

COLNE TOWN COUNCIL



MAINTENANCE AND GRASS CUTTING FOR ALKINCOATS PARK

THREE YEAR CONTRACT WITH POTENTIAL TWO YEAR EXTENSION

FORM OF TENDER- GM4

Tender Documentation
prepared by:

Tender date sent out : 6th September 2019
Tender date due back : 1pm, 17th October 2019

Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council

FORM OF TENDER FOR

MAINTENANCE AND GRASS CUTTING FOR ALKINCOATS PARK

To: Colin Hill
Interim Town Clerk and Responsible Financial Officer
Colne Town Council
Colne Town Hall
Colne
Lancashire
BB8 0AQ

1. I / We the undersigned do undertake to provide inspection, cleaning, repair, and maintenance and grass cutting for Alkincoats Park as detailed in the Bill of Quantities to those areas of park belonging to Colne Town Council, as detailed in Appendix 8, and to carry out such works in order to comply with the specification contained within this tender document and execute and complete the works as described therein for the following Tender Sum:

2. (1) Tender Sum: £
1st January 2020 to 31st March 2020
_____ (In Words)

(2) Tender Sum £
1st April 2020 to 31ST March 2023 (3 year contract)
_____ (In Words)

Pricing to remain open for acceptance by Colne Town Council for a period of 12 weeks from submission of this tender.

3. If you are successful in your tender contract, Colne Town Council may be prepared to extend this contract for a further two year period subject to good performance across all areas of contract awarded

We would expect with the benefit of experience of this contract that any extension of contract for a further two years would result in further reduction to this price.

4. And I / We also agree to execute an agreement/contract to be prepared by the Interim Town Clerk of Colne Town Council in accordance with the basis of this Tender submission.

5. All Tenders shall be made subject to the Council's Standing Orders in so far as the same are applicable to the supply of goods or materials or the execution of the works.

6. And I / We hereby declare that this Tender is:

(a) A Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuation in materials used.

7. I / We undertake to commence the works **on 1st January 2020**
8. In tendering for this contract Colne Town Council will not be liable for any pre-contract costs, howsoever incurred, associated with this tender should the contract not be awarded to you or Colne Town Council decide to subsequently withdraw this contract from tender offer or decide to retender in the future.
9. All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only.
10. In tendering for this contract, any tenderer should note that as part of the process there will be specific information requested that, if not provided, will automatically lead to disqualification in this Tender process regardless of the tender price submitted.
11. The decision to award this contact is entirely at the discretion of Colne Town Council, and no further discussion or correspondence will be entered into unless at the discretion of Colne Town Council.

Signed:

For and on behalf of:

Address:

Dated:

<u>BILL OF QUANTITIES</u>			
<u>MAINTENANCE AND GRASS CUTTING</u>			
<u>FOR ALKINCOATS PARK</u>			
<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Annual Price</u>
1.0	Project Location		
1.1	Alkincoats Park, Alkincoats Road Colne	Item	N/A
2.0	Contract timescales		N/A
	Fixed Price Tender Submission deadline: 1 p.m. 17 th October 2019		
	Works on sites commence: 1 st January 2020		
	Works on site ongoing from 1 st January 2020 until 31 st March 2023		
3.0	Project Administrator		
3.1	Colne Town Council Colin Hill (Interim Town Clerk and Responsible Financial Officer) Tel: 01282 861888 E: c.hill @colnetowncouncil.org.uk	Item	N/A
All items should be considered in accordance with any accompanying notes. Where outputs are defined, Tenderers should price to achieve the output, not offer alternative frequencies that they feel is necessary to achieve the desired outcome – it is for contractors to manage their own resources accordingly to achieve these outputs.			
4.0	Schedule and specification of works		
	General Park Layout – see Appendix 5		
4a	Area D and Area F are playground/MUGA areas and are not covered by GM4		
4b	Area A - Bowling Greens and the Grass Area South of Tennis Courts are not covered as part of GM4		
4c	Maintenance of Benches in the park is not covered by GM4.		
4d	This Tender does not cover general planting and/or weeding or maintenance of plants and/or shrubs or Area H - Secret Garden (Walled) Area which will be offered under a separate tender.		
4e	Area B is only included within this tender for rubbish collection and disposal.		
4.1	To ensure that all Bins and Dog Bins as detailed in Appendix 5a contained within the Park are no more than two-thirds full at all times and on emptying replace the bin liner with an approved type and of a different and distinctive colour in order to remove any cross-contamination with any other waste at the point of storage or disposal and to ensure robust segregation of materials and proper transportation and ensuring the area is maintained to Grade A/B in accordance with the Code of Practice on Litter and Refuse (Parts 1&2) and that all dog excreta is removed from within three metres of the bin, and to provide evidence of proper waste disposal.	Item	£

	Bins should be checked a minimum of once a week during May to October and twice a week during November to April.		
4.2	To keep all grassed areas within the Park free of litter, bottles, cans, stones and other debris and to ensure before any cutting of grass takes place that such areas are cleared in this way. Minimum Litter picking every two weeks.	Item	£
4.3	Appendix 5 - Area C1 and C2 To cut all grass in this area in accordance with Appendix 7 – Specification of Grass Cutting- maintaining the height between 60mm and 100 mm at all times and in periods of strong growth, noting that one-off grass cuts requested by the Council are to be made without additional cost. Minimum cutting May to October fortnightly. Other months no minimum cutting as long as the height is maintained. This includes the edging and maintaining of all paths and all small miscellaneous areas of grass adjoining pathways. Grass not to be taken away and disposed of but left on site with cuts. Note: No Grass Cutting on Saturdays	Item	£
4.4	Appendix 5 - Area G – Grass Meadow to keep the grass pathways in and out and between the Grass Meadow Appendix 5 Area G – in accordance with Appendix 6 - Specification of Grass Cutting- maintaining the height between 60mm and 100 mm at all times and in periods of strong growth, noting that one-off grass cuts requested by the Council are to be made without additional cost. Minimum cutting May to October fortnightly. Other months no minimum cutting as long as the height is maintained. Grass not to be taken away and disposed of but left on site with cuts. Note: No Grass Cutting on Saturdays	Item	£
4.5	Appendix 5 (marked paths) - to maintain all pathways, including all edges, clear of rubbish and weed-free and to dispose of waste arising therefrom	Item	£
4.6	All drainage channels and drainage grates within the Park to be checked monthly to ensure that there are no leaves or other debris or litter blocking drains. Any blockages found to be rectified by the tenderer to ensure that all drainage channels and drainage grates are clear of any blockage.	Item	£
4.7	To provide appropriate signage in the Park providing contact details for members of the public to report their concerns to you / your company.	Item	£
4.8	Area B Woodlands to the North – this area will only be inspected monthly, and any rubbish will be removed following an inspection or when reported. No other maintenance is required in this area.	Item	£
4.9	To provide Monday – Friday, between 8am and 5pm daily as and when by email and/or telephone, details of each time of report and type of incident with an indicative cost of material cost and time involved to deal	Item	£

	with any issues reported. Provide and maintain appropriate signage in the Park, so the public is aware to whom to report any issues. Five notices required in prominent locations – locations to be agreed.		
4.10	Carry out annual tree survey with report of condition of trees.	Item	£
4.11	Send a representative to attend Working Group Meetings on a quarterly basis to receive feedback on the work performed in the Park.	Item	£
	Total carried forward to Tender Summary		
	Not to be included in annual submission cost for tender but priced as an additional extra cost to pick up all grass arising from 4.3 and 4.4 and to dispose of such off site.	Item – Annual cost	£
5.0	Miscellaneous Works		
5.1	“Out of hours” response to reported dangerous issues (6pm to 8am and weekends)	Per Call out	
5.2	Have available appropriate staff or sub-contractors to respond to tree issues in the Park including cutting off branches and removal of dead trees. Per hour charge for dealing with any tree branch removal or tree removal.	Hourly rate	
5.3	Replacement of Dog Bins including removal and refitting	Per item	
5.4	Level of mark-up applied on use of materials purchased by the contractor	Material mark up	%
6.0	Compliance – Failure to exhibit satisfactory paperwork will rest in disqualification		
6.1	Production of a valid copy of Public Liability insurance in an amount of at least £15 million pounds.	Item	
6.2	Production of a copy of your Business Health and Safety Policy.	Item	
6.3	Production of Task-Specific Risk Assessment and Method Statements including reference to relevant HSE guidance and safe systems of work, including any of business who may be used on a sub-contract basis.	Item	
6.4	Work-related qualifications and certificates of competence.	Item	
6.5	Proof of having carried out similar types of work to good standards – This must include as a minimum – two references with an example of work carried out and referees’ contact details.	Item	
6.6	A proposal as to how electronic proof of the level of service will be provided	Item	
6.7	Certificate of Registration under the Waste (England and Wales) Regulation 2011 to be provided by the main contractor or sub-contractor	Item	
6.8	Protective measures for staff involved in waste disposal.	Item	
6.9	Recommendation on types of signs and how they will be posted in the park (see 4.7)	Item	
7.0	Desirable – failure to provide will not disqualify, but marks will not be included within overall tender scoring matrix		
7.1	Member of Constructionline register	Item	
7.2	Member of CHAS	Item	
7.3	Details of welfare facilities	Item	

7.4	Use of apprentices in this contract	Item	
7.5	Awards/Accreditations	Item	
7.6	Proposal for having staff with tree surgeon qualifications	Item	
8.0	Penalties		
8.1	The response time to incidents reported between 9-5 Monday to Friday to respond to damaged/dangerous tree incidents and make safe is within 4 hours <i>Per half hour delay above 4 hours will attract a penalty of £25 per half hour delay</i>	Item	£25 per half day delay
8.2	The response times for additional grass cuts or additional clean up in the Park is within 48 hours. <i>Per day delay will attract a penalty of £10 per day</i>	Item	£10 per day delay
9.0	Marking criteria for Tender	Percentage attributed	
9.1	Price	80%	The lowest tender price will attract 80%- highest price 20% and pro rata between
9.2	Detailed programme of Inspection and Maintenance of Park	4%	
9.3	Electronic reporting methods proposed	5%	
9.4	Compliance paperwork	Mandatory	
9.5	Desirable	2%	
9.6	Hourly rate for miscellaneous ad hoc works	5%	
9.7	The percentage mark up on materials	4%	
9.8	Two written references as to professional competence , reliability and suitability competency	Disqualification if not provided with tender submission	

10 Contractor Skills Experience, Qualifications and Resources.

10.1 The tenderer should provide evidence of their competence, ability and resources to be able to respond to the needs of the contract in terms of:

Transport
Equipment and tools
Proficiency in groundsmanship and gardening
Completed apprenticeships in relevant skills
Physical attire when attending work on behalf of Colne Town Council
Cleaning

11 Return of Tenders

11.1 Tenders should be submitted in an unmarked sealed A4 brown envelope addressed to:

Colne Town Council, Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ

Clearly Marked in CAPITAL Letters

Maintenance and Grass Cutting Alkincoats Park - Tender September 2019 - GM4

“MAINTENANCE AND GRASS CUTTING FOR ALKINCOATS PARK”

No mention of who has submitted the tender must be visible.

11.2 It is the responsibility of the Tenderer submitting the Tender to ensure that it is received in time on or before the Tender Closing Date and Time specified in the Tender brief.

11.3 Any tender received after the closing time and date will not be considered.

11.4 Any tender not returned in the format as presented will not be considered

11.5 All decisions surrounding this tender remain at the discretion of Colne Town Council.

12. Notes to Tender

12.1 This tender will be evaluated on the basis of Tender submission only. No prior knowledge of the Tenderer will be considered.

12.2 All pricing is to be submitted on the Form of Tender as indicated.

12.3 Responses should make reference to the Bill of Quantities item in order for this to be easily identifiable.

12.4 Where supporting documentation is also enclosed, this should be clearly annotated to refer to the Bill of Quantities Item it relates to.

12.5 All queries regarding this Tender should be made to the Project Administrator.