces and Parks in Thorpe Astley
- Assistant Groundsperson
- Parks Cleaner

We have a secure depot and workshop located on Mossdale Meadows for storage of parks equipment.

We are responsible for nearly 32 hectares of land, which includes sports pitches, nature areas, woodland, an orchard and meadow, our main facilities include:

Park & Address	Size	Facilities
Mossdale Meadows Kingsway	9.51 hectares (23.5 acres)	Play Equipment Football Pitches Changing Rooms Basketball Court
Merrileys Park Adj. to Mossdale Meadows, accessed via the Lubbesthorpe Bridle Path	2.95 hectares (7.31 acres)	Nature area and walk Artwork
Shakespeare Park Avon Road	2.63 hectares (6.5 acres)	Play Equipment Tennis Court Football Pitch Changing Rooms Bowling Club
Holmfield Park Wardens Walk	2.42 hectares (6 acres)	Play equipment Multi-sports Play Area Five a Side Football Football Pitch Changing Rooms
Franklin Park Welcombe Avenue	3.62 hectares (8.0 acres)	Play Equipment Community Orchard, Meadow Area and Wildlife Pond
Watercourse Walk Foxon Way and Withers Way	1.02 hectares (2.47 acres)	Walkway
Civic Centre Grounds Kingsway	0.47 hectares (1.17 acres)	Landscaping
Thorpe Astley Open Spaces	1.7 hectares (4.38 acres)	Open spaces with play areas at Isobel Close, Priestman Road, Hilcott Green, Marshall Close
Thorpe Astley Parkland	7.14 hectares (17.7 acres)	Meadow area, Trim Trail, 1 x Senior Football Pitch, Play Area, Floodlit Multi-sports and Tennis Courts

SPECIFICATION – 5 YEAR LEASE AGREEMENT FOR THE PROVISION OF ONE 4 WHEELED DRIVE TRACTOR AND SIDEARM HEDGE CUTTER

The following are minimum vehicle specifications:

1. Four wheel drive
2. Grass tyres are required
3. Diesel engine, at least 70 hp
4. Maximum height, including roof bar light fittings, 2.8 metres.
5. Maximum width to be 2.3 metres.
6. Clutchless shuttle gearbox, with Wet clutch
7. Tyres: Turf Tyres – Sportsground
8. Lockable filler cap
9. Fitted heavy duty battery
10. Fitted amber LED beacon bar on the roof
11. Work lights at the front and the rear
12. Cat 2 Standard 3 Point Linkage

Cab

The following are minimum Cab specifications:

1. Air Conditioning
2. Air suspension seat or similar with seatbelt
3. Fitted first aid kit
4. Fitted Fire Extinguisher
5. Digital read-out on PTO

Sidearm Hedgecutter

The following are minimum sidearm specifications:

1. 5.1 metre reach
2. 1.5 metre head
3. Left hand build option
4. Low power requirement
5. Three-point linkage mounting system
6. Hydraulic safety breakaway
7. High performance hydraulic system
8. Storage support legs

CONDITIONS OF CONTRACT

The Contractor must provide within the tendered price:

1. Delivery of the vehicle at the commencement of the lease to and collection at the end of the lease agreement from the Council's Workshop in Braunstone Town, LE3.
2. Operator driver and maintenance training to be provided at commencement of the contract, following delivery of the vehicle.
3. Annual Servicing, including parts and labour, at any of the Council's sites with Braunstone Town, LE3.
4. Respond to breakdowns at any of the Council's sites within Braunstone Town, LE3, within 2 working days.
5. Replacement mechanical parts and labour.
6. Replacement vehicle if out of action for more than 5 working days or compensation for the cost of hiring a replacement vehicle.
7. Vehicle to be available by March 2024.
8. All processing and administration costs.

FORM OF TENDER – PROVISION OF ONE 4 WHEELED DRIVE TRACTOR

To : The Chief Executive & Town Clerk, Braunstone Town Council, Braunstone Civic Centre,
Kingsway, Braunstone Town, Leicester, LE3 2PP

Having examined the Conditions of Contract and Specification for the provision of one four wheeled Drive Tractor vehicle herein we offer to provide the vehicle, including an annual service and maintenance, for the sum of :-

..... (pounds)

and (pence) (£.....:.....p) plus VAT.

for each year of the Lease Period, which is for five years commencing from the date upon which the lease agreement is signed.

Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you may receive and that you will not pay any expenses incurred by us in connection with the preparation and submission of this Tender, neither the demonstration or trialling of the vehicle.

In recognition of the principle that the essence of competitive tendering is that the client shall receive bona fide competitive tenders from all those tendering WE CERTIFY THAT:-

- 1.0 The Tender submitted is a bona fide Tender intended to be competitive.
- 2.0 We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
- 3.0 We have not done and We undertake that We will not be at any time before the hour specified for the return of the Tenders any of the following acts:-
 - 3.1 Communicated to a person other than the person calling for the Tenders the amount or approximate amount of the Tenders (except where the disclosure, in confidence of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the Tenders);
 - 3.2 Entered into any agreement with any other person that he shall refrain from tendering or as to the amount of any tenders to be submitted;
 - 3.3 Offered or paid or given or agreed to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender any act or thing of the sort described above.
- 4.0 In this certificate:-
 - 4.1 Person includes any person and any body or association corporate or incorporate.
 - 4.2 Any agreement or arrangement includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Signature Date 2023

Name (please print)

Position

Name of Company

Address

..... Tel. No.

Email Address

BRAUNSTONE TOWN COUNCIL

Please provide the following details:-

1. Attach a copy of your lease agreement, terms and conditions;
2. Attach a copy of your maintenance agreement, terms and conditions;
3. Maximum (nett) payload (kg):.....
4. Load volume (m2):.....
5. Rear load height:.....
6. Turning circle/number of steering wheel turns, lock to lock:.....
7. Earliest delivery date:.....
8. Emissions. Please provide information on exhaust emissions and what standard's, or future standard the vehicle can meet.

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9. Fuel economy. Please state fuel consumption figures for the engine offered and state source of the data and test conditions applied.

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