

MALTBY PARISH COUNCIL

Clerk to the Council: Sophie Haste,
Mobile: 07710666804
Email: maltbyparishcouncil@outlook.com

Gardening Maintenance Tender 2022- 2025

Introduction

Maltby Parish Council are offering the opportunity to Tender for the Gardening Maintenance contract for the Parish for the next 3 years starting on the 11th April 2022 through to 31st March 2025.

Either party may terminate the contract, without reason, by giving 3 months’ notice in writing.

The areas in scope and works required are as follows:

| Work | Location | Description | Timings |
|------|----------------|---|-----------------------------|
| A | Pennyman Green | Trimming of hedge | To be agreed |
| B | High Lane | Trimming of hedge and grass verges | To be agreed |
| C | Maltby | Planters – refill with compost as required, replant, collect plants & materials | Starting April x 3 per year |
| D | Entry Signs | Construct new beds x 2 | April |
| E | | | |
| F | Ad Hoc work | as required | To be agreed |

Notes to minimum requirements for tender:

- The Parish Council is keen to use non-chemical alternatives where possible, however if this is necessary, they would have to be safe for children and animals.
- You are required to have a minimum of £1,000,000 public liability insurance and professional liability insurance of £1,000,000.
- If successful in the tender you agree to indemnify the Parish Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Parish Council of any action likely to cause injury or damage to a third party.

- Where work has been carried out it may be inspected by the Parish Council and if it is not found to be of adequate standard in the opinion of the Parish Council it shall be rectified by you for no extra cost.
- You shall be required to email the clerk to confirm what work has been carried out within 14 days of the work taking place.

If you would like to visit the sites in scope, please contact Cllr Claire Wordsworth on 07833561589 who would be happy to accompany you to the sites.

Required in the quote

- Hourly rate for all areas in the scope.
- Hourly rate for ad hoc works

The Parish understands that timings for some visits will change due to weather conditions and growing seasons.

Submission requirements

Tenders must be received by Monday 4th April 2022 either by email or hard copy to the Clerk - 33 Urray Nook Road, Eaglescliffe, Stockton on Tees, TS16 0LU or

maltbyparishcouncil@outlook.com

In addition to the quote you are required to provide the following if available and appropriate.

- Health and safety Policy including, method statements, risk assessments & COSHH Policy, Equal Opportunities Policy, Environmental Policy
- Confirmation of ethical disposal of waste
- Copies of public liability, professional liability, and employer's liability insurance, all of which must identify the level of indemnity
- Details of any proposed sub-contractors

Selection criteria

Quotes will be evaluated as per the scoring detailed below; contractors should therefore ensure they have provided everything requested in the Tender.

| Items | Marks |
|--|--------------|
| Value for money | 50 |
| Health and Safety Procedures | 25 |
| Ethical and environmental considerations | 25 |

Quote Document

| | |
|--|--|
| Contractor Name | |
| Number of Years in Business | |
| Company Registration Number or Names of Partners in the business | |
| Contact Details | |
| Declaration of Interests | Please disclose any connection (business or personal) with existing members of the Parish Council. |
| Has your business received any finding of unlawful discrimination or any other UK legislation in the past 3 years? | |
| References Please provide two contacts for references | |

| | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | Total |
|---|-------|-----|------|------|-----|------|-----|-----|-----|-----|-----|-------|-------|
| A | | | | | | | | | | | | | |
| B | | | | | | | | | | | | | |
| C | | | | | | | | | | | | | |
| D | | | | | | | | | | | | | |
| E | | | | | | | | | | | | | |
| F | | | | | | | | | | | | | |

Hourly rate _____

Documents Submitted

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Please attach /submit any other information you feel is appropriate to the quote and Tender.

Name

Signature

Date