

 <p>COXHOE Parish Council</p> <p>Delivering Quality Services to Coxhoe & Quarrington Hill</p>	<p>Parish Clerk - Claire Llewelyn All correspondence to: Coxhoe Parish Council Coxhoe Village Hall Front Street East Coxhoe Co Durham DH6 4DB</p> <p>Tel. 07988 283287 Email: clerk@coxhoeparishcouncil.gov.uk Web: www.coxhoeparishcouncil.gov.uk</p>
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Invitation to tender for Coxhoe Parish Council's Grounds Maintenance Contract

The tender has four parts as follows:

- Part 1** Invitation to Tender
- Part 2** General Specification of Works
- Part 3** Template Service Agreement
- Part 4** Schedule of Maintenance

Part 1 Contents

1. Contract and Tender Information
2. Key Tender Process Dates
3. Pricing Schedule
4. How to tender
5. How we make payments to Contractors
6. Assumptions and Constraints
7. Tender Summary Form

1 Contract and Tender Information

- a) The contract will commence on 1 April 2022 and expire on 31 March 2025.
- b) To be considered, Tenderers must be able to demonstrate that they possess **all** of the following:
 - Public liability insurance of at least £5,000,000.
 - Adequate resources (machinery and staff) to maintain the contract.
 - Staff who are trained in the use of the necessary equipment and any pesticides and herbicides, and are competent to carry out the activities with which they are involved.
- c) The contract is for the provision of only services/items specified in the schedule of maintenance. Not all items in the schedule of maintenance (tender document 4) may be included in the contract agreed.
- d) The maps and aerial view provided are not necessarily to scale or exact position but are intended to provide a guide. Prospective Contractors should visit sites prior to pricing to avoid any doubt regarding location or size of site.
- e) The council is under no obligation to accept the lowest tender, nor indeed any tender.
- f) Prospective Contractors must not contact Councillors or staff to encourage or support their tender outside the prescribed tender process.
- g) No expense incurred by any person submitting a tender will be reimbursed.
- h) Please do not include any information that has not been requested; it will not be read. Please mark your email or sealed envelope clearly with TENDER ENCLOSED, for the attention of the Parish Clerk.

2 Key Tender Process Dates

Monday 31 January 2022

Sealed Tender to be returned to Parish Clerk at the Council's office (contact details above) by **email or by post or hand delivered** no later than 12.00pm (please note tenders received after this time will not be included in the tendering process under any circumstances). It is recommended if sending by Royal Mail to use tracked post.

On or after Monday 31 January 2022

Sealed tenders opened by the Clerk in the presence of at least one Member of the Parish Council.

On or after Monday 7 February 2022

Parish Council to resolve which bid is successful.

During February 2022

All bidders notified of resolution, by post or email.

Wednesday 1 April 2022

Contract commences.

Thursday 31 March 2025

End of contract.

3 Pricing Schedule

The Completion of the costs in the General Specification of Works (Part 4) is required for the Tender.

4 How to tender

- a) Interested parties should propose the anticipated frequency of each activity, and a **net** cost for each site as well as a **net** annual cost for the total work within the Schedule of Maintenance, as a summary of the proposal. Interested parties should also provide daywork rates. If hedge/shrub maintenance is required, please state the reference you would intend to use between 6.1.1 and 6.3.5 (See Part 2 section 6).
- b) Interested parties should complete the Summary Tender Form at the end of this document to provide the Council with required information.

Please also send with your tender, evidence of how the requirements will be met:

- c) Copy of your Public liability insurance for at least £5,000,000.
- d) Confirmation of appropriate insurance for the work tendered, covering the personal insurance, damage to property and damage to other parties (legal and accident & health cover, employee cover).
- e) Statement of resources (machinery and staff) to maintain the contract.
- f) Confirmation that Staff are trained in the use of machinery.
- g) Confirmation that Staff are trained in the use of pesticides /herbicides.

5 How we make payments to Contractors

- a) Payment will be made upon satisfactory supply of goods/services and receipt of an itemised invoice.
- b) Invoices are paid by the fourteenth day of each month (in arrears) by bank transfer.
- c) To enable your invoice to be paid, the Parish Clerk must receive it **by the end of each month**. Invoices received after that date will carry over into the subsequent month.
- d) VAT- Each type of work is to be subtotaled by type, quantity and price. (VAT should be applied to the total invoice value).
- e) We reserve the right to deduct appropriate costs for any substandard work or neglect by the provider.

6 Assumptions and Constraints

It is the policy of the Council to avoid herbicides products except where essential, therefore it should be recognised that wherever grass grows, weeds also reside. The Council is also currently reviewing use of herbicides and will discuss this with the successful Contractor. It is also true that the grass itself comprises many varieties which have differing growth requirements and patterns.

In addition to this, Council managed land is far from level so that the use of large equipment often results in differing heights of grasses. It is, therefore, not possible to be too prescriptive within this tender but the objectives should be to meet, where possible, the stated requirements over a general and reasonable area

of the identified space. Where a measurement is stated it is an average level rather than a measure of a length of a particular grass. It is the length from the ground – including underlying moss, weed and grass itself.

Throughout the tender documents, there is reference to the end of September being the latest (or end of season) cut. This naturally varies from year to year and therefore may well not dictate the actual end of the cutting season. Agreement to the actual end and length of season will be made with the Clerk, who will work with the successful contractor to propose to the Council where appropriate and agree a way forward.

The Contractor will pay due attention to events occurring and plan work accordingly, (for example not cut cemetery grass whilst a funeral is in place or other areas whilst events are taking place) and will be considerate to neighbours of the sites to be cut.

Any clarification of the tender documents or process should be addressed to the Parish Clerk, using the contact details above.

All details submitted by Companies will remain confidential except for information that we are required to release (if requested to do so) under the Freedom of Information Act.

Amounts paid to Contractors, and certain other details, will be made public as part of the Parish Council's obligations to make certain information public and to ensure transparency for public money.

7. Summary Tender Form (Must be completed)

Name of Company:

Type of company - Sole Trader/Partnership/Ltd Company/Association/Other:

Address of company:

Telephone Number:

Email address:

Website Address:

Name of applicant (if different from above):

I have been supplying services of this type for _____ years and am qualified to perform the work for which I am now tendering. I comply with the requirements for a contractor performing the work stated in the Invitation to Tender, the General Specification of Works and the Schedule of Maintenance, and confirm I have used the four relevant documents in drawing up this tender:

Signature: _____ Date: _____

Print Name (if different from name of applicant): _____

Please provide the names, addresses and contact details of 2 people who are familiar with your work in this context and who we can contact for references.

Name	Name
Organisation	Organisation
Address	Address
Telephone	Telephone
Mobile	Mobile
Email	Email

You may also supply up to three A4 sheets of additional information. This may include assumptions you have made and any constraints of your tender. It may also help you if you include detail on how you would expect to manage the sites for which you have quoted. We would expect to see some evidence of visits to those sites as well as detail of how you would approach each. We would be interested to receive your ideas with regard to management of wet areas and those which either we, within this document, or you, from your visits, perceive to be 'difficult' or to require special treatment. You may also attach your normal terms of reference which may inform, but not dictate, the contractual terms of any agreement made as a result of your tender.