

Invitation to Tender

Leigh Village Green and Play Park Grass Maintenance

Introduction

Leigh Parish Council hereby invites tenders for a three-year contract to maintain grass at the Leigh Village Green and Leigh Play Park. For clarity, two Zones, A and B have been identified on the accompanying plan.

Specification of services to be provided

1. Cutting of grass in **Zone A**, to a variable frequency but not likely to be greater than twice a month, from 1st April to the end of October in each year.
 - Frequency of cuts will depend on rate of growth and a judgment of need by the contractor (eg less required at height of summer, tail of autumn).
 - Occasional extra cut(s) for the Green may be requested by the Parish Council with a calendar week's (7 days) advance notice.
 - Very occasional cut(s) of the Green may be required outside prescribed dates.
 - Playpark 'Hill Fort' grass:
 - To be cut/strimmed at about half the above frequency
 - Weeds to be kept in check as appropriate / requested by Council by mechanical means, without the use of herbicides.
2. Cutting of **Zone B** 'Wildflower Meadow strips/areas' areas to primarily enable and promote 'wildflower meadow' growth. Only one cut per year is likely to be required, normally in late August / early September).
 - Zone B element on Village Green consists of:
 - 2m width (to align with front of occasional benches) around perimeter
 - Occasional areas containing planted saplings.
 - Zone B element on Play Park consists of:
 - Areas clear of play equipment and fort, and mown paths connecting these with access gates

Additional requirements

As the Leigh Village Green and Play Park are public areas that will not be closed to users during maintenance activities, the contractor is required to have Public Liability Insurance to a minimum indemnity level of £1m. Bidders must demonstrate that they have this or are prepared to obtain cover if successful in winning the contract.

Term

The contract is expected to commence from 1st December 2022 and operate for three years until 30th November 2025.

Management

A contract review will be scheduled between the Leigh Parish Clerk, a designated Councillor and the contractor at or soon after 1st September in each year to review performance in that year and to consider whether any aspect of the specification should be altered to reflect any operational conditions that were not anticipated when the contract was originally let.

At any time during the contract term, in the event that performance is not deemed satisfactory by Leigh Parish Council, the Parish Clerk will write to the contractor with details, inviting a response from the contractor within 10 working days. Leigh Parish Council anticipates that most issues would easily and informally be resolved but if this is not the case, either party may give three months written notice to the other to cancel the contract.

Tender Instructions

Bidders that require clarification of any aspect of this Invitation to Tender may in the first instance, contact the Leigh Village Clerk, Amelie Mahot by email at leighparishclerk@gmail.com **by no later than 12.00 noon on Friday 21st October 2022**. Bidders should note that all questions and clarifications will be posted at Leigh Parish Council's website.

Tenders will only be considered if they cover all elements of the specification in this Invitation to Tender. Part tenders that bid for either Zone A or Zone B alone, will be disqualified.

Bidders should not make any direct contact with any member of Leigh Parish Council in connection with this Invitation to Tender.

By submitting a tender, bidders accept that they do so at their own risk. No claims will be entertained for reimbursement of any costs whatsoever in assembling a tender submission.

Interested bidders are asked to:

1. Complete the Tender Submission Form provided with this Invitation to Tender. Please do not submit any other enclosures other than copies of insurance documents (if applicable).
2. Provide a **cost per cut of Zone A** and a **cost per cut of Zone B**.
3. Indicate whether an optional annual % increment is to be added year on year to your quotation. For example, a bidder might quote £75 per cut in year 1 with a 5% annual increment. In that case, in year 2, the price per cut would be uplifted to £78.75 and in year 3, the price per cut would be £82.68.
4. Two references are required. They should be able to vouch for a bidder's capability to diligently fulfil this contract. Please ensure that they have given their consent for their details to be used in this way and for Leigh Parish Council to make contact.
5. Tenders must be submitted in a sealed envelope marked 'Tender: private and confidential for addressee only' and marked for the attention of the Leigh Village Clerk c/o Little Leigh Store, Bridge Garage, Leigh, DT9 6HW and be received there no later than 12.00 noon on Friday 28th October 2022.

Assessment

Leigh Parish Council is not bound to accept the lowest value submission and will take into account the experience and capability of each bidder.

Leigh Parish Council will make a decision and inform the outcome of the Invitation to Tender to the preferred bidder on 11th November 2022. Unsuccessful bidders will also be notified the outcome at that time.

Tender must be received by Clerk to Leigh parish council no later than 12.00 noon on Friday 21st October 2022.

Tender Submission Form			
Leigh Village Green and Play Park Grass Maintenance			
Business name			
Address			
Telephone			
Landline		Mobile	
Main contact name			
Business structure (Limited company, sole-trader, partnership etc).			
Date started trading			
Is your business registered for VAT? (tick)	Yes		No
Please provide a short summary of your experience in similar contracts (no more than 250 words).			
Please provide a short summary of the equipment available to you to fulfill this contract (no more than 250 words).			

Do you have public liability insurance cover to a minimum indemnity level of £1m? (tick and please provide a copy of your insurance certificate)	Yes		No	
If not, are you prepared to obtain public liability insurance cover to a minimum indemnity level of £1m if awarded this contract? (tick)	Yes		No	
Quotation				
Cost per cut Zone A (Do not include VAT)	£			
Cost per cut Zone B (Do not include VAT)	£			
Annual year on year operating cost increment	%			
Reference 1				
Name				
Address				
Telephone				
Email				
Reference 2				
Name				
Address				
Telephone				
Email				