# Parish Maintenance
# Contract Tender Document
# 2022/2025

## Credenhill Parish Council Amenity & Public Spaces Maintenance

## Community Centre
## Roman Park
## Credenhill Village

Lee Harper-Smith
Parish Clerk
59 Glebe Close
Credenhill
Hereford
HR4 7EX
07956 447 056
clerk@credenhill-pc.org.uk

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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 Parish Maintenance 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 MONDAY 28th February 2022, 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 **"Parish Maintenance Contract"** on the outside.

# B. STANDARD CONTRACT CONDITIONS

## Officer
The Officer will be the Parish Clerk

## Extent of Work
The work will comprise the general maintenance of Village Highways and two amenity sites.

**Services to include:**
- Street maintenance and cleaning
- Building maintenance and cleaning
- Grounds maintenance and cleaning

## Site Details
The sites are:

**Community Centre** – Amenity land containing 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** – Credenhill consists of one main road, being 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) as well as Bannut Tree Close

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 enclosed 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 2022** to **31 MARCH 2025** inclusive, with annual performance reviews.

## Rate Basis and Contract Review

Tenders are to be priced on a per hour basis per Service. The contract Price will be linked to the Consumer Prices Index including owner occupiers' housing costs (CPIH) published in November by the Office for National Statistics (ONS) and will be applied to the hourly rate per service from the following April. This is to ensure that prices remain competitive and fair throughout the term of the contract.

## Payment to Contractor

The Contractor will submit an invoice along with a schedule of works, by the 10th of the month for it to be paid before the end of that month for all work carried out in the previous month. 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 £1,000,000 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. A 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.

## 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 will supply its staff to conduct the schedule of works to the following specification.

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

3. The contractor must ensure that any equipment and machinery used is in a good state of service and regularly maintained.

4. The contractor shall provide and maintain all tools and consumables (i.e. Bin Bags and Cleaning Products) at its own cost. Some tools owned by the Parish Council will be made available to the Contractors staff from time to time however these will remain the property of the Parish Council.

5. Collected waste will be bagged and disposed of in the Parish Council's waste bin provided to the rear of Credenhill Social & Sports Club (Large Black Wheeled Bin).

6. The Contractor shall recharge the Parish Council at cost any additional materials used and provide copies of the receipts. All spend is by prior agreement with the officer.

7. Travel to suppliers to obtain materials will be refunded at a rate of 45p per mile from and return to the Community Centre site as agreed with the Officer. Travel to and from the site at the start and end of the day is not rechargeable.

8. The Contractor will have suitably skilled and experienced staff to be able to undertake routine grounds and property maintenance tasks that will be required and provided on an hourly ad hoc basis; such tasks will include but are not limited to: replacing damaged guttering and downpipes, minor buildings repairs and maintenance, painting and decorating, dismantling and fitting new parts to play equipment, minor fence repairs, installing small items of fixtures and fittings, gardening tasks (hedge cutting/tree pruning). These tasks will be advised by the officer.

9. The Contractor shall be able to respond promptly to Health and Safety matters; sometimes out of normal working hours. Such tasks include Dog Waste removal, Broken Glass clearance, making safe damaged play equipment, replacing locks, etc.

10. The Contractors staff will act as additional eyes and ears for the Parish Council whilst on duty and report any issues to the officer as soon as practicably possible. If Health and Safety Issues are identified then the contractor using due diligence may rectify the matter and inform the Officer retrospectively if the matter is deemed essential and the officer is unavailable.

NB: Toilets and running water are provided at the Roman Park Changing Rooms which the contractors staff may use if the facilities are left as they were found. Any complaints from Hirers of facilities will be rectified at the contractor's cost.

# D. SCHEDULE OF WORKS

## Street & Grounds Cleaning Services

The Contractor will provide Street & Grounds Cleaning services totaling 8.5 hours per week ensuring that all areas (See Site Plans) are clear of Litter, Glass, and Dog Waste. All Bins on the Roman Park to be emptied weekly except the bin nearest to the entrance which is emptied by Herefordshire Council every Wednesday.

## Routine Maintenance Tasks

The Contractor shall complete the following routine maintenance tasks:

| Asset | Task Description | Number of Hours to Complete* | Maintenance Cycle |
|---|---|---|---|
| Changing Rooms and Roman Park | Clean Internal & External Windows and Doors including toilet doors and frames. | 3 | 6 Monthly (Sept/March) |
| | Clear Gutters, Drains and Down Pipes | 1 | 6 Monthly (Sept/March) |
| | Painting of wooden access ramp and handrails. | 6 | Annually (Summer) |
| | Cutting back of grass overgrowth from Tarmac Surface and Tarmac Paths | 6 | Annually (Summer) |
| | Clear Fallen Branches from Trees | 2 | 6 Monthly (Nov/April) |
| Resource Centre | Clean External Windows and Doors | 2 | 6 Monthly (Sept/March) |
| | Clear Gutters, Drains and Down Pipes | 1 | 6 Monthly (Sept/March) |
| | Cutting back of grass overgrowth from Tarmac Surface and Tarmac Paths | 4 | Annually (Summer) |
| Social Club | Clean External Windows and Doors | 3 | 6 Monthly (Sept/March) |
| | Clear Gutters, Drains and Down Pipes | 2 | 6 Monthly (Sept/March) |
| Community Hall | Clean External Windows and Doors | 6 | 6 Monthly (Sept/March) |
| | Clear Gutters, Drains and Down Pipes | 6 | Annually (Sept) |
| | Clear Garage Roof, Gutter and Down pipes | 1 | Annually (Sept) |
| Community Centre Carpark & Paths | Sweep and keep carpark and paths clear of weeds, leaves, moss and mud. | 2 | Quaterly |
| Ecroyd Park Triangle | Sweep and clear weeds, leaves and moss, clear deadwood from trees. | 3 | 6 Monthly (Sept/March) |
| | Total Hours Annually | 77 | Annually |

*Any variation to these hours to be agreed with the Officer before completing the task as well as any additional materials costs.

## Cleaning of Roman Park Changing Rooms

1 hour of cleaning of the Roman Park changing rooms will be provided after each use by the Football Team (instructed by the Officer). To include cleaning of toilets (addition of toilet fluid), cleaning of showers, sweeping of floor throughout and mopping of floor throughout.

## Ad hoc Maintenance Tasks

The Contractor will have suitably skilled and experienced staff to be able to undertake routine grounds and property maintenance tasks that will be required and provided on an hourly ad hoc basis; such tasks will include but are not limited to: replacing damaged guttering and downpipes, minor buildings repairs and maintenance, painting and decorating, dismantling and fitting new parts to play equipment, minor fence repairs, installing small items of fixtures and fittings, gardening tasks (hedge cutting/tree pruning). These tasks will be advised by the officer.

# E. SITE PLANS

## Roman Park & Changing Rooms

## Community Centre

## Village – Street Cleaning Areas

## 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 MONDAY 28th February 2022 at the latest.

**PRICES QUOTED ARE TO BE EXCLUSIVE OF VAT**

| Contracted Service (Per schedule of works D) | Maintenance Cycle | Quoted Hourly Cost |
|---|---|---|
| Street & Grounds Cleaning Services | 8.5 hours per Week | £ |
| Routine Maintenance Tasks | 77 hours Annually | £ |
| Cleaning - Roman Park Changing Rooms | 1 hour per Football Match | £ |
| Ad Hoc Maintenance Tasks | Hourly As required | £ |

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 MONDAY 28th February 2022 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**<br><br>The full and final cost over the full term of the contract.<br><br>To take into account affordability and the commercial stability of a reasonable return for the supplier. | Max 50 points out of 100 |
| **Quality**<br><br>The supplier's ability to perform the contract to the highest standards.<br><br>Evidence of the supplier's relevant knowledge and experience.<br><br>Feedback received from References. | Max 25 points out of 100 |
| **Compliance**<br><br>The supplier's compliance with all Health & Safety and employment laws and regulations | Max 25 points out of 100 |