

## **Provision of Services and Works**

### **Introduction**

- 1.1 The Parish of Great Baddow is located in the Chelmsford City Council District. The Parish Council operates a number of facilities including a Recreation Ground with sports pitches, allotments and a cemetery. It is the overall objective of the Parish Council to maintain the facilities under its control to the highest possible standard. It is to be recognised that the facilities are public spaces.
- 1.2 The Council is seeking to enter into a contract for the provision of grounds/sports turf maintenance as detailed in the outline of the works required.
- 1.3 Tenderers should be aware that, particularly in view of the financial pressures currently being faced by Central and Local Government, the Parish Council places considerable importance on the financial aspects of this project. There is an expectation within the Parish Council that significant savings will be achieved through the Public Realm competitive tendering programme.
- 1.4 This Invitation to Tender sets out how your organisation can tender for the provision of a Grounds Maintenance Service to the Parish Council.
- 1.5 The tenderer must demonstrate that they can provide a comprehensive service for the benefit of the parish.
- 1.6 The standard of Grounds Maintenance within the Great Baddow parish plays an important part in maintaining the visual and economic wellbeing of the area. The tenderer shall ensure that the highest standards of service delivery are provided. Presenting a positive image is seen as an important aspect in helping maintain the visual wellbeing and local economy.
- 1.7 The Parish Council will appoint an Authorised Officer (The Clerk) for the purpose of the management of this Contract. The Council reserves the right to change the Authorised Officer at any time. The Authorised Officer may delegate duties to the Deputy Clerk or the Grounds Supervisor.
- 1.8 For the avoidance of doubt, no individual member (Councillor) of the Parish Council is authorised to instruct the Contractor in relation to this contract.
- 1.9 The tenderer shall be expected to have familiarised itself with the nature of the area/s of the Parish to which this Contract applies. In doing so it shall be deemed to have made an assessment of any problems likely to be encountered in accessing all land, e.g. parked cars or other obstructions such as gates and bollards etc. No payments will be made in respect of additional cost incurred by the Contractor in coping with any obstruction or access problems.

1.10 The tenderer shall continually seek to enhance the performance of the Services within what continues to be challenging financial circumstances through the concept of continuous improvement. This necessitates positive interaction and in particular, joint working with the Parish Council and its other contractors.

1.11 All work detailed in the specification shall be deemed to be included in the fixed Contract Price for Programmed Work unless specific reference is made in the tender submitted

### **The Service and Works**

2.1 The service and works required are outlined in the specification. The tenderer must provide details of how each service will be delivered and the level of quality standards that will be provided.

2.2 The tenderer is requested to submit a quotation for providing all of the services, together (if appropriate) with an individual breakdown for each of these elements. The Council reserves the right to award the contract either as a whole or in individual elements dependant on which option(s) best support the needs of the Council.

2.3 The tenderer must supply

- 1) Details of up to five clients within the last three years that can be asked for references, to include preferably at least two from the public sector, preferably local government. The public sector/local government references are desirable but not essential
- 2) Evidence of valid insurance cover, including Public Liability Insurance and Employers Liability Insurance, both with a suitable value of cover
- 3) A copy of a Health & Safety Policy and Procedures together with risk assessments to ensure workplace health and safety practices are identified and associated risks eliminated or controlled
- 4) A sample of a written monthly report of works carried out
- 5) A copy of an Equality and Diversity Policy and Procedures together with risk assessments to ensure workplace discrimination practices are identified and associated risks eliminated or controlled
- 6) A method statement to evidence the way in which the service will be provided
- 7) Details of the staff who will be carrying out the work, with a record of their relevant qualifications and a copy of a training plan to ensure that they are up to date with relevant legislation

2.4 The tenderer will be expected to use their own machinery and equipment and this should be confirmed in the tender. The Parish Council's on-site machinery and equipment may be available for hire by the successful bidder, by negotiation.

2.5 The tenderer is requested to provide a quotation for an initial three-year period with the option of a 1 year extension. The contract commencement date is to be agreed.

### **Performance Monitoring**

3.1 The service will be provided in accordance with the specification for the contract, supplied separately and also in accordance with the terms and conditions, a copy of the Standard Terms of Contract for the Council are attached.

Once the contract has been awarded, the following will be required:

- The Contractor must provide a monthly written report of the level of service being provided.
- The Contractor must provide annual evidence of the relevant insurance cover, with a suitable value of cover.
- The Contractor must provide annual evidence of its Health and Safety Policy and Procedures together with risk assessments to ensure workplace health and safety practices are identified and associated risks eliminated or controlled.
- The Contractor must provide annual evidence of its Equality and Diversity Policy and Procedures together with risk assessments to ensure workplace discrimination practices are identified and associated risks eliminated or controlled.
- The Contractor must provide up to date details of staff and their qualifications and a training plan

### **Tender Evaluation Process**

4.1 All tenders will be subject to a tender evaluation process to objectively compare each bid against a scoring matrix consisting of criteria as set out below.

The tenderer must provide a quotation and the supporting documentation as outlined in 2.3.1 to 2.3.7 above.

<b>Item Number</b>	<b>Evaluation Criteria</b>	<b>Points</b>	<b>Score</b>
1	Cost of Service. The highest number of points will be awarded to the bid which represents the best value for money.	50	
2	Service Provision. The highest number of points will be given to the bid which best supports the needs of the Council	40	
3	Adequate documentation submitted	5	
4	Proven track record in providing similar services	5	
<b>TOTAL</b>		100	

4.2 The tenderer/s with the highest scores will be invited to attend an interview with the Council during the week commencing 12<sup>th</sup> June 2017 or the week commencing 19<sup>th</sup> June 2017. The contract will be awarded based on both the evaluation criteria and the interview.

4.3 The Council reserves the right to undertake further discussions with any Contractor in order to clarify the details of the submissions.

4.4 The Council reserves the right to award the contract either as a whole or in individual elements dependent upon which option(s) best support the needs of the Council.

## Response Requirements

5.1 Any questions regarding the tender should be submitted via e-mail to the Parish Clerk, Ann Wood at [info@greatbaddowparishcouncil.co.uk](mailto:info@greatbaddowparishcouncil.co.uk)

5.2 All information sought by any tenderer will be circulated to all tenderers unless the question is specific to a particular contract.

5.3 Failure to provide all the information requested may result in your tender not being considered

5.4 Two hard copies of the tender are to be returned in a plain sealed envelope by hand, normal post or by recorded delivery post no later than 17.00hr on 9<sup>th</sup> June 2017 marked with "Grounds Contract Tender" and addressed to the Parish Clerk at

The Parish Hall  
19 Maldon Road  
Great Baddow  
Chelmsford  
CM2 7DW

Electronic submissions will be accepted to [info@greatbaddowparishcouncil.co.uk](mailto:info@greatbaddowparishcouncil.co.uk) and a hard copy of the paperwork must also be returned to the office in the above manner by the same closing date of 9<sup>th</sup> June 2017.