

NECTON PARISH COUNCIL



TENDER FOR SERVICES RELATING TO GROUNDS AND PUBLIC AREAS MAINTENANCE

Tender Ref. NRCC/01/2018

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SECTION ONE – INTRODUCTION

1.1 The Parish of Necton lies within the district of Breckland, in the county of Norfolk. Within this village, there are about 950 houses and approximately 2,150 residents. Necton Parish Council (hereafter The Council) currently has land around the Village Hall and land at the top of Tuns Road.

1.2 This tender is exempt, by reason of expected value, from the Official Journal of the European Community (OJEC is now recognised as OJEU - the Official Journal of the European Union) tendering process.

1.3 A full schedule of works is enclosed as SECTION 7.

1.4 Any questions relating to this tender must be raised by email or letter no later than the date listed on the submission schedule. Questions should be addressed to the Clerk: James Howard at nectonparishcouncil@gmail.com or at the council office. Any questions raised and the answers to those questions will be distributed to all companies or organisations invited to tender.

1.5 Your tender submission must be received by The Clerk. The envelope must be sealed and clearly labelled with the words: **“Confidential. Not to be opened until after noon on Monday 7th January 2019 in the presence of a councillor”**. Tenders received after the closing time and date will not be considered. The postal address for completed tenders is: **Parish Office, Necton Community Centre, 13 Tun’s Road, Necton. PE37 8EH.**

1.6 The Council is not bound to accept the lowest priced, or any, tender.

1.7 Our Tender process aims to provide a clear and balanced methodology for procurement of services. Contact by prospective contractors outside this process, with the aim of encouraging or supporting their tender is prohibited

SECTION 2 - INSTRUCTIONS TO TENDERERS

2.1 It is the responsibility of the tenderer to obtain for themselves, at their own expense, any additional information necessary for the preparation of their tender.

2.2 All information supplied by Necton Parish Council in connection with this tender shall be treated as confidential by tenderers, except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation and submission of the tender.

2.3 All information submitted to the Council may need to be disclosed and/or published by the Parish Council. Without prejudice to the foregoing generality, the Council may disclose information in compliance with the Freedom of Information Act 2000, (the decisions of The Council and their legal advisors in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Accordingly, if you consider that any of the information included in your tender response is commercially confidential please identify it and explain (in broad terms) what harm might result from disclosure and/or publication. It should be remembered though, that, even where you have indicated that information is commercially sensitive, the Council may disclose this information where they see fit. Receipt by the Council of any material marked "confidential" or equivalent should not be taken to mean that the Council accept any duty of confidence by virtue of that marking.

2.4 Any organisation wishing to tender for this work **must** present a written expression of interest to be received by the Clerk to the Parish Council – email will suffice. Any tender received from an organisation that has not presented an expression of interest will not be considered.

2.5 Please note that the responses to any questions raised during the tendering period will be circulated to all tenderers in the form of a Circular Advice Note

. SECTION 3 – TIMESCALES

The timescales relating to this tender are as follows:

Issue of tender documents: Available from 16 Oct 2018

Last date for submitting expression of interest: 19 Nov 2018

Closing date for any questions relating to Tender: 03 Dec 2018

Responses to questions will be issued by: 14 Dec 2018

Closing date for return of Tenders: Noon, 07 Jan 2019

Tender award date: 14 Jan 2019

Contract start date in agreement with selected contractor in March 2019.

Contract end date: End of October 2021.

SECTION 4 - GENERAL INFORMATION

ORGANISATION IDENTITY

Name of the Company in whose name business is to be transacted:

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Contact Person

Registered Address

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.....

.....

Tel No.

email

website

Or correspondence address if different from above:

.....

.....

Tel No.

email

SECTION 5 - REFERENCES

Please complete details below for 2 referees for current or recent similar contracts. The Parish Council may contact these referees as part of supplier evaluation. Your permission to do so will be assumed.

NB. Contacts should be for actual client/site not merely general.

Reference 1:

Contact name and position

Contact phone and email

Company/organisation name

Full postal address

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Brief description of contract including value

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Reference 2:

Contact name and position

Contact phone and email

Company/organisation name

Full postal address

.....

.....

Brief description of contract including value

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SECTION 6 - HEALTH AND SAFETY

All contractors undertaking works under this tender must satisfy the Parish Council of their competency regarding Health and Safety.

Please enclose a copy of your organisations Health and Safety Policy or explain how you intend to carry out the work in a safe manner.

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SECTION 7 – DETAILS OF WORK REQUIRED.

Playing field – to include Children’s Play Area, Keep Fit Site, area at West end of Basket Ball Court, area around the Sports & Social Club and the area between the Community Centre and the Sports & Social Club.

Grass Cutting:

- Spiking, rolling and harrowing in Spring x 1
- Cutting 16 times per year (normally April to October) within the contract period at 11 to 16 day intervals.
- Strim / mow areas which are not accessible to gang mower.

Please note: the wooden posts, etc, in the Play area must not be damaged by strimming as this will nullify the guarantee and young trees must not be damaged when strimming.

Spraying:

Spray the perimeter, including the fence line, in 500 mm band so that sprayed area meets up with the mowed/strimmed area, 3 x per year.

Spray the car park 3 x per year.

Spray around wooden posts of play equipment as required.

Tidying:

Please include tidying of the area where Tuns Road meets the A47. It is expected this will require 3 visits per year.

Extra cuts:

Please give an additional quotation for extra cuts which may be required by the football clubs. These are likely to occur between April and September. Please specify how much notice would be needed to provide these extra cuts.

Term of contract:

Please provide a quotation for 3 years.

Website: www.nectonparishcouncil.norfolkparishes.gov.uk

Necton Parish Council is the sole Trustee of Necton Rural Community Centre.

Registered Charity No: 304016

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