

# Botus Fleming Parish Council

www.botusfleming.org.uk

## Tendering & Procurement for Grass cutting and maintenance

Invitation to quote and information for applicants

### Basic contract information

Botus Fleming Parish Council is inviting contractors, individuals and voluntary groups to tender for a contract to cut grass within the parish boundary.

Procurement of goods and services by the parish council via a tendering process is only necessary when the contract value is higher than £60,000. However, the council is committed to working in an open, transparent and accountable way, and is distributing these documents across the public domain. For this reason, we are inviting applications in order to give everyone the widest opportunity to tender for the work.

**Section 1** explains what declarations you need to make and what you need to tell us.

**Section 2** sets out a timetable for the tendering process: a final decision will be taken by parish councillors in a closed session at their public meeting on 28 February 2018. The council is allowed to meet in closed session where there is commercially confidential business to be transacted (Public Bodies (Admission to Meetings) Act 1960 s1.2).

**Section 3** explains how we will decide who to award the contract to.

Contract title	Grass cutting in Botus Fleming parish
Contract length	Councillors expect the contract to be for 3 years. However, because the lease on the recreation field is subject to a six-month termination clause, it is possible that the contract may be for a shorter time. However, the parish council can confirm that the field has been leased for over 20 years, and it has no reason to believe that it will be terminated earlier.
Basic description of services	The key requirement of this contract is grass cutting and collecting on the football pitch and a grass circle around the swing area. Cutting the remainder of the field, mowing a “dog walk” in the rough field adjacent to the recreation field, and strimming the recreation field banks. Weed spraying the recreation field car park and trimming the grass at; Moditonham Quay.
Documents	Maps and plans of the areas covered by this agreement are attached in the Appendices,

	together with a list of what work is required from each.
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### Section 1.0 Instructions for completion

This document which you must return, consists of five parts.

Part A: Contact details. You must complete this section.

Part B: Declaration. You must complete this section and return documents where needed.

Part C: Contract Price. You must complete this section with the net price per cut. (see Appendix 1 for details)

Part D: The Social Value of your bid. (see Appendix 2 for details)

Part E: Reference. You must complete this section.

#### Section 1.1 Quote validity period

Quotes must remain valid for acceptance for a period of 60 days from the quote return date.

### Section 2.0 Tendering Timetable

Agree specification for grass cutting at public meeting	20 December 2017
Issue tender documents	12 January 2018
Progress report to public meeting	24 January 2018
Deadline for receipt of applications	1 February 2018
Evaluation of applications services to councillor	w/c 19 February 2018
Presentation to councillors for assessment (in closed session at public meeting)	28 February 2018
Notification to applicants	2 March 2018
Date of commencement of contract	1 April 2018
Date of completion of contract	31 March 2021

### Section 3.0 Evaluation approach

Bids will be evaluated in three parts. Firstly, applicants will have to demonstrate their compliance with various insurance, health & safety and statutory regulations. Unless applicants can satisfy these requirements, your bid will not be considered. (Parts A and B)

Secondly, we will examine the price you have quoted for the work. Under Section 19 (section E) of the Parish Council's Standing Orders, it is not bound to accept the lowest value tender. Public Authorities are now required to 'consider, prior to undertaking the procurement/commissioning process, how any services procured might improve economic, social and environmental well-being'. (Public Services (Social Value) Act 2012). This means that we will also consider the additional benefit to the community that awarding a contract from a specific contractor will bring. See Appendix 2 for examples.

Thirdly, we will ask you to provide a trade or other work reference to demonstrate your capability to carry out the contract. We will only ask you for these references if you are successful in your application.

# Appendix 1

## Contract Scope

Please note that the actual frequency of cuts will be affected by the weather, and accordingly, tenders should be priced on a 'per cut' basis.

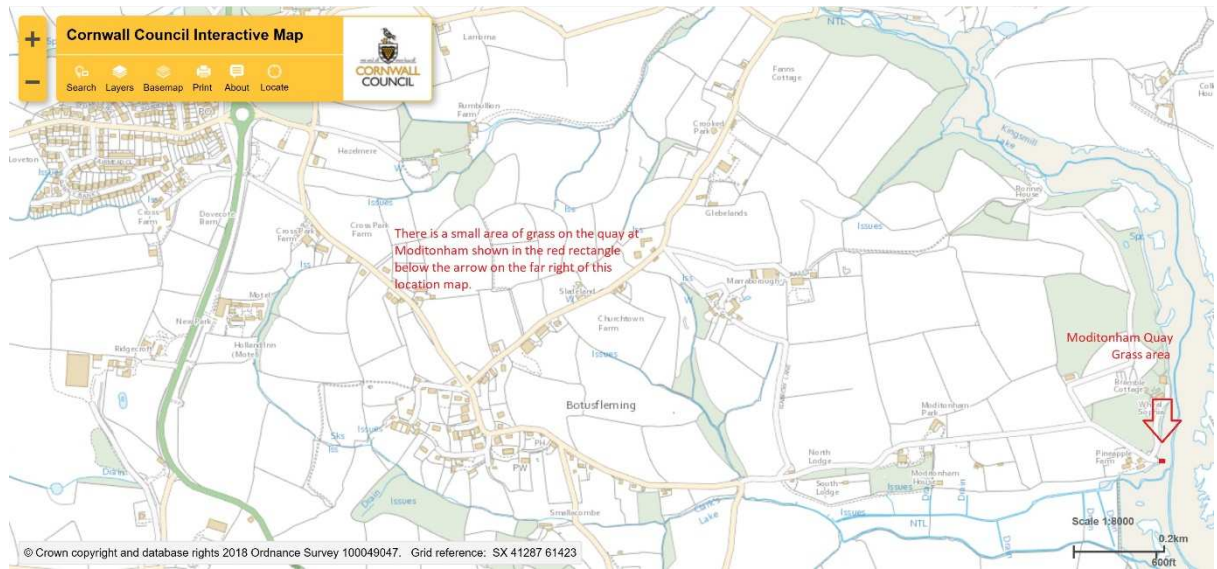
Location	Work schedule	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Estimated no of cuts
Football Pitch	Cut grass (max cut height 25mm)	1	2	3	4	4	4	4	4	4	3	2	1	36
"Grass Circle" around the Swing Area	Cut grass (max cut height 25mm)	1	1	2	4	4	4	4	4	4	2	2	1	33
Rest of field	Cut grass (max cut height 50mm)	1	1	2	2	2	2	2	2	2	2	2	1	21
Recreation Field Banks	Maintain grass / strim	1	1	2	2	2	2	2	2	2	2	1	1	20
2nd Field	Cut whole area (max cut height 75mm)	1	1	1	1	1	1	1	1	1	1	1	1	12
2nd Field	Cut 5 metre perimeter and "union jack" dog walk t	1	1	2	2	2	2	2	2	2	2	2	1	21
Recreation field Car Park	Weed spraying			1						1				2
Moditonham Quay	Cut grass (max cut height 50mm)	1	1	2	2	2	2	2	2	2	2	1	1	20

### Additional notes

1. The above frequency is approximate and may change depending on weather. Cuts may be required more or less frequently.
2. This tender, when totalled, reflects annual expenditure - and will be subject to a minimum term of 3 years - with an early termination clause only in the event of failing to satisfy or if the recreation field lease is terminated (See page 1 of this notice). This reflects the potential extra work anticipated in year one to get the area into a more manageable condition.
3. The second field is primarily for dog walkers and we require a 5-metre wide perimeter track and approximately 3 metre "union jack" shaped cross walks (see diagram on Map overleaf)
4. All grass cuttings from the football pitch and swing area are to be picked up and collected and "spread" in the reed area see note 5
5. There is a reeded area in the second field which may be used for "spreading" the cuttings (See Map overleaf)
6. Ideally the football area to be cut on Fridays (the day before its main use)

There may be additional work that is needed in the parish (for example, waste removal or bramble clearing) that is not included in this contract. Payment will be agreed on an as-needed basis.

**The parish council is committed to encouraging new entrants to the tendering process. If you have any questions about your risk assessment, qualifications or would like to make a site visit before submitting your bid, please contact the Cllr Denis Morgan at [denis.m@btinternet.com](mailto:denis.m@btinternet.com).**



# Appendix 2

## **What is the Social Value?**

Social Value is the additional benefit to the community that the parish council can obtain when it purchases goods and services. This does not mean that a contractor has to include extra services in their bid or incur extra costs that might work against them.

It is more concerned with the way that you manage your work and what other spin off benefits you can bring to the parish. So, for example, if you had received a grant to employ an apprentice to work with you on the contract, this means that there was no extra cost to you but the parish would benefit along the way because you were providing training and helping someone into the workplace.

This list gives examples of the benefits that changing your way of working could bring to the community:

- Encouraging older people to remain active within their communities or in employment.
- Creating opportunities to develop volunteering groups
- Creating skills and training opportunities e.g. apprenticeships
- Promoting and supporting local businesses
- Increasing the number of volunteers working together
- Increasing community involvement in the parish
- Paying the UK Living Wage, currently £8.45 an hour (where appropriate)
- Encouraging participation in voluntary activities
- Improving market diversity
- Encouraging community engagement
- Creating training and employment opportunities for care leavers and for people with physical or learning disabilities
- Offering work placement opportunities to school children, young adults and those long-term unemployed or NEETs
- Protecting the environment for future generations
- Reducing waste and increase waste recovery and recycling

# Botus Fleming Parish Council

www.botusfleming.org.uk

## Quotation and Declarations

Read the information and documents in this tender pack, and complete each of these sections. Email your completed quotation to [clerk@botusfleming.org.uk](mailto:clerk@botusfleming.org.uk) before 1 February 2018.

A   I/we	
Name of organisation	
Name of person applying on behalf of the organisation	
Contact telephone	
Contact email	
Postal address and post code	
Registered office if different from above	

B   Declarations	
<b>You must answer Yes to each of these questions</b>	
Public Liability Insurance (send us a copy of your certificate)	
Risk Assessment. Please attach a copy.	
Permit to work on highway (where needed, for example National or Reginal qualification for working on the Highway CH 8 , NRASWA UNIT 2/10, NHSS 12D).	
All equipment used complies with the Provision and Use of Work Equipment Regulations.	
The Council's Equalities Statement: I/we are committed to working in a way which values and treats all people with respect and dignity. The group or project, through its practices, will ensure that no member of the public, employee, volunteer or job applicant will receive less favourable treatment or suffer unlawful discrimination on the grounds of age, disability, faith, race, gender, gender identity or sexuality.	
The Council's Safeguarding Statement: I/we are committed to ensure that its organising committee, volunteers and those who participate in activities run by the organisation have an understanding of Safeguarding Children, Young People and Vulnerable Adults and what forms abuse may take and that they know where to raise concerns if abuse is suspected or reported.'	

<p>This means that everyone who works with you (paid or unpaid) has an awareness of what safeguarding means, and are clear on what action they should take if they have any concerns. This will include designating a key person in your project team who can listen to any concerns and decide what best course of action to take if necessary</p>	
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Offer to provide or supply upon the terms and conditions of the agreement contained in Appendix 1 for the net price quoted below:

C   Location	Approx no of cuts	Price per cut £	Total cost £
Football pitch	36		
'Grass circle' around the swing area	33		
Rest of field	21		
Recreation Field Banks	20		
2 <sup>nd</sup> Field (cut whole area)	12		
2nd field (perimeter and union jack dog walk)	21		
Recreation field car park weed spraying	2		
Moditonham Quay	20		

D   The Social Value of your bid
Use a separate sheet of paper if needed

E   Reference										
<table border="1" style="width: 100%;"> <tr> <td style="width: 30%;">Name</td> <td></td> </tr> <tr> <td>Position</td> <td></td> </tr> <tr> <td>Company</td> <td></td> </tr> <tr> <td>Email</td> <td></td> </tr> <tr> <td>Telephone</td> <td></td> </tr> </table>	Name		Position		Company		Email		Telephone	
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