Weed Control
Contract Tender Document
2020/2021

Credenhill Parish Council Amenity & Public Spaces

Community Centre
Roman Park
Village (see addendum, page 15)

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A. INVITATION TO TENDER

1. Credenhill Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Weed Control in accordance with the Contract documents attached, which comprise:

   A. Invitation to tender
   B. Standard contract conditions
   C. Specification of works
   D. Schedule of works
   E. Site plans
   F. Tender form
   G. Declaration & Company Details Form
   H. Evaluation

2. The Prices submitted must indicate the rate for carrying out each element of the Contract.

3. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.

4. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Officer by no later than two weeks before the closing date.

5. The tender shall be submitted ONLY on the attached Form of Tender.

6. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.

7. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.

8. If having examined the tender documents you wish to submit a tender you should:

   a) Fully complete and return the following documents:

      i. Tender Form
      ii. Declaration & Company Details Form

   b) Return tenders and all related documentation by FRIDAY 28th February 2020, either by post to the Credenhill Parish Council office 59 Glebe Close, Credenhill, Hereford. HR4 7EX.

Tenders received late will not be considered.

   c) Please note that the package containing the tender must be clearly marked **"Tender for Weed Control contract"** on the outside.

B. STANDARD CONTRACT CONDITIONS

Officer
The Officer will be the Parish Clerk

Extent of Work
The work will comprise of the application of Weed Control substance to the Village pavements and two amenity sites. (See site plans attached)

Weed Spraying:
As defined on the site plans, all areas are to be treated twice per year with appropriate weed-killing and repellent chemicals. 1st Spray must commence during May/June and a 2nd Spray to take place in August/September

Site Details
The sites are:

Community Centre – Amenity land adjacent to the Community Hall, Social Club and Youth/Resource Centre (Currently used as a Children's Nursery)

Roman Park – a large sized traditional children's and family play park with 2 football pitches and changing rooms.

Village – consisting of one main road, Station Road, with several roads leading from it (Waterside, Glebe Close, Mill Lane) and 3 Housing Estates (Trenchard Housing Complex, Ecroyd Housing Complex & Persimmon Estate).

Before tendering the Contractor is advised, at his/her own discretion, to visit the sites to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

Site Access
The Roman Park Gate, Roman Park Perimeter Fence Gates and Community Centre perimeter gates are all locked with a padlock. Upon commencement of the contract the contractor will be issued with the keys for access purposes. The contractor will return the key to the office at the termination of this agreement.

Contractor employees/sub-contractors accessing the Youth/Resource Centre within the Community Centre will present themselves to the Nursery Manager and sign into the visitor's book before commencing work. Where possible work within the Nursery site will be conducted outside the hours of 09.00 and 15.00 (Mon to Friday) to minimise the disturbance to Credenhill Nursery during opening hours; however it is accepted that this may not always be possible. It is up to the contractor to form a good working relationship with the Nursery manager during the term of this contract.
The contractor is only permitted to access the sites for the performance of this contract and for no other purpose without seeking prior permission from the Officer.

Workmanship and Equipment
The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

Additional Areas

The Council may at any time add or remove areas during the period of the Contract and will notify the Contractor of such plans. An application from the Contractor to adjust the Contract price as a consequence will be considered.

Duration of Contract

The Contract will run for the period commencing **01 APRIL 2020** to **31 MARCH 2021** inclusive, with annual performance reviews. Tenders are to be priced on a per treatment basis. There will be no opportunity to alter the rates tendered during the full term of the contract.

Payment to Contractor

The Contractor will submit an invoice, by the 10th of the month for it to be paid before the end of that month for all work carried out. Invoices submitted during August will not be paid until September due to there being no Parish Council meeting that month. Invoices submitted after the 10th of the month will not be paid until the following month unless the Officer has sufficient time to include them on the Parish Council Agenda.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving no less than Three Months' Notice.

Insurance

The Contractor is required to have a minimum of £5,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Officer prior to commencement of the Contract and annually thereafter. The Contractor shall indemnify the 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 Council of any action likely to cause injury or damage to a third party. Any damage caused to any property during the performance of this contract must be reported to the Officer immediately and any costs involved to rectify the damage will be the responsibility of the contractor.

Subcontractor/Employee Verification

Due to the nature of the locations included within the contract all subcontractors or employees employed in the performance of this contract are required to have a valid Basic DBS check which is not more than 3 years old. I list of names, DBS numbers and date of last check must be produced to the Officer prior to commencement of the Contract and annually thereafter. If new subcontractors/employees are used then it is the Contractor's responsibility to provide the same details.

Health and Safety

The Contractor shall comply with all relevant statutory requirements (including Health and Safety at Work Legislation) at all times in carrying out the services described in this agreement.

All works will be carried out in accordance with the Safety at Street Works and Road Works: Code of Practice 2013.

The Contractor will provide the Officer with a COSHH Assessment before commencing work.

The Contractor will have qualifications and up to date licenses for the use of dangerous chemicals.

Notes to Tenderers

i. Attention is drawn to the Form of Tender and Standard Contract Conditions. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.
ii. The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations, but EXCLUDING VAT (if applicable)
iii. A price shall be inserted against each item on the Form of Tender for each element of the contract tendered for.
iv. No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
v. A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
vi. Invoices presented for payment must include a schedule of the works completed including the dates of the work.
vii. Contractors are asked to contact the Officer if any clarification is required.

C. SPECIFICATION OF WORKS

1. The contractor must ensure that staff are adequately trained and provide appropriate Safety equipment and clothing to its staff.

2. The contractor must ensure that the equipment and machinery used for the application of the chemicals are in a good state of service and regularly maintained.

3. The contractor must ensure that the equipment and machinery is properly calibrated to ensure accurate application of the chemicals to be used.

4. The contractor must ensure that appropriate weed-killing and repellent chemicals are used at the correct concentration and to apply them to all the areas identified by the Council for the purposes of eliminating weeds from those areas defined in the site plans.

5. Where access is restricted by vehicles or other obstacles, the contractor must ensure these areas are treated by other means i.e. knapsack or returning to site on alternative date. Where areas cannot be accessed the contractor must contact the Council immediately to report what areas were not covered and why.

6. Chemicals used must be environmentally friendly and approved by DEFRA.

7. Spraying must take place on low wind dry days when a period of dry weather is expected.

8. The spraying may be inspected after completion and the contractor will be required to re-spray areas where their chemicals have not worked or weeds have started to re-grow.

NOTE: None of the sites have access to toilets or running water – so contractor will need to make their own arrangements for their staff welfare.

D. SCHEDULE OF WORKS

Area W1 – Roman Park

1. Treat around all perimeter fences, under hedges, trees, benches, bins, play equipment.
2. Treat the football changing room's compound covered by wood chippings (whole area should be treated).
3. The 3ft area between the fence and the boundary fence to the Glebe Close properties should be treated from within the enclosed area accessed through the access gates where possible.

Area W2 & W3– Community Centre

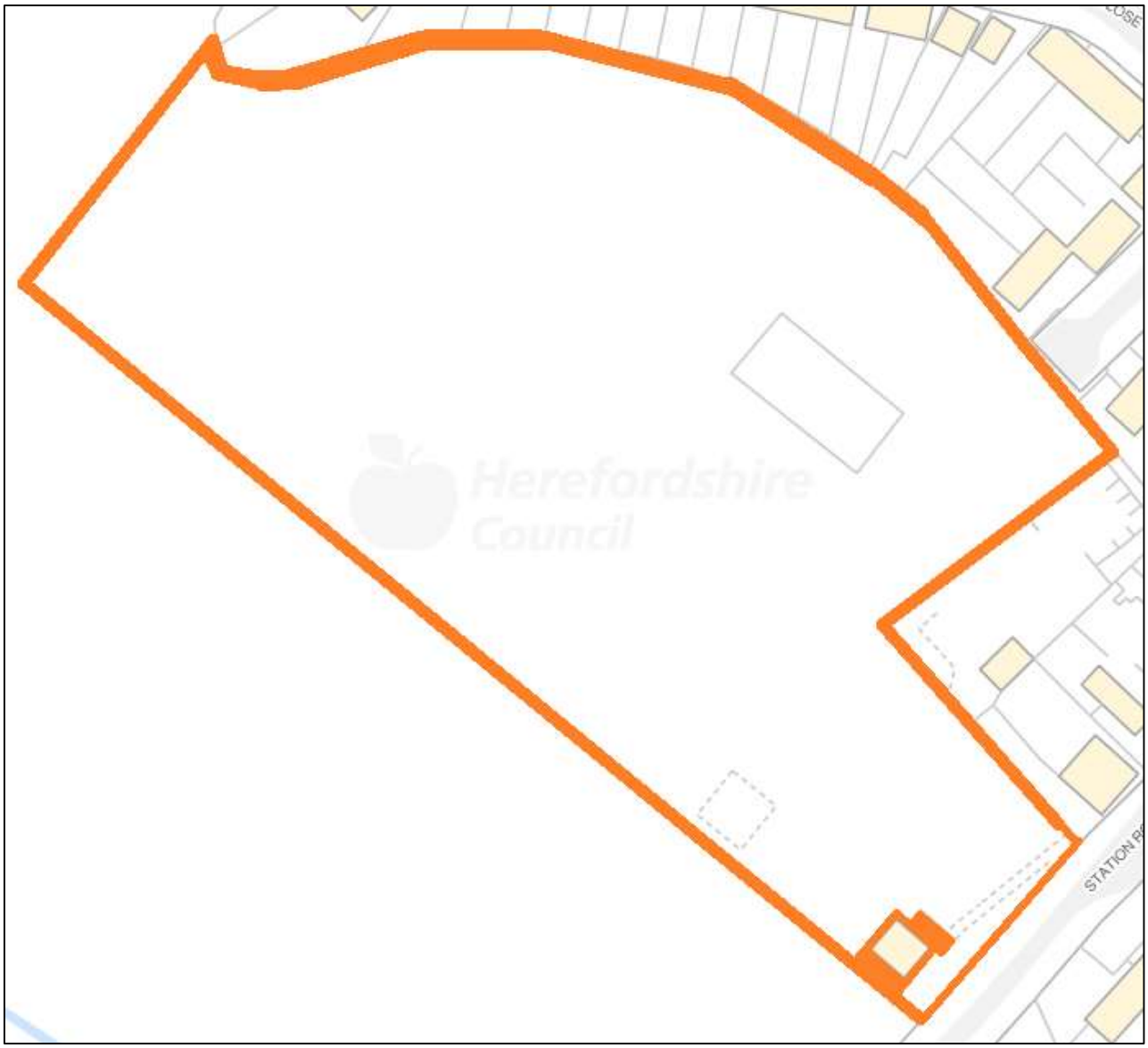
1. Treat around the perimeter wall, fence and under hedge.
2. Treat around buildings and garages.
3. Treat Kerb edging.
4. Treat the bank between the wire fence and the hedge from the railway bridge to the east end of the site.

Area W4 - Village Pavements and Kerb Edges

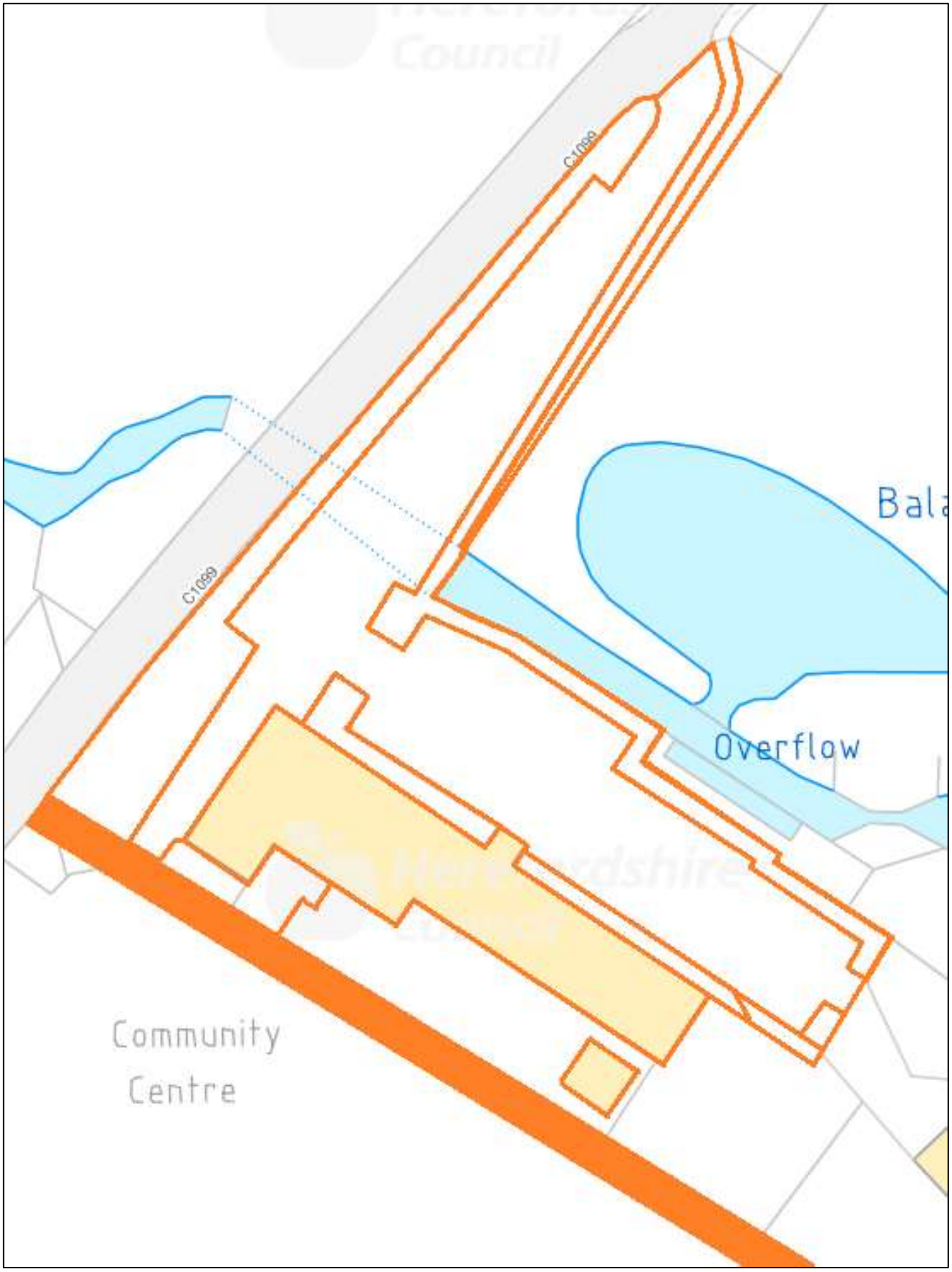
1. Treat all roadside village kerb edges and pavements as defined in site plan.
2. Treat Bannut Tree Close kerb edges and pavements (New for 2020 and going forward).
3. Treat triangle of paved area in Ecroyd Park.
4. Treat footpath leading from station road to meadow drive (to the left of the shops looking from Station Road) including the fence line.
5. Treat footpath leading from Waterside Garages to the entrance to Waterside.
6. Treat footpath leading from Trenchard Avenue (next to Headway) to Station Road.
7. Treat footpath leading from Station Road (opposite Shops) to Trenchard Avenue.
8. Treat footpath leading from Centurion Way to Willow Close.
9. Special attention to be paid to fence opposite shops on station road boundary fence with Trenchard estate.

E. SITE PLANS

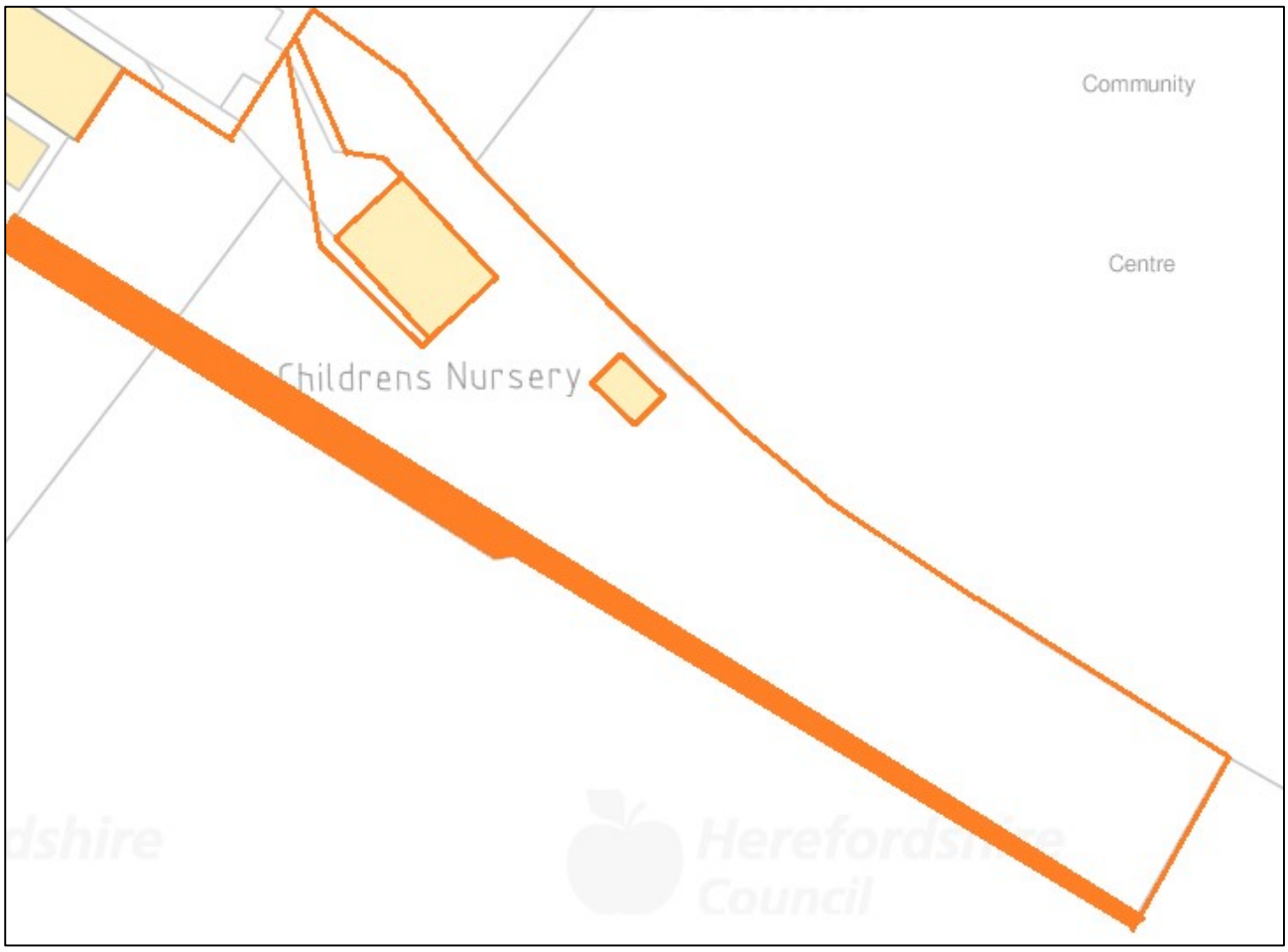
Area W1 – Roman Park



Area W2 – Community Centre



Area W3– Community Centre



Area W4 - Village Pavements and Kerb Edges

F. TENDER FORM – To be submitted to the Council

Please complete and sign the Tender Form and Declaration & Company Details Form to the Credenhill Parish Council offices by FRIDAY 28th February 2020 at the latest.

PRICES QUOTED ARE TO BE EXCLUSIVE OF VAT

Contracted Area for 2020/21	QUOTED PRICE FIRST TREATMENT		QUOTED SECOND TEATMENT	TOTAL PRICE for 2020/21
Area W1 – Roman Park	£		£	£
Area W2 & W3 – Community Centre	£		£	£
Area W4 - Village Pavements and Kerb Edges	£		£	£
Total Price Quoted for 2020/2021	£		£	£

Please complete if you have **not** been previously used by Credenhill Parish Council in the performance of a similar contract then please provide details of 2 references who can be contacted to provide support for your application:

Referee 1

Name	
Position	
Company Name	
Contact Number	
Contact Email	
Annual Contract Value	

Referee 2

Name	
Position	
Company Name	
Contact Number	
Contact Email	
Annual Contract Value	

G. DECLARATION & COMPANY DETAILS FORM – To be submitted to the Council

Please complete and sign the Tender Form and Declaration & Company Details Form to the Credenhill Parish Council offices by FRIDAY 28th February 2020 at the latest.

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We understand that Credenhill Parish Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Company or Business Name: ……..

Business correspondence address …….

……Postcode: ……...

VAT Reg No. (if applicable) ……

Contacts: Landline : …….

Mobile : …….

Email : …….

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

Signed: ……..Print Name: …… Position: ……

Dated: ……..

H. EVALUATION

Bids will be evaluated in accordance with the Credenhill Parish Council's Financial Regulations using the following criteria and weighting:

Criteria	Possible Score
Price The full and final cost over the full term of the contract. To take into account affordability and the commercial stability of a reasonable return for the supplier.	Max 50 points out of 100
Quality The supplier's ability to perform the contract to the highest standards. Evidence of the supplier's relevant knowledge and experience. Feedback received from References.	Max 25 points out of 100
Compliance The supplier's compliance with all Health & Safety and employment laws and regulations	Max 25 points out of 100