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Tender

Grounds Maintenance Contract 2025

Bishopstoke Parish Council

F02: Contract notice

Notice identifier: 2024/S 000-012712

Procurement identifier (OCID): ocds-h6vhtk-04536c

Published 18 April 2024, 4:13pm

Section I: Contracting authority

I.1) Name and addresses

Bishopstoke Parish Council

Parish Office

Bishopstoke

SO506LQ

Contact

David Wheal

Email

clerk@bishopstokepc.org

Telephone

+44 7368487464

Country

United Kingdom

Region code

UKJ35 - South Hampshire

Justification for not providing organisation identifier

Not on any register

Internet address(es)

Main address

www.bishopstokepc.org

I.3) Communication

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

www.bishopstokepc.org

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.bishopstokepc.org

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 Contract 2025

II.1.2) Main CPV code

- 77300000 - Horticultural services

II.1.3) Type of contract

Services

II.1.4) Short description

Standard specification for all open space areas:

Grass cutting: To mow the grass, including strimming where necessary, within each bounded area shown on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year for each site beginning no later than March and going through until November. If the grass cannot be mown due to the weather or ground conditions, then the site should be visited as soon as is practical after the original visit date. Within each enclosed play area itself the grass cuttings are to be collected, removed from site and disposed of responsibly off site.

Leaf collection: A minimum of 3 visits per site, as required, between November and January to ensure regular clearance. Ground to be left clear of all fallen leaves by the end of leaf falling season. All leaves collected to be removed from site and disposed of responsibly off site.

Weedkilling and edging: The paths through each bounded area, and the enclosed play areas to be edged as necessary through the mowing period. If absolutely necessary weedkiller may also be used.

Invasive Species: Should any invasive species be noticed then the Council is to be notified as soon as possible.

Litter picking: All bins (excluding dog waste bins) in each bounded area to be emptied 3 days per week (Wednesday, Saturday and Sunday) throughout the year. Litter picking in each area to be carried out on the same basis. All rubbish collected is to be disposed of responsibly off

site. As the number of bins is variable and subject to change, please quote a price per bin. Currently there are approximately 20 bins across all the various sites.

Play Area Health and Safety: Basic weekly health and safety check, by eye only, completed for each play area, reporting on any obvious broken equipment, issues, graffiti, broken glass etc. The Council is moving to an app-based inspection system for which full training will be provided, however it currently has an inspection sheet which can be provided upon request. At present, the Council's sheet, or similar, is expected to be used for the inspections, and returned to the Parish Council at the end of each month. Should any issues be found during the inspection then the Council is to be notified as soon as possible, and the company is expected to make reasonable efforts to secure the area.

Wildflower Areas: Certain areas within the open spaces will be designated as wildflower areas by the Council. These areas are to be left unmown throughout the growing season. Instead these areas should be dealt with as appropriate for each area. The Council may add to, or remove, these areas as it sees fit. Current wildflower areas are outlined in pink on the accompanying images.

Ad hoc jobs will be available from time to time of a similar nature and specific requirements may be varied according to the site or current needs of the council.

Please contact David Wheal, the Clerk, for further information by emailing clerk@bishopstokepc.org

II.1.5) Estimated total value

Value excluding VAT: £225,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 77300000 - Horticultural services

II.2.3) Place of performance

NUTS codes

- UKJ35 - South Hampshire

Main site or place of performance

Open spaces, play areas, cemeteries, closed churchyards and allotments within Bishopstoke, Eastleigh, that are managed or owned by Bishopstoke Parish Council.

II.2.4) Description of the procurement

Further details

The contract is initially for a 3-year period but, subject to possible legal limits, may be extended with the agreement of both parties.

The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstance dictate.

Any extra work or visits must be agreed by both parties in advance of the work being undertaken, at the same rates as those that form the initial contract.

Prices should be quoted exclusive of VAT.

Either party may terminate the contract by giving three calendar months' notice.

Should the Parish Council deem the work undertaken by the contractor to be of a standard lower than that expected then the Council retains the right to terminate the contract with immediate effect.

The contractor is required to produce risk assessments for each site before the commencement of the contract, which will be provided to the Parish Council upon request. The requirements of the risk assessments must be followed at all times. All relevant protective clothing will be worn whilst conducting work for the Parish Council, and all safety procedures will be followed to ensure that both employees and members of the public are protected. Failure to do so may result in termination of the contract.

Only suitably competent staff will use machinery to carry out any work for the Parish Council. For example, anyone using a chainsaw must have successfully completed relevant training. The contractor is required to have all necessary and relevant licences and certificates, including but not limited to a waste disposal licence, weedkilling licence and chainsaw certificate.

The contractor is required to have a minimum of £10 million of Public Liability insurance, details of which will be provided to the Parish Council prior to the 1st April 2025, and every year upon renewal of the insurance.

Copies of all licences and certificates held, the Public Liability insurance certificate, all other

relevant insurance documents, a relevant staff list, a relevant equipment list, company details and account details will need to be provided at the same time as the submitted bid. If the intention is to hire staff or purchase equipment once the contract is awarded, then those details should be provided too.

The price quoted by the company should indicate whether it is fixed for the life of the contract. If not, then the price for each year of the contract should be specified in advance in the submission from the company. The price of the contract for each year will be split into 12 equal amounts, to be paid monthly at the end of each calendar month.

Preference will be given to local companies employing local people. Preference will also be given to companies who are already using rechargeable electric equipment, or who are transitioning towards it, with greater weight given the more across the board the use of such equipment is.

Please note that Bishopstoke Parish Council does not allow the use of glyphosate based weedkillers. Bishopstoke Parish Council is in the catchment of the River Itchen, a Special Area of Conservation, and we have a duty to use chemicals responsibly. Further chemicals may be restricted at a later date.

Requirements for the bidder

- A letter introducing the company.
- Cost per year to the Parish Council of the contract as a whole excluding VAT, for each of the three initial years of the contract, and an indication of future costs should the contract be extended.
- A breakdown of costs covering the rate for each job at each site, including associated costs such as off-site disposal of grass, and an hourly rate for each type of work.
- Copies of all relevant and necessary licences and certificates.
- Copies of all necessary insurance documents, including the value of Public Liability insurance held.
- Current relevant staff numbers, including any specific qualifications (e.g. chainsaw licence holder) and indicating if any further people would be employed should the contract be awarded.
- A current relevant equipment list indicating any equipment that would be purchased should the contract be awarded. Particular attention should be paid to highlighting any rechargeable electric equipment.

- Company details - including but not limited to how long the company has been in operation.
- Account details.
- Examples of current and previous work, including contact details for at least two references to be taken up.
- An indication of willingness to take on the potential additions to the contract.
- Details of any of the possible ad hoc jobs the company is unwilling or unable to undertake.
- Any further information the company feels would be relevant to the bid.

General specification

Grass cutting: To mow the grass, including strimming where necessary, within each bounded area shown on a roughly fortnightly basis, although there is scope for staggering the frequency to take account of high growth and low growth periods. 18 visits per year for each site beginning no later than March and going through until November. If the grass cannot be mown due to the weather or ground conditions, then the site should be visited as soon as is practical after the original visit date. Within each enclosed play area itself the grass cuttings are to be collected, removed from site and disposed of responsibly off site.

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provided, however it currently has an inspection sheet which can be provided upon request. At present, the Council's sheet, or similar, is expected to be used for the inspections, and returned to the Parish Council at the end of each month. Should any issues be found during the inspection then the Council is to be notified as soon as possible, and the company is expected to make reasonable efforts to secure the area.

Wildflower Areas: Certain areas within the open spaces will be designated as wildflower areas by the Council. These areas are to be left unmown throughout the growing season. Instead these areas should be dealt with as appropriate for each area. The Council may add to, or remove, these areas as it sees fit. Current wildflower areas are outlined in pink on the accompanying images.

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: £225,000

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

Start date

1 April 2025

End date

31 March 2028

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

List of items to be provided by applicants

- A letter introducing the company.
- Cost per year to the Parish Council of the contract as a whole excluding VAT, for each of the three initial years of the contract, and an indication of future costs should the contract be extended.
- A breakdown of costs covering the rate for each job at each site, including associated costs such as off-site disposal of grass, and an hourly rate for each type of work.
- Copies of all relevant and necessary licences and certificates.
- Copies of all necessary insurance documents, including the value of Public Liability insurance held.
- Current relevant staff numbers, including any specific qualifications (e.g. chainsaw licence holder) and indicating if any further people would be employed should the contract be awarded.
- A current relevant equipment list indicating any equipment that would be purchased should the contract be awarded. Particular attention should be paid to highlighting any rechargeable electric equipment.
- Company details - including but not limited to how long the company has been in operation.
- Account details.
- Examples of current and previous work, including contact details for at least two references to be taken up.
- An indication of willingness to take on the potential additions to the contract.

- Details of any of the possible ad hoc jobs the company is unwilling or unable to undertake.
- Any further information the company feels would be relevant to the bid.

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

30 June 2024

Local time

11:59pm

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

English

IV.2.7) Conditions for opening of tenders

Date

1 July 2024

Local time

7:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

Bishopstoke Parish Council

Bishopstoke

Country

United Kingdom