

Romanby Parish Council - Guidance Notes for Tenderers – Contracts 2017 - 2020

There is no intention to create a contract of employment by any of the proposed contracts.

The Council is not bound to accept the lowest scoring or any tender submitted.

HORT1 Gardening Services

Basis of tender is -

- A) A firm price for the provision of the required services as described in the contract throughout the term (2017 – 2020). The bid information should indicate the price, which may be the same or different, for each financial year and the sum total price for the contract term; plus
- B) A firm hourly rate charged out for one operative, shown in respect of each financial year, for the calculation of any additional ordered work, if any;
- C) The Contractor accepts the contract terms as written, unless otherwise agreed; and
- D) Evaluation by the Council of submitted evidence as to quality and capability

Valid and complete tenders will be assessed on the basis of price (55%) plus quality as evidenced (30%) and capability as evidenced (15%).

Site visits and clarifications may be made or sought. Any clarifications will be shared with all tenderers.

HORT2 Hedge Maintenance Services

Basis of tender is -

- A) A firm price for the provision of the required services as described in the contract throughout the term (2017 – 2020). The bid information should indicate the price, which may be the same or different, for each financial year and the sum total price for the contract term; plus
- B) A firm hourly rate charged out for one operative, shown in respect of each financial year, for the calculation of any additional ordered work, if any;
- C) The Contractor accepts the contract terms as written, unless otherwise agreed; and
- D) Evaluation by the Council of submitted evidence as to quality and capability

Valid and complete tenders will be assessed on the basis of price (55%) plus quality as evidenced (30%) and capability as evidenced (15%).

Site visits and clarifications may be made or sought. Any clarifications will be shared with all tenderers.

HORT3 Grass Maintenance Services

Basis of tender is -

- A) A firm price for the provision of the required services as described i.e. each cutting cycle, in the contract throughout the term (2017 – 2020). The bid information should indicate the price, which may be the same or different, for each financial year and the sum total price for the contract term; plus
- B) As an option - a firm price for the provision of the required services in relation to the Wild Flower Meadow. The bid information should indicate the price, which may be the same or different, for each financial year and the sum total price for the contract term;
- C) As an option - a firm price for the provision of the required services in relation to the Wild Flower Meadow. The bid information should indicate the price, which may be the same or different, for each financial year and the sum total price for the contract term;
- D) A firm hourly rate charged out for one operative, shown in respect of each financial year, for the calculation of any additional ordered work, if any;
- D) The Contractor accepts the contract terms as written, unless otherwise agreed; and
- E) Evaluation by the Council of submitted evidence as to quality and capability.

Valid and complete tenders will be assessed on the basis of price (55%) plus quality as evidenced (30%) and capability as evidenced (15%).

Site visits and clarifications may be made or sought. Any clarifications will be shared with all tenderers.

HORT4 Tree Maintenance Services

There are no guaranteed hours or activities with this contract. It is awarded on a call off basis.

Basis of Tender is –

- A) A firm price for the completion of each of the following indicative tasks,
 - a. Complete removal of three trees (as marked within the Ainderby Road Leisure Ground) to include removal of waste materials, stump grinding and site tidying;
 - b. Complete removal of 10 metre length of mature hedge and small trees (as marked within the Ainderby Road Leisure Ground) to include removal of waste materials and site tidying;
 - c. Lifting crowns to facilitate grass cutting of all trees located in the area adjacent to Oak Tree Drive (marked \$ on reference map) to include removal of waste materials and site tidying;
 - d. Planting three young trees (less than 4m height) in an area of open grassland with good access, to include site preparation, appropriate staking and protection and site tidying.
- B) A firm hourly rate charged out for one operative, shown in respect of each financial year, for the calculation of any additional ordered work, if required;
- C) The Contractor accepts the contract terms as written, unless otherwise agreed; and
- D) Evaluation by the Council of submitted evidence as to quality and capability

Valid and complete tenders will be assessed on the basis of price (55%) plus quality as evidenced (30%) and capability as evidenced (15%).

Site visits and clarifications may be made or sought. Any clarifications will be shared with all tenderers.

HORT5 Arboricultural Survey (2017 only)

Basis of tender is -

- A) A firm price for the provision of the required services as described in the contract; plus
- B) A firm hourly rate charged out for one operative for the calculation of any additional ordered work, if required;
- C) The Contractor accepts the contract terms as written, unless otherwise agreed; and
- D) Evaluation by the Council of submitted evidence as to quality and capability

HORT6 General Maintenance Services (Handyman)

There are no guaranteed hours or activities with this contract. It is awarded on a call off basis.

Basis of Tender is –

- A) A firm price for the completion of each of the following indicative tasks,
 - a. Complete removal and replacement of a single glazed window pane (45 x 45 cm) to include all materials to make good;
 - b. Complete removal of a standard outdoor bench and reinstallation within 20 metres on same site to include site preparation, removal of waste materials and site tidying;
 - c. Re-hanging a single wooden gate (1m x 1.2m) to include replacement of gate furniture including spring closer;
 - d. Refurbishment of wooden fencing (15m x 2m) to include replacement of two broken planks (2m x 0.2m) and application of 2 coats of suitable preservative
- B) A firm hourly rate charged out for one operative, shown in respect of each financial year, for the calculation of any additional ordered work, if required;
- C) The Contractor accepts the contract terms as written, unless otherwise agreed; and
- D) Evaluation by the Council of submitted evidence as to quality and capability

Valid and complete tenders will be assessed on the basis of price (55%) plus quality as evidenced (30%) and capability as evidenced (15%).

Site visits and clarifications may be made or sought. Any clarifications will be shared with all tenderers.