

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/002465-2022>

Tender

## **Maintenance of grounds, trees, grass, hedges, verges, street lights and**

ARDLEIGH PARISH COUNCIL

F02: Contract notice

Notice identifier: 2022/S 000-002465

Procurement identifier (OCID): ocids-h6vhtk-03103a

Published 27 January 2022, 4:47pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

ARDLEIGH PARISH COUNCIL

Po Box 12865, Great Bromley

COLCHESTER

CO77EZ

#### **Contact**

Rachel Fletcher

#### **Email**

[ardleighpc@gmail.com](mailto:ardleighpc@gmail.com)

#### **Telephone**

+44 1206619532

#### **Country**

United Kingdom

**NUTS code**

UKH34 - Essex Haven Gateway

**Internet address(es)**

Main address

<https://ardleigh.website>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://bit.ly/APCcontracts>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Maintenance of grounds, trees, grass, hedges, verges, street lights and

#### **II.1.2) Main CPV code**

- 77300000 - Horticultural services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Tenders are invited for Ardleigh Parish Council Contracts for three years starting 1 April 2022. Areas of work include maintenance of Ardleigh Recreation Ground, Millennium Green, Cemetery and/or Churchyard and other grassed areas, verge cutting, street lighting, planting and watering floral displays and tree surveys.

Details <https://bit.ly/APCcontracts>

Bids will be considered from suitably qualified and experienced contractors, organisations or individuals for any or all

of the items in a particular section.

Quotations are requested on the basis of price per item per cut/attendance, with recommendations as to number of

cuts/attendance expected to be required per year, where appropriate. Please also provide cost of additional or oneoff work, which may be requested, with hourly rate.

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

#### **II.2.1) Title**

Floral displays- planting

Lot No

1

**II.2.2) Additional CPV code(s)**

- 77330000 - Floral-display services

**II.2.3) Place of performance**

NUTS codes

- UKH - East of England

Main site or place of performance

Ardleigh Village Centre

Ardleigh

Essex

**II.2.4) Description of the procurement**

1a. To supply and maintain the floral tubs and baskets around the village of Ardleigh as detailed;

1b. To supply and plant ready for summer colour, 14 barrels of varying sizes and 24 'lamppost' half baskets.

1c. To empty and refill the 14 barrels for winter colour

1d. To maintain the barrels and baskets throughout the year

1e. To replace the barrels where necessary (this can be additionally charged if and when replacement is

required)

**II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

floral displays- Watering

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 77330000 - Floral-display services

### **II.2.3) Place of performance**

NUTS codes

- UKH - East of England

Main site or place of performance

Ardleigh Village centre

Ardleigh,

Essex

### **II.2.4) Description of the procurement**

2a. To fit and remove the baskets on lampposts (24).

2b. To water 14 barrels and 24 high level baskets regularly throughout the summer season and until end of

September.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Grassed areas and hedges

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 77310000 - Planting and maintenance services of green areas

### **II.2.3) Place of performance**

NUTS codes

- UKH - East of England

Main site or place of performance

Ardleigh Parish

Ardleigh

Essex

#### **II.2.4) Description of the procurement**

3a. Ardleigh Churchyard grass cutting.

3b. Ardleigh Churchyard strim and weed the base of trees

3c. Ardleigh Churchyard gravestones to be carefully strimmed avoiding damage to memorial items.

3d. Trim cemetery boundary hedges as necessary.

3e. Ardleigh Cemetery grass cutting.

3f. Ardleigh Churchyard strim and weed the base of trees

3g. Ardleigh Churchyard all gravestones to be carefully strimmed avoiding damage to memorial items.

3h. Paths in cemetery/churchyard to be weed control as required

3i. Clear leaf fall on paths -seasonal leaf fall to be cleared from site.

3j. Cutting of Grassed area outside church lych-gate

3k. Grass cutting opposite church near bench, including adjacent Jubilee gardens and surrounding hedges.

3j. Hedges to Jubilee Gardens where abut pavement especially along Station Road and hedge to boundary of

public car park to be trimmed as necessary to prevent overhang on pavements. Including pedestrian access

to car park and adjacent public footpath.

3l. Cutting grassed area around notice board and bus shelter adjacent to junction of A137/Station Road,

behind pavement, including maintenance of shrubs etc on adjacent seating area.

3m. Cutting grassed area outside Littlecourt.

3n. Cutting grassed area opposite the old squash club now Piccotts Place (Dedham Road).

3o. Cutting grassed areas, two triangles at junction Dead Lane/ Dedham Road.

3p. Colchester Road Play Area grass cutting including weed control and removal as necessary

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **II.2.11) Information about options**

Options: No

### **II.2) Description**

#### **II.2.1) Title**

Highway verges

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 45233139 - Highway maintenance work
- 45233229 - Verge maintenance work

### **II.2.3) Place of performance**

NUTS codes

- UKH - East of England

Main site or place of performance

Ardleigh Parish

### **II.2.4) Description of the procurement**

4a. To cut the highway verges within the parish of Ardleigh. 16.91km of classified roads and 63.59km of

unclassified roads in conjunction with Essex County Highways.

4b. In addition, the dangerous junction at Wick Lane/Dead Lane is to be cut every 6 weeks during the

growing season.

4c. To undertake additional work on request which is on or adjacent to Highways eg to clear vegetation

around road signs or encroaching on pavements.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Ardleigh Millennium Green maintenance

Lot No

5

### **II.2.2) Additional CPV code(s)**

- 77310000 - Planting and maintenance services of green areas

### **II.2.3) Place of performance**

NUTS codes

- UKH - East of England

Main site or place of performance

Millennium Green Ardleigh

### **II.2.4) Description of the procurement**

5a. Grass cutting of the main grass and play areas.

5b. To control the weeds (especially brambles) along all fence edges, hedge line, paths and the two shrub

gardens.

5c. Maintain the area surrounding the pond.

5e. Cutting of the wild flower meadows in liaison with the Millennium Green Trustees.

5f. Pruning and trimming of the shrubberies, as required, especially where abut footpaths.

5g. Grass cutting at the Mary Warner road entrance to the green.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Ardleigh Recreation Ground and Village Hall grounds

Lot No

6

### **II.2.2) Additional CPV code(s)**

- 77310000 - Planting and maintenance services of green areas
- 77320000 - Sports fields maintenance services

### **II.2.3) Place of performance**

NUTS codes

- UKH - East of England

Main site or place of performance

Recreation Ground and Village Hall, Station Road, Ardleigh, Essex

### **II.2.4) Description of the procurement**

6a. The open grassed area, (EXCLUDING THE CRICKET SQUARE), will need regular cutting throughout the

growing season.

6b. Outer boundary strimming, to include the removal of brambles, weeds etc spreading from the hedge to

the bottom.

6c. The car park edges to be cut as required and the central area weed controlled.

6d. Grassed areas surrounding the village hall, to the rear and front bank adjacent to the footway, to be cut

as required.

6e. Annual treatment of weeds in and around the perimeter of the Galleon play area.

6f. Village Hall garden grassed area in the will need a regular cut to a suitable length for children during April

to July with additional cuts as required in the remaining months of the year.

6g. Village Hall Garden Pruning, strimming and weed control as required and all cuttings to be removed.

6h. Village Hall Car Park perimeter weed control as necessary.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Street/ footpath light maintenance and servicing

Lot No

7

### **II.2.2) Additional CPV code(s)**

- 50232100 - Street-lighting maintenance services

### **II.2.3) Place of performance**

NUTS codes

- UKH - East of England

Main site or place of performance

Ardleigh Essex

### **II.2.4) Description of the procurement**

7a. To carry out a visual structural inspection, supply and fit replacement lamps, clean lantern bowl and

column base compartment, clear vegetation around lights, if needed. To provide a report to the Council

following the inspection.

7b. To attend site for emergencies as required. To provide costs for emergency call outs.

7c. To supply costs for replacement equipment- using LED lights where possible.

See specification for locations

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

36

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: Yes

### **II.2.11) Information about options**

Options: No

## **II.2) Description**

### **II.2.1) Title**

Tree survey and maintenance

Lot No

8

### **II.2.2) Additional CPV code(s)**

- 77211500 - Tree-maintenance services

### **II.2.3) Place of performance**

NUTS codes

- UKH - East of England

Main site or place of performance

Ardleigh Parish

### **II.2.4) Description of the procurement**

8a. To carry out an annual tree condition survey with management recommendations of all communal trees

above 150mm diameter when measured at 1.3m from ground level. This will include a ground only visual

inspection from within the communal grounds. All established trees will be surveyed, necessary details

recorded and plotted on a map, any management recommendations will be put on a priority schedule. To

provide an annual report to the Parish Council in Spring of each year (March - June).

8b. To carry out a 'walk over' inspection of each site after severe weather events and report on any gross

defects to the trees

See specification for location of trees

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: Yes

#### **II.2.11) Information about options**

Options: No

---

### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

The following conditions will apply to all contracts.

- Contracts are for a period of three years from 1 April 2022 until 31 March 2025 unless otherwise agreed
- Evidence of public liability insurance, at an appropriate level, is required.
- Ardleigh Parish Council (APC) will assume for any tender submitted that the bidder has inspected the

relevant areas to fully acquaint themselves with the areas, the work etc. Any failure to have inspected will be

at the contractor's own risk and APC will not accept any application for additional costs due to the

contractor's failure to fully inspect.

- The contractor will be expected to provide all necessary equipment, including specialist equipment where

required to allow them to competently carry out the contract specification.

- The contractor will be required to dispose of any waste in a lawful manner and hold the necessary waste

disposal registration (unless stated otherwise).

- Evidence of up-to-date training/ qualification of personnel involved in carrying out the contract may be

requested including training to work on/ adjacent to the Highway if relevant.

- Note that wildflower and other areas and use of chemical weedkillers may be reviewed and some elements

of specifications may be subject to further discussion.

- Successful bidders may be asked to provide schedule of work with dates.

- Invoices, in an agreed format, submitted to APC will be paid after the following Council meeting, normally

the 2nd Monday of the month. Closing date for invoices is 7 days prior to the meeting.

- Either party can terminate this contract by providing a minimum of 60 days written notice to terminate.

- The contractor is required to report any observed damage to the Parish Council within 24 hours.

### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **III.2) Conditions related to the contract**

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

---

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

Accelerated procedure

Justification:

opportunities have been advertised via local magazine, website and social media since 17 December. This is the first time that Ardleigh Parish Council has advertised on Contract Finder as previous contracts were for a shorter duration and were below the threshold. It has taken more time the expected to obtain the DUNS number to enable us to register.

The short turnaround is necessary for bids to be considered by the Council and contracts awarded before the existing contracts expire.

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

#### **IV.2) Administrative information**

##### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

7 February 2022

Local time

12:00pm

##### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

##### **IV.2.7) Conditions for opening of tenders**

Date

7 February 2022

Local time

1:00pm

---

## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Ardleigh Parish Council

Colchester

Email

[ardleighpc@gmail.co](mailto:ardleighpc@gmail.co)

Country

United Kingdom