

**SHERFIELD ON LODDON
PARISH COUNCIL**



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**INVITATION TO TENDER
FOR PROVISION OF
GROUNDS MAINTENANCE SERVICES**

Schedule 1- Annual Maintenance

Schedule 2- Annual Maintenance

Schedule 3- Ad Hoc Maintenance

PLEASE RETURN BY:

1. DEFINITIONS

Term Meaning

Term	Meaning
Authority	Means "Sherfield on Loddon Parish Council".
Arisings	Means grass cuttings, weeds, shrub/rose off-cuts, unwanted soil etc, leaves, rubbish, dirt and debris at any location or in its immediate environment
Authorised Officer	Means the principal contact of the Authority or such representatives that may be notified by the Authority.
Conditions of tender	Means the terms and conditions set out in this ITT relating to the submission of a tender.
Contract	Means the agreement (as set out in Schedule 3 of this ITT) to be entered by the Authority and the Provider(s) following any award under the procurement exercise
Council Premises	" Means any premises owned, occupied or used by the Council.
Due diligence information	Means the background and supporting documents and information provided by the Authority for the

	purpose of better informing the tenderers responses to this Invitation to Tender
Invitation to Tender or “ITT”	Means this invitation to tender document and all related documents published by the Authority and made available to tenderers and includes the due diligence information
Location	Means any location where work under the Contract is to be executed or where the Services are to be performed by the Supplier
Order	“Means an order for goods / services / works served by the Supplier on the provider.
Provider	Means the organisation admitted to the Contract.
Potential Provider	Means the organisations being invited to respond to this invitation to tender.
Services	Means the whole or any part of the work to be executed under the Contract including any goods or materials to be supplied by the Supplier in accordance with the Specification
Specification	Means the description of the Services, and any modification thereof or addition thereof as may from time to time be furnished or approved in writing by the Authorised Officer or otherwise duly made under the Contract.
Sub-Contractor	Means any contractor carrying out work on behalf of the Council which is being overseen by the Provider.
Tender Response	ITT Response Means the tenderers formal response to this invitation to tender
Tenderers	Means the organisations being invited to respond to this invitation to tender

2. INTRODUCTION

2.1 The Authority is seeking to award a three-year contract with the option to extend for a further two years. This Contract is being procured under the Council’s open tender process.

2.2 The Authority is looking for one provider per schedule to be appointed to a Contract

2.3 You are invited to complete the attached ITT and to submit it together with any requested supporting information, to the Clerk, PO Box 6862, Basingstoke, Hants, RG24 4QZ or email clerk@sheffielddonloddon-pc.gov.uk

2.4 Potential Providers shall accept and acknowledge that by issuing this ITT the Council shall not be bound to accept any tender and reserve the right not to conclude a contract for some or all of the Services for which tenders are invited.

2.5 Accompanied visits can be made by appointment by contacting the Clerk

3. PURPOSE AND SCOPE OF THIS ITT

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.

The Potential Provider shall not make contact with any other employee, agent or consultant of the Council who are in any way connected with this procurement exercise during the period of this procurement exercise, unless instructed otherwise by the Council.

4. CONTRACT TERM

4.1 The Contract shall be for an initial service period of three (3) years from April 2019 to December 2021 (subject to satisfactory performance and annual break clauses) with the option to extend for a further two (2) years at the discretion of the Council.

4.2 It is anticipated that the Contract will be fully operational by April 2019

4.3 The Contract may be terminated by either side giving 3 months' written notice

4.4 The Council reserve the right to terminate the contract with no notice should it be deemed necessary (e.g. Health and Safety Violation)

5. INSTRUCTIONS FOR COMPLETION

5.1 Potential Providers should read these instructions and the Specification carefully before completing the Tender documentation. 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. Participation in the tender process automatically signals that the Potential Provider accepts these Conditions of Tender.

6. TENDER VALIDITY

6.1 Your tender should remain open for acceptance for a minimum period of 90 days. A tender valid for a shorter period may be rejected

6.2 Tenders may be for one, two or all three schedules. Pricing must be for each individual schedule and not one all-encompassing price

6.3 Whilst the costs can be per cut, a total contract cost for each year (1, 2 and 3) must be given

7. DISCLAIMERS

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

7.2 Neither the Council, nor any advisors, officers, members, partners, employees, other staff or agents:

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

(b) accepts any responsibility for the information contained in the ITT or for their fairness, accuracy or completeness of that information 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 Authorities do not intend to depart from the timetable it reserves the right to do so at any stage.

Stage in the Procurement Deadline

Deadline for return of ITT to the Authority 12 noon 5th March

Evaluation of the ITT responses commences 7th March 2019

Report to Full Council 12th March 2019

Award of Contract 18th March 2019

Contract start date 1st April 2019

10 CONTRACT AWARD

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

10.2 The Council shall be under no obligation to accept the lowest or any Tender.

1 General Scope of work

The work involves cutting grass on public highways and footpaths, on public open spaces and amenity areas and at the recreation grounds. Grass is defined as to include all other vegetation within the specified area. Any weed growth, such as nettles, from adjoining properties that overhangs the grass areas indicated is to be cut back flush to the boundary on each occasion.

2 Plant and Transport

The Contractor is to provide all tools, plant and cutting machinery, together with fuel etc. The Council will not be liable for any damage to any contractor's equipment caused by carrying out these works. The contractor is to provide any equipment including transport which he requires to carry out the work

3 Areas to be cut

The areas to be cut are specified. This includes the village recreation grounds and playing field. In addition,

4 Period of work

April- November each year of the contract.

5 Date of cuts

The cuts will take place as specified with the cut on the green taking place 1 week prior to the fete the date of which will be advised once known.

The Council reserves the right to omit any cut or cuts or add a cut if required

6 Mowing

The contractor shall keep all grass areas mown using pedestrian operated or ride on rotary or cylinder mowers or trimmers. Clippings may be left on and evenly distributed over the area.

SPECIFICATION

Schedule 1

The specification of work

To cut the areas indicated on table A:

Table A

AREA	FREQUENCY
Cut Cutting Hedge at car park and footpaths	2 x per year
Cut back vegetation adjacent to footpath between Old Reading Road and Northfield Rd	3 x per year
Clearing ditch along Bramley road of leaves south (Ditch 5)	1 x per year
Clearing leaves along Bramley road North	1 x per year
Cutting pond area	6 x per year
Cutting cricket pitch	Weekly during playing season
Cutting football pitches	Weekly during playing season
Cut Green and ditches (On 2 nd cut the area at the west end of the middle green to be left and mowed path to cut)	3 x per year

SPECIFICATION

Schedule 2

The specification of work

To cut the areas indicated on table B:

Table B

AREA	FREQUENCY
"Fletcher's Triangle"	Wild Area no strimming
Strim along dragons teeth alongside Old Reading Road and Goddards Lane	3 x per year
Strim Dragon's teeth along "Hafod" track	3 x per year
Cut the grass Memorial Area	Fortnightly
Cut the grass at the play area, including strimming through the railings and dragons teeth	Fortnightly
Cut Hedge at War Memorial	2 x per year
Cut the grass in front of the Tennis courts	Fortnightly
Cut the grass at the rear of the village hall	Fortnightly
Cut burial ground grass	Fortnightly
Cut burial ground hedge between burial ground and church	2 x per year
Strim dragons teeth in front of Westowe, along the side of the cricket Pitch including top end of Plantation Road	3 x per year
Strim barrier ditches both sides of Plantation Rd	3 x per year
Strim ditch (No 14) and dragon's teeth in front of Court Farm House	3 x per year
Strim along post and rail fence from Dursley Cottages to Bramley Road	3 x per year
Strim post and rail along Goddards Lane	3 x per year

SPECIFICATION

Schedule 3

The specification of work

To cut the areas indicated on table C:

Table C

AREA	FREQUENCY
Strim East side of Old Reading Road from Ham Corner to Horse Pond (No 15)	As required
Strim ditch (No 11) leading from Golden Pond to Plantation Rd	Autumn
Strim 'the Race'	As required
Strim Centre Ditch (No 9)	As required
Strim the small area to the north of Horse pond	August
Cut Harvest Hedges x 4	Autumn
Cut Barrier Hedge in Goddards Lane	As required