



SHERBURN IN ELMET TOWN COUNCIL

TENDER SUBMISSION DOCUMENTS

Organisation Details				
Full name of organisation tendering				
Registered office address				
Named contact for this contract:				
Email				
Phone				
Company or charity registration number.				
VAT Registration number (if applicable)				
Type of organisation eg limited company/sole trader				
Insurance				
You must either confirm that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.				
Insurance Policy	Indemnity Value (£)	Yes	No	Will secure if successful
Employers Liability	Min £5m per claim			
Public Liability	Min £10m per claim			



SHERBURN IN ELMET TOWN COUNCIL

The Town Council wants to have a very positive and constructive relationship with their contractor. **To enable a fair evaluation of all tenders please supply the following information which will form part of the evaluation process.**

- 1. Please provide a short outline of your experience and expertise in undertaking horticultural / maintenance activities (maximum one side of A4 minimum font Arial 12) on the supplied form**

- 2. Please provide a short summary of your experience in undertaking similar works, with examples (maximum one side of A4 minimum font Arial 12) on the supplied form**

- 3. Partnership and flexible working. Please briefly outline on the supplied form how your company would work with the Town Council to ensure the resources for site maintenance are used wisely ensuring best value for money for the council, (maximum 200 words minimum font Arial 12)**



SHERBURN IN ELMET TOWN COUNCIL

Tender evaluation criteria and scoring matrix			
	Max score	Score	
Price	30		
Horticultural / General Maintenance expertise and performance <ul style="list-style-type: none">• Experience in undertaking horticultural/maintenance activities.• Evidence of effectively undertaking similar works• Evidence of effective partnership working to provide flexibility.	30 15 15		
Proximity to Town	10		
Total	100		



SHERBURN IN ELMET TOWN COUNCIL

Tender submission for Sherburn in Elmet Town-wide Grounds Maintenance.

To: Rebecca Maindonald
 Executive Officer
 Sherburn in Elmet Town Council
 Council Office
 Eversley Park Centre
 Low Street
 Sherburn in Elmet
 North Yorkshire
 LS25 6BA
clerk@sherburninelmet-tc.gov.uk

1	<p>I / We the undersigned do undertake to provide services to Sherburn in Elmet Town Council as detailed in this tender document and to carry out such work in order to comply with the specifications contained within this tender document and execute and complete the work described therein for the following amounts:</p>
	<p>Year one amount: £ (In Words)</p> <p>Year two amount: £ (In Words)</p> <p><i>Pricing to remain open for acceptance by Sherburn in Elmet Town Council for a period of eight weeks form submission of this tender.</i></p>
2	<p>I / We agree to execute a contract to be prepared by the Clerk of Sherburn in Elmet Town Council in accordance with the basis of this tender submission.</p>
3	<p>I / We hereby declare that this tender is:</p> <p>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 fluctuations in materials used.</p>
4	<p>I / We undertake to commence the works on “enter date” _____</p>
5	<p>In tendering for this contract, Sherburn in Elmet Town Council will not be liable for any pre-contract costs, howsoever incurred, associated this tender should the contract not be awarded to you or Sherburn in Elmet Town Council decide to subsequently withdraw this contract from tender offer or decide to re-tender in the future.</p>
6	<p>All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only and Sherburn in Elmet Town Council will not be held liable for any pre-contract costs of any nature whatsoever incurred by the Tenderer.</p>
7	<p>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,</p>



SHERBURN IN ELMET TOWN COUNCIL

8	The decision to award this contract is entirely at the discretion of Sherburn in Elmet Town Council and not further discussions or correspondence will be entered into unless at the discretion of Sherburn in Elmet Town Council.
Signed:	
For and on behalf of:	
Name of key contact:	
Address:	
Email:	
Phone contact:	
Dated:	



SHERBURN IN ELMET TOWN COUNCIL

References

Please provide details of two contracts from either the public or private sector, that are relevant to our requirement. Works contracts may be from the past five years.

Reference 1 - Organisation name:

Customer contact, name, phone number and email

Contract Start date, contract completion date and contract value

Brief description of contract (max 150 words)



SHERBURN IN ELMET TOWN COUNCIL

Reference 2

Reference 2 - Organisation name:

Customer contact, name, phone number and email

Contract Start date, contract completion date and contract value

Brief description of contract (max 150 words)