

Addingham Parish Council



Provision of Lengthsman Duties

## **INVITATION TO TENDER**

Addingham Parish Council  
The Old School, Main Street, Addingham, West Yorkshire,  
LS29 0NS  
Tel: 01943 831758 Email: [clerk@addingham-pc.gov.uk](mailto:clerk@addingham-pc.gov.uk)

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## SECTION 1: TENDER PROCESS INSTRUCTIONS

### 1.1 Addingham Parish Council

Addingham Parish Council is the local authority for the parish of Addingham, in the Wharfe Valley. The population of Addingham is approximately 3,800. Further information about the Council can be found at <https://addingham-pc.gov.uk>

Addingham Parish Council wishes to procure a contractor for the following:

- Cleaning and opening/closing of the public toilets – as detailed in Section 7
- Street cleaning and litter picking – as detailed in Section 7
- Council owned Land and Property maintenance - as detailed in Section 7

This document sets out the requirements, timetable and process for the procurement of the service and details of the information required to be submitted in order to be considered for the contract.

To arrange a site visit, please contact Addingham Parish Council on 01943 831756 and speak to the Clerk, Sallie Lloyd

### 1.2 Timescales

The contract will commence on 1 April 2023 and will run for a period of 3 years, with an option to extend for a further 2 years.

### 1.3 Contract Award

Once the council has reached a decision in respect of the contract award, it will notify all tenderers of its decision as soon as is reasonably practicable.

### 1.4 Tender Timetable

Completed tenders must be returned, along with all supporting documents to The Town Clerk, Addingham Parish Council, The Old School, Main Street, Addingham, West Yorkshire, LS29 0NS to be received **no later than 12.30 pm on Friday 10th February 2023.**

Tender documents must be sealed in a plain envelope with '*Lengthman Duties Contract Tender Response*' written clearly on the front. Tenderers should note that this is a timetable that may be subject to change. Any changes will be communicated to all known tenderers as soon as possible.

Activity	Date
Issue of Invitation to Tender	9 January 2023
Receipt of any queries from prospective tenderers	No later than 3 February 2023
Submissions of tenders	By 12.30 pm on 10 February 2023
Decision on award of contract by Full Council on 15 February 2023	15 February 2023
Commencement of contract	1 April 2023

## **1.5 Clarifications**

Any queries or requests for clarification relating to this tender must be made by email to [clerk@addingham-pc.gov.uk](mailto:clerk@addingham-pc.gov.uk) no later than 3 February 2023. Addingham Parish Council will endeavour, so far as is practical, to respond to all clarifications as soon as possible.

## **1.6 Tender Evaluation**

Tenders will be evaluated in accordance with the details specified in this document. Addingham Parish Council does not bind itself to accept the lowest or indeed any of the tenders submitted.

## **1.7 Contract Terms**

By submitting a tender, tenderers are agreeing to be bound by the terms of this tender document without further negotiation or amendment.

## **1.8 Addingham Parish Council reserves the right to:**

- Seek clarification or additional documents in respect of any tender submission.
- Disqualify any tender which has been deemed not to meet the Town Council's requirements.
- Discount evasive, unclear tenders.
- Withdraw this tender at any time or to re-invite tenders on the same or any alternative basis.
- Choose not to award any contract as a result of the procurement process.
- Make whatever changes it sees fit to the timetable, structure or content of the procurement process depending on approvals, processes or any other reason.

## **1.9 Warranties and Disclaimers**

While the information contained within this tender document is believed to be correct at the time of issue, tenderers should not rely on the information and should carry out their own due diligence checks and verify the accuracy of the information.

The council will not accept any liability for its accuracy or completeness, nor with any express or implied warranty given. This exclusion extends to liability in relation to all information including any statement, opinion or conclusion contained in, or any omission from, this tender including its Appendices and in respect of any other written or verbal communication transmitted or made available to any tenderer.

## **1.10 Costs**

Addingham Parish Council will not be liable for any bid costs, expenditure work or effort incurred by a tenderer or any third party acting under instructions from them in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the council.

## **1.11 Confidentiality of Data**

Addingham Parish Council will ensure that the information and data provided by the tenderers is kept strictly confidential and only utilised for the assessment of this tender.

## **SECTION 2: REQUIREMENTS**

### **2.1 Introduction**

This section sets out the requirements of Addingham Parish Council in terms of the delivery of the contract.

### **2.2 Safety, Health and Welfare**

The contractor will ensure that all activities are carried out in accordance with existing Health and Safety regulations, in particular, but not limited to, the following:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 2002

The successful contractor will be required to satisfy Addingham Parish Council as to the knowledge, understanding and compliance with these regulations. Spot checks may be carried out by an authorised officer while work is being carried out. Machinery should be operated by suitably qualified and experienced workers. Contractor staff should wear the required personal protective equipment (PPE) when required.

The contractor should inform Addingham Parish Council of any unsafe feature or any matter of cause of public concern at any location at which the services are being provided.

The contractor is to be responsible for the Health and Safety of their employees and the public liability towards the general public. Evidence of licenses and compliant health and safety training must be made available to Addingham Parish Council.

The contractor to keep a record of all risk assessments and to supply a copy to the parish council upon request.

### **2.3 Insurance**

The contractor is to put in place and maintain its own public liability insurance against its work.

### **2.4 Standards**

The contractor will supervise their staff appropriately to ensure that the performance standards are met, and to ensure that they perform their duties in a way that reflects positively on Addingham Parish Council as commissioning organisation. This may, on occasion necessitate the need for spot checking by a manager or equivalent.

Documented evidence of these managerial checks must be provided on request.

Addingham Parish Council requires that the contractor ensures that none of its employees smoke in any Parish Council facility. The contractor is to ensure that all staff have the relevant training and ability to carry out the tasks set out on the specification.

The store rooms at the rear of the public toilets on Sugar Hill and at the Pavilion are to be kept in a clean, neat and orderly fashion and secured always.

## **2.5 Accident Reporting**

In the event of an accident, incident, potentially dangerous or dangerous occurrence, the contractor will inform the council within 48 hours of the occurrence.

## **2.6 Precautions to Prevent Nuisance**

The contractor shall take all reasonable precautions to prevent nuisance from noise and disturbance during the provision of this service under the contract.

The contractor shall take all reasonable precautions during the carrying out of any service under this contract to prevent damage to property and shall be held responsible for any damage resulting from the services and shall make good such damage at its own expense.

## **2.7 Tool and Plant**

The contractor shall provide all equipment and machinery necessary for the proper execution of the services and clear away on completion. Equipment and chemicals should always be used in the correct manner and for the correct purpose. Any equipment shall be satisfactorily maintained and records of maintenance shall be made available for inspection.

## **2.8 Materials**

All vehicles and equipment to be used shall be supplied by the contractor and included within its rates. This must include the following:

- Labour
- Equipment
- Fuel for mowers, trimmers and vehicles

Addingham Parish Council will supply bin liners, clinical waste sacks, toilet paper and toilet cleaning consumables such as rubber gloves, sanitizing wipes, cloths. The Council supplies a pedestrian grit spreader and grit. The Council supplies a lawn mower. The Council supplies a waste cart.

A list of proposed cleaning chemicals should be provided and agreed between the parties to ensure that chemicals of sufficient strength and concentration are being used in the cleaning activity.

## **2.9 Reinstatement of Damage**

The contractor will be liable for any damage to any equipment, property, vehicles etc damaged at any location because of its operations. Reinstatement of the damage shall be to the satisfaction of the council and entirely at the contractor's expense.

## **2.10 Provision of Advice**

The contractor is required to provide general advice and recommendations to the council based on its expertise and knowledge and to alert the council to any damage done to, or found in, the properties, leads, hazards, blocked drains etc that are identified.

## **2.11 Pricing**

Pricing set out in the tender response shall be final.

## **SECTION 3: TERMINATION/NOTICE PERIOD**

Should there be cause for termination of the agreement, the contractor acknowledges the binding requirement to continue in the performance of its duties, as detailed in this specification, throughout the notice period (3 months).

Should the contractor choose to terminate the agreement, it is acknowledged that they will be contractually bound to continue to provide the cleaning services for a 3 month period.

## **SECTION 4: THEFT/BREAKAGES AND DAMAGES**

The contractor will be solely responsible for damage, breakages or theft by its employees or agents.

## **SECTION 5: DEDUCTIONS/PENALTY CLAUSE**

As the Lengthsman role is a publicly funded service, Addingham Parish Council has an obligation to the tax payer to ensure that contracts are being delivered as specified. This will, on occasion, require spot checks on the activities to be undertaken.

Should it be established that the prescribed standards are not being maintained, the matter will be dealt with by the Parish Council's authorised officer.

## **SECTION 6 – QUALIFYING INFORMATION**

Tenderers are required to complete the application and provide the following documentation:

- Certificate of Public & Product Liability Insurance of £1m indemnity;
- Certificates of competency/training for equipment operators (if applicable);
- Copies of site safety training certificates eg CITB card etc (if applicable);
- MOT test certificates and insurance policies for vehicles being used;
- The completed contractor declaration (copy supplied);
- Any other information relevant to the safe completion of the work.

## SECTION 7: SPECIFICATION

### 7.1 Schedule

Activity	Frequency
Cleaning and minor repairs of Public Toilets; including opening up and locking up.	Daily including weekends and Bank holidays*
Street Cleaning; Litter Picking, road and pavement sweeping and Weeding - Zone A 1 April-31 October	Daily
Street Cleaning; Litter Picking, road and pavement sweeping and Weeding - Zone B 1 April-31 October	At least weekly
Street Cleaning; Litter Picking & keeping clear of leaves Zone A 1 November-31 March	Daily
Street Cleaning; Litter Picking & keeping clear of leaves Zone B 1 November-31 March	At least weekly
Street Cleaning; gritting pavements, clearing gullies – Zone A & B	As and when reported or identified during daily and weekly checks
Land and Property Maintenance; weeding of car parks, snickets and alleys – Zone A & B *see list 1 <sup>st</sup> April – 31 October	As and when reported or identified during daily and weekly checks
Land and Property Maintenance; strim or mow the carpark area at Lower Stamp Hill Allotments 1 <sup>st</sup> April – 31 October	Monthly

\* Other than Christmas Day and Boxing Day

### 7.2 Cleaning and minor repairs of Public Toilets at Stockinger Lane Pavilion and Sugar Hill

- The interior floor must be kept free of loose dirt, debris, spillages and any other soiling. It must be disinfected and dried to reduce potential slip hazards.
- The toilet pan and lid to be disinfected and free of ingrained and loose dust, dirt, grease, smears, deposits, stains or accumulations. All surfaces should be dried after



cleaning to reduce the chance of bacterial load.

- The public toilet must be of an acceptable odour.
- All sanitary equipment and the baby changing facility must be disinfected and free of ingrained and loose dust, dirt, grease, smears, deposits, stains or accumulations. All surfaces should be dried after cleaning to reduce the chance of bacterial load.
- Toilet paper must be replenished to meet daily needs.
- All other surfaces, walls, light fixtures and fittings must be clean and free from dust, dirt, cobwebs, loose particulate and staining.
- All bins to be emptied when full.
- The external areas should be cleaned as detailed above, plus a litter pick of the surrounding area.

### **7.3 Street Cleaning, General Litter, including Leaves and Weeds**

- Litter pick the areas in Zone A (see map in Section 8).
- Keep pavements clean, tidy and weed free in Zone A through regular sweeping and weeding and strimming.
- Keep areas around village benches weed freed and clear of litter, leaves and debris in Zone A & B.
- The following areas are identified as requiring frequent attention to keep clear of weeds between 1<sup>st</sup> April – 31<sup>st</sup> October (see map in section 8):

1. Footpaths leading from village to bypass. \*Cut by Highways in March/June/September.
2. Silsden Road recreation field bottom path and snicket to Moor Park Drive
3. Moor Lane Cut through
4. Cinder path
5. Southfield Road to Ridleys Fold
6. Stockinger Lane/Rose Terrace
7. Bolton Road/Aynholme Drive/Bottom of Back Beck Lane
8. War Memorial
9. Back Beck Lane
10. Druggist Lane/Victoria Terrace steps
11. The Garth footpaths

- The following areas are identified as requiring frequent attention to keep clear of leaves and accumulated debris between 1<sup>st</sup> November and 31<sup>st</sup> March (see map in section 8):

1. Bolton Road/Aynholme Drive/Bottom of Back Beck Lane
2. Junction of Moor Lane/Green Lane/School Lane
3. War Memorial
4. Stockinger Lane/Rose Terrace
5. Junction of Church Street/ Ilkley Old Road

- Removal of rubbish from Becks. Reporting any large items to BMDC.
- Grit spreading of high use pedestrian routes when weather demands it.

These activities to be carried out as shown in the schedule in Section 7.1.

## **7.4 Land and Property**

- To keep the grass at Lower Stamp Hill allotment car park cut and the edges, which comprise Comfrey and Borage to be strimmed and kept tidy.
- To keep the car park and paths around the Stockinger Lane Pavilion free from weeds.

These activities to be carried out as shown in the schedule in Section 7.1.

Report any issues to BMDC which fall within their statutory duty.

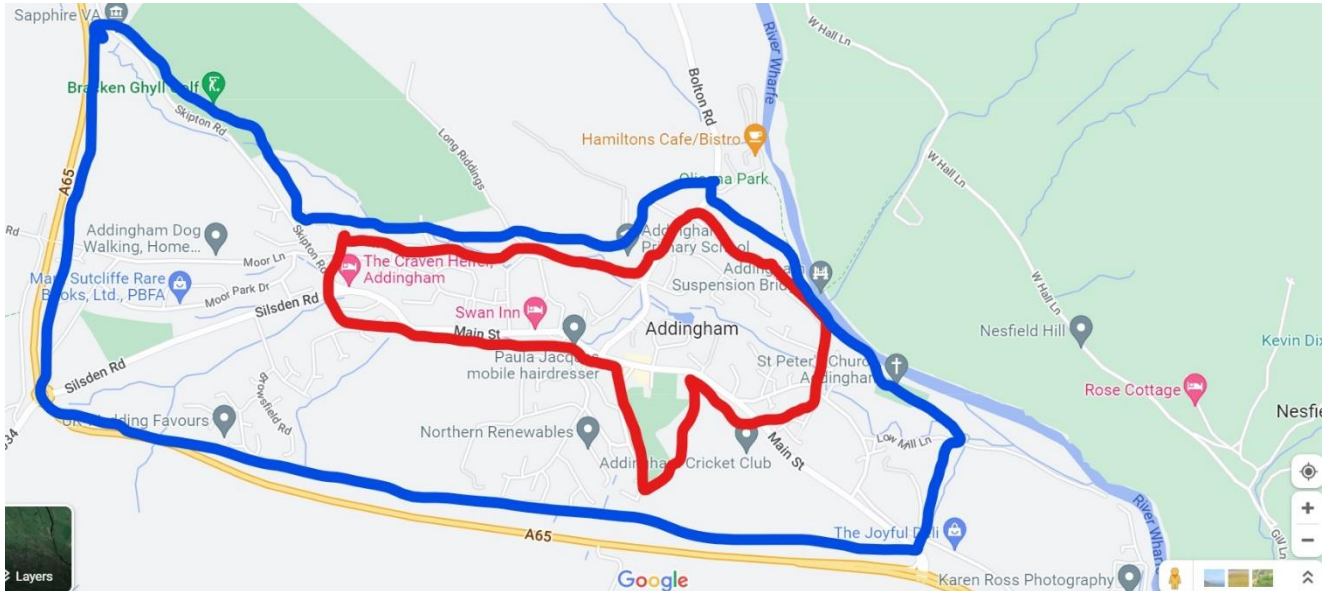
## **7.5 General**

Any ad hoc duties, which upon discussion and agreement between parties can be deemed within the normal accepted lengthsman duties. E.g. Graffiti removal, minor repairs at MUGA, general gardening tasks at Library/Hub or War Memorial.

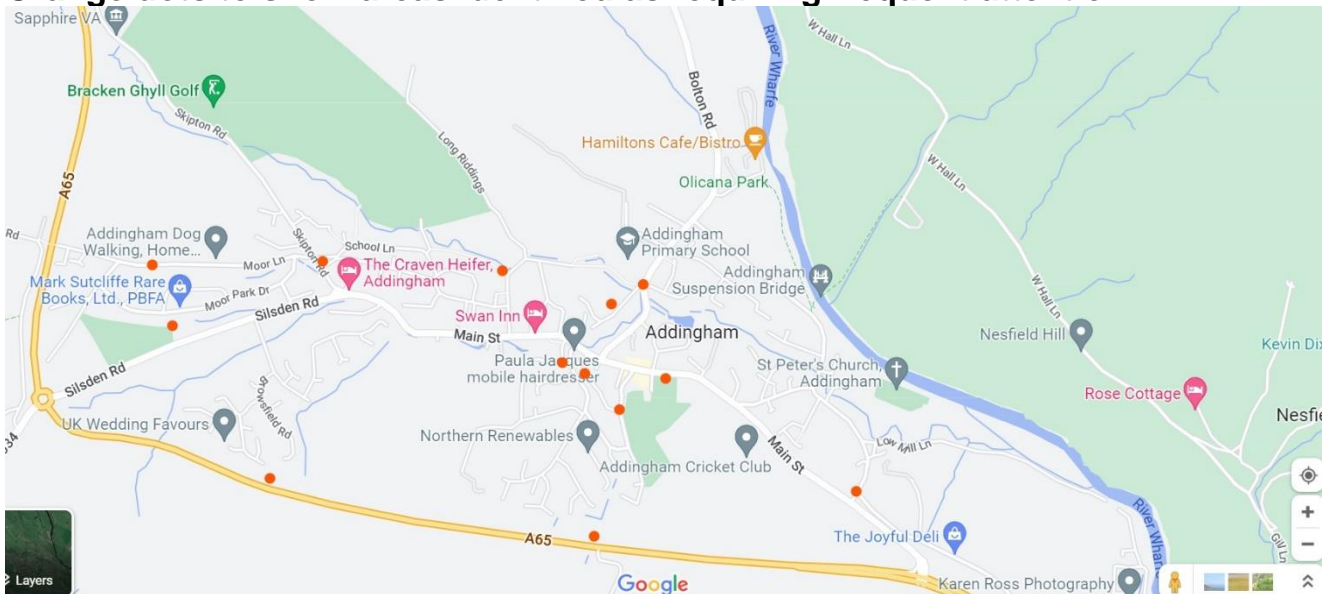
## SECTION 8 – MAPS

**ZONE A shown inside red boundary**

**ZONE B shown as village boundary in blue**



**Orange dots to show areas identified as requiring frequent attention**



## APPLICATION FOR TENDER

Name of organisation		
Contact name for enquiries about this bid		
Address		
Telephone number		
Email address		
Website address (if applicable)		
Company registration number (if applicable)		
Address of registered company if different from above		
VAT Registration number (if applicable)		
Price Quoted for work as detailed in the specification		
<b>Health and Safety / Insurance</b> <b>The following documents will need to be supplied:</b>		
Item no.	Document	Enclosed ✓
1	Certificate of Public & Product Liability Insurance of £10m indemnity	
2	Method Statement for each aspect of the work	
3	Copy of your written Health and Safety Policy	
4	Completed Risk Assessment Forms	
5	Certificates of competency/training for equipment operators	
6	Copies of site safety training certificates i.e., CITB card etc	
7	MOT test certificates and insurance policies for vehicles being used	
8	Details of hazardous substances being brought onto site	
9	The completed Declaration (copy supplied)	
10	Copy of Waste Carriers Licence	
11	Any other information relevant to the safe completion of this project	

Please complete and return this form to Addingham Parish Council, The Old School, Main Street, Addingham, West Yorkshire, LS29 0NS

## DECLARATION STATEMENT

- We undertake to provide the following services: Provision of Lengthsman services to Addingham Parish Council.
- We accept the provisions of the Invitation to Tender and offer to provide services in accordance with the prices, terms and conditions stated herein.
- We have checked our Tender before submission, as amendments to or withdrawals of the Tender submitted, if received by the Council after the time specified for receipt of tender, may not be considered.
- We undertake, and it shall be a condition of any Contract that the following is a 'bona-fide' Tender, intended to be competitive and that we have not fixed or adjusted the amount of the Tender by or under or in accordance with any other person.
- We understand that no variations in, or acceptance of any Invitation to Tender, or Tender shall be binding unless agreed in writing.
- The Tender shall remain open for acceptance for a period of thirty (30) days from the final date for the submission of Tenders.
- Unless and until a formal agreement is executed this Tender, together with your written acceptance thereof, shall constitute a binding agreement between us.
- We undertake that any of our employees, or agents providing the services under the Contract, where so required, will enter into and abide by a Confidentiality Agreement in an acceptable form.
- We understand, and it is agreed, that the Council shall retain the right to reject any/ and all Tenders in whole or in part and it is furthermore agreed that the Council shall be under no obligation to select the lowest or any other Tender.
- We understand that the Council reserves the right to alter or cancel any requirement stated in the contract at any time during the period of the contract.
- We have taken all the necessary steps to inform ourselves regarding this requirement and we understand and agree that the Council shall not be liable for any inaccuracy or insufficiency in the information available to us in connection with this Tender.

Name:	
Job Title:	
Company:	
Address, including Postcode:	
Telephone:	
Email:	
Signed:	
Dated:	