Grounds Maintenance Service Level Agreement

and Call-off Contract 2022

**SUBMISSION FORM**

|  |  |
| --- | --- |
| Company Name: |  |
| Main contact name: |  |
| Email: |  |
| Telephone: |  |
| VAT No: |  |

**Please complete the following boxes – they will expand as you add information.**

|  |
| --- |
| Please provide a brief description of your organisation, outlining its size and scale eg number of staff, machinery etc. |

|  |
| --- |
| Please outline how you will schedule activity? |

|  |
| --- |
| Please outline how you will monitor and report back on progress? |

|  |
| --- |
| Please outline how your organisation deals with complaints? |

Please provide details of your organisations insurance protection in relation to employer’s liability and public liability.

|  |  |  |
| --- | --- | --- |
| **Policy** | **Insurance Company** | **Value £** |
| Employer’s liability |  |  |
| Public liability |  |  |

**Budget.**

|  |  |  |
| --- | --- | --- |
|  | Main SLA£ | Call-off£ |
| Budget Form – **These figures are off the worksheet** |  |  |
| Total |  |  |

**Future Years.**

FTC may consider making this a 3 year Service Level Agreement. What percentage uplift would you add per annum for future years?

 %

Deadline for submission of Tenders by noon on

Submission must be by email including:

Submission Form (This form)

Appendix A (Budget Form)

Health & Safety Policy

Insurance Certificates

Operator Certificates

Street Work Certificate

Waste Certificate

Quality Assurance Certificates (if any)

The email must have the subject heading: **Confidential Grounds Maintenance Tender**