Blunsdon Parish Council

keeping it clean, keeping it safe, keeping it beautiful

# INVITATION TO TENDER

## FOR PROVISION OF
## GROUNDS MAINTENANCE SERVICES

## PLEASE RETURN ON: 24th MARCH 2023

## DOCUMENT 1

# INVITATION TO TENDER

## For the provision of GROUNDS MAINTENANCE SERVICES for BLUNSDON PARISH COUNCIL, SWINDON, WILTSHIRE

**INTRODUCTION**

1.1 Blunsdon Parish Council (Also defined as BPC throughout this document) is seeking to award an 18-month plus 12-month contract, commencing 1st June 2023. This contract is being procured under an open tender process

1.2 The Council is looking for one provider to be appointed via a contract for the supply of (but not limited to): - Grass Cutting, Hedge Cutting, Path Sweeping, Dog & general Waste Bin Emptying, Flower Bed maintenance

1.3 You are invited to complete the attached Invitation to Tender (also defined as ITT throughout this document) and to submit it together with any supporting information on 24th March 2023

1.4 Potential Providers shall accept and acknowledge that by issuing this ITT BPC shall not be bound to accept any tender and are not bound to conclude a contract for the Services for which tenders are invited

1.5 The scope of the works and required locations are defined within this document and two (2) other separate sections and with this document form the complete ITT and framework for any subsequent contract for a successful tenderer that BPC may choose to contract with, as follows:

**Document 2** - Blunsdon Parish Council GMS Schedule of Work with tendered pricing (GMS SofW)

**Locations and extent of work defined as shown on parish online, as follows:**

Web site: https://parishonline.xmap.cloud/login
Login: contact@blunsdonparishcouncil.co.uk
Password: GMcontract23!

Upon access to the site go to Parish Layers tab, then reference the following tabs as required:

GM23 Dog/Waste Bins
GM23 POS (These refer to grassed public open spaces)
GM23 Hedges – hand cut
GM23 Leaves & Debris
GM23 Flower Beds
GM23 Hedges – Flail

Each tab / map detail can be scrolled and zoomed as required to examine the detail.

The base map Illustrates the extent of the Parish Boundary and this includes a section to the South of the A419 Groundwell / Upper Stratton

**All tenders received will be deemed to have examined understood and accepted the information contained in this document and the two (2) other documents / information sources as detailed above**

**2 PURPOSE AND SCOPE OF THIS ITT**

2.1 These instructions are designed to ensure that all Potential Providers are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified

2.2 The tenderer shall not contact any other employee or member of the Parish Council, who are in any way connected with this procurement exercise other than the parish clerk during the period of this procurement exercise, unless instructed otherwise by the Parish Clerk

2.3 The tenderer will not knowingly contact or collude or share information with any other person company or intermediatory that is submitting a response to this ITT

2.4 BPC will allow questions or clarifications only in written form by email or post (IE not verbal) relating to the ITT prior to the return date as detailed in section 8 any questions received during this period will be circulated to all members of the BPC tender review panel and will be recorded along with any answer issued by BPC this record will be available for issue at any time upon request to a potential tenderer registered without the document detailing the original name or company of the enquirer. BPC may at their sole discretion proactively distribute the record of questions or clarifications to any potential provider that has registered their interest in the tender

**3. CONTRACT TERM**

3.1 The Contract shall be for a period of 18 months from 1st June 2023 with an automatic extension for the further 12 months unless either party gives 6 months' notice to terminate the contract in writing within a 7 days' window between 1st June 2024 and 7th June 2024

3.2 It is anticipated that the Contract will be fully operational from 1st June 2023 and will continue until 30 November 2024 or 30th November 2025

**4. INSTRUCTIONS FOR COMPLETION**

4.1 Potential Providers should read all instructions, terms, conditions and the specifications carefully before completing the Tender documents 1 and 2. Failure to comply with these requirements for completion and submission of the Tender Response may result in the rejection of the Tender potential providers are required therefore to acquaint themselves fully with the extent and nature of the services and contractual obligations. These instructions constitute the Conditions of Tender

4.2 Participation in the tender process automatically signals that the Potential Provider accepts these Conditions of Tender

**5. TENDER VALIDITY**

5.1 Your tender should remain open for acceptance for a minimum period of **90** days

**6. RETURN OF THE QUESTIONNAIRE**

6.1 The fully completed Document 1 and Document 2 along with any supplemental information to support the submission must be returned in written form to be received on 24th March 2023. Submissions must be returned as defined in the response document on page 9

6.2 The Tender must be submitted in the form specified. Failure to do so may render the response being non-compliant and it will be rejected

**DISCLAIMERS**

7.1 Whilst the information in this ITT, Due Diligence information and supporting documents and location mapping has been prepared in good faith, it does not purport to be comprehensive nor has it been independently verified

7.2 Neither the Parish Council (BPC), the Clerk, or other employees:

(a) makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the ITT or its supporting documentation or mapping; or

(b) accepts any responsibility for the information contained in the ITT or for their fairness, accuracy or completeness nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication

**8. INDICATIVE TIMETABLE**

8.1 Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Parish Council does not intend to depart from the timetable, it reserves the right to do so at any stage

| **Stage in the Procurement** | **Deadline** |
|---|---|
| Date for return of ITT documents to BPC in writing | **24th March 2023** |
| Evaluation of the ITT responses commences | **31st March 2023** |
| Clarification requests & meetings if required | **3rd - 14th April 2023** |
| Report & recommendation to Parish Council meeting / Ratification | **17th April 2023** |
| Contract Award Notification Issued | **28th April 2023** |
| Contract start date | **1st June 2023** |

**9. ELIGIBILITY, SELECTION AND AWARD CRITERIA**

9.1 In addition to price, all Tenders will be evaluated against the selection criteria set out in the table below.

| **Selection Criteria** | **Weighting** |
|---|---|
| Health and Safety | 15% |
| Environmental Sustainability | 5% |
| Technical capacity, expertise and experience | 60% |
| References Received | 20% |
| **Total** | 100% |

**10. CONTRACT AWARD**

10.1 Contract award is subject to the approval process of BPC which will take place at a full Parish Council Meeting. Until all necessary approvals are obtained no agreement will be entered into.

10.2 BPC shall be under no obligation to accept the lowest or any Tender received

**10. TERMS AND CONDITIONS OF CONTRACT**

By responding to this ITT you are confirming acceptance of the terms and conditions detailed below that BPC intent to enter into contract with in the event that BPC select and proceeds to contract with this ITT response additional terms and conditions and variations may be considered by mutual consent at the time of a contract being awarded

10.1 The contract would be awarded based on compliance with Blunsdon Parish Council standing orders 2021 and Financial Regulations July 2021 (available upon request)

10.2 The contract would be awarded based on the contractor maintaining and issuing proof as and when requested that insurance cover is maintained at an initial minimum level and specification of Public Liability £10,000,000 throughout the contract. We may also require qualifications / competency certificates for employees

10.3 BPC reserves the right to terminate a contract agreement with 30 days' notice and without any further cost to it if the requirements and obligations that are detailed within these documents are in the opinion of BPC not completed to the required standard this would only be exercised after correspondence and / or meetings with a provider to agree noncompliance and any rectifications and with a minimum period of 30 days to rectify any issues prior to the notice being issued

10.4 BPC reserves the right to terminate a contract without notice and without further cost to it if in its opinion there has any been breach or potential breach of law (including health and safety) and or act of gross misconduct

10.5 BPC reserves the right to terminate the contract without notice and without further cost to it if the contractor is unable to provide any of the services that are detailed within the tender and contracted for and are not provided after 30 days of the request being made to complete them

10.6 BPC intent to source the majority / all of the works detailed in this ITT from a single tenderer however BPC reserves the right to outsource elements of the work including but not limited to additional elements of work if and when they are required throughout the contract duration

10.7 Invoices should be presented on (or as near to as possible after) the last working day of each calendar month detailing all fees applicable during a complete calendar month

10.8 Payment terms for any completed works are 30 days from date of invoice following authorisation for payment from authorised BPC officers

10.9 BPC will only pay for work elements that have been completed and no payments will be made for elements of work that have not been completed even if they were anticipated as required within the ITT documents and were not required by BPC for reasons within or outside of its control

**SPECIFICATIONS AND SCOPE OF WORK (As detailed on Schedule of Work – Document 2)**

**Applicable to all sections**

**Locations and extent of the work areas**

The locations and extent of the areas to be maintained are as defined in Document 2 and the stated Tabs on the BPC online portal as detailed in the introduction on page 2 of this document

**Frequency and Period of Work**
The required estimated duration and period of the work required is as detailed in Document 2 this varies depending on the nature of work and the seasonal nature of some elements of the work
Due to potentially varying seasonal conditions some elements of the work may vary in terms of there commencement and may need to be suspended due to adverse weather of other factors beyond the control of BPC.

Additional work may also be required in addition to the regular items program of works detailed in Document 2 while BPC would generally intend to complete these tasks via additional instruction at the time of the work being needed BPC reserves the right to source this work outside of this contract to other parties

**Plant and Transport**
The Contractor is to provide all tools, equipment, plant and cutting machinery, together with fuel and all other disposables etc. The Parish Council will not be liable for any damage, wear or tear to contractor's equipment caused by carrying out these works. The contractor is to provide any equipment including transport and disposables which are required to carry out the work

**Ref. Document 2 GMS SofW Item no's 1, 2,3 : <u>Grass Cutting</u>**

**Key Aims**
• To provide a good quality sward, within agreed levels, which is fit for the purpose for which it is intended; note: purposes the areas are used for vary between REC playing pitches (Cricket and football) and general public open spaces
• To ensure each site is left tidy with grass clippings collected

1. General Scope of work
The work involves cutting grass adjacent to public highways, on public open spaces and amenity areas.
2. Date of Cuts
All cutting is to be completed as per the schedule of works. nb: Refuse collection days to be avoided for schedule item 3
3. Mowing
The Contractor shall keep all grass areas mown using pedestrian operated or ride on rotary or cylinder mowers and/or strimmers. Areas where spring bulbs are planted, should not be mowed until the bulbs have died back sufficiently.
4.The grass on verges and other open spaces shall be maintained at a height of between 15mm and 60mm at all times
5. Strimming
In addition to the strimming mentioned in (3) above, on alternate grass mowing dates, it will be necessary for the contractor to strim round trees, lamp posts, road signs, waste bins, dog bins etc.
6. Cleaning up after mowing

At the end of grass cutting operations, the contractor shall ensure that any grass cuttings or debris that have been distributed over roads, footpaths or other hard surfaces shall be swept up or blown on to grassed area
7. Extent of mowing areas
In residential areas, the contractor shall cut the full area of grass up to the roadways, pathways, fencing and any other boundaries
8. On non-residential areas the contractor shall cut the full area of grass from the edge of the road to the boundary wall/hedge/pavement

**Ref. Document 2 GMS SofW Item 4&5– <u>HEDGE CUTTING</u>**
Key Aims
• To provide neatly clipped hedges
• To prevent hedges affecting footpath
• To ensure that footpaths are wide enough to allow access for wheelchairs and pushchairs

1. General Scope of work
To cut hedges and small trees to an accepted horticultural standard with reference to the nesting season and to hibernating animals. In addition, to strim overgrown vegetation and remove any overhanging brambles
2. Period of work
At pre agreed period/s each year
3. Hedge Cutting
The Contractor shall trim and prune the hedges to encourage a stable hedge.
The Contractor shall cut back the current growth to the point of the previous cut, and the hedge shall be trimmed, pruned back to the same height, width and general shape as that which existed at the completion of the last trim
4. The contractor should use appropriate hand tools or powered hand tools only to provide a sharp cut to prevent unnecessary damage to hedges / trees to complete the works. Flails can be used at the discretion of the contractor only in the areas designated within the GMS SofW Document 2 & Parish online mapping
5.All hedges shall be cut both sides (where feasible) and top
The Contractor shall cause minimum disturbance to nesting birds and wildlife in compliance with the Wildlife and Countryside Act 1985
6.For the hand cut only, the Contractor shall make all cuts cleanly and remove any ragged edges using a sharp blade
7. Cleaning up after hedge cutting
The Contractor shall leave grass edges adjacent to hedges neat and tidy and adjacent pavements clear of all debris at the time of cutting

**Ref. Document 2 GMS SofW Item 6 - DOG WASTE & GENERAL WASTE BIN EMPTYING**
Key Aims
• To empty all dog waste & general waste bins within the parish on a weekly basis and dispose of the waste in an appropriate and complaint way
The specification of work
1. General Scope of work
To empty dog / general bin, remove and dispose of dog / general waste, and to place new bin liner in each bin.
2. Period of work
Once per week, 52 weeks per year, for the duration of the contract

**Ref. Document 2 GMS SofW Item 7 - WEEDING OF ORNAMENTAL FLOWER BEDS**

Key aims
• To maintain the general formal and well-kept appearance of the flower bed

1.General Scope of work
To remove weeds dead plants and leaves, dig/hoe the ground over, prune and maintain the general appearance of the bed and plants
2. Period of work
At pre agreed periods each year

**Ref. Document 2 GMS SofW Item 8 Autumn Collection of fallen Leaves**
Key Aims
• To keep all pavements free from fallen leaves, weeds and general debris.
The specification of work
1 General Scope of work
To blow /sweep, collect and dispose of leaf debris from all pavements & formal areas & grass verges
2.Period of work
Commencing in the Autumn period at dates specified in by BPC to coincide with the autumn leaf fall

**Ref. Document 2 GMS SofW Item 9 Clearance of pathways & debris for Hyde Rd To Penhill**

1. Key Aims
• To keep the pavement clear of debris (leaf/soil etc.)
• To prevent hedges affecting footpaths
• To ensure that footpaths are wide enough & safe to allow access for wheelchairs, pushchairs & cyclists
• To cut back hedging & lift tree canopy once per annum

2. The specification of work
To complete the above to the extent of the area requested
General Scope of work

- Sweep collect and dispose of leaf, soil and waste debris from all pavements / kerb lines clear of leaf debris
- Once per annum to cut hedges and small trees to an accepted horticultural standard with reference to the nesting season and to hibernating animals. In addition, to strim overgrown vegetation and remove any overhanging brambles.

3. Period of work
At 8x pre agreed periods each year + 1x per annum for hedge/tree trimming

**TENDER RESPONSE**
For the Provision of Grounds Maintenance Services to **Blunsdon Parish Council**
Tenderers are to fully complete the section below

- Please return this complete document (Document 1) and Document 2 with completed responses to all sections by post to: **Blunsdon Parish Council, C/O External Mail Box, Blunsdon Village Hall, High Street, Blunsdon, Wiltshire, SN26 7AR**
- Tenderers may also include company information, references & other supporting documentation to support the bid (BPC may also request such information subsequently during the evaluation and / or contract award process)
- All tenders to be in sealed envelopes and marked in the top left-hand corner – **To be opened only by GM tender panel**

**Form of Tender**
TO BE COMPLETED BY THE TENDERER
To: BLUNSDON PARISH COUNCIL
PROVISION OF GROUNDS MAINTENANCE SERVICES FROM **1st June 2023**

Having examined the Invitation to Tender (Document 1) and Document 2 and the GM tabs detailed on Parish Online and being fully satisfied in all respects with the requirements of the ITT (including the Terms and Conditions of Tender), for the above-mentioned services, I/We hereby offer to provide the whole of the services for the period 18 plus 12 months from the Date of Commencement stated above with conformity with the Conditions of Contract and Methods of Work / Specifications in this and all associated documents & information detailed
I/We understand that you are not bound to accept the lowest or any tender you receive.
I/We understand that no payment will be made for any expenses or losses incurred in the preparation of my/our tender.
I/We agree that this tender remain open for acceptance for 90 days after the closing date for submission
I/We understand that this document (Document 1) and Document 2 must be printed and completed in full and signed and returned together in the same envelope as detailed above
I/We warrant that I/we have all the requisite corporate authority to sign this Tender.

Signed: ……

For and on behalf of: ……

Address: ……..

……..

Date: ……..