

## CLARIFICATION QUESTIONS

### 1. £400,000 ANNUAL TURNOVER

Is it a strict requirement that the bidding organisation has an annual turnover of £400,000 a year. If this is not the case, could I still have a successful bid?

**RESPONSE:** The £400,000 annual turnover was set to ensure that tenders were received from companies who had the correct resources to do the work we require. If you provide a solid business case explaining how you intend to meet the requirements and include a list of your assets, equipment and staff numbers your application will be given full consideration.

### 2. FINANCIAL STANDING

As far as proving the company is in good financial standing, my organisation has only been limited for 9 months for the purpose of winning such bids. How would you suggest I provide evidence of good financial standing?

**RESPONSE:** Please provide us with a copy of what accounts you do have.

### 3. PRICING

For pricing, would it be acceptable to price the same amount for each section as long as the total amount is correct?

**RESPONSE:** The breakdown is to inform you of all the sites the council own and what maintenance is required for them. You can use it to help you with costs and pricing. If you prefer to provide a total cost per year only, that is your decision.

What percentage would the costing need to increase by per year if at all?

**RESPONSE:** That would be your decision.

Is the advertised price of £321,500 per year of the contract or to be split between the 5 year £64,300?

**RESPONSE:** £321,500 is the estimated total value of the whole contract for 5 years. It is for illustrative purposes and not intended to be a target value.

### 4. GRASS CUTTING

Would any grass clippings need to be collected?

**RESPONSE:** No. There may be requests for work that requires the clippings to be collected but that would be requested and priced separate to the contract, as described on the tender as Options.

It is expected that all footpaths will be cleared of grass cuttings, for the safety of our residents. All sites will be left clean and tidy.

## 5. TREE SURGERY

It is unclear if tree surgery is meant to be included in the quote or if this is considered an add on (ad hoc). Tree inspection is required however can this be done by me or will this need to be completed by tree surveyors? If a surveyor is used would this still need to be every year? surveyors recommend every 5 years.

**RESPONSE:** It is expected that all the trees in the remit of the grounds maintenance contract are inspected regularly (within the course of the routine work, grass cutting etc) to ensure they are safe and in good health. If considerable work is required to a tree ie: removal after storm damage or any work to make it safe, that would be considered ad hoc work and quoted for separately as and when required. The council may request work to a tree if it becomes aware that it is causing a hazard.

Do you currently have formal tree plans and have any recommendations been carried out?

**RESPONSE:** No current plans.

## 6. HEDGE CUTTING

Would a tractor mounted hedge trimmer be acceptable? Would any waste need to be removed?

**RESPONSE:** The hedges can be cut using any equipment deemed appropriate by the contractor considering all the required health and safety requirements. All arisings are to be removed and the site left neat and tidy with as little disruption to the public as possible.

## 7. SITE ACCESS

The large field behind the shopping centre has a very large hill with very steep gradients, is there any acceptance that during bad weather that this hill might not be able to be cut? (Churchill Field Open Space – Haven Drive).

**RESPONSE:** Health and Safety requirements will always come first, if it is unsafe to use the equipment then it is accepted that the hill will go uncut. It is also expected that if any of our areas will suffer damage due to heavy machinery (ie: the grass will get badly cut up) then that work will not go ahead until it is appropriate to do so. The council must be kept informed of any delays or problems to the routine maintenance, the cause and the intended solution.

## 8. REMEDIAL WORK

Remedial work is mentioned, is this to bring the site to a required standard before the contract starts or to create a process of communication if the next contractor is not setting the required standards?

**RESPONSE:** Remedial work is mentioned to ensure a contractor understands that if work completed is not to the required standard the contractor will be expected to go back to site and make right at no extra cost.