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**Invitation to Tender**

**West Bletchley Dog and Litter Bin Emptying Contract Tender**

**TENDER RETURNS SCHEDULES – PART C**

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**JANUARY 2022**

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**West Bletchley Council**

**221 Whaddon Way**

**Bletchley**

**Milton Keynes**

**MK3 7DZ**

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**SCHEDULE FOUR**

**Supplier identity and contact information**

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| --- | --- |
| Information Required | Description of information required; |
| Name of legal entity or sole-trader | Unique name of legal entity or name of individual |  |
| Registered office address | Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Town |  |
| County |  |
| Post code |  |
| Contact details for enquiries | Name |  |
| Job title |  |
| e-mail |  |
| Telephone number |  |
| Mobile Number |  |
| Address line 1 |  |
| Address line 2 |  |
| Address line 3 |  |
| Town |  |
| County |  |
| Post code |  |
| Registration number if registered with Companies House or equivalent | Registration number with Companies House |  |
| Registration number with equivalent body |  |
| Charity registration number |  |  |
| Are you a Voluntary, Community or Social Enterprise | *(if YES, specify type)* |  |
| VAT registration number |  |  |
| Name of immediate parent company |  |  |
| Name of ultimate parent company |  |  |
| Type of organisation | *e.g. PLC, limited company, LLP, Other partnership, sole trader, Other (please specify)* |  |
| Number of employees in your organisation |  |  |

**SCHEDULE FIVE**

**FORM OF TENDER**

**WEST BLETCHLEY COUNCIL**

###### FORM OF TENDER

**West Bletchley Dog and Litter Bin Emptying Contract Tender**

To: West Bletchley Council

 221 Whaddon Way

Bletchley

Milton Keynes

MK3 7DZ

I/We, having read all the Tender Documents, offer to carry out the Service in conformity therewith from the agreed date in 2021 for:

**The emptying of 76 dog bins and 93 litter bins within West Bletchley as charged in accordance with the Pricing Schedule.**

In the event of your acceptance of my/our Tender, I/we undertake to execute with you a form of contract if and when called upon to do so. I/we agree that until such time as a formal contract is executed by the parties this Tender together with the Council’s written acceptance thereof shall constitute a binding agreement and shall be enforceable as a contract.

I/we confirm that this is a Firm Price Tender.

I/we further agree that this Tender will remain open for consideration for two months.

I/we understand that the lowest or any Tender will not necessarily be accepted and that the Council will not be responsible for any expenses or other liabilities incurred in submitting my/our Tender.

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| --- | --- |
| Total Contract Price |  |
| Name of Company |  |
| Registered Address of Company |  |
| Date |  |
| Signed |  |
| Position in the Firm or Company |  |

**SCHEDULE SIX**

**RESPONSE TO EVALUATION CRITERIA AND PRICING SCHEDULE**

**Tenderers should use this area to set out their proposals and clearly identify the evidence from their proposals against each element of evaluation criteria/sub heading as set out in the award criteria in the Introduction & Instructions document and the Service Specification in Schedule 1.**

**(To be completed using the evaluation criteria listed in the Part A Document)**

Minimum Criteria/Technical Ability Question.

i) Provide all required documentation including:

* Relevant Insurance Documents
* Health & Safety accreditations
* Relevant waste carrier licences

Confirmation that the contractor undertakes the emptying of dog waste bins and litter bins.

Confirmation that all litter and dog waste will be removed and disposed of in accordance with health and safety guidance.

Confirmation Relevant Waste Transfer Notices will be obtained.

ii) Provide a statement confirming that all dog bins will be emptied twice a week and litter bins once a week.

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**Quality Criteria**

**1. Relevant Experience -** Please provide details of a minimum of three similar projects which you have carried out for local authority clients. For each project please state:

* + 1. Name and address of the project
		2. Name, address, telephone number and email address of the client officer or principal contact
		3. Description of the scope of services provided
		4. Approximate value of the contract

Use additional sheets or attachments if required.

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**2. Knowledge of Local Area**

Provide a statement confirming knowledge of the West Bletchley Area. Please provide details of site visits undertaken of the area.

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**3. HEALTH & SAFETY**

Provide a statement detailing your health & safety practices relevant to the contract.

Please include confirmation that:

All dog waste and litter is disposed of in accordance with Health & Safety guidelines. A certificate is held for this purpose and the Council is sent a copy each time this is renewed.

All employees of \*\*\*\*\*\*\*\*\*\*\*have been advised and shown how to carry out the work under the Health & Safety Act.

Each employee is supplied with protective clothing i.e. mask and gloves, equipment, pick up sticks and shovels for the safe handling of dog waste and litter.

Each vehicle carries a first aid kit and sharps bin, water and hand gel for cleansing and antibacterial wipes.

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**4**. **Environmental -** Provide evidence of environmental practices i.e. use of electric vehicles,recyclable materials, sustainability, single use plastics policy, or equivalent.

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**6. Pricing Schedule -**

Please outline below your pricing schedule to include the cost of emptying the following:

Litter bins- once a week, Dog bins- twice a week.

Price per litter bin

Price of 1st emptying of dog bin

Price of 2nd emptying of dog bin

Total price for year 1

Total prince for year 2

Total price for year 3

Total Contract Price

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**SCHEDULE SEVEN**

**NON-COLLUSIVE TENDERING CERTIFICATE**

In recognition of the principle that the essence of selective tendering is that the client shall receive bona fide competitive tenders from all those tendering WE CERTIFY THAT:

1. The tender submitted herewith is a bona fide tender intended to be competitive.
2. We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done, and we undertake that we will not do at any time before the hour and date specified for the return of the tender any of the following acts:
	1. Communicate to any person other than representatives of the West Bletchley Council the amount or approximate amount of the proposed tender (except where disclosure in confidence of the approximate amount of the tender was essential to obtain insurance premium quotations or Bond required for the preparation of the tender);
	2. Entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
	3. Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender any act or thing described in this Certificate.

In this Certificate:

1. “Person” includes any person and anybody or association whether in-corporated or un-incorporated;
2. “Any agreement or arrangement” includes any transaction described above formal or informal and whether legally binding or not.

Dated this day of 2022

(Signed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

duly authorised to sign

for and on behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SCHEDULE EIGHT**

**CONTRACTORS TERMS AND CONDITIONS AGREEMENT FORM**

Specimen Form of Agreement and the Council’s Terms and Conditions are included within the return schedules (2) and (3).

Please sign at the bottom of this form if you agree to Schedules (2) and (3) being used in this contract.

If you would like to suggest any minor alterations to schedules (2) and (3) then please use the space below to state them. By submitting any alterations with your tender does not mean that the Council accepts these alterations or that they will be reviewed as part of your proposal. However, no post tender negotiations on the contract terms and conditions will be allowed.

**Requests for substantial alterations will be regarded as unacceptable, and your bid may be rejected if it is considered that the alterations:**

* **renders the contract materially different from the initial tender documents; or**
* **introduces conditions that would have altered additional or other participants; or**
* **changes the economic balance of the contract in the favour of the contractor.**

Failure to sign this section of the returns schedules will be deemed that you have agreed to schedules (2) and (3).

Name

Sign

Title

Date

**Contractor’s suggested alterations to The Council’s Terms and Conditions of Contract**

**SCHEDULE NINE**

***Please fill in this form and submit a letter from your broker confirming your insurance cover values.***

**WEST BLETCHLEY COUNCIL’S INSURANCE REQUIREMENTS**

**Sums Insured**

In respect of insurances required the insurance cover shall be not less than:

Public Liability Insurance - FIVE MILLION POUNDS

Employer’s Liability Insurance - TEN MILLION POUNDS

Such insurances to be held in respect of any one claim or such greater sum as the Contractor may choose and his insurance policy effecting such cover shall have the interest of the Council endorsed thereon or shall otherwise expressly by its terms confer its benefits upon the Council.

The insurances required must be maintained in force for the entire Contract Period. If any policies are renewed/replaced during the contract period, you are required to provide evidence of your new policy document to the monitoring officer.

**Insurer to Indemnify the Council**

In respect of the insurances required the terms shall include a provision that in the event of any claim being brought or made against the Council in respect of which the Contractor would be entitled to be indemnified under the policy, the insurer will indemnify the Council against such claim and any costs, charges and expenses in respect thereof, including, but not limited to, the costs of Council officers’ time, in terms of supervision and administration, and overheads.

**For Contract:**

**Please complete the following insurance details**

**Public Liability Insurance**

Public Liability Policy Number ......................................................

Value of Insurance Cover .............................................................

Evidence of this policy must be enclosed with your tender submission

**Employers’ Liability Insurance**

Employers Liability Policy Number ...............................................

Value of Insurance Cover .............................................................

Evidence of this policy must be enclosed with your tender submission