

Whitmore Parish Council

Tender for Services Relating to Grounds Maintenance
1st April 2017 to 31st March 2021

TENDER SUBMISSION DOCUMENTS FROM

SECTION ONE -GENERAL INFORMATION

SECTION TWO – FINANCIAL BACKGROUND

SECTION THREE – QUALITY

SECTION FOUR – ENVIRONMENTAL

SECTION SIX – HUMAN RESOURCES

SECTION SEVEN - REFERENCES

SECTION EIGHT- CERTIFICATE AS TO COLLUSIVE TENDERING

SECTION NINE - BILL OF QUANTITIES (ROUTINE MAINTENANCE OPERATIONS)

SECTION TEN - SCHEDULE OF RATES (UNSPECIFIED WORK)

SECTION ELEVEN - TENDER FOR GROUNDS MAINTENANCE

February 2017

SECTION ONE - GENERAL INFORMATION

1.1 ORGANISATION IDENTITY

Name of Company in whose name business is transacted

Contact Person _____

Main Contact Address _____

Telephone number _____

Mobile Telephone Number _____

Email _____

Website _____

1.2 Please indicate the primary types of business activity your business activity company

1.3 Please indicate the main geographic operating area of you company

1.4 LEGAL INFORMATION

What is the legal status of your organisation (e.g. Sole Trader, Limited liability partnership, public limited company, private limited company, charity, etc.)

Date of organisations formation _____

Company Registration Number (If applicable) _____

VAT Registration Number _____

Registered Address of Company if different to that provided above

Are there any court actions and/or industrial tribunal hearings outstanding against your organisation? YES?NO

If yes, please provide details on a separate sheet.

Has your organisation been involved in any court action and/or industrial tribunals over the last 3 years? YES/NO

If yes, please provide details on a separate sheet.

Please give names and addresses of Directors/Partners or your organisation.

Name	Address	Role in organisation

SECTION TWO – FINANCIAL BACKGROUND

2.1 TURNOVER

Please indicate the annual turnover of your organisation over the last 3 years.

(Sets of accounts are not required)

Year	Turnover
	£
	£
	£

2.2 INSURANCE

Please provide evidence that the following insurance is in place:

1. Public Liability Insurance is in place to the value of £5,000,000 (five million pounds)
2. Employers Liability Insurance

SECTION THREE – QUALITY

3.1 QUALITY ASSURANCE

Please provide details of any quality assurance accreditation that your company holds.

Description of accreditation	Date obtained

3.2 PORTFOLIO OF WORK COMPLETED

Please provide photographic details of work that you have completed as a separate document

3.3 PROFESSIONAL ORGANISATIONS

Please indicate membership of any professional or trade organisations

3.4 RELEVANT QUALIFICATIONS

Please provide details of any relevant qualifications held by you and your employees (Use a separate sheet if necessary)

Name of Employee	Qualification

3.5 PREVIOUS EXPERIENCE

Please describe on a separate sheet (maximum 1000 words)

1. Your previous experience of providing services similar to those you wish to supply under this contract.
2. Your experience do you have working on grounds maintenance contracts with Public Bodies (local councils, schools etc)?

SECTION FOUR – ENVIRONMENTAL

- 4.1 Do you have an environmental Policy? YES/NO (if YES please enclose)
- 4.2 Do you have ISO 14001? YES/NO
- 4.3 Tenderers are required to remove from site(s) all waste materials including, but not restricted to:
1. Grass
 2. Wood and bark
 3. Paper
 4. Cans and other metallic products
 5. Plastic
 6. Glass
- 4.4 Please explain on a separate sheet how these materials will be disposed of.

SECTION FIVE – HEALTH AND SAFETY

All contractors undertaking works under this tender must satisfy the Parish Council of their competency regarding Health & Safety.

- 5.1 Please provide a copy of your organisations Health & Safety Policy YES/NO
- 5.2 What measures are in place to ensure that your employees will conform with the policy when on the Parish Council or public premises or grounds?

SECTION SIX – HUMAN RESOURCES

- 6.1 How many employees does your organisation have?
- 6.2 If you have a management and employee structure, please provide this on a separate sheet.

6.3 EQUAL OPPORTUNITIES

It is law that as a public body which receives and spends public funds, we are required to satisfy our obligations in law to promote equality throughout all our operations. This includes activities related to supplier selection – a supplier's performance in the area of Equality can now (under section 71 of the Race Relations Act) impact on their ability to obtain business from publically funded organisations. We also wish and are required to ensure that we purchase from sources that do not obtain benefit in any way from criminal activity. To comply with our obligations in legislation please answer the following questions –

- 6.4 Is it your policy as an employer to comply with your statutory duty under current UK Race Relations legislation? YES/NO
- 6.4 Is it your policy as an employer to comply with your legal obligations under the Equal Pay Act and also under relevant equality legislation not to discriminate on grounds of Disability, Sex, Sexual Orientation, Religion or Belief under relevant UK legislation? YES/NO
- 6.5 In the last three years has any finding of unlawful discrimination in any field been made against your organisation? YES/NO
- 5.6 Have you or your organisation been convicted in the last 3 years of breaching any area of UK legislation? YES/NO

SECTION SEVEN - REFERENCES

Please provide contact details three organisations, customers or individuals that can provide references as to the quality of your work. The Parish Council may contact these referees as part of supplier evaluation.

REFERENCE ONE

Name _____

Organisation name _____

Address _____

Telephone _____

Email _____

REFERENCE TWO

Name _____

Organisation name _____

Address _____

Telephone _____

Email _____

REFERENCE THREE

Name _____

Organisation name _____

Address _____

Telephone _____

Email _____

SECTION EIGHT- CERTIFICATE AS TO COLLUSIVE TENDERING

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: -

The Tenders submitted herewith are bona fide Tenders intended to be competitive

We have not fixed or adjusted the amount of the Tenders under or in accordance with any agreement or arrangement with any other person

We have not done and we undertake that we will not do at any time before the hour specified for the return of the Tenders any of the following acts: -

- a) Communicating to a person other than the person calling for these Tenders the amount or approximate amount of the proposed Tenders (except where the disclosure, in confidence, of the approximate amount of Tenders was essential to obtain insurance premium quotations required for the preparation of the Tenders);
- b) Entering into any agreement with any other person that he shall refrain from tendering or as to the amount of any Tenders to be submitted; and
- c) Offering or paying or giving or agreeing to 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 Tenders or proposed Tenders any act or thing of the sort described above

In this certificate: -

“Person” includes any person and anybody or association corporate or incorporate

“Any agreement or arrangement” includes any transaction of the sort described above, formal or informal and whether legally binding or not

DATED this day of

SIGNED (as Tenderers)
duly authorised to sign
for an on behalf of _____

SECTION NINE - BILL OF QUANTITIES (ROUTINE MAINTENANCE OPERATIONS)

The Contractor should refer to all of the clauses in the specification a full and complete understanding of the tasks to be carried out in respect of each area and the standard of work required and expected by Whitmore Parish Council. The terms used in the Bill of Quantities is not exhaustive and is only a brief descriptor of the aspects being priced. Some areas include cutting of grass, cutting of hedges, maintenance of trees, sweeping and keeping weed and moss free of pavements and footpaths removal of all debris, arisings, branch and twig fall, leaf fall throughout the year.

Prices should be fully inclusive of all aspects of the works to be undertaken and the contract should ensure that they are fully aware of the extent and scope of the works embraced.

	Description	Frequency	Number of Visits	Price per visit	Total Price
A.1	A53 Common Lane to Madeley Road (Including areas associated with; BT Land, Tollgate Avenue, Meadow Way & Moss Lane, Lakeside Close & Heron Pool Drive, Chapel Green, Snape Hall Road, A53 Gateway Avenue, Woodside Way)	Two Weekly	17	£	£
A.2	Appleton Drive	Two Weekly	17	£	£
A.3	Jubilee Gardens	Two Weekly	17	£	£
A.4	Whitmore Village Hall Grounds grass areas only	Two Weekly	17	£	£
A.5	Whitmore Playing Field & Children's Play Areas	Two Weekly	17	£	£
A.6	A53 Trentham Road Roundabout	Two Weekly	17	£	£
A.7	Butterton Triangle	Two Weekly	17	£	£
A.8	Butterton Entrance from Trentham Road	Four Weekly	8	£	£
A.9	Junction of A53 & Butterton Lane	Four Weekly	8	£	£
A.10	Acton Bent Lane Access	Twice Annually	2	£	£
A.11	Acton Trentham Road Access	Four Weekly	8	£	£
A.12	Junction of Madeley Road, Manor Road, Camp Hill & Holly Bush Lane	Four Weekly	8	£	£
A.13	Meadow Way Pumping Station	Four Weekly	8	£	£
A.14	Sweeping A53 Common Lane to Madeley Road	Monthly	12	£	£
A.15	Whitmore Village Hall Entrance Road & Car Park	Two Monthly	6	£	£
	TOTAL PRICE				£
	Less Discount for the awarding of all works				£
	TOTAL CONTRACT PRICE				£

SECTION TEN - SCHEDULE OF RATES (UNSPECIFIED WORK)

The Contractor shall submit a schedule of rates in a chosen format giving the hourly rate for the following;

Cleaning white posts along A53 (19)	£
Cleaning a Small Road Sign	£
Cleaning a Large Road Sign	£
Cleaning a large Black & White Chevron Arrow Directional Road sign	£
Cleaning of Street Name Plate	£
Cleaning of Parish Footpath Map Sign	£
Cleaning of Village Notice Board	£
Cleaning of Exterior of Dog Waste Bid	£
Cleaning of Park Bench Picnic Tables	£
Cleaning of Park Bench	£
Cleaning of round wooded planting tubs	£
Marking out Football Pitch to include the addition of weed killer to the marking paint	£

Hourly rates

Supervising Staff	£
Manual Operatives	£

SECTION ELEVEN - TENDER FOR GROUNDS MAINTENANCE

To Councillors of Whitmore Parish Council we, _____

Having examined the Conditions of Contract, Bills of Quantity and the Specifications for the performance of the above Services we offer to carry out the said Services in conformity therewith over a period of two years for the annual sums specified below, or such other sums as may be ascertained in accordance with the said Tender Documents.

Maintenance of Grounds

£ _____

We are

Yours faithfully,

Signature _____

Position if Firm or Company _____

Name of Firm or Company _____

Date _____