



INVITATION TO TENDER FOR THE PROVISION OF GRASS CUTTING SERVICES

Issue Date: 23 January 2023
Closing Date: 24 February 2023 12 Noon
Location: Sherburn in Elmet Town Council Office
Eversley Park Centre
Low Street
Sherburn in Elmet
North Yorkshire
LS25 6BA
For the Attention of: Executive Officer

***LATE TENDERS WILL NOT BE ACCEPTED
THE LOWEST TENDER MAY NOT NECESSARILY BE ACCEPTED***

PREAMBLE

Sherburn in Elmet Town Council requirements is inviting suitably qualified and experienced contractors to tender to provide grounds maintenance services and satisfactory performance through continuous monitoring and performance review. Failure to achieve satisfactory performance may result in the contract being terminated. Applicants should complete and return the Tender Form as per the instructions set out in this Invitation to Tender (ITT). Any questions concerning this document, or the tendering process should be sent to the Executive Officer.

This, therefore, is an invitation on behalf of the Council for your company, for the purpose of this document shall be known as "The Contractor", to submit a Sealed Tender to provide a service for Grass Cutting and verge maintenance.

SCOPE

The scope of this tender is to cover the following on the maps;

- Recreational areas identified in green
- Highway grass verges identified in red
- Highway weeds

Contractors must tender for all of the above, tenders for fragments will not be accepted. To assist Contractors a specification for each under Appendix A can be found within this document.

All areas to be cut every 2 weeks parks etc but grass verges 4 weekly

FORM OF TENDER

All Tenders submitted must clearly state the name and address of the Contractors, signed and placed in a sealed envelope clearly marked “Tender for Grass Cutting”. Tenders must also be clearly legible so there can be no doubt to words or figures.

TENDER SELECTION CRITERIA

The evaluation of any Tender will be based around two stages, firstly Technical Ability and secondly Price. Contractors must initially demonstrate they have the technical capabilities, through method statements stating how they are will complete the work including highlighting the level of resources available. Contractors can display they can satisfy the standards expected by the Council from references provided by previous customers, a minimum of two required. Points awarded are shown below but to proceed to the second stage, Tender Price, Contractors must achieve a score of 60 points from the first stage.

Tender weighting process out of 100

- **Price** – 30 points
- **Horticultural/General Maintenance expertise and performance**
- Experience in undertaking horticultural/maintenance activities – 30 points
- Evidence of effectively undertaking similar works – 15 points
- Evidence of effective partnership working to provide flexibility – 15 points
- **Proximity to town** – 10 points

TENDER CLOSING

Tender submissions must be received by the Executive Officer, Sherburn in Elmet Parish Council Office on/before:

12 Noon Friday 24th February 2023

The Council are not responsible for submissions which are not properly marked and/or delivered to any other location than specified.

ELECTRONIC SUBMISSIONS

Electronically transmitted submissions (via e-mail) will be accepted for this Tender but must be followed with a paper copy.

TENDER OPENING

Contractors are advised Tenders received, by the date & time of closing, will be opened at the **Sherburn in Elmet Town Council Offices at 1:00pm Friday 24th February 2023**

WITHDRAWAL OR ALTERATION OF TENDERS

A Contractor who has submitted a Tender may submit a further Tender at any time up to the specified time and date for tender closing. The last Tender received shall supersede and invalidate all Tenders previously submitted by that Contractor for this contract. Only one Tender shall be opened per Contractor.

A Contractor may withdraw or alter the Tender at any time up to the specified time and date for tender closing by submitting a letter bearing the Contractor's signature to the Executive Officer who will mark the time and date of receipt and will place the letter in the tender box. The Contractor's name and the contract number shall be shown on the envelope containing such letter. Facsimiles (faxes), emails or telephone calls will not be accepted.

EXAMINATION OF TENDER DOCUMENTS

Each Contractor must satisfy themselves by a personal study of the Tender documents, by calculations, and by personal inspection of the site, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after

submission of Tenders, that there is a misunderstanding with respect to the conditions imposed by this invitation for tender.

The Contractor must be satisfied as to the full requirements of the Tender. No claims for extra work will be entertained and any additional works must be authorised in writing prior to commencement. Should the Contractor require more information or clarification on any point, it must be obtained prior to the submission of the Tender.

ACCEPTANCE OR REJECTION OF TENDER

The Council reserves the right to reject any or all tenders without stating reasons.

The Council will notify the successful Contractor that their Tender has been accepted by **Wednesday 01st March 2023**.

Notice of acceptance of Tender will be by written notice.

Immediately after acceptance of the Tender by the Council, the successful Contractor shall provide the Council with any required additional documents by **Monday 6th March 2023**

Following receipt of the documents, the successful Contractor will receive written authority, in the form of a signed Contract which must be returned by **Friday 10th March 2023**.

Unsuccessful Contractors will be notified in the same timelines and manner.

Finer details of the Contract can be seen in the Specification, appendix B.

ABILITY AND EXPERIENCE OF THE CONTRACTOR

The Contractor must satisfactorily provide evidence of possessing the ability and experience in this class of work with sufficient plant and resources to ensure acceptable performance. This must be substantiated by supplying the Council with a minimum two customer references written on Company letter headed paperwork. The Contractor must have worked for these customers within the previous twenty four months. A resume of previous experience may also be added and all must be included with the Tender document submitted on **Friday 24th February 2023**.

Contractors are invited to submit any additional information they believe may assist the Council in their final decision. The Council may reject the lowest or any submissions if after investigation and consideration, the Council conclude, in its opinion, that the Contractor is not qualified to do the work and/or cannot do the work and perform the contract in a manner satisfactory to the Council.

CHARACTER AND EMPLOYMENT OF WORKERS

The successful Contractor shall employ only orderly, competent and skilful workers to ensure that the works are carried out in a respectable manner.

The successful Contractor will provide a record of all employees who will have duties connected to this contract. The record will also highlight what equipment and operation each individual is competent to carry out. At no time must any employee operate any machinery or carry out any operations other than what is declared on the record. This information must be on letter headed paper stating the name of the Contractors Company and signed by a Director or anyone senior in the company. The Contractor must provide this evidence of worker competency with any additional paperwork to be received by Sherburn in Elmet Town Council no later than **Monday 6th March 2023**.

This does not prevent the Contractor from bringing in additional workers not recorded on the list. By contacting the Council and providing confirmation of the individual being competent by a note on letter headed paper stating what competencies the individual has then signed by an authorised signatory. Additionally, this does not stop the Contractor to train staff on additional equipment. The same process applies, inform the Council who is being trained on what and which individual has been designated as the trainer. In the event that any person employed by the successful Contractor in connection with the work arising from this Tender, in the opinion of the Council gives cause for complaint, the successful Contractor upon notification by the Council in writing, shall not permit such person to continue in any future work arising out of this Tender.

SUPERVISION OF LABOUR

The successful Contractor shall have on the jobsite a competent supervisor overseeing the work. They will ensure all work is satisfactorily performed, employees conduct themselves in an orderly manner and assure the work is completed to a standard required by the Councils specification.

CONTRACTORS EXPENSE

Any expenses incurred by the Contractor in the preparation of the Tender submission are entirely the responsibility of the Contractor and will not be charged to Sherburn in Elmet Town Council.

PROTECTION OF WORK & PROPERTY

The successful Contractor must provide continuous and adequate protection of all work from damage and shall protect the Owner's property from injury or damage arising from or in connection with this work. The successful Contractor shall make good any such damage or injury.

EXTRA WORK

Extra work, work other than that shown on the attached plans, must not be carried out until a written agreement is made between the Council and the Contractor.

HEALTH AND SAFETY

The successful Contractor, upon request, will provide the Council, prior to commencement of work, with a written copy of the Health and Safety Policy for their firm. The successful Contractor will also provide Safe Systems of Work (Methods) along with Risk Assessments covering all types of the work required within the contract. These will form part of the Additional Paperwork to be received by the Council no later than **Monday 6th March 2023**.

The successful Contractor, will be expected to work in accordance with the Occupational Health and Safety Act (re: duties of employers) and applicable regulations. All applicable current health and safety legislation and environmental legislation and regulations are considered the minimum requirements that the Contractor must meet. Health and Safety issues will always be given immediate attention by the Council and the Contractor.

All employees, contractors, suppliers and visitors/residents must immediately report unsafe conditions, incidents, and accidents to the Council through the Sherburn in Elmet Town Council Office. The Council take pride in the commitment of our employees and contractors, and will take the necessary steps to ensure Health & Safety on all projects.

GENERAL LIABILITY INSURANCE

The successful Contractor must demonstrate they have a comprehensive policy of public liability and property damage insurance. The Contractor agrees to complete the work in accordance with the Tender, agrees to provide proof of an insurance policy to indemnify the Council against any damages caused through any act, omission or neglect of the successful Contractor or their representatives while carrying out the work under this Tender. This must be included with the Tender document submitted on Friday 24th February 2023.

Documents required for the submission of the tender

Documents required on ***Friday 24th February 2023 by 12 Noon.***

- Tender Submission.
- Proof of ability technical capabilities, through method statements
- Proof of Standards of Performance by Supplying a minimum of two Customer References
- Proof of Sufficient level of Liability Insurance.

Additional documents required on Monday 6th March.

- Record of Employees highlighting the Competency of each individual.
- Company Health and Safety Policy
- Risk Assessments covering all aspects of the Tender

Office details

Telephone 01977 681024/07588437512

Executive Officer – Rebecca Maindonald, clerk@sherburninemet-tc.gov.uk

Responsible Financial Officer – Georgina Ashton rfo@sherburninemet-tc.gov.uk

SPECIFICATION

Sherburn in Elmet Town Council

Tender Submission for Grass Cutting and Verge maintenance 2023-2026

The term of the contract shall commence **01 APRIL 2023** and remain in force for a total of three years (to **31 MARCH 2026** with option to renew for a further 1- 2years). The tender price shall be increased by the rate of inflation as stated by the Government in the previous November. This will be implemented firstly in **01 APRIL 2024** and then the subsequent years thereafter until the natural termination of the contract.

The period for cutting in each year will be from March through to October or as the Council may advise. Number of cuts for each season will be as follows;

- i. Recreational Areas will require fourteen (14) cuts. The grass will be cut at intervals not exceeding fourteen (14) calendar days.

These areas are; *In Sherburn in Elmet*

- a. Eversley Park
 - b. Sherburn White Rose
 - c. Fairway
 - d. Allotment gardens
- ii. Highway Grass Verges seven (7) cuts at intervals not exceeding 28 days, (every 2nd visit). In addition to the above Hodgson's Gate will require 2 cuts per year (approximately 350m of grass verge adjacent to Bishop Dike)
 - iii. Highway Weeds. One application of weed killer for the treatment of all broadleaved weeds, thistles, nettles and moss on the grassed areas will be applied April/May when weather conditions allow. Areas will be inspected in June for effectiveness; if not effective, to be re-sprayed at contractor's own cost.
 - iv. In general, grassed areas are to be cut to approximately 25mm in height, allowing for a maximum growth height of 60mm between cuts.
 - v. Mowing shall be carried out as close as possible to fixed obstructions. Cut the grass up to all buildings, verges, trees, shrubs, poles, etc. Moveable obstruction shall be removed to facilitate cutting and should be replaced before the contractor leaves the location. Keep all bed edges trimmed.
 - vi. After mowing, cuttings should be swept or blown back onto the grass and off adjacent roads and paths. Strimming around fence posts, lamp columns and the like should take place immediately after the cut.
 - vii. Grass growing around the play equipment needs to be strimmed carefully on each visit. There should be no strim marks on the timber equipment.
 - viii. The contractor is responsible for ensuring that the area to be cut is free from all debris, rocks, sticks, etc. The Council will not take responsibility for any damage done to equipment. After each mowing operation all grassed areas are to be left in a clean, litter free and tidy condition.
 - ix. Notification to cut or any modification to the cutting frequency, height or schedule must come from the Council.

SPECIFICATION cont'd

- x. The successful Contractor must inform the Sherburn in Elmet Town Council Office when they commence each cut and again when they have completed so an inventory of each visit can be kept.
- xi. The Council reserve the right to, from time to time, quality check all work carried out. If the Council identify any anomalies in the standard of any work carried out by the Contractor then the Council will expect these to be remedied within seven (7) days of the Contractor being notified. In the instance of persistent poor performance, the Council will request a meeting with a senior member of staff from the Contractor to discuss the issues. This will lead on to the Council forwarding a letter to the Contractor requesting an explanation for the poor service being provided. Lastly the Council will inform the Contractor, in writing, their services will no longer be required and will not be considered for any future contracts.
- xii. All operations are to be undertaken in such a way as to cause as little disturbance to the public as possible.
- xiii. Hours of work are to be limited in such a way as to cause as little disturbance to the public as possible.
- xiv. In severe conditions grass cutting may be suspended, with the program resuming when ground conditions improve.
- xv. The Contractor shall note that, during recent years, climatic conditions have caused excessive rates of grass growth occur at certain times of the year. This being the case an arrangement between the Council and the Contractor shall be made for maintaining the grass to the specified standard during these times.
- xvi. During drought conditions the Council may decide to raise the height of cut or suspend mowing entirely and confirmation of this decision will be given to the Contractor in writing. When normal mowing is to resume the Council will issue a written instruction accordingly.
- xvii. In the event of an oversight and any area has been overlooked and not identified within the contract then an arrangement between the Council and the Contractor shall be made for maintaining the grass to the specified standard as an addition to the contract.