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Tender

## **Grounds Maintenance 2023-24**

Hughenden Parish Council

F02: Contract notice

Notice identifier: 2022/S 000-036605

Procurement identifier (OCID): ocds-h6vhtk-039453

Published 24 December 2022, 1:14pm

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

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

Hughenden Parish Council

Council Office, The Common, Great Kingshill

High Wycombe

HP15 6EN

#### **Contact**

Parish Clerk

#### **Email**

[clerk@hughenden-pc.gov.uk](mailto:clerk@hughenden-pc.gov.uk)

#### **Telephone**

+44 1494715296

#### **Country**

United Kingdom

**Region code**

UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.hughenden-pc.gov.uk/>

**I.3) Communication**

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

<https://www.hughenden-pc.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.hughenden-pc.gov.uk/>

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

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## **Section II: Object**

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

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

Grounds Maintenance 2023-24

Reference number

HughPC/01/2023

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

- 77314000 - Grounds maintenance services

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

Services

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

Hughenden Parish Council is seeking to award a one-year contract is to deliver a high-quality grounds maintenance service for the council's public open spaces - including amenity, recreational and urban verges and roadside signage.

The Parish Council puts great value in the day-to-day management of these open spaces as a resource that all residents can enjoy. Green Spaces are a vital part of the community infrastructure; contributing in a variety of ways to the health and well-being of all that use them or enjoy their visual amenity.

The contract includes grass cutting and horticultural maintenance of key Parish Council-owned open-spaces across Hughenden parish; such as play areas, allotments, amenity grasslands, a Garden of Rest and miscellaneous sites.

Works also include the Devolved Services of Buckinghamshire Councils (such as maintenance of roadside verges) and general maintenance of Parish Council infrastructure.

The applicant is strongly advised to make necessary site-visits prior to completing an offer to ensure knowledge of the locations involved. This includes assessing relevant conditions or features and gaining familiarity with access arrangements and detailed measurements. Such due diligence is reasonably expected in submitting a tender of this scale.

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

Value excluding VAT: £250,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKJ1 - Berkshire, Buckinghamshire and Oxfordshire

Main site or place of performance

Hughenden parish, Buckinghamshire

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

This is varied Grounds Maintenance contract; requiring high-quality maintenance of public access amenity sites, parks and roadside verges and infrastructure.

Tenders will be assessed on the basis of their value for money and quality. Value for money is based on the costs itemised in tendered bids. The quality is more complex and includes Social Value factors such as experience, quality of service/product, locality and environmental policies.

Recent relevant experience will be viewed favourably, particularly in applicable technical areas associated with the variety and scale of this programme of work. This might include grounds maintenance or horticultural expertise.

The applicant is required to demonstrate excellent levels of care, flexibility and responsiveness. This quality also needs to be reflected in dealings or communication with the Parish Council and public.

A demonstration of the proposed methodology and approach to the work will be advantageous. The Parish Council will also favour an applicant that can adopt innovative solutions and emerging technologies in their work, while being able to display a positive response to any potential problems.

The Parish Council is committed to setting strong environmental standards and supporting social values. Consequently, the tender offer should outline the applicant's own ethical

and environmental policies or ethos to help support this. This will include the applicant's commitment or efforts to adapt to climate change and achieve carbon reduction. Suggestions for reducing the carbon footprint of the ITT grounds maintenance operations will be equally advantageous including, for instance, the potential to reduce energy, fuel and pesticide use in the provision of the contract, what measures could be taken to reduce, reuse and recycle waste, and the sourcing of ethically-responsible materials.

#### **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: £250,000

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

There is a variable-option to extend for a further two years (1 year; +1 year and +1 year) at the discretion of the Council and by mutual agreement of both parties.

If agreed, these two extension period options might extend for 2 x 12 months from; -

- 1st April 2024 - 31st March 2025
- 1st April 2025 - 31st March 2026

The extension notice period would be expressed working back from the then current end date.

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

Variants will be accepted: Yes

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

Options: Yes

Description of options

As above in 'Renewals'

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

The following Invitation to Tender pdf documents are available from the Parish Council;-

The Invitation to Tender Brief.

Appendices;-

Section A; Specification

Section B; Terms and Conditions

Section C; Site Maps (to be uploaded)

Section D: Cost Submission Form

Section E: Pre-Qualification Questionnaire

Section F: Form of Tender

Section G: Checklist of Documents

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## **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

Terms and Conditions are included in the ITT documents.

A Pre-Qualification Questionnaire is used to ascertain the suitability of a contractor in relation to the requirements of the Parish Council and the ITT. It requires commercial and legal information regarding the applicant's company and some specific questions about the contract being tendered. The form includes standard questions on company details, insurance cover, financial information, relevant experience, particulars about technical or professional ability and Information about capability or capacity.

#### **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

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## **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

3 February 2023

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 2023

Local time

9:00am



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## **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**

Hughenden Parish Council

Council Office, The Common, Great Kingshill

High Wycombe

Country

United Kingdom