

HERSTMONCEUX PARISH COUNCIL



TENDER FOR SERVICES RELATING TO

GROUNDS MAINTENANCE

Three Year Contract

Tender Ref.

HPC/GRD/MAINTENANCE/2022-2025

Office Completion Only - Date received in office:

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GROUNDS MAINTENANCE CONTRACT

SECTION ONE - INTRODUCTION

- 1.1** The Parish of Herstmonceux is in East Sussex situated within the Wealden District Council. The village of Herstmonceux is part of the larger Herstmonceux civil parish, which includes Cowbeech and the hamlets of Foul Mile, Trolliloes, Cowbeech Hill, Stunts Green, Ginger's Green, Flowers Green and part of Windmill Hill. Cowbeech village is located to the north-west of the parish. Within these hamlets there are about 1225 households and nearly 2852 residents (data taken from the ONS census 2011)
- 1.2** Herstmonceux Parish Council maintains a number of public spaces / green areas within The Parish.

Please supply the following information and supporting documentation with your Tender submission:

1.	Staff training and qualifications in the safe use of machinery
2.	Insurance certificates including a minimum of £10 million public liability insurance
3.	A health and safety policy
4.	Risk assessments for carrying out grass cutting in public areas
5.	Method Statements for carrying out grass cutting in public areas
6.	Equipment owned and/or regularly hired in

1.3 Specification Detail:

Area	Detail	Cost per year			Office Use Only -	
		Yr1	Yr2	Yr3	Cost Code	Cost Centre
Herstmonceux Recreation Ground - Grass cutting and mowing: grass cut and removed, or left so that no cut grass is left on site that causes it difficult to use the land for the intended purpose.						
Cricket Pitch	Gang Mow - 26 cuts required					
Outskirts, inclusive of play areas	Gang Mow - 26 cuts required					
Lime Cross Sports Ground - Grass cutting and mowing: grass cut and removed, or left so that no cut grass is left on site that causes it difficult to use the land for the intended purpose.						
Football Pitch, inc 20m pitch extension	Gang Mow – 16 cuts required					
Outskirts	Gang Mow – 16 cuts required					
Herstmonceux Village Green – Denefield - Grass cutting and mowing: grass cut and removed, or left so that no cut grass is left on site that causes it difficult to use the land for the intended purpose.						
Denefield	Gang Mow - 16 cuts required					
Weed Control - Remove all weed killer, chemicals and equipment to leave the area clean and tidy.						
Annually between 1 st May - 31 st May	Spray area around the around the Tennis Courts and Multi Use Games Area (MUGA),	Yr 1				

	within the Recreation Ground, with a suitable weed killer to treat all weeds for the summer season.	Yr 2		
	Work to be carried out in accordance with all Health and Safety guidelines for both operators and general public that may be using the recreation ground at the time that the work is being undertaken.	Yr 3		

The Contract period covers the period 01 April to 31 October in the year. The Parish Council may wish additional cuts, but these will be conveyed to the contractor and will not form part of the contract price, but all other terms and conditions relating to highway cutting will apply.

- 1.4** A full schedule of works is shown on the maps supplied.
- 1.5** Any questions relating to this tender must be raised in writing no later than noon on **20th November 2021**. Questions should be addressed to Clerk/RFO: Mrs Clare Harrison by e-mail to Finance@herstmonceuxparish.org.uk or by letter sent to Herstmonceux Parish Council, The Parish Office, 4 The Old Forge, Gardner Street, Herstmonceux Hailsham, East Sussex, BN27 4LG. Any questions raised and the answers to those questions will be distributed to all companies or organisations invited to tender.
- 1.6** Your tender submission must be received by The Clerk/RFO by **NOON on Tuesday 14th December 2021**. The envelope must be sealed and clearly labelled with the words: **“Confidential. HPC/GRD/MAINTENANCE/2022-2025. Not to be opened until after noon of the 14th December 2021 in the presence of two Councillors”**. Tenders received after the closing time and date will not be considered.
- 1.7** Tenderers should note that as part of the evaluation process, they may be asked to attend a meeting at which they will be expected to give a presentation and answer questions on their bid. Tenderers will be contacted if it is decided that a meeting needs to be arranged.
- 1.8** If presentations are required they are expected to take place during week commencing **03 January 2022**.
- 1.9** The Council is not bound to accept the lowest priced, or any, tender, although the basis of the decision will be as detailed in Section 2.8, “Instructions to Tenderer”.

SECTION TWO - INSTRUCTIONS TO TENDERERS

- 2.1 It is the responsibility of the tenderer to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tender
- 2.2 All information supplied by Herstmonceux Parish Council in connection with this tender shall be treated as confidential by tenderers, except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the tender.
- 2.3 All information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002, (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.
- 2.4 Accordingly, if you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though, that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked “confidential” or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.
- 2.5 Any organisation wishing to tender for this work must present a written expression of interest to be received by the Clerk/RFO to the Parish Council – on the form enclosed as Appendix Three. Any tender received from an organisation that has not presented an expression of interest by **14 November 2021** will not be considered.
- 2.6 Please note that the responses to any questions raised during the tendering period will be circulated to all tenderers in the form of a Circular Advice Note. The closing time for raising questions is noon **Friday, 20th November 2021** and The Council will circulate answers to tenderers no later than **Friday 26th November 2021**.
- 2.7 Tenderers should note that the Transfer of Undertakings (Protection of Employment) Regulations 1981 (TUPE) may apply to this contract. You should consider whether these Regulations will apply if your tender is accepted. You will of course need to take your own advice on the likelihood of, and the consequences of the application of the Regulations in the event that your tender is accepted.
- 2.8 The evaluation criteria will include emphasis on quality as well as price. Each tender will be subject to a Technical, Commercial and Financial Analysis. The aim of the evaluation is to select the tender(s) which represent(s) the best long-term value for money. The Technical Analysis will ensure that the Tenderers have met the minimum criteria set down in the Specification and Tender Schedules. The analysis will establish the following:
- a) General understanding of the requirements, i.e. delivery of grass-cutting and related services
 - b) Status of the Tenderer including analysis of financial viability and technical ability
 - c) Operational proposals with particular emphasis on quality and performance measurements;
 - d) Sustainability (economic and environmental)

- e) Staffing proposals
- f) References
- g) Cost.

There will also be an evaluation of Section 13, in accordance with tendering legislation, which will be on a pass/fail basis.

2.9 The contract period will be **THREE** years, from April 2022, after this the Council will re-tender. This will not preclude the successful contractor of this tender to submit a further tender.

2.10 The timescales relating to this tender are:

Issue of tender documents (Available from:)	19th October 2021
Last date for submitting expression of interest	14th November 2021
Closing date for any questions relating to Tender	20th November 2021
Closing date for return of Tenders	Noon, 14th December 2021
Tender award date	17th January 2022
Contract start date	1st April 2022

SECTION THREE – GENERAL INFORMATION

3.1 ORGANISATION IDENTITY

3.1.1 Name of the Company (in whose name business is to be transacted)	
Contact Person	
Registered Address	
Tel No	Landline
	Mobile
E-mail	
Website:	

3.1.2 Primary address from which the services covered by the tender will be provided, if different from above	
Contact Person	
Tel No	Landline
	Mobile
E-mail	

3.1.3 If your organisation is part of a larger group, or is operated on a franchise basis, please provide details of the ultimate holding company or master franchise holder.	
Relationship with ultimate holding company	
Company Registration No:	Date of Incorporation :
Address of holding company or master franchise holder:	
Tel No	Landline
	Mobile

E-mail	
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3.1.4 Also if you are part of a larger group, which of your employment policies are determined by you and are applied by the group to all firms / organisations within the wider organisation structure?

3.1.5 Please indicate below the principal types of business activity of your company, and your main geographic operating area:

3.2 LEGAL INFORMATION

3.2.1 What is the legal status of your organisation (e.g. sole trader, limited liability partnership, public limited company, private limited company, charity, mutual etc.)?
.....

3.2.2 Date of organisation's formation (please provide brief history on a separate sheet)

3.2.3 Date of incorporation in U.K. if different from 3.2.2

3.2.4 VAT registration number.....

3.2.5 Is your organisation registered under the current Data Protection Act?

YES / NO (delete as appropriate)

If yes, what is your DPA registration number?

3.2.6 Are there any court actions and/or industrial tribunal hearings outstanding against your organisation?

YES / NO (delete as appropriate) - If yes, please give details on a separate sheet

3.2.7 Has your organisation been involved in any court action and/or industrial tribunals over the last 3 years?

YES / NO (delete as appropriate) - If yes, please give details on a separate sheet

3.2.8 Is your company affiliated or associated with any other company which would be capable of tendering for these services?

YES / NO (delete as appropriate)

If yes, please provide the name and registered office address

.....
.....
.....

3.2.9 Please give the names and responsibilities of the Directors /Partners of your organisation.

Name:

Title/Responsibility:

.....
.....
.....

3.2.10 Please give the number and locations (nationwide) of the premises from which your organisation provides services similar to those you wish to supply to the Parish Council (please continue on a separate sheet if necessary).

Number of premises:

Location

.....

.....

SECTION FOUR – FINANCIAL BACKGROUND

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

Organisation

Annual turnover: £ For year:

Annual turnover: £ For year:

Annual turnover: £ For year:

Group (if applicable)

Annual consolidated turnover: £ For year:

Annual consolidated turnover: £ For year:

Annual consolidated turnover: £ For year:

The Parish Council automatically carries out a financial assessment on all applicants. Sets of accounts are not required at this stage but may be required prior to awarding the tender.

4.2 Payment address:
.....
.....

Tel No. Fax No.

E-mail

SECTION FIVE - QUALITY ASSURANCE

5.1 Please provide details of any quality assurance accreditation that your company holds e.g. BS EN ISO 9001, "Investors In People" or equivalent standard. If no accreditation is held, please attach an outline of your quality assurance policy.

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5.2 Please provide details of any quality assurance accreditation for which you have applied but where formal accreditation has not yet been achieved.

.....

SECTION SIX - HEALTH AND SAFETY

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

6.1 Please enclose a copy of your organisations Health and Safety Policy.

6.2 What measures are in place to ensure that your employees conform to the policy when on the Parish Councils or public premises or grounds? (e.g.. when making deliveries or carrying out grounds maintenance works)

.....
.....

SECTION SEVEN – HUMAN RESOURCES

7.1 How many employees does your organisation have?

7.2 Please enclose details of your organisation structure, e.g. organisation chart.

7.3 Please indicate numbers of your workforce employed in the various areas of your organisation e.g. Management, Administration, and Site Works etc.

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.....

7.4 EQUAL OPPORTUNITIES

Corporate Social Responsibility & the Promotion of Equality of Opportunity

Please note if you are a One Person Business (i.e. no employees except the owner), then select OPB when given that option.

It is the policy of the Parish Council to promote Equality in all its operations. It is also now law that as a 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 our suppliers. 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 both with our policies and our obligations in legislation therefore, please answer the following questions -

7.4.1 Is it your policy as an employer to comply with your legal obligations under the The Equalities Act 2010 not to discriminate individuals on the grounds of their protected characteristics?

YES / NO (delete as appropriate)

7.4.2 Is it your policy as an employer to promote your commitment to Equality of Opportunity throughout the following organisational activities:

- recruitment & selection;
- remuneration;
- supervision & continued professional development;
- monitoring of your workforce;
- provision of goods, facilities or services to the public.

If yes, please supply evidence to support your answers to this question. Such evidence may be copies of recruitment literature / staff handbooks / policies / code of practice. ***If any of the suggested documents are not available***, how else can you demonstrate that you can meet your obligations to promote equality through the medias listed? Please attach clearly named examples.

7.4.3 In the last three years, has any finding of unlawful discrimination in the employment field been made against your organisation by the Employment Tribunal, the Employment Appeal Tribunal or any court or in comparable proceedings in any other jurisdiction or has your organisation been the subject of formal investigation (which had a negative finding) under the Equalities Act 20210 on the grounds of alleged unlawful discrimination on the grounds of any Protected Characteristic?

YES / NO (delete as appropriate)

7.4.4 In the last three years has any contract with your organisation been terminated on grounds of failure to comply with either or both of:

Equalities Act 2010?

YES / NO (delete as appropriate)

Or

Contract conditions relating to equal opportunities in the provision of goods, facilities or services?

YES / NO (delete as appropriate)

7.4.5 Has your business been convicted in the last 3 years of breaching any other areas of UK legislation or undertaken activities in another country that could place you in breach of UK law?

YES / NO (delete as appropriate)

If your answer was YES to any of questions 7.5.2 to 7.5.7 above please provide details below of each occasion and state what corrective organisation change action you have taken as a consequence of each occurrence –

Date of finding

Areas covered & actual finding

.....

.....

Contract termination reasons

.....

.....

Corrective action taken:

.....

.....

Please continue on separate sheet as necessary.

SECTION EIGHT - REFERENCES

Please complete details below for at least 3 referees, preferably in the Public Sector, for current or recent similar contracts. The Parish Council may contact these referees as part of supplier evaluation prior to tender invitation. Your permission to do so will be assumed.

Reference 1:

Contact Person Name:	Position
	Company/organisation name
E-mail	Tel. no. - Landline
	Tel. no. - Mobile
Full postal address	
Brief description of contract including value:	

Reference 2:

Contact Person Name:	Position
	Company/organisation name
E-mail	Tel. no. - Landline
	Tel. no. - Mobile
Full postal address	
Brief description of contract including value:	

SECTION NINE - PROFESSIONAL ORGANISATIONS

9.1 Please indicate membership of any professional or trade bodies

.....

SECTION TEN - INSURANCE

Please provide your insurance certification detailing your:

- i Employer’s liability
- ii Public liability
- iii Professional indemnity

SECTION ELEVEN - ENVIRONMENTAL

11.1 Please enclose a copy of your Environmental Policy

11.2 Please give examples of good environmental practices implemented by your organisation.

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.....
.....

11.3 Do you have ISO 14001: YES / NO (delete as appropriate)

If yes attach a copy

11.4 The Parish Council is committed to protecting the environment and to reducing the carbon footprint of our community as a whole. Please explain what your company is doing to reduce its carbon footprint in general terms and in particular relating to this tender. (Use a separate sheet of paper if necessary)

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.....
.....

11.5 Tenderers are required to remove from site(s) all waste materials including, but not restricted to:

- a) Grass
- b) Wood and bark
- c) Paper
- d) Cans and other metallic products
- e) Plastic
- f) Glass

11.6 Tenderers shall indicate how they separate and dispose of the materials described in clause 11.5. (please indicate on a separate sheet in no more than 600 words)

SECTION TWELVE – ADDITIONAL INFORMATION

12.1 Previous Experience

Please describe on a separate sheet (maximum 1000 words) your previous experience of providing services similar to those you wish to supply under this contract, in particular experience you have on working contracts with Public Bodies (Local Councils).

12.2 Please provide details of methods that you would adopt to measure and demonstrate your performance in respect of the provision of your services.

12.3 Please provide details of your ability to provide a quick response to the Parish Council should they need you to attend Site.

Indicate your **maximum** response times under the following circumstances:

Monday – Friday	08.00 – 18.00
Saturday	08.00 – 18.00
Sundays and Bank Holidays	08.00 – 18.00

12.4 Please provide on a separate sheet (maximum 500 words) any other information that you feel is relevant to this tender which supports your case providing the services as described.

SECTION THIRTEEN – GROUNDS FOR EXCLUSION

13.1 Do any of the circumstances as set out in The Public Contracts Regulations 2006 (SI 2006 No: 5) Part 4 Regulation 23, implementing Article 45 of the Public Sector Directive 2004/18 apply to the applicant, members of the Applicant Group or any envisaged sub-contractor?

YES / NO (delete as appropriate)

The Public Contracts Regulations 2006 (SI 2006 No: 5 Part 4, Regulation 23 is available via the OGC website at: www.opsi.gov.uk/si/si2006/uksi_20060005_en.pdf

SECTION FOURTEEN – COMMERCIAL INFORMATION

14.1 Pricing Instructions

- 14.1.1** A document indicating scope of work and frequency is enclosed as Appendix One. You are required to review that document, respond with a breakdown of cost per area, and additionally include other cost line items, for example administration / supervisory back-office costs. Conclude with a summary showing the overall cost of the contract.
- 14.1.2** Prices should be indicated in Appendix One as laid out in the table
- 14.1.3** All work schedules are to be agreed with the council except for emergency action.

14.2 Payment Terms

- 14.2.1** The Council will only make payment against itemised supplier invoices.
- 14.2.2** Payments will be made via electronic banking (please complete attached form if awarded contract).
- 14.2.3** Bank Transfers will be credited to your bank account on 23rd day of the month, or the nearest working day to this. Invoices must be received by the 9th of the month, those received after the 9th day of the month will not be paid until after the Parish Council meeting of the following month.
- 14.2.4** Any invoices issued for work that has not been authorised by The Council will be rejected.
- 14.2.5** If the supplier is declared bankrupt, is liquidated or is placed into administration, the contract will immediately become null and void.
- 14.2.6** If the supplier is found guilty of committing fraudulent acts (whether or not associated with this contract), The Council will have the right to terminate the contract without prior notice.
- 14.2.7** If the supplier has the RPII Certificate of Registration withdrawn, or it is not renewed, The Council shall have the right to terminate the contract by giving 30 days written notice. If the supplier is able to have the RPII Certificate of Registration reinstated during the notice period, then the notice will be withdrawn.
- 14.2.8** All other terms and conditions will be negotiated and defined at the point that the contract is drawn up.

14.3 Site Visit

- 14.3.1** In view of the services to be provided, at a number of locations, a site visit is mandatory. Tenderers are required to complete and sign the form enclosed as Appendix 4 to confirm that they have made one or more site visits.
- 14.3.2** In order to arrange to be accompanied on the site visit, please contact Mrs Clare Harrison, Clerk/RFO to Herstmonceux Parish Council: finance@herstmonceuxparish.org.uk or telephone on 01323 833312.
- 14.3.3** All tenderers are required to satisfy themselves that they are in possession of sufficient information to prepare a detailed, and fixed price, offer. If any errors are made due to failure to obtain such information, the responsibility therein lies with the tenderer.

SECTION 15 – ENCLOSURE CHECK LIST

Please tick ✓ that you have enclosed the following, cross referenced details with your submission:

- Details of quality assurance accreditation and/or policy (5.1)
- Copy of your Health and Safety Policy (6.1)
- Details of organisational structure (7.2)
- Corporate commitment to Equality (7.5.2)
- References (section 8)
- Copies of insurance certificates (section 10)
- Environmental Policy (11.1)
- ISO 14001 accreditation (11.3)
- Details of separation and disposal (11.6)
- Equal Opportunities (as appropriate)
- Additional Information (12.1 – 12.4)
- Pricing Matrix (ref: Schedule appendix 1)
- Risk Assessments
- Method Statements for carrying out grass cutting in public areas
- Staff training certificates in the safe use of machinery
- Equipment owned and/or regularly hired in

I herewith submit my tender and agree to all terms and conditions as per this document:

Signed:

Date:

On behalf of:

(Name of Contractor/Company)

APPENDIX 1 – PRICING MATRIX (also found on page 4)

Area	Detail	Cost per year			Office Use Only -	
		Yr1	Yr2	Yr3	Cost Code	Cost Centre
Herstmonceux Recreation Ground - Grass cutting and mowing: grass cut and removed, or left so that no cut grass is left on site that causes it difficult to use the land for the intended purpose.						
Cricket Pitch	Gang Mow - 26 cuts required					
Outskirts, inclusive of play areas	Gang Mow - 26 cuts required					
Lime Cross Sports Ground - Grass cutting and mowing: grass cut and removed, or left so that no cut grass is left on site that causes it difficult to use the land for the intended purpose.						
Football Pitch, inc 20m pitch extension	Gang Mow – 16 cuts required					
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Denefield	Gang Mow - 16 cuts required					
Weed Control - Remove all weed killer, chemicals and equipment to leave the area clean and tidy.						
Annually between 1 st May - 31 st May	Spray area around the around the Tennis Courts and Multi Use Games Area (MUGA), within the Recreation Ground, with a suitable weed killer to treat all weeds for the summer season.	Yr 1				
		Yr 2				

	<p>Work to be carried out in accordance with all Health and Safety guidelines for both operators and general public that may be using the recreation ground at the time that the work is being undertaken.</p>	<p>Yr 3</p>		
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