

HERTFORD TOWN COUNCIL

Invitation to Tender (ITT)

For

GROUNDS MAINTENANCE CONTRACT

2024-2027



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1. INTRODUCTION

Hertford Town Council invites tenders for the Grounds Maintenance for two sites (see site maps in section 5) and Schedule of Works (section 4) in Hertford for a 3 year period commencing on 1st September 2024 to 31st August 2027.

Tenders are invited from suitably qualified and experienced providers who must be able to demonstrate a proven track record of providing grounds maintenance services within public open spaces.

The tender is divided into 2 lots as referenced in the schedule of works and site plans:

Lot 1 is for amenity grass cutting and hedge cutting across two sites (Hertford Castle grounds and Iron Drive open space)

Lot 2 is for path sweeping, leaf clearance, maintenance of the shrub, rose and herbaceous borders and box mown grass areas in the Hertford Castle grounds only.

The Town Council in partnership with East Herts Council is embarking on an exciting project to transform Hertford Castle grounds with grant funding from the National Lottery Heritage Fund. The project has been awarded funding to develop proposals to promote the site's rich history, improve access and increase biodiversity. If successful in the development stage, it is hoped that the delivery of this £2 million project will take place over the next 3 years. This may mean disruption to the service or restricted access to some areas over the contract term whilst site works are taking place and potential variations to the contract once completed.

Evidence of the Contractor's flexibility and response to operational changes during the term of the contract is crucial.

Value for money is essential for any Local Authority that is spending public money and it will be a key attribute in determining the successful applicant for this Tender.

TENDER PROCESS DETAILS

Tenders should be sent by post or delivered by hand in a sealed envelope marked 'Private and Confidential -Tender for Grounds Maintenance' to:

Joseph Whelan - Town Clerk

Hertford Town Council

Hertford Castle

Hertford SG14 1HR

To arrive no later than 12 noon on 31st May 2024

Tenders received after this time will not be considered.

Please note: It is anticipated that the total value of this contract (Lots 1 & 2 combined) over the 3 year term will not exceed £45,000 exclusive of V.A.T.

Timetable

Activity	Date/Time
Issue of Invitation to Tender	10 th May 2024
Deadline for questions to be submitted to the Civic Administration Manager	24 th May 2024
Deadline for submission of tenders	31 st May 2024
Evaluation of tenders	3 rd June 2024
Meeting of the Environment and Community Services Committee	10 th June 2024
Notification of award decision	17 th June 2024
Contract start date	1 st September 2024

Any Contractor who canvasses any Member or Officer of the Town Council, directly or indirectly, relating to the award of this contract will be disqualified.

You should only complete the Tender after you have read and fully understand all the contractual details and visited sites (shown in section 5) in the Schedule of Works (section 4).

2. CONDITIONS OF CONTRACT

Officers

- 2.1 Any operational matters that prevent delivery of the contracted services will be reported to the Civic Administration Manager as the Authorised Officer.

Payment

- 2.2 Payment of invoices will be made monthly following receipt and verification of an invoice.

Health and Safety

- 2.3 The Contractor shall comply with all relevant statutory requirements (including Health and Safety at Work Legislation) at all times in carrying out the services described in this agreement. Before commencement of the works the successful contractor must submit risk assessments and method statements for the services provided in the contract.
- 2.4 The Town Council accepts no liability for the Contractor not conforming to Health and Safety Legislation. If at any time the Authorising Officer considers that there is a breach of health and safety legislation they shall be entitled to instruct the Contractor to modify or cease to carry out the Service.

Assignment and Sub-Contracting

- 2.5 The Contractor shall not assign or sub-contract the Contract or any part of it without the Town Council's prior written consent.

Insurance

- 2.6 The Contractor will carry Public Liability Insurance to a minimum value of £10,000,000 and will insure against any loss or damage to the Council's equipment, to cover any possible claim arising out of any act, default, or negligence in undertaking the agreement works. The Contractor will produce a copy of the Policy to the Council prior to the commencement of the works. The Contractor will ensure continuation of the insurance during agreement period and will be required to provide replacement insurance certificates at the earliest opportunity throughout the contracted period. Should the insurer decline or terminate insurance, the Contractor will provide the Council with prior written notice as soon as reasonably practicable.

Indemnity

- 2.7 The Contractor shall indemnify Hertford Town Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify Hertford Town Council of any action likely to cause injury or damage to a third party. Any damage caused in the performance of this contract must be informed by the Contractor to the Civic Administration Manager within 2 working days and any damage will be made good at the Contractor's expense as soon as practically possible thereafter.

Variations

- 2.8 Where sites are altered for any reason and/or the Town Council requires additional works outside of Schedule of Works (3) then these shall be agreed in advance by the Town Council, priced by the Contractor, authorised by the Civic Administration Manager and paid together following completion with the next monthly invoice.

Equipment

- 2.9 The Contractor will provide all equipment and machinery necessary to carry out the services within the Schedule of Works (3). Any equipment, tools or machinery must not be left unsupervised. Any equipment shall be satisfactorily maintained. Vehicles and equipment to be used will be supplied by the Contractor.

Working Practices

- 2.10 If the Contractor is unable to carry out the services within the Schedule of Works (3) for any reason, they shall inform the Civic Administration Manager as soon as reasonably practicable. The Contractor will be responsible for rectifying the non-provision of service at the earliest opportunity and within 7 days.
- 2.11 The Contractor will be expected to show due consideration and respect to all present in the grounds while carrying out the services.
- 2.12 In the event of an accident or incident on site, the contractor is to inform the Civic Administration Manager at their earliest convenience, but within 24 hours.

Waste Removal

- 2.13 All waste arisings is the responsibility of the Contractor and should be removed from sites and disposed of as soon as is practicable in accordance with current waste disposal and recycling regulations.

Termination of Contract

- 2.14 Hertford Town Council reserves the right to terminate this contract within 30 days written notice if, in its opinion, the Contractor fails to meet the terms and conditions of the Contract.
- 2.15 Either party may terminate the Contract, in writing, giving no less than Three Months' Notice.

3. SCHEDULE OF WORKS – BOTH LOTS

- 3.1 The work is divided into two lots. Tenderers may choose to bid for one or both lots. The Council may choose to select separate contractors for lots 1 and 2, based on the price, experience and suitability to undertake the work.

3.2 LOT 1 – GRASS CUTTING AND HEDGE MAINTENANCE

Iron Drive Play Area

Maintenance of all areas within the areas marked on the map (section 5a) to specifications defined in section 4.

- Amenity grass maintenance
- Native Hedge maintenance
- Formal Hedge maintenance

Note: Maintenance of the play area and emptying of litter bins is not required in this contract.

Hertford Castle Grounds

Maintenance of all areas within the areas marked on the map (5b) to specifications defined in section 4

- Amenity grass maintenance
- Formal hedge maintenance
- Native hedge maintenance
- Maintenance of Castle Motte – conservation grass area

Note: Emptying litter bins is not required in this contract.

3.3 LOT 2 - GRASS CUTTING, SHRUB AND BORDER MAINTENANCE

Hertford Castle Grounds only

Maintenance of all areas within the areas marked on the map (5c) to specifications defined in section 4

- Shrub and border maintenance
- Box mow high amenity grass
- Formal hedge maintenance
- Path sweeping
- Sweeping of hard surfaced areas
- Autumn leaf clearance

4. SPECIFICATION OF WORKS

The specification applies to both Lots 1 and 2 unless stated otherwise.

Access and other Site Constraints

- 4.1 The Contractor is to note that on some parts of the two sites there exist constraints on access, features, or other obstructions which may be relevant, and which will prevent the use of large items of plant. It is the responsibility of the Contractor to ensure that they are aware of all such constraints. No claims will be admitted on the basis that access is inadequate or other site constraints exist.

Hand Works

- 4.2 The Contractor should allow for hand working on parts and in conditions where the use of machinery will not provide a finish to the satisfaction of the Authorised Officer, even though specific reference is not made to such in the body of the Specification.

Pests, Diseases or Damage

- 4.3 The Contractor shall endeavour to keep all planted areas, grass areas or trees healthy and free from disease and pests and shall take appropriate action to

ensure this through good horticultural practice. Any incidence of pests or disease that threatens the health of plants shall be reported to the Civic Administration Manager immediately upon discovery. The Civic Administration Manager may then instruct the Contractor to take appropriate action to control the pest or disease at additional costs.

4.4 The Civic Administration Manager must be informed of the following immediately they are discovered:

- Incidence of disease or fungus.
- Incidence of pests likely to cause damage or loss of plants.
- Dead or dying plants including trees.
- Unsafe or unstable trees.
- Vandalised, damaged or crooked trees.
- Any potential hazard to members of the public or site staff.
- Any spillage or incidences that could cause damage, pollution or plant death.
- Any damage to hard or soft landscape, buildings or infrastructure caused by the Contractor's staff.
- Whenever carrying out bed maintenance operations, the Contractor shall automatically check for incidences of pest and disease.

4.5 Any such pest or disease incidence shall be reported to the Civic Administration Manager with proposals, for approval, of appropriate control measures to commence within 24 hours of discovery. The Civic Administration Manager may instruct the contractor to undertake pest and disease control at additional rates.

Insecticides, Fungicides and Herbicides

4.6 The Council has decided not to use any chemical pesticides, herbicides, or fungicides on the land it manages. Approved organic methods or other sustainable alternatives must be used.

Equipment

4.7 Unless otherwise specified the Contractor may use any type and size of normal grounds maintenance equipment which is capable of achieving the requirements of this specification, except that mowers, tractors or other equipment of a size, weight or configuration likely in the opinion of the Authorised Officer to be a danger to the public or likely to cause damage to the site or property shall not be permitted.

Approved Hours of Work

4.8 Work shall not be undertaken at weekends and on other days work shall not be undertaken after 6.00 pm or before 8.00 am unless specific prior approval is given in writing by the Authorised Officer.

Performance Based Specification

4.9 The Contractor should take notice that some of the following specifications are

performance based and require a standard of maintenance rather than a set number of operations. 'Minimum frequencies' specified must be adhered to but 'expected frequencies' are stated as a guide only.

Monthly Inspections and Reports

- 4.10 The Contractor shall allow for attending named sites with the Authorised Officer once every month, dates to be agreed. Not less than 7 days after the end of the month the Contractor shall submit a general report on **all sites** to the Authorised Officer which identifies any hazards or problems which require remedial works. Items should include, for example, damaged litter bins, path surface damage, vandalised lamp standards etc. Except that, matters which require urgent attention should be reported to the Authorised Officer immediately after the Contractor becomes aware of them.

Work Schedules

- 4.11 The Contractor shall by the 7th day of every month submit to the Authorised Officer a completed works schedule CERTIFYING that works as itemised in this Contract have been duly completed for the previous month. If any works have NOT been so completed the Contractor shall state which works have not been completed, give reasons for their non completion and provide a timetable for resolution of non-provision of service.

Sweeping of hard surfaced areas including paths and parking areas (LOT 2 Castle Grounds only – plan 5c)

- 4.12 All hard surfaced areas within the boundary red line on the accompanying plan 5c are to be maintained in a weed free state and kept free of mud, grit, litter, leaves and all other debris by litter collection and weeding. All extraneous rubbish which the Authorised Officer considers to be detrimental to the appearance of the site is to be removed to the Contractor's tip, including stones, bricks, leaves, debris, paper, confectionery and other wrappings, bottles/cans, faeces, vomit and fly tipping, including removal of any such material which has become embedded in the surface. This shall **include** immediately adjoining walls, and fences. Weed removal maybe undertaken by hand weeding or through use of heat methods. The use of herbicides for weed control on paths is not permitted.

Autumn Leaf Clearance – (LOT 2 Castle Grounds only– plan 5c)

- 4.13 This is for the Castle Grounds only. Clear leaves and REMOVE arisings from all grass and path areas on site within the boundary red line. Composting of the leaf matter would be encouraged and if the contractor wishes to do so, the size and location of any compost bins must be agreed with the supervising officer. Provision for building and maintenance of compost bins should be included within costing. The number of leaf clearance operations will be a minimum of 3 per annum and they will take place between October and December each year.

Litter Bins

- 4.14 Emptying of litter bins on sites is not included in this contract.

Grass cutting (LOTS 1 & 2 coloured LIGHT OR DARK GREEN on plans 5a, 5b, 5c)

- 4.15 Grass cutting and related works shall be performed in full accordance with the methodology and techniques outlined, to achieve the quality standards for each type of grass sward at all times during the Contract period, with special reference to the:

Height or length of grass in relation to total area of each grass plot.

Quality of Cut.

Pre-clearance of litter and debris.

Speed of follow-up cutting and edge treatment by smaller machinery and hand operated tools

Immediate clearance of cuttings from hard surfaces or beds adjacent to grass swards where cuttings are to be evenly dispersed across the sward.

Avoidance of damage to soft and hard landscape as a result of grass cutting operations.

- 4.16 The following grass cutting table outlines the standards required:

General Amenity Grass (LOTS 1 & 2 coloured DARK GREEN on plans 5a, 5b and 5c)

Usually cut with ride on rotary or cylinder mowers.

All Year

Minimum height of grass - 25mm Maximum height of grass - 50mm

Box Mowing High Amenity Grass (LOTS 1 & 2 coloured LIGHT GREEN on plan 5c)

Usually cut with a rotary or cylinder mower with collection box

1st Apr - 31st Oct

Minimum height of grass - 12mm

Maximum height of grass - 25mm

1st Nov - 31st Mar

Minimum height of grass - 20mm

Maximum height of grass - 35mm

- 4.17 No claim for additional payment shall be entertained by the Council for additional cutting, or associated works, necessary to retain the various sward types to the standards, for whatsoever reason.

- 4.18 Immediately prior to any grass cutting operations being carried out all litter,

fallen branches and stones must be removed from the area to be cut. Litter, shredded paper, dangerous materials and other such debris remaining on the grass surface following cutting shall be removed and disposed of.

- 4.19 All moveable obstructions on grass surfaces shall be moved to allow cutting and immediately replaced on completion.
- 4.20 The Contractor shall cut the grass using approved machines as specified, correctly adjusted, and fitted with sharp cutter blades set to cut the sward cleanly and evenly with no ribbing, bruising, tearing or scalping. Where the contractor chooses to use a cylinder mower they may be required to use rotary mowers, where necessary to cut "perennial grasses.
- 4.21 The Contractor shall complete all operations relating to grass cutting within a single plot on the same day. The Contractor's price is to include for all follow-up mowing in confined spaces, round obstacles and along grass edges that cannot be cut by the main mowing machine, on the same day and to the same standards, which includes strimming and should be included within the submitted price.
- 4.22 Under no circumstances shall mowing margins be created on footpath edges or around obstacles by the use of herbicides.
- 4.23 A programme of grass cutting will be supplied to the Civic Administration Manager upon request in order to ensure that the grass is cut at times convenient to the Council events, hirings etc.
- 4.24 Any damage to sites by the operations must be brought to the Civic Administration Manager's attention as soon as practicable and must be reinstated immediately by the Contractor at the Contractor's own expense.
- 4.25 During each operation allow for carefully cutting around ground obstructions and avoiding damage to trees or other artefacts in the grassed areas. On completion of each cut, the site shall be left with an even sward, without tufts and windrows. The Contractor must schedule operations and allocate sufficient staff and equipment to achieve the frequencies even when public and other holidays arise.
- 4.26 For the cuts scheduled for March, April and May, the Contractor shall **avoid** cutting any areas containing bulbs or corns. Cutting of the parts of site containing bulbs shall recommence when the foliage has completely died back.
- 4.27 Once per annum during November, the Contractor shall, using appropriate tools, cut a clean edge to the existing grass at the edges adjacent to Shrub, rose and herbaceous borders, formal hedges, defined tree pits, hard surfaces, paths and other obstructions and dispose of all arisings off site.
- 4.28 Around all buildings with glass panels or windows within 1.5 metres of ground

level the Contractor shall box mow a 5 metre strip round the building to reduce the potential for stone damage. Similarly great care must be exercised by the Contractor whenever mowing or strimming near cars or highways to avoid damage by flying stones or other debris.

- 4.29 If the grass cutting operations are interrupted for any reason such as very wet or frosty weather where there is the likelihood of sward damage by larger machinery, the Contractor shall immediately notify the Civic Administration Manager.
- 4.30 Cutting shall re-commence as soon as conditions allow. The Contractor shall catch up with any work not completed to the specified standards within one cutting period for the type of grass sward concerned, or within 14 days, whichever is the lesser, even if this necessitates the use of smaller mowing machinery. The Contractor must take account of this possibility in his submitted cutting rates.
- 4.31 Where grass cuttings are to be "flown" they shall be evenly distributed across the sward, and the Civic Administration Manager shall instruct the Contractor to rake up unevenly spread or clumps of accumulated cuttings, at the Contractor's expense and within 4 hours of an instruction.
- 4.32 All grass cuttings falling onto adjacent hard surfaces, especially on parking areas, pathways, play area safety surfacing or flower borders shall be swept, collected or blown back by approved mechanical blower onto the grass surface and evenly spread over it, immediately following cutting and no later than the end of the day when cutting. The Contractor shall ensure no litter, deleterious matter or debris is spread back on to the grass surface during these works. Arisings shall not be allowed to enter adjacent surface or foul water drainage systems.
- 4.33 Excessive arisings resulting from grass cutting of areas that have been allowed to grow more than 1.5 times the maximum permitted height due to the Contractor's poor programming or wet conditions must be removed within 4 hours of cutting.
- 4.34 The Contractor shall make good, at the Contractor's own expense and within the time limits specified by the Civic Administration Manager, any damage caused to existing grass, adjacent hard surfaces, obstacles, trees and shrubs, cars or glass panels/windows, as a result of his negligence in grass cutting and associated works.

Grass cutting on the Castle Motte (LOT 1 coloured YELLOW on the plan 5b)

- 4.35 The Castle motte is managed to promote wildflowers. The area is to be cut annually in August and arisings collected and removed after 2-3 days to allow wildflower seed to drop.

Hedge maintenance (LOTS 1 & 2)

- 4.36 The Contractor must ensure compliance with regulations relating to bird nesting, in particular those contained within the Countryside and Wildlife Act 1981.

Native Hedges (LOT 1 – coloured PINK on the plan 5a)

- 4.37 Native hedges shall be trimmed carefully along the face and top to regular line and shape with the width at the top less than that at the base using suitable mechanical cutters unless otherwise specified. Hedges are to be cut to the level of last year's growth. Remove all arisings (including sweeping of adjoining hard surface areas) immediately on completion of work. Where indicated on the drawings trim only the face of the hedge. As part of each hedge trimming operation the hedge base shall be cleaned out of any litter or debris which has been collected. No side arm flails are permitted. **Trim once annually in February.**

Formal Hedges (LOTS 1 & 2 – coloured ORANGE on the plans 5a, 5b, 5c)

- 4.38 Ornamental/ formal hedges shall be trimmed carefully along the face and top to regular line and shape with the width at the top less than that at the base using suitable mechanical cutters unless otherwise specified. Remove current growth rather than old wood. Remove all arisings (including sweeping of adjoining hard surface areas) immediately on completion of work. Where indicated on the drawings trim only the face of the hedge. As part of each hedge trimming operation the hedge base shall be cleaned out of any litter or debris which has been collected. No side arm flails are permitted. **Trim twice annually: once in February, and once in August.**

N.B. Only the hedges shown on the plans are to be cut. Where indicated on plans only the face of the hedge is to be cut, not the top.

Shrub, rose and herbaceous border maintenance (LOT 2 – coloured RED on the plan 5c)

- 4.39 Existing flowerbeds containing perennials or a mixture of perennials and shrubs to be maintenance planted as follows:
- i. Replant gaps, where they occur, as instructed and in accordance with good horticultural practice, all plants being provided by the Contractor. A proportion of these may be provided by splitting existing plants. Keep plants watered as necessary before planting and water in after planting. Allow for replanting one sixth of the border per year.
 - ii. During autumn, cut down the older flowering stems of herbaceous perennials, according to good horticultural practice, generally clean through the border and remove all arisings. Fork over the soil, taking care not to cause undue disturbance to the plants and apply well rotted farmyard manure/compost to a depth of 25mm.
 - iii. Maintain the beds throughout the year by removing all dead flower heads, removing all fallen leaves and litter, and maintaining weed free

- by hand weeding. Lightly hoe all beds, monthly during the period April to September. Remove all arisings to suitable tip.
- iv. Re-form grass edges of beds with a suitable edging tool once during the season and once in the winter. Draw back soil from edges to permit use of edging shears and remove all arisings.
- v. Dead, dying or diseased plants shall be removed from the site immediately.

Pruning shrubs and roses in borders (LOT 2 – plots coloured RED on the plan 5c)

- 4.40 Pruning is to be carried out using sharp secateurs, approved mechanical hedge cutters and hand-saws. Any ragged edges or tears are to be trimmed off using a sharp knife. Where instructed remove branches without damaging or tearing the stem. Remove all arisings to suitable/approved tip.
- i) Remove all suckers by cutting back level with the source stem or root.
 - ii) Remove all dead foliage by cutting back to an outward point bud, or as directed by the Authorised Officer.
 - iii) Reduce the amount of growth on shrubs to encourage flower and fruit cutting back to outward pointing bud.
 - iv) Do not allow growth to encroach more than 150mm onto grassed areas, paths, road, signs, sightlines and lights at any time.
 - v) Vary the amount and nature of thinning, trimming, and shaping according to species, variety, season, stage of growth and required visual effect. Pruning must produce an overall well shaped, well-balanced bush. Pruning all species to the same height/spread will not be acceptable.
 - vi) Flowering species to be pruned as follows:
 - Shrubs flowering in Winter: prune in Spring.
 - Shrubs flowering in Spring and early Summer: prune immediately after flowering
 - Shrubs flowering Summer and early Autumn: cut back to old wood in Winter.
 - Rose bushes: prune in early Spring to encourage basal growth and a balanced, compact habit. Hybrid tea roses shall be pruned to leave 3/5 buds per stem and floribunda roses to leave 7 buds per stem. Not to be undertaken during periods of excessive frost. Dead heading to be undertaken as required.
 - vii) Species grown for winter stem display e.g. Cornus alba, Salix alba 'Vitellina' to be cut back to 150mm in spring.
 - viii) Cyclic/remedial pruning of large shrubs to be as instructed.
- 4.41 The Contractor shall ensure that the growth of shrubs, hedges or other vegetation does not at any time encroach more than 150 mm onto grass or path areas. The Contractor shall trim vegetation at such frequency as necessary to

maintain this standard.

- 4.42 On all sites the Contractor shall make monthly visits to ensure that footpaths are at all times kept free of obstructive and overhanging branches which hang below 2.5 metres above ground. These shall be trimmed by the Contractor at frequencies and as necessary to maintain this standard.
- 4.43 Climbing plants in shrubs beds located in borders coloured red to be maintained as follows **(LOT 2 – plan 5c)**:
- i) Inspect and maintain on 4 occasions during the year.
 - ii) Remove excess growth by pruning, including any encroaching onto footpaths, signboards, doors or windows.
 - iii) Maintain the ground beneath in a weed free condition.
 - iv) Attach insecure growth to supporting wires by black pvc coated 1.0mm gauge steel wire.
 - v) Report to Authorised Officer in monthly report locations where repairs/extension to existing supporting wires are required.

Weed control of shrub, rose and herbaceous borders (LOT 2 – plan 5c)

- 4.44 These shall be maintained in a weed-free condition by hand weeding throughout the year and shall be hoed at least once per year. Herbicide use is not permitted on sites, except as a last resort agreed with the supervising officer. The Contractor must inform the supervising officer if harmful or injurious weeds are found as prescribed in the Weeds Act 1959 and the Countryside and Wildlife Act 1981 and who will agree with the contractor in writing the most appropriate method of removal.
- 4.45 The Contractor shall remove all tree seedlings such as (but not limited to) Elder, Sycamore, Bramble and Ash. This activity shall be included in tendered rates for border maintenance.
- 4.46 Hand weeding shall mean removal of all weeds, including roots, by hand - hoeing, digging or forking, taking care not to remove more than the minimum quantity of soil, leaving the area in a neat, raked, clean condition.

Soil level adjustment of shrub, rose and herbaceous borders (LOT 2 – plan 5c)

- 4.47 Once a year in November, the level of the soil at the edges of all borders to be raked to 50mm below the adjacent hard or grass surface. The arisings are to be spread evenly over the border.

Application of organic matter to shrub, rose and herbaceous borders (LOT 2 – plan 5c)

- 4.48 During May organic matter such as well rotted farmyard manure or peat free

compost material is to be spread to a depth of 25mm over the soil surface.

- 4.49 Irrigation of beds will be carried out immediately after new planting, then as required to ensure that all new plants are in a turgid and actively growing condition at all times and that there is no wilting or evidence of plant stress caused by water deficiency. All irrigation operations shall be by approved means, ensuring the topsoil is at field capacity over the whole of the treated bed. The contractor shall ensure that irrigation does not cause foliage damage by watering in direct sunlight or plant damage and soil wash by high irrigation pressure.

5. SITE MAPS

Maps are included as follows:

5a – Lot 1 Iron Drive Open Space

5b – Lot 1 Castle Grounds

5c – Lot 2 Castle Grounds

Key to areas identified on maps 5a, 5b, 5c

Single red line indicates the area of land included within the tender.

Dark Green – Amenity grass maintenance

Light Green – Box mow grass maintenance

Yellow – Grass cutting of Castle motte

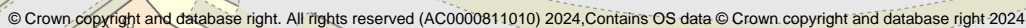
Orange – Formal hedge maintenance

Pink – Native hedge maintenance

Red – Shrub, rose and herbaceous borders







6. Evaluation of Tender Offers

All tender bids will be treated equally and assessed with transparency throughout the evaluation process.

Tender responses will be checked to ensure they have been completed correctly and all necessary information has been provided. Incomplete and non-compliant tenders will be rejected.

Submitted tender offers will be assessed using the following criteria and weightings:

Criteria	Weighting
Value for money	40%
Quality	35%
Environment & Social responsibility	25%

Value for Money

- Evidence resources to successfully undertake the contract.
- Evidence what added value can be offered in the tender to enhance delivery of grounds maintenance, without costing the Town Council additional expense.

Quality

- The ability to perform the contract to the highest standards.
- Evidence of relevant knowledge and experience.
- Flexibility and responsiveness.
- Feedback received from References.

Environment and Social Responsibility

In July 2023 the Council declared a climate emergency and pledged to make the Council's operations carbon neutral by 2030.

As part of its objectives for 2023- 2027 the Council has agreed:

- To safeguard and enhance the natural environment and increase net biodiversity.
- To build strong links with residents, business and other stakeholders and empower them to develop vibrant communities.

Tenderers will be scored on their policies on reducing their carbon footprint and how well they meet these Council objectives.

7. Additional Information (Please supply extra sheets if necessary).

Please introduce your business and provide details of similar works you have carried out described in (3) Schedule of Works.

Please clarify that you have all the necessary machinery and equipment required to fulfil the Contract.

Please provide full detail of your ethical, environmental and social policies

Please provide details of your insurance certificate in relation to public liability and professional indemnity:

Policy.....

Insurer.....

Value.....

All Contractors undertaking works under this Tender must satisfy Hertford Town Council of their competency regarding Health and Safety. Please give details below of how compliance is measured.

Please provide details below for two references for current or recent contracts/provision of services relevant to this Tender. The Town Council may contact these referees as part of the evaluation process any time following receipt of tender submissions and our permission to do so will be assumed:

Reference 1

Name.....

Address.....

Telephone Nos.....

Email.....

Brief description of contract.....

.....
.....

Reference 2

Name.....

Address.....

Telephone.....

Email.....

Brief description of contract.....

.....
.....

Enclosure Check List:

Price for Tender works

Additional Information

Insurance certificate

References

7. Tender Submission Form

Dear Town Clerk

I/we the undersigned having read the standard conditions, schedule of works and details in the tender document and having visited the sites offer to undertake the whole of the works defined in the schedule of works for years 2024 – 2027 in accordance with all relevant regulations and the Contract and to the satisfaction of Hertford Town Council for the sum of:-

LOT 1

A) Iron Drive Open Space

Item	Price £ per annum (excl VAT)
Amenity Grass cutting	
Formal hedge maintenance	
Native hedge maintenance	

Subtotal £ _____

B) Hertford Castle Grounds

Item	Price £ per annum (excl VAT)
Amenity grass cutting	
Formal hedge Maintenance	
Castle Motte	

Subtotal £ _____

Total price per annum A and B £ _____

LOT 2

Hertford Castle Grounds

Item	Price £ per annum (excl VAT)
Litter Collection and Sweeping of Hard Surfaced Areas	
Leaf Clearance of paths and grass areas	

Grass Cutting	
Formal hedge Maintenance	
Shrub, rose, herbaceous border maintenance	

Total price per annum £_____

I/we understand that Hertford Town Council is not bound to accept the lowest or any tender and that Hertford Town Council will not be responsible for any expense incurred in preparing this tender.

I/we certify that the amount of the tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the tender has not been communicated to any person until after the closing date for the submission of tenders.

I/we accept that if successful in securing the Grounds Maintenance Contract that we will provide all the relevant documentation required prior to commencement of the Contract.

Company or Business Name.....

Business correspondence address.....

.....Postcode.....

Veg Reg No. (if applicable).....

Landline No.....

Mobile No.....

Email.....

Signed by (Print Name):

Signature:

Date: