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Tender

Dunsbury Park - Grounds Maintenance

Portsmouth City Council

F02: Contract notice

Notice identifier: 2025/S 000-006002

Procurement identifier (OCID): ocds-h6vhtk-04e473

Published 19 February 2025, 5:19pm

Section I: Contracting authority

I.1) Name and addresses

Portsmouth City Council

Civic Offices

PORTRUSH

PO1 2AL

Contact

Procurement Service

Email

procurement@portsmouthcc.gov.uk

Telephone

+44 2392688235

Country

United Kingdom

Region code

UKJ31 - Portsmouth

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

<https://www.portsmouth.gov.uk/services/business/procurement/contract-opportunitieswith-us/>

I.3) Communication

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

<https://in-tendhost.co.uk/portsmouthcc/aspx/home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/portsmouthcc/aspx/home>

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

Dunsbury Park - Grounds Maintenance

II.1.2) Main CPV code

- 77314000 - Grounds maintenance services

II.1.3) Type of contract

Services

II.1.4) Short description

Portsmouth City Council ('the council') is inviting tenders from suitably qualified suppliers to provide grounds maintenance services at Dunsbury Park, Havant, PO9 4EE.

The initial contract term will be for 3 years commencing on 2nd June 2025 with the possibility of extending the term by a further 4 years in increments to be agreed.

Dunsbury Park is a 100 acre prime industrial and manufacturing business park owned and operated by the council. It is a designated tax site within Solent Freeport. Located adjacent to the A3(M) it is home to Fat-Face's UK HQ, alongside DPD and Breeze Motor Group. Its success has continued in 2023 with recent lettings to Inchcape and Percussion Play and biomedical manufacturer Bio-Pure occupying a brand new 120,000 sq ft hi-tech production facility in 2022.

Dunsbury Park complements the natural beauty of the surrounding countryside and encourages local wildlife to flourish. For further information in respect of the site please refer to the link - <https://www.dunsburypark.co.uk>.

The estimated annual value of the contract is £80,000 based upon current core requirements. In addition to the £80,000 the council may also at its option let additional project works through the contract. The value of these additional project works could equate to approx. £20,000 per year.

The site is still under development and as additional units are built and let this will impact upon the scope and value of the landscaping core requirements and additional project works.

The council cannot guarantee or provide any specific forecast on the build out programme, however it is estimated that the impact of full build out on core requirements could increase the contract value by an additional approx. £20,000 - £30,000 per annum and for additional projects this could increase by £10,000 - £15,000 per annum.

Tenderers should note that tenders will only be accepted where the tenderer can evidence that they have attended a scheduled tour of the site. The council reserves the right to set any tender aside where evidence of site tour attendance cannot be provided. For further information tenderers are referred to section 4 of the Invitation to Tender document.

Tenderers should note that the council also reserves the right to set aside any tender which exceeds £80,000 per annum for the first year of the contract. For further information tenderers are referred to section 2 of the Invitation to Tender document.

Tenderers should note at point of tender submission they must be able to demonstrate experience of undertaking delivery of security services which include for the following.

- Experience delivering grounds maintenance services covering the following core scope activities:
 - Management of soft landscaping
 - Hard landscaping
 - Arboriculture, planting and weed removal
 - Litter, debris & fly tipping clearance
 - Green waste management

on a term service contract with a base term of at least 2 years duration and a per annum value of at least £50,000 per annum.

- Experience providing waterway management.
- Experience of encouraging biodiversity.
- Experience of tree surgery over a height of 10 metres.
- Experience managing a site more than 20 acres.

The procurement timetable is set out below-

- Invitation to Tender documents published on Intend Wednesday 19th February 2025
- Site Tour and Bidders Briefing - Monday 3rd March 2025
- Tender clarification deadline - Monday 10th March 2025 at 23:59
- Tender return deadline - Friday 21st March 2025 at 12:00
- Notification of preferred tender - Friday 11th April 2025
- Standstill start - Tuesday 15th April 2025
- Standstill finish - Thursday 24th April 2025
- Contract award - Friday 25th April 2025
- Contract commencement - Monday 2nd June 2025

For further information and to access the full set of tender documents, tenderers are directed to the Council's E-tendering site, Intend. <https://intendhost.co.uk/portsmouthcc/aspx/home>

II.1.5) Estimated total value

Value excluding VAT: £950,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 45112100 - Trench-digging work
- 45112200 - Soil-stripping work
- 45112210 - Topsoil-stripping work
- 45112340 - Soil-decontamination work
- 45112360 - Land rehabilitation work
- 45112400 - Excavating work

- 45112441 - Terracing work
- 45112500 - Earthmoving work
- 45112700 - Landscaping work
- 45112710 - Landscaping work for green areas
- 45112712 - Landscaping work for gardens
- 45113000 - Siteworks
- 77312000 - Weed-clearance services
- 77314000 - Grounds maintenance services
- 77315000 - Seeding services
- 77330000 - Floral-display services
- 77340000 - Tree pruning and hedge trimming
- 90620000 - Snow-clearing services
- 90630000 - Ice-clearing services
- 90922000 - Pest-control services

II.2.3) Place of performance

NUTS codes

- UKJ35 - South Hampshire

Main site or place of performance

Dunsbury Park,

Fitzwygram Crescent,

Havant,

PO9 4EE

II.2.4) Description of the procurement

The Supplier will carry out the services as appropriate to maintain the Properties and Assets to acceptable standards at Dunsbury Park, Havant.

The Supplier shall implement and fulfil all other duties and obligations as provided for in Appendix 1a - Landscape specification which forms part of the tender documents located on Portsmouth City Council's E-tendering solution, Intend. <https://intendhost.co.uk/portsmouthcc/aspx/home>

The core objectives of the supplier should be to ensure a high-quality and responsive service based on 'best value' and to provide highly effective and professional services to support joint reputation and goals to enhance the Client's business. The supplier should:

- Always facilitate an excellent visitor experience
- Always ensure Client/Tenant business continuity
- Always meet Client expectations through delivering compliant and satisfactory services
- Provide a safe working environment
- Deliver proactive and fit for purpose services based on best value
- Deliver a high-class service in line with the prestige of Dunsbury Business Park.
- Deliver continuous improvement through innovation and added value.

Summary Scope

- The scope of the Services comprises the provision of labour, equipment, transport, materials and consumables to perform Landscaping and Grounds Maintenance (Landscaping) Services in accordance with this specification. Notwithstanding the frequencies and Specification items that may be referred to elsewhere in the Agreement documents as a whole, the Supplier shall be responsible for ensuring that all areas of the external Property/Properties will be in a clean, tidy, and well-maintained condition at all times.
- The Supplier is to ensure that methods employed enhance and encourage wildlife, wherever possible and is to comply with all relevant legislation relating to flora and fauna, in particular protected species, whether known to be present on site, or found.

Landscaping Services: Core Duties

- The Supplier shall provide a consistent and high-quality Landscaping service, in adherence to the Contractual obligations and Client's expectations.
- The Supplier shall provide Landscape Maintenance together with management support to administer and complete operational and administrative duties.

- The Supplier's duties shall cover what is commonly defined as 'hard' and 'soft' landscaping services, as detailed within this specification.
- The Supplier shall be responsible for providing all that is necessary for the execution of the Services in accordance with the specification, including equipment, chemicals, spare parts and sundry materials.
- The Supplier shall provide and maintain an appropriate stock of consumable items and spares as agreed with the Client.
- The Supplier shall note and include for any requirements involving access plant and services contained in high areas. No additional costs will be accepted for access equipment following commencement of the Service.
- The Supplier shall provide all temporary plant and equipment as may be required from time to time. This shall be included within the Supplier's Agreement price.
- The Supplier shall comply with all statutory and Client Health, Safety and Environmental requirements.

Landscaping Services: General Requirements

- The Services comprise a core service together with a reactive response service, which may be instructed on a call-off basis as and when required by the Client.
- The Supplier shall be a member of the British Association of Landscape Industries (BALI) and work to the standards of the Royal Horticultural Society.
- The Supplier shall maintain an aesthetically pleasing, litter free, landscape that is both functional and complementary to the Property and local environment.
- The Supplier shall ensure that all parts of the Grounds are safe and tidy; promoting a positive image to all visitors and staff.
- Operations which are likely to cause discomfort to the tenants or visitors i.e. excessive noise or disruption should not be carried out without prior agreement of the Client.
- Any adjoining areas being maintained by other persons or companies shall not be affected by the Supplier's work. The Supplier shall be responsible for making good, at its own cost and dealing with any claims as appropriate, if its work does affect such areas.
- The Supplier shall comply with all terms of any Tree Preservation Order (TPO), respecting any order made by the Local Planning Authority (LPA) or other authorised body regarding trees and woodlands.

- The Supplier shall minimise the use of hazardous chemicals. Organic fertilisers, biological controls and companion planting shall be used as an alternative wherever possible, to minimise the infestation of plants by pests.
- The Supplier shall adhere 'Green Deal Code of Practice' (or similar), which includes where appropriate the following:
 - Use of native seasonal plants and peat-free compost
 - Use of natural fertilisers rather than chemicals
 - The use of rainwater collected on site for plant watering
 - Utilise spray irrigation from the lakes and other water courses inside the Property boundaries.
- All materials used in the supply of Services shall be environmentally acceptable e.g. biodegradable and ozone friendly.
- The Landscape Contractor will ensure feeding of all grass, plants and trees using a suitable and approved organic slow release fertilizer, used at appropriate times of year.
- The Supplier shall provide COSHH certificates where appropriate.
- All Operatives shall be qualified to an industry recognised standard in the safe use of pesticides.
- The Supplier shall use all due skill and care to ensure that harm to animals/wildlife and nature enhancing insects is prevented.
- Watering of planted areas shall not generally be carried out, with the exception of any newly planted beds or new grass, which shall be watered to ensure their successful establishment and vigorous growth, particularly during dry periods. The Supplier is responsible for ensuring availability of water, and transportation to planting areas (by hose or bowser). Water shall be kept free from any impurities at all times.

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: £950,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

Ongoing requirement.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The initial contract term will be for 3 years commencing on 2nd June 2025 with the possibility of extending the term by a further 4 years in increments to be agreed, subject to the agreement and performance of both parties.

II.2.14) Additional information

The council is ideally seeking to deliver a saving through this procurement process and avoid any cost increases. Therefore, Council reserves the right to set aside any tender that exceeds £80,000 per annum for the first year of the contract. The budget cap of £80,000 per annum is based upon delivery of the current core requirements and already includes for an uplift of the value for 2024/2025 to accommodate the increases to national minimum wage and impact of national insurance contribution changes which will take effect from April 2025.

The estimated annual value of the contract is £80,000 based upon current core requirements. The value of the contract for delivery of core requirements may increase or decrease in the event of changes to specification, changes to frequencies, and removal or addition of requirements from the contract.

In addition to the £80,000 the council may also at its option let additional project works through the contract. No guarantee of additional works can be made and the council may

commission other contractors to undertake these works. Based upon the current development position for the site the value of these additional project works could equate to approx. £20,000 per year. This could make the overall value of the contract approx. £100,000 per annum.

The site is still under development and as additional units are built and let this will impact upon the scope and value of the landscaping core requirements and additional project works.

The council cannot guarantee or provide any specific forecast on the build out programme, however it is estimated that the impact of full build out on core requirements could increase the contract value by an additional approx. £20,000 - £30,000 per annum and for additional projects this could increase by £10,000 - £15,000 per annum.

The full build out of the site could therefore increase the overall per annum value of the contract from £80,000 to £110,000 for core requirements, £20,000 to £35,000 for additional optional project works and therefore from £100,000 to £145,000 overall.

Build out of the site will be undertaken incrementally and it is unlikely that this would have been achieved until at least year 4 of this contract at which the point the value could have risen incrementally from £100,000 in year 1 to £145,000 in year 4.

Based upon take up of extension options this would equate to a maximum overall cost for 7 year duration of £925,00 based upon incremental build out. Applying year on year upper end inflationary increase of 3% increases the value to approx. £950,000.

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

At point of tender submission, suppliers must be able to demonstrate experience of undertaking delivery of security services which include for the following.

- Experience delivering grounds maintenance services covering the following core scope activities:
 - o Management of soft landscaping
 - o Hard landscaping
 - o Arboriculture, planting and weed removal
 - o Litter, debris & fly tipping clearance
 - o Green waste management

on a term service contract with a base term of at least 2 years duration and a per annum value of at least £50,000 per annum.

- Experience providing waterway management.
- Experience of encouraging biodiversity.
- Experience of tree surgery over a height of 10 metres

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

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

Date

21 March 2025

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

21 March 2025

Local time

12:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.4) Procedures for review

VI.4.1) Review body

The High Court of Justice

The Strand

London

WC2A 2LL

Telephone

+44 2079476000

Country

United Kingdom