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GROUNDS MAINTENANCE TENDER ANNEX G

Tender Return Forms

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Accompanying Documents

Site Location Maps are available as part of the tender documentation or from the Parish Council on Request

1. OPERATIONAL QUESTIONNAIRE

All tenderers are requested to submit the following information as part of their tender submission

1.1. CRITERIA

1.1.1. ORGANISATION AND MANAGEMENT

- How and by whom will the service provision be managed? Please include details and qualifications of supervisory staff.
- How you propose to communicate between supervisors and the onsite work force and between the Service Provider and KPC.
 - Please note that a single point of contact should be provided to KPC.
- Proposed arrangements for dealing with any essential out-of-hours or emergency works.
- How any complaints will be handled.
- Procedures for dealing with risks and accidents and compliance with Health and Safety at work regulations.

1.1.2. TRANSPORT/EQUIPMENT/MACHINERY

- Details of vehicles and machinery to be used on the contract.
- Details of the age profile of vehicles and key equipment used on the contract.
- Arrangements to be put in place in case of transport/machinery breakdown.
- Vehicle, plant and equipment replacement policy.

1.1.3. SERVICE DELIVERY

- Details of staff to be employed on the contract, e.g. qualifications, experience, training courses and the right to work.
- Details of any Seasonal Working Hours Arrangement.
- Details of arrangements in place to cover for any absenteeism.
- Out of normal working hours contact arrangements.
- Monthly reporting procedures to demonstrate compliance with the contract and to advise about scheduling / variations from the contract.
- Details of waste handling arrangements and evidence of your Waste Carrier Licence.
- Details of depot facilities to be used to service the contract
- Company policies regarding:

- Environmental policy
- Health & Safety Policy
- Staff ID arrangements and the wearing of company uniforms.
- Customer Care and Staff Conduct
- Items found whilst performing services.

1.1.4. MOBILISATION AND ACTION

- Please outline how you will ensure there will be effective and prompt mobilisation of the service at the commencement of the contract.
- Details of any necessary recruitment arrangements prior to contract start date.
- Understanding of Council's standing orders and codes of practice.
- Details of the service provider's administrative and support arrangements in the delivery of the contract.
- Details of the consideration given to TUPE legislation in the preparation of your tender.

1.1.5. EXIT STRATEGY

Prior to the end of the contract period, the Service Providers proposals should indicate what arrangements will be put in place to ensure that there is a seamless transition of service delivery into the following contract including:

- Disclosure of T.U.P.E. information.
- Completion of work programmes.
- Liaison with new (if appropriate) service providers.

1.2. REFERENCES

Please provide a minimum of two (2) references for contracts you are currently managing or have previously managed; these should be from clients you have worked with in the last 5-years.

Where possible, the references provided should be for contracts of a similar scope and specification to the KPC contract.

(Please ensure you have permission from the referees you are providing as KPC may wish to contact them prior to awarding the contract).

2. CONTRACT VARIATION FORM

Please detail below all matters (Technical, Commercial or Contractual) where you are unable to comply with the requirements detailed in the Invitation to Tender documentation. If required, take copies of this blank form for additional points of non-compliance.

PAGE ____ OF ____

Section of Tender Documentation	Area of Non-Compliance	Extent of Non-Compliance / Alternative Proposal

Signed	
Print Name	
Dated	
Job Title	
Company Name	

3. TENDER UNDERTAKING

I/we the undersigned hereby offer to supply in accordance with the Kingsmead Parish Council's Tender documentation (insert "Find a Tender" reference) the services specified at the prices quoted to the satisfaction of the Parish Council's duly authorised representatives.

Signed	
Print Name	
Dated	
Job Title	
Company Name	
Address	
Telephone No.	
Email Address	

4. CERTIFICATE THAT THE TENDER IS BONA FIDE

In recognition of the principle that the essence of selective tendering is that Kingsmead Parish Council shall receive bona fide competitive tenders from all those tendering **WE CERTIFY THAT:**

The Tender submitted herewith is a bona fide tender, intended to be competitive.

We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.

We have not done, and we undertake that we will not do at any time before the time specified for the return of the Tender any of the following acts:

- I. Communicate to any other person other than the persons calling for these tenders, the amounts or approximate amount of the proposed Tender (except where disclosure, in confidence, of the approximate amount of the Tender is essential to obtain insurance premium quotations required for the preparation of the Tender).
- II. Enter into any agreement with any person that they shall refrain from tendering or as to the amount of any tender to be submitted; and
- III. Offer or pay or agree to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or having caused to be done in relation to any other tender or proposed tender any act or thing of the sort described above.

In this certificate:

“persons” includes any person or body or association or partnership corporate or unincorporated.

“Any agreement or arrangement” includes any transaction of the sort described above, formal, or informal and whether legally binding or not.

Signed _____ (as in Tender Undertaking)

Name _____

Date _____

Company _____

Position _____