

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/004105-2022>

Tender

## **Grounds Maintenance & waste removal service**

Newbury Town Council

F01: Prior information notice

Call for competition

Notice identifier: 2022/S 000-004105

Procurement identifier (OCID): ocids-h6vhtk-0316a4

Published 14 February 2022, 10:14am

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

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

Newbury Town Council

The Old Town Hall, Market Place

NEWBURY

RG145AA

#### **Contact**

David Ingram

#### **Email**

[david.ingram@newbury.gov.uk](mailto:david.ingram@newbury.gov.uk)

#### **Telephone**

+44 163435486

#### **Country**

United Kingdom

**NUTS code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

[www.newbury.gov.uk](http://www.newbury.gov.uk)

**I.3) Communication**

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**

Grounds Maintenance & waste removal service

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

- 77000000 - Agricultural, forestry, horticultural, aquacultural and apicultural services

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

Services

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

Grounds Maintenance & Landscape services to the Council's

3 Parks, 6 Allotments, 2 Cemeteries, 15 Play areas and various other land holding in the Parish of Newbury to include grass cutting, hedging, floral management, waste collection and ancillary works associated with the managed of open spaces, play grounds and ancillary land areas owned or managed by the Town Council.

It is intended this be a 3 year Agreement with an option to extend by a further 2 years by agreement

#### **II.1.5) Estimated total value**

Value excluding VAT: £1,250,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

Maximum number of lots that may be awarded to one tenderer: 5

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

The Tender will be for individual lots which should be proceed as such. The Council will consider additional bids for Value for Money saving by awarding more than one lot to a

single Bidder with a price reduction in doing so.

Evaluation of Value for money saving by economy of scale will be set out in the Tender documents

## **II.2) Description**

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

Grass Cutting

Lot No

1

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

- 77314100 - Grassing services

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

Grass cutting to Parks, Recreation areas, other Green open spaces requiring machinery. Wild Flower meadow cut & drag, Allotment path mowing, hedging, 2 sports fields grass management , leaf blowing & collection

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

To regularly cut remove and manage grass areas within the Civic Parish as set out in the Tender documents

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

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

### **II.2.6) Estimated value**

Value excluding VAT: £555,000

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

Start date

7 January 2023

End date

30 March 2026

This contract is subject to renewal

Yes

Description of renewals

Additional 2 years subject to performance & negotiation

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

The Council is open to consider alternative options to those set in the Tender document where these present added value of additional value savings.

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

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

Waste collection & removal with other asset services

Lot No

2

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

- 90500000 - Refuse and waste related services

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

To all of the Council sites across the Parish, circa 160 bins in total with daily, 3x weekly and weekly collections.

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

Regular collection of waste from Councils bins, general waste, segregated waste and dog waste to Tender document cycle including 7 days a week, 364 days a year.

Waste removal, general waste management in Parks Recreation grounds & open spaces, removal, disposal & recording of volume with regular reporting on recycling volumes to meet Councils Climate Change Agenda.

Management of the Council Benches, Salt bins , signs and other "loose" assets including regular maintenance, cleaning graffiti, clean Tennis Court's, the Splash park, Allotment & other Notice Board's,

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

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

#### **II.2.6) Estimated value**

Value excluding VAT: £165,000

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

Start date

7 January 2023

End date

30 March 2026

This contract is subject to renewal

Yes

Description of renewals

Additional 2 years subject to performance and price negotiation.

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

Variants will be accepted: Yes

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

Options: Yes

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

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

Gardening Services

Lot No

3

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

- 71421000 - Landscape gardening services

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

The Council has several priority landscape areas including Victoria Park, Greenham House Gardens, St Johns Corner and others which are high profile with flower beds and associated horticultural features Gardening service to include planting, weeding, edging, winter bench oiling on all beds borders & shrub beds. Managing Green Flag & other award events alongside the Council's Team.

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

To manage the Landscape areas set out in the Tender document to keep these in top condition, winter / summer bedding, rose beds, Wildflower areas, weeding, edging and all other routines as set out in the Tender documents.

The Council has 2 main event, Newbury & Regional entry in Britain in Bloom to which

these areas make a significant contribution

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

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

#### **II.2.6) Estimated value**

Value excluding VAT: £145,000

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

Start date

7 January 2023

End date

30 March 2026

This contract is subject to renewal

Yes

Description of renewals

Subject to performance and negotiation

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

Variants will be accepted: Yes

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

Options: Yes

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

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

Playground inspections

Lot No



4

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

- 43325000 - Park and playground equipment

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

The Council has 15 Play areas spread around the Parish & a Skate Park areas within Victoria Park

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

To visually inspect all the Council play equipment on a weekly rotation basis, to note any defect against the RoSPA approved safety standard, submit that defect report to the Contract Supervisor within 4 hours of discovery with photographic evidence of the issue, to make temporarily safe where the defect is high risk.

To sweep the play areas clean, remove & bin rubbish, glass & other materials, Report outcomes as a result of ASB / substance misuse for recoding purposes.

Sandpit & play bark management

Carry out / assist in minor maintenance where directed (labour).

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

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

### **II.2.6) Estimated value**

Value excluding VAT: £65,000

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

Start date

7 January 2023

End date

30 March 2026

This contract is subject to renewal

Yes

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

Variants will be accepted: Yes

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

Options: Yes

#### **II.2.14) Additional information**

The person inspecting must have the basic RoSPA approved qualification of the inspection of Play equipment & skate parks.

The Council carries out the Annual Independent Safety inspection upon which these weekly inspections are based. The Tenderer will have access to these Annual Reports for reference.

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

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

Shaw Road Cemetery & other assets, cleaning & other works

Lot No

5

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

- 77313000 - Parks maintenance services

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

Managing Cemetery services for the Council on site, attending to Funerals arrangements, digging cremated remains and other assistive services on both Cemeteries.

Provide front of house service for the Council at Shaw Cemetery - Site office & storage made available by Council for Staff use.

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

Grass cutting to Shaw Cemetery sites access pathways, opening / closing gates at Newtown Rd Cemetery ( 7 days a week) managing / cleaning 2 Chapels and other ancillary management works as set out in the Tender.

Managing internal hedges & creeper growth within the Cemeteries

Managing the Cemetery on full time 5 days a week basis for the Council, assisting Funeral Directors, keeping site safe maintained, pristine condition, digging for Cremated Remains and other assistive services on site.

Managing CWG & other Public memorials in both Cemeteries, keeping these graves clean tidy & accessible at all times

Daily communication with Council Team.

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

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

#### **II.2.6) Estimated value**

Value excluding VAT: £203,000

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

Start date

7 January 2023

End date

30 March 2026

This contract is subject to renewal

Yes

Description of renewals

Subject to performance & negotiation

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

Variants will be accepted: Yes

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

Options: Yes

#### **II.2.14) Additional information**

This will require a min on one full time Member of staff dedicated to the Cemetery works.

There is a possibility that the existing Contract may trigger a TUPE situation.

There is a small Cemetery Office which will be provided on an Agreement with a nominal rent of £1 per annum for the Staff to use for providing this Service. All outgoing will be the Tenders responsibility.

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

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

Floral displays

Lot No

6

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

- 03120000 - Horticultural and nursery products

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

All Bedding areas & around Civic Parish

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

Making, delivering, fixing & watering of hanging baskets - 188 summer / 87 winter plus 10 troughs

Providing summer & winter bedding plants to NTC on all Beds, Victoria Park, St Johns Corner, Andover Road, Greenham House Gardens and others to agreed colour scheme to all beds. Progressive 20% change annually from bedding to perennials (planting by others Lot 3)

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

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

#### **II.2.6) Estimated value**

Value excluding VAT: £73,000

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

Start date

7 January 2023

End date

31 March 2026

This contract is subject to renewal

Yes

Description of renewals

Subject to satisfactory performance & price negotiation a 2 year extension may be considered

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

Variants will be accepted: Yes

## **II.2) Description**

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

Sports Pitches

Lot No

7

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

- 03000000 - Agricultural, farming, fishing, forestry and related products

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

City & Wash Common Recreation Grounds

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

Setting up & marking out of sports pitches (football)

Cleaning & maintain Changing Rooms during Season, notify defects

Meter readings - Monthly water & 3 monthly Electric reading non-Town Hall meters

Cleaning, checking & notifying defects on post nets & sockets & other sports equipment

Open & closing Changing Rooms on match days

Legionella management of water

Marking out Summer Rounders pitch (City Rec) supply.

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

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

### **II.2.6) Estimated value**

Value excluding VAT: £26,000

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

Start date

7 January 2023

End date

28 March 2026

This contract is subject to renewal

Yes

Description of renewals

Subject to performance & price negotiation

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

Variants will be accepted: Yes

---

## **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 Tenderers will be required to submit evidence of an appropriate Trade affiliation, BALI or similar, will be required to hold the appropriate Licences and Qualificators to carry out the works designated.

Public liability and other indemnity Insurances for Public Sector employment will be required

Contractors must be able to show competence and good workmanship / outcomes on similar contacts locally details of which should be submitted with appropriate references.

All reference submitted must be current and the Council reserves the right to visit existing

Contracts and speak with the Supervising Officer about performance management and other matters

### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

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

Selection criteria as stated in the procurement documents

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

### **III.2.2) Contract performance conditions**

All Conditions are set out in the Contract Documents, evidence of capability, capacity and past performance are essential.

The Council is looking for added value above managing & performing the required outputs for this Contract.

Particular emphasis on the Council Climate Change & Environments policies will taken into account. The Bidder must demonstrate how these will be integrated into the delivery of this Contract.

The Council will expect the Bidder to come forward with a robust method on recording managing & accounting for the works being scheduled carried out and approved by this electronic (preferred) or manual to give the Council confidence that works are completed as desired.

Regular Audit will be required & carried out with the Council staff.

### **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**

Competitive procedure with negotiation

#### **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 expressions of interest**

Date

14 March 2022

Local time

4:00pm

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

English

#### **IV.2.5) Scheduled date for start of award procedures**

25 April 2022

---

## **Section VI. Complementary information**

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

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

Newbury Town Council

Old Town Hall

Newbury

RG14 5AA

Email

[hugh.peacocke@newbury.gov.uk](mailto:hugh.peacocke@newbury.gov.uk)

Telephone

+44 163535486

Country

United Kingdom