

Town Clerk: M Greenfield



Assistant Clerk: L Bendall

Lydney Town Council

Council Chambers, Claremont House, High Street, Lydney, Glos, GL15 5DX

Telephone: 01594 842234

Email: town.clerk@lydneytowncouncil.co.uk

Web: www.lydneytowncouncil.co.uk

16th September 2024

To Tender Applicant Litter Picking Contract 1st April 2025 - 31st March 2029

Thank you for your enquiry regarding the Litter Picking Contract Tender with Lydney Town Council.

Duration of Contract

The duration of Contract will be four years commencing on 1st April 2025.

The Contract will be reviewed annually and there will be no opportunity to alter the rates tendered without prior discussion with and approval of the Council.

There may be an opportunity to extend the contract for a further 12 months, as part of contingency arrangements, by mutual consent.

Tenders must be submitted in writing (email submissions will NOT be accepted).

The submissions should be to the Chair of the Amenities Committee and be submitted no later than **noon Friday 6th December 2024**.

Envelopes must be sealed and clearly written in the top left-hand corner ***“Litter Picking Tender Document – PRIVATE AND CONFIDENTIAL; NOT TO BE OPENED UNTIL FRIDAY 6th DECEMBER 2024”***.

All tenders must be accompanied by:

- relevant Public Liability Insurance documentation
- certification and training information
- details of equipment that will be used to fulfil the contract requirements
- two references whose work is of a similar nature will be required; preferably local authority based

The successful contractor must:

- comply with all relevant legislation, e.g. the Health and Safety at Work Act, COSHH Regulations and other agreements in respect of safety, health and welfare
- use equipment appropriate and suitable for the relevant job
- use machinery that has been PAT tested, or equivalent

- ensure employees are provided with suitable Personal Protective Equipment (PPE) safety clothing, safety footwear, gloves, goggles, helmets, high-visibility jackets and tabards etc.
- take all necessary measures for the protection of staff, the public and adjoining property and vehicles.
- provide the Parish Council with a written Risk Assessment and Method Statement (RAMS), prior to commencing the contract which is reviewed annually.

It is recommended that prior to completion and submission of a tender, a review of the areas concerned and specific maintenance requirements is undertaken with a member of the council and Grounds Team.

These arrangements can be made by contacting myself on the telephone or by email above.

Submission of Tender & Decision

- **All documents must be received no later than noon on Friday 6TH December 2024.**
- **The final decision on the allocation of the contract will be made by the Amenities Committee on Monday 20th January 2025**
- **The successful applicant will be notified within 7 working days. Unsuccessful applicants will also be notified.**

Tender documents should consist of:

- **Completed Tender Information**
- **Copy of Public Liability Insurance Certificate**
- **Risk Assessments and Method Statements (RAMS)**

Payment

Payment will be made by bank transfer to the contractor's bank.

The contractor should submit invoices monthly, listing all relevant visit dates covering that period of work.

All payments will be made within 30 days of receipt of an invoice.

Please note that all tenders received in connection with any or all submissions will be opened by an Independent Panel of members/officers to be fair and transparent in this Tendering process.

Tenders should be returned to the address above.

Yours faithfully,

Michael Greenfield

Michael Greenfield

Town Clerk & Responsible Financial Officer