**Grounds Maintenance and Horticultural Contract for 2024-2027**

**Contractor Return Form**

Please refer to Specification for Grounds Maintenance & Horticultural Contract 2024-2027

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| **Name of contractor** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |

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| **Section 1** | **Contractor Proposal*****Please outline how this will be achieved / delivered to specification.***  | **£ Quoted excluding VAT** |
| **Merriman Park Horticultural and Grounds Maintenance Contract** |
| **1.1 Grass cutting** |  | **£** |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  | **£****Regular cuts****£****Additional cuts** |
| **1.3 Trees** **Visual Inspection** |  |  |
| **1.4 Leaf removal and dog waste removal** |  | **£** |
| **1.5 Public seating** |  | **£** |
| **1.6** **Removal of moss/algae** |  | **£** |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  | **£** |
| **1.8 Play equipment** |  | **£** |
| **TOTAL COST PER YEAR** | **£** |

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| **Section 2** | **Contractor Proposal*****Please outline how this will be achieved / delivered to specification.***  | **£ Quoted excluding VAT** |
| **Street Skatepark Horticultural and Grounds Maintenance Contract** |
| **2.1 Grass cutting** |  | **£** |
| **2.2** **Hedge and shrub cutting and ditch maintenance** |  | **£**Regular cuts**£**Additional Cuts |
| **2.3** **Trees** **Visual Inspection** |  | **£** |
| **2.4** **Leaf removal and litter pick** |  | **£** |
| **2.5** **Litter pick, litter bin emptying and graffiti removal** |  | **£** |
| **2.6 Play equipment** |  | **£** |
| **TOTAL COST PER YEAR** | £ |

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| **Section 3** | **Contractor Proposal*****Please outline how this will be achieved / delivered to specification.***  | **£ Quoted excluding VAT** |
| **Strode Road Allotments** |
| **3.1****Clear ditch and path** |  | **£** |
| **3.2 Hedge cutting and maintenance** |  | **£** |
| **3.3 Gulley pots and drains** |  | **£** |
| **TOTAL COST PER YEAR** | **£** |

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| **Section 4** | **Contractor Proposal*****Please outline how this will be achieved / delivered to specification.***  | **£ Quoted excluding VAT** |
| **Roundabout Westway (near McDonalds) Maintenance** |
| **4.1 Centre of roundabout on Westway (near McDonalds)** |  | **£** |
| **TOTAL COST PER YEAR** | **£** |

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| **Section 5** | **Contractor Proposal*****Please outline how this will be achieved / delivered to specification.***  | **£ Quoted excluding VAT** |
| **High Street Enhancement (Hanging Baskets, Flower Beds, Horse Trough and Banners)** |
| **5.1 Hanging baskets**  |  | **£** |
| **5.2 Flower beds and horse trough** |  | **£** |
| **5.3 High Street and Farm Road banners** |  | **£** |
| **TOTAL COST PER YEAR** | **£** |

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| **Section 6** | **Contractor Proposal*****Please outline how this will be achieved / delivered to specification.***  | **£ Quoted excluding VAT** |
| **Bin emptying, bus shelter cleaning and litter picks** |
| **6.1 Litter bin emptying and cleaning** |  | **£** |
| **6.2 Grit bins** |  | **£** |
| **6.3 Bus shelter cleaning** |  | **£** |
| **6.4 Speed indicator devises (SIDs)** |  | **£** |
| **6.5 Southside car park public toilets** |  | **£** |
| **TOTAL COST PER YEAR** | **£** |

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| **Section 7** | **Contractor Proposal*****Please outline how this will be achieved / delivered to specification.***  | **£ Quoted excluding VAT** |
| **Bin emptying, bus shelter cleaning and litter picks** |
| **7.1 Ad hoc works** |  | **£****\*hourly rate** |
| **7.2 Greenbank Christmas lights** |  | **£** |

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| **Section 8** | **Contractor Proposal*****Please outline how this will be achieved / delivered to specification.***  |
| **Reporting** |
| **8.1 Weekly inspection reporting** |  |
| **8.2 Informal monthly check-in meetings** |  |
| **8.3 Quarterly contract management review** |  |

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| **Section 9** | **Contractor interest** |
| **Future works from 1 May 2025** |
| **9.1 Litter bin emptying and waste collection** |  |
| **9.2 Additional grass** **Cutting** |  |
| **9.3 Play areas** |  |
| **9.4 Other works**  |  |

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| **Section 10** | **Evidence to support submission** |
| **Contract Management – requirement for companies wishing to tender. Please provide the following evidence (together with certificates as required)** |
|   | *Office use only* |
| 1. Evidence required of public liability and employers’ liability insurance of £10 million for any one event. *Please provide certificate.*
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| 1. Risk assessments are required.
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| 1. Staff to be adequately trained and equipped.
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| 1. DBS checks.
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| 1. Staff training as necessary to include: working at heights, safe use of pedestrian machinery such as strimmers, mowers, hedge trimmers, leaf blowers, power tools and ride on machinery.
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| 1. Moving works permit for working on the Highway.
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| 1. Reference 1.
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| 1. Reference 2.
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| 1. Reference 3.
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| 1. Inspection report (please provide an example).
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| 1. Contingency plans (to ensure continuity in the event of staff illness/absence).
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