

Invitation to Tender for the Provision of

Landscape Services

To be supplied to the Ramsey and Parkeston Parish Council



Project	<i>Ramsey and Parkeston Wards Landscape Services</i>
Revision	<i>v. 1-13</i>
Release Date	<i>18th February 2013</i>
Issuer	<i>Ramsey and Parkeston Parish Council</i>
Supplier Response Date	<i>29th March 2013</i>

Invitation to Tender

A requirement exists for Landscaping Services in the wards of Ramsey and Parkeston, Tendring, Essex. The contract is to commence on 1st May 2013 and is for a period of five years, fixed terms.

Summary of Works

The works include grass cutting to play areas, playing field and Parkeston Cemetery: shrubs, rose bed and trees maintenance, weed and moss control of cemetery areas and full waste disposal at all sites.

Scope of Tender

This is an Open Invitation to Tender for any Landscaping Service Providers invited to respond.

Note: There is no guarantee made by the Ramsey and Parkeston Parish Council that all items contained in the service specification will be required, or that changes to this may be required throughout the duration of the contract.

Tender respondents shall be evaluated in two phases:

Phase 1

Please note tenderers may only proceed to the Phase 2 if they pass **all** of the criteria below.

Each of the criteria below are viewed as essential and if one or more of the criteria below is not met then tenders will be automatically eliminated. This is a pass/fail phase and no scoring will be attached to the results.

1. Confirmation of Public Liability (£5m)
2. Employers Liability (£10m) Insurance
3. Health & Safety Policy
4. Pesticide/herbicide Spraying Certificate (PA1/PA2)
5. Waste Transfer Certificate together with confirmation that all waste generated will be taken off site.

A photocopy of valid documentation is required.

6. Financial standing of the Tendering Company – one year's accounts must be provided or three trade references *plus* a letter from the tenderers bank stating that the tenderer is in good standing with the bank and in the opinion of the bank is capable of taking on this contract.

Please note that when submitting a response to each of the criteria above it is sufficient for tenderers to declare that they have the relevant capacity. The Ramsey & Parkeston Parish Council will seek verification and evidence of such capacity only in the event of a tenderer being considered for the award of the contract. The declaration should clearly and unambiguously indicate the tenderers ability to meet each of the Ramsey & Parkeston Parish Council's requirements above.

Phase 2

Tender respondents shall be evaluated on the following criteria:

No.	Criteria to include	Points
1. Customer History	Proved comprehensive details of at least three similar projects, length of contract and duties involved. Provide three written referenced from clients who have worked within in the past 3 years. Please note names and contact details will not suffice	20
2. Staff Training and Compliance with Employment Legislation	Outline your programme of induction training with particular reference to training to comply with current legislation and use of landscaping equipment.	10
3. Environmental Responsibility	Outline how waste is handled by your company and how it is disposed of in an environmentally friendly manner e.g. an awareness of need to protect the natural environment and enhance biodiversity where possible.	20
4. Quality and Compliance with Health & Safety Regulations	Outline your compliance with Health and Safety Regulations by submitting a copy of your Health & Safety at Work Policy Statement.	10
5. Equipment/machinery & chemicals	Outline all equipment and machinery to be used to fulfill the contract. Provide details of chemicals/pesticides/herbicides etc to be used.	10
6. Costs	Please note the price should be fixed costs for 5 years Cost viewed as best value accounts for 30% of the total points available	30
Total		100

Important Note:

- All tender responses must include all headings listed above. Failure to do so may result in the rejection of the tender
- All points should be addressed in order to provide the evaluation panel with as much relevant information as possible
- If criteria are not addressed no points will be awarded

SITE VISIT

A tour of sites will be made available on Monday 4th March 2013 at 1000hrs; a maximum of two participants per company may attend. Notification of attendees' names must be submitted to the Clerk in advance. No other dates will be made available.

Tender Format

Tenders should be presented in the format and order laid out above under Section 2 Scope of Tender. Each of the sections should be clearly and separately marked and addressed in the order above. If criteria are not addressed no points will be awarded.

Service Specification

The following table outlines the landscaping requirements for the sites. It is expected that all tendering companies will be in a position to meet these requirements. It is a requirement that all Landscaping staff will be provided by the successful tendering company with appropriate PPE which must be worn whilst working under the contract.

Ref	Location	Description	Cuts per annum	5 year Contract £ per cut Fixed term	£ per additional cut/work as deemed necessary
PC1	Parkeston Cemetery	- cutting to open area at cemetery	8		
PC2	Parkeston Cemetery	- cutting and strimming around grave and cremation plots	8		
PC3	Parkeston Cemetery - Rose Bed	- weed, prune and top up wood chippings	2		n/a
PC4	Parkeston Cemetery - Southside High Hedge	- Cutting to top and side	1		n/a
PC5	Parkeston Cemetery	- pruning of all other shrubs in the site	1		n/a
PC6	Parkeston Cemetery	- weed killing to unattended graves	1		n/a
PH1	Parkeston House - Station Road	- weed maintenance of paved area	3		
PH2	Parkeston House - Station Road	- pruning of shrubs within paved area	3		
WP1	Welfare Park	- seasonal cutting and strimming of area during March and October. - maintenance of planters as weed free	16		
WP2	Welfare Park	- cut back boundary vegetation	1		
RPF1	Ramsey Playing Field	- seasonal cutting and strimming of area during March and October.	16		

Closing Date for Tender Responses

All tenders **MUST** be received prior to 1700hrs on Friday 29th March 2013

either electronically to clerk@ramseyparkeston-pc.co.uk

or by post to:

Clerk of the Council
Ramsey & Parkeston Parish Council
1 Adelaide Street
Parkeston
Essex
CO12 4PL

Please note that non conformance with these requirements will result in disqualification.

All responders will be notified in writing of the outcome of their quotation submitted following the decision of the Ramsey & Parkeston Parish Council.

Submitted By: Name: _____

Organisation Name: _____

Address: _____

Telephone: _____

Email: _____

Signed: _____

Date: _____

Office Use Only:

Reference: _____

Total:

Notification: _____