

EVERSLEY PARISH COUNCIL



INVITATION TO TENDER NOTICE

Tender Ref. Eversley Parish Council/GPAM/18

The Council invites tenders for a three-year Grounds Maintenance Contract commencing **1 April 2019**.

Tender documents are available, on request, from the Parish Clerk and on the parish council's website.

Completed tenders, together with associated documents, must be received **in writing** by noon on **Friday 14th December 2018**. Tenders received after this time and date will not be considered.

Completed tenders should be addressed to the Parish Clerk at the following address:

Mrs Julie Routley, Parish Clerk,

Eversley Parish Council,

PO Box 1246,

Yateley

Hampshire GU47 7FR

The envelope must be sealed and clearly labelled with the words: **"Confidential Tender. Not to be opened until after noon of the 14 December 2018 in the presence of two councillors"**. Please contact the Clerk on 01252 876924 or by email at **eversley.clerk@virginmedia.com** for further information and/or to arrange a site visit.

EVERSLEY PARISH COUNCIL



TENDER FOR SERVICES RELATING TO GROUNDS AND PUBLIC AREAS MAINTENANCE

Tender Ref. Eversley Parish Council/GPAM/001

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GROUNDS AND PUBLIC AREAS MAINTENANCE

SECTION ONE - INTRODUCTION

1.1 The Parish of Eversley is in the north-east of Hampshire, on the banks of the Blackwater River, which forms the County boundary with Berkshire. It is one of the northern parishes of Hart District, lying to the west of Yateley and north of the A30. The village of Eversley comprises five distinct areas - Lower Common, Eversley Street, Eversley Centre, Eversley Cross and Up Green. Within these hamlets there are about 700 houses and 500 residents.

1.2 Eversley Parish Council (The Council) is responsible for the provision and management of amenities, as well as a number of services to the community, most of which are provided by contractors via a formal contract.

1.3 One such contract is for the maintenance of public spaces, including – but not restricted to:

Grass cutting and strimming

Maintenance of hanging flower baskets

Trimming and pruning of trees, hedges and shrubs*

Removal of dead trees*

Regular emptying of waste and dog-litter bins

Providing and applying weedkiller*

Providing and applying fertiliser*

Visual inspections of play equipment in play areas

Levelling of bark under play equipment in three play areas

Occasional clearing of ditches*

Collection and removal of leaves

Note: payment for work marked * is not regular so should be charged on a piecework basis as per the dayworks schedule attached.

1.4 This tender will be a single stage process as, by reason of value, it is exempt from the tendering process specified in the Official Journal of the European Union (OJEU).

1.5 A full schedule of works is enclosed at Appendix One.

1.6 The Council is not bound to accept the lowest priced, or any, tender, although the basis of the decision will be as detailed in Section 2.8, Instructions To Tenderers.

SECTION TWO - INSTRUCTIONS TO TENDERERS

- 2.1 It is the responsibility of the tenderer to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tender.
- 2.2 All information supplied by Eversley Parish Council in connection with this tender shall be treated as confidential by tenderers, except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the tender.
- 2.3 All information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2002, (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure.
- 2.4 Accordingly, if you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered, though, that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked "confidential" or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.
- 2.5 Any organisation wishing to tender for this work is invited to submit a written expression of interest by 23 November 2018, on the form enclosed at Appendix Three, by post to: Mrs Julie Routley, Parish Clerk, Eversley Parish Council, PO Box 1246, Yateley, Hampshire GU47 7FR or by email to eversley.clerk@virginmedia.com.
- 2.6 Any questions relating to this tender must be raised in writing no later than noon on 30 November 2018. Questions should be addressed to the Parish Clerk at the addresses above. Any questions raised, and the answers to those questions, will be circulated to all companies or organisations invited to tender.
- 2.7 Please note that the responses to any questions raised during the tendering period will also be circulated to all tenderers in the form of a Circular Advice Note. The closing time for raising questions is noon Friday 30 November 2018 and The Council will circulate answers to tenderers no later than Monday 4 December 2018.
- 2.8 Your tender submission must be received by The Clerk by noon on 14 December 2018. The envelope must be sealed and clearly labelled with the words: **"Confidential. Not to be opened until after noon of the 14 December 2018 in the presence of two councillors"**. Tenders received after the closing time and date will not be considered.
- 2.9 Tenderers should note that the Transfer of Undertakings (Protection of Employment) Regulations 1981 (TUPE) may apply to this contract. You should consider whether these Regulations will apply if your tender is accepted. You should take your own advice on the likelihood, and the consequences, of

the application of the Regulations in the event that your tender is accepted.

2.10 The evaluation criteria will include emphasis on quality as well as price. Each tender will be subject to a Technical, Commercial and Financial Analysis. The aim of the evaluation is to select the tender(s) which represent(s) the best long term value for money. The Technical Analysis will ensure that the Tenderers have met the minimum criteria set down in the Specification and Tender Schedules. The Commercial and Financial Analysis will establish the full price of tenders. There will also be an evaluation of Section 13, in accordance with tendering legislation, which will be on a pass/fail basis. To achieve this a tender rating system will be used and this will cover the following aspects:

- a) general understanding of the requirements, i.e delivery of grounds maintenance and related services
- b) knowledge of the immediate area
- c) a workforce that can be deployed at short notice when required
- d) Responsiveness to non-routine requirements
- e) status of the Tenderer including analysis of financial viability and technical ability
- f) operational proposals with particular emphasis on quality and performance measurements;
- g) sustainability (economic and environmental)
- h) staffing proposals
- i) references
- j) cost.

The scoring algorithm will be:

SECTION 1 – INTRODUCTION	Information Only
SECTION 2 – INSTRUCTIONS TO TENDERERS	Information Only
SECTION 3 – GENERAL INFORMATION	
Section 3.1- Organisation Identity	Information Only
Section 3.2 – Legal details	2%
SECTION 4 – FINANCIAL BACKGROUND	4%
SECTION 5 – QUALITY ASSURANCE	4%
SECTION 6 – HEALTH AND SAFETY	10%
SECTION 7 – HUMAN RESOURCES	
7.1 – 7.5.1	3%
7.5.2 – 7.5.13	pass/fail
SECTION 8 – REFERENCES	15%
SECTION 9 – PROFESSIONAL ORGANISATIONS	5%
SECTION 10 – INSURANCE	5%
SECTION 11 – ENVIRONMENTAL	10%
SECTION 12 – ADDITIONAL INFORMATION	18%
SECTION 13 – GROUNDS FOR EXCLUSION	pass/fail
SECTION 14 – COMMERCIAL INFORMATION	Information only
SECTION 15 – ENCLOSURE CHECK LIST	Information only
APPENDIX 1 – PRICING	20%
APPENDIX 2 – DAYWORKS SCHEDULE	4%

2.11 The contract period will be three years, with an option to extend for a further two years at the sole discretion of The Council.

2.12 The timescales relating to this tender are:

Issue of tender documents	14 November 2018
Last date for submitting expression of interest	23 November 2018
Accompanied tour of the Parish work sites	27 November 2018
Closing date for any questions relating to Tender	30 November 2018
Closing date for return of Tenders	Noon, 14 Dec 2018
Tender award date	6 February 2019
Contract start date	1 April 2019

SECTION THREE – GENERAL INFORMATION

3.1 ABOUT YOUR ORGANISATION

3.1.1 Name of the Company in whose name business is to be transacted:

.....

Contact Person

Registered Address

.....

.....

Tel No. Fax No.

email

website

3.1.2 Order address if different from above:

.....

.....

Tel No. Fax No.

email

3.1.3 Primary address from which the services covered by the tender will be provided, if different from above:

.....

.....

Tel No.

Fax No.

3.1.4 If your organisation is part of a larger group, or is operated on a franchise basis, please provide details of the ultimate holding company or master franchise holder.

Relationship with ultimate holding company.

Address of holding company or master franchise holder:

Registered Address

.....

.....

Tel No.

Fax No.

email

website

Company Registration No..... Date of Incorporation

3.1.5 If your organisation is part of a larger group, which of your employment policies are determined by you and are applied by the group to all firms / organisations within the wider organisational structure?

.....

.....

.....

.....

3.1.6 Please indicate below the principal types of business activity of your company, and your main geographic operating area :

3.2 LEGAL INFORMATION

3.2.1 What is the legal status of your organisation (e.g. sole trader, limited liability partnership, public limited company, private limited company, charity, mutual etc)?

.....

3.2.2 Date of your organisation's formation (please provide brief history on a separate sheet)

3.2.3 Date of incorporation in U.K. if different from 3.2.2

3.2.4 VAT registration number.....

3.2.5 Is your organisation GDPR compliant?

3.2.6 Are there any court actions and/or industrial tribunal hearings outstanding against your organisation?

yes / no

If yes, please give details on a separate sheet

3.2.7 Has your organisation been involved in any court action and/or industrial tribunals over the last 3 years?

yes / no

If yes, please give details on a separate sheet

3.2.8 Is your company affiliated to, or associated with, any other company which would be capable of tendering for these services?

yes / no

If yes, please provide the name and registered office address

.....

.....

3.2.9 Please give the names and responsibilities of the Directors /Partners of your organisation.

Name:

Title/Responsibility:

.....

.....

.....

.....

.....

.....

3.2.10 Please give the number and locations (nationwide) of the premises from which your organisation provides services similar to those you wish to supply to the Parish Council (please continue on a separate sheet if necessary).

Number of premises

Location

.....

.....

.....

.....

SECTION FOUR – FINANCIAL

4.1 Please indicate the annual turnover of your organisation and group over the last 3 years.

Organisation

Annual turnover £ For year

Annual turnover £ For year

Annual turnover £ For year

Group (if applicable)

Annual consolidated turnover £ For year

Annual consolidated turnover £ For year

Annual consolidated turnover £ For year

The Parish Council automatically carries out a financial assessment on all applicants. Sets of accounts are not required at this stage but may be required prior to awarding the tender.

4.2 Payment address

.....

.....

Tel No. Fax No.
email

N.B. A reference from your accountants in support of the above is mandatory - see Section 8.

SECTION FIVE - QUALITY ASSURANCE

- 5.1 Please provide details of any quality assurance accreditation that your company holds e.g. BS EN ISO 9000, Investors In People or equivalent standard.

.....
.....
.....

- 5.2 Please provide details of any quality assurance accreditation for which you have applied but where formal accreditation has not yet been achieved.

.....
.....
.....

SECTION SIX - HEALTH AND SAFETY

All contractors undertaking works under this tender must satisfy the Parish Council of their competency regarding Health and Safety.

- 6.1 Please enclose a copy of your organisation's Health and Safety Policy.
- 6.2 What measures are in place to ensure that your employees conform with the policy when on the Parish Councils or public premises or grounds? (e.g. when making deliveries or carrying out grounds maintenance works)

.....
.....

SECTION SEVEN – HUMAN RESOURCES

7.1 How many employees does your organisation have?

.....

7.2 Please provide details of any relevant qualifications/accreditations held by your workforce.

7.3 Please give details of staff turnover as a percentage of your workforce for the last 3 years.

.....%

7.4 EQUAL OPPORTUNITIES

Corporate Social Responsibility & the Promotion of Equality

Please note if you are a One Person Business (i.e. no employees except the owner), then select OPB when given that option.

It is the policy of the Parish Council to promote Equality in all its operations. It is also now law that as a body which receives and spends public funds, we are required to satisfy our obligations in law to promote equality throughout all our operations. This includes activities related to supplier selection – *a supplier's performance and behaviour in the area of Equality can now (under section 71 of the Race Relations Act) impact on their ability to obtain business from publicly funded organisations.* We also wish and are required to ensure that we purchase from sources that do not obtain benefit in any way from criminal activity. To comply both with our policies and our obligations in legislation therefore, please answer the following questions -

7.5.1 The Commission for Racial Equality defines an Ethnic Minority Business as “a business 51% or more of which is owned by members of one or more ethnic minority groups, or, if there are few owners, where at least 50% of the owners are members of one or more ethnic minority groups”. For this purpose, ethnic

minority means ethnic groups other than “white British”.

Is your enterprise an ethnic minority business according to the above definition?

yes / no

7.5.2 Is it your policy as an employer to comply with your statutory obligations under current UK Race Relations legislation or equivalent for the countries in which your firm employs staff?

yes / no

7.5.3 Is it your policy as an employer to comply with your legal obligations under the Equal Pay Act and also under relevant equality legislation not to discriminate on grounds of Disability, Sex, Sexual Orientation, Religion or Belief under relevant UK legislation or equivalent legislation which applies in the countries in which your firm employs staff?

yes / no

7.5.4 In the last three years, has any finding of unlawful racial discrimination in the employment field been made against your organisation by the Employment Tribunal, the Employment Appeal Tribunal or any court or in comparable proceedings in any other jurisdiction or has your organisation been the subject of formal investigation (which had a negative finding) by the Commission for Racial Equality or comparable body on the grounds of alleged unlawful discrimination on the grounds of Race?

yes / no

7.5.5 In the last three years, has any finding of unlawful discrimination in ANY field been made against your organisation by the Employment Tribunal or any court or in comparable proceedings in any other jurisdictions on the grounds of alleged unlawful discrimination on the grounds of Disability, Sex, Sexual Orientation, Religion or Belief?

yes / no

7.5.6 In the last three years has any contract with your organisation been terminated on grounds of failure to comply with either or both of:

Legislation prohibiting discrimination? yes / no

Or

Contract conditions relating to equal opportunities in the provision of goods, facilities or services? yes / no

7.5.7 Has your business been convicted in the last 3 years of breaching any other areas of UK legislation or undertaken activities in another country that could place you in breach of UK law?

yes / no

If your answer was YES to any of questions 7.5.2 to 7.5.7 above please provide details below of each occasion and state what corrective organisation change action you have taken as a consequence of each occurrence –

Date of finding

Areas covered & actual finding

.....

Contract termination reasons

.....

.....

Corrective action taken

.....

.....

Please continue on separate sheet as necessary.

7.5.8 Is your approach on race relations and racial equality set out in:

Instructions to those concerned with recruitment, selection, remuneration, training and promotion?

yes / no / OPB

Documents available to employees, recognised trade unions or other representative groups of employees?

yes / no / OPB

Recruitment advertisements or other literature?

yes / no / OPB

7.5.9 Are your staff with managerial responsibilities required to receive mandatory training on equal opportunities?

yes / no / OPB

7.5.10 Do you observe as far as possible the Commission for Racial Equality's Code of Practice for Employment, as approved by Parliament in 1983, or an equivalent code or statutory guidance issued under equivalent legislation in another Member State, which gives practical guidance to employers and others on the elimination of racial discrimination and the promotion of equality of opportunity in employment, including monitoring of workforce matters and steps that can be taken to encourage members of the ethnic minorities to apply for jobs or take up training opportunities?

yes / no / OPB

If yes, please supply evidence to support your answers to this question. Such evidence may be examples or copies of documents such as your race equality or equal opportunities in employment policy, documents containing instructions to staff, or outlining arrangements for advertisements, recruitment selection, access to training, opportunities for promotion, copies of recruitment advertisements,

for. The Parish Council may contact these referees as part of supplier evaluation prior to tender invitation. Your permission to do so will be assumed.

NB. Contacts should be for actual client/site not merely general.

Reference 1 (Accountant's reference):

Contact name and position

Contact phone and email

Company/organisation name

Full postal address

.....

Reference 2:

Contact name and position

Contact phone and email

Company/organisation name

Full postal address

.....

.....

Brief description of contract including annual value:

Reference 3:

Contact name and position

Contact phone and email

Company/organisation name

Full postal address

.....

.....

Brief description of contract including annual value:

Any additional referee contact details should be attached on a separate sheet in the same layout.

Further references may be required if you are shortlisted.

SECTION NINE - PROFESSIONAL ORGANISATIONS

9.1 Please indicate membership of any professional or trade bodies

.....

9.2 Are you in possession of a current Register of Play Inspectors International Certificate (RPII Certificate of Registration)?

yes / no

If yes, please provide your registration number and date:

.....

If no, please explain what steps you will take to ensure that you will hold an RPII Certificate of Registration by the time the contract commences

.....

9.3 Does the relevant part of your workforce have the relevant competencies in chain-saw operation and vibration management?

SECTION TEN - INSURANCE

Please provide details of your organisation's insurance protection in relation to employers liability, public liability and professional indemnity.

Policy	Insurer	Value £
Employers liability
Public liability
Professional indemnity

Please enclose a copy of the insurance certificates.

SECTION ELEVEN - ENVIRONMENTAL

11.1 Do you have ISO 14001?

yes/no

If yes, please attach a copy

11.2 The Parish Council is committed to protecting the environment and to reducing the carbon footprint of our community as a whole. Please explain what your company is doing to reduce its carbon footprint in general terms and in particular relating to this tender. (Use a separate sheet of paper if necessary)

.....
.....
.....

11.5 Tenderers are required to remove from site(s) all waste materials including, but not restricted to:

- a) Grass
- b) Dog faeces
- c) Wood and bark
- d) Paper
- e) Cans and other metallic products
- f) Plastic
- g) Glass

11.6 Is your organisation equipped to handle, transport and dispose of dog waste?

11.7 Tenderers are required to indicate how they separate and dispose of the materials described in clause 11.5. (on separate sheet in no more than 600 words)

SECTION TWELVE – ADDITIONAL INFORMATION

12.1 Previous Experience

Please describe on a separate sheet (maximum 1000 words) your previous experience of providing services similar to those you wish to supply under this contract. This should also incorporate your answers for sections 12.2 to 12.4

What experience do you have working on grounds maintenance contracts with Public Bodies (local councils)?

12.2 What experience do you have dealing with contracts involving a regular number of small, potentially weekly, interventions?

12.3 Please provide details of methods that you would adopt to measure and demonstrate your performance in respect of the provision of your services.

12.4 Please provide details of your ability to provide a quick response to the Parish Council to attend site.

Indicate your **maximum** response times under the following circumstances:

Monday – Friday	08.00 – 18.00
Saturday	08.00 – 18.00
Sundays and Bank Holidays	08.00 – 18.00

12.6 Please provide on a separate sheet (maximum 500 words) any other information that you feel is relevant to this tender which supports your case providing the services as described.

SECTION THIRTEEN – GROUNDS FOR EXCLUSION

13.1 Do any of the circumstances as set out in The Public Contracts Regulations 2006 (SI 2006 No: 5) Part 4 Regulation 23, implementing Article 45 of the Public Sector Directive 2004/18 apply to the applicant, members of the Applicant Group or any envisaged sub-contractor?

yes / no

The Public Contracts Regulations 2006 (SI 2006 No: 5 Part 4, Regulation 23 is available via the OGC website at:

www.opsi.gov.uk/si/si2006/uksi_20060005_en.pdf

SECTION FOURTEEN – COMMERCIAL INFORMATION

14.1 Pricing Instructions

14.1.1 A document indicating scope of work and frequency is enclosed as Appendix One. You are required to review that document, respond with a breakdown of cost per area, and additionally include other cost line items, for example administration / supervisory back-office costs. Conclude with a summary showing the overall cost of the contract (Year 1/ Year 2 / Total).

14.1.2 Prices indicated in Appendix One are to be fixed for three years (1 April 2018 – 31 March 2014)

14.1.3 All work schedules are to be agreed with the council except for emergency action.

14.1.4 From time to time additional works may be required and you are therefore required to complete the dayworks schedule that is enclosed as Appendix Two.

14.2 Payment Terms

14.2.1 The Council will only make payment against itemised supplier invoices.

14.2.2 Payments are normally made by BACS transfer.

- 14.2.3** Payment of invoices will normally be made by BACS within 14 days.
- 14.2.4** Any invoices issued for work that has not been authorised by The Council will be rejected.
- 14.2.5** If the supplier is declared bankrupt, is liquidated or is placed into administration, the contract will immediately become null and void.
- 14.2.6** If the supplier is found guilty of committing fraudulent acts (whether or not associated with this contract), The Council will have the right to terminate the contract without prior notice.
- 14.2.7** If the supplier has the RPII Certificate of Registration withdrawn, or it is not renewed, The Council shall have the right to terminate the contract by giving 30 days written notice. If the supplier is able to have the RPII Certificate of Registration reinstated during the notice period, then the notice will be withdrawn.
- 14.2.8** All other terms and conditions will be negotiated and defined at the point that the contract is drawn up.

14.3 Site Visit

- 14.3.1** In view of the wide range of services to be provided, at a number of locations, a site visit is mandatory. Tenderers are required to complete and sign the form enclosed at Appendix Four to confirm that they have made one or more site visits.
- 14.3.2** In order to arrange to be accompanied on the site visit, please contact Mrs Julie Routley either by email at eversley.clerk@virginmedia.com, or by telephone on 01252 876924.
- 14.3.3** All tenderers are required to satisfy themselves that they are in possession of sufficient information to offer a detailed and fixed price. If any errors are made due to failure to obtain such information, the responsibility therein lies with the tenderer.

SECTION 15 – ENCLOSURE CHECK LIST

Please tick ✓ that you have enclosed the following details with your completed questionnaire, ensuring these are clearly cross-referenced to the related section:

- Details of quality assurance accreditation and/or policy (5.1)
- Copy of your Health and Safety Policy (6.1)
- References (section 8)
- Copies of insurance certificates (section 10)
- ISO 14001 accreditation (11.1)
- Details of separation and disposal (11.5)
- Equal Opportunities (Section 7)
- Statement of previous experience (12.1)
- Additional Information (12.6)
- Pricing Matrix (ref: Schedule appendix 1)
- Dayworks schedule (appendix 2)
- Site visit details (appendix 4)

In accordance with the GDPR Eversley Parish Council are collecting this data as part of the Tender process. We will only use it for that purpose and will not pass your information on to third parties. For more information on how Eversley Council complies with the GDPR please visit our website eversleyparishcouncil.co.uk

APPENDIX ONE

Tender Ref. EPC/GPAM/18

GROUNDS MAINTENANCE SCHEDULE

Work to be carried out during normal working hours (Monday – Friday 07.00 – 18.00).

Please provide a cost for carrying out the schedule of work specified in sections 1 – 3 of this schedule.

1. MAINTENANCE OF PUBLIC AREAS

1.1 To mow and strim the grass in the public open spaces in each of the areas below (i) on a fortnightly basis during the growing season and (ii) once per month between December and February.

Location	Mar-Nov	Dec-Feb
Cross Green & Play area	2 cuts	1 cut
Chequers Green & Play Area	2 cuts	1 cut
Centre Play Area & Five a Side	2 cuts	1 cut
Lower Common play area	2 cuts	1 cut
UP Green (conservation green)	2 cuts	1 cut
Church Green (conservation green) (the area of common land linked to the graveyard).	2 cuts	1 cut
The Churchyard	2 cuts	1 cut
The Graveyard	2 cuts	1 cut
The Burial ground	2 cuts	1 cut

This gives a total of 20 cuts per annum per site.

Note: No cuts in January.

1.2 To clear and dispose of loose plant debris left by Payback Teams – once per month.

2. LITTER SERVICES

To empty 22 litter bins, located below, twice each month from September to July (22 times for each bin) and once each week in August (4 times each month for each bin).

- 1 New Mill Lane (other side of ford)
- 2 New Mill Lane (Eversley side of ford)
- 3 Lower Common
- 4 Lower Common Play area
- 5 Lower Common play area
- 6 Village Hall
- 7 Charles Kingsley School
- 8 Reading Road lay by
- 9 Reading Road by 5 side
- 10 Centre play area
- 11 Play area Cross Green
- 12 Outside play area Cross Green
- 13 Cross Green
- 14 Cross Green
- 15 Reading Road (Cricket ground verge)
- 16 Firgrove Road
- 17 Chequers Green Entrance
- 18 Chequers Green
- 19 Chequers Green
- 20 Kingsley Road
- 21 The Street by the White Hart
- 22 The Street by bus shelter

3. OTHER ROUTINE SERVICES

1. To conduct a weekly inspection of the condition of play equipment in play areas located in

- Lower Common
- Eversley Centre
- Chequers Green
- Eversley Cross

and to complete and return to the Parish Clerk, an inspection sheet in respect of each.

2. To level bark under play equipment in all play areas – once per month.
3. To water hanging baskets as required to maintain the life of the plants.
4. To cut the hedging at Chequers Green car park twice a year.

4. GENERAL GROUNDS MAINTENANCE SERVICES

This section covers **all non-routine work for which charges should be set out on a piece-work basis as in Appendix Two - Dayworks Schedule**. Examples of non-routine work may include, but are not restricted to:

- Tree pruning
- Cutting down dead trees
- Removing large amounts of debris, e.g. leaves and hedge cuttings
- Grass cutting in unspecified areas
- Trimming hedges
- Clearing weeds e.g. from footpaths
- Clearing vegetation from ditches
- Removal of fly-tipping

APPENDIX TWO
DAYWORKS SCHEDULE
Tender Ref. EPC/GPAM/18

From time to time additional work will be required outside the scope of supply indicated in Appendix One. Some of this work may be required outside normal working hours (which are deemed to be Monday – Friday 07.00 – 18.00).

The Council will not pay an additional “per task call out charge” and will make payment on a time and materials basis only. Hourly rates are to be fixed for the periods 1 April 2019 until 31 March 2022.

ADDITIONAL WORK RATES 1 APRIL 2019 UNTIL 31 MARCH 2022

	2019-20	2020-21	2021-22
Hourly Rate Monday - Friday 07.00 – 18.00	£		
Hourly rate Monday – Friday 18.00 – 24.00, 00.00 – 07.00	£		
Hourly Rate Saturday 07.00 – 18.00	£		
Hourly rate Saturday 18.00 – 24.00, 00.00 – 07.00	£		
Hourly Rate Sunday / Public Holiday 07.00 – 18.00	£		
Hourly rate Sunday / Public Holiday 18.00 – 24.00, 00.00 – 07.00	£		
Mark up on plant and equipment hire	%		
Mark up on materials	%		
Travel cost (per call out or additional visit)	£		

Please indicate any additional costs that you may wish to apply:



APPENDIX THREE

EXPRESSION OF INTEREST FORM

Please send to: **Mrs Julie Routley, Parish Clerk**

Eversley Parish Council

PO Box 1246

Yateley

Hampshire

GU47 7FR

Tender Ref. Eversley Parish Council/GPAM/18

GROUNDS AND PUBLIC AREAS MAINTENANCE

Date

COMPANY NAME

We confirm our interest in tender reference. EPC/GPAM/001-18

Any further information in respect of this tender, including answers to questions raised by all tendering organisations should be addressed to the following:

Name (BLOCK CAPITALS).....

Address.....

.....

.....

Telephone No.....

Email.....

Signed.....

Alternative contact if required for periods of absence etc:

Name (BLOCK CAPITALS).....

Address.....

.....

Telephone No

Email.....



**APPENDIX FOUR
SITE VISIT CONFIRMATION**

I, the undersigned, confirm that I have made a site visit in relation to

Tender Ref. EPC/GPAM/18

GROUNDS AND PUBLIC AREAS MAINTENANCE

Following that site visit I am satisfied that I am in receipt of sufficient information to enable (enter name of tendering company) to complete the tendering process.

Signed

Name (PRINT NAME OF PERSON AUTHORISED BY THE TENDERER TO UNDERTAKE THE SITE VISIT)

On behalf of (ENTER NAME OF TENDERING COMPANY)

Date