**Newbury Town Council**

**on Land owned & managed**

**by the Civic Parish**

**Grounds Maintenance & other works Pre-Tender Qualifying Questionnaire GM 001**

**QUESTIONNAIRE**

**to be submitted for pre-selection of Contractors invited to TENDER**

## The Project

The tendered works are for the appointment by Newbury Town Council for Contractor(s) to undertake grounds maintenance & other works to various sites across Newbury Town Council land.

The Tender will be broken down into separate packages. You may Tender for one or more packages, each will be proceeded as an individual package. The Council may wish to consider a multiple package discount based on economy of scale & resources.

### The proposal

The outline proposal for this maintenance contract is to provide a combination of the services listed below to various sites all is detailed on the Grounds Maintenance Tender List – as attached site /activity list.

1. Grass cutting, both parks & smaller urban areas
2. Hedge pruning and tree pollarding & general maintenance (not surgery)
3. General upkeep of planted beds & similar areas,
4. Weed control, edging and general edging management
5. Ditch, access ways, gates & fence line maintenance
6. Cleaning Tennis court, Splash Park surfaces, the Boating Pond, & management of sports areas and football pitches & matches.
7. Waste & dog bin clearance across the Town & waste management, litter picking
8. Public bench oiling & salt bin filling (seasonal)
9. Cemetery management include digging for cremated remains (min 1 full time employee)
10. Weekly RoSPA visual playground equipment inspections (13 sites)

## Tenders

Tenders for the works are being issued to a selected short list of suitably qualified Contactors with an assumed start date of the 7th January 2023 for a period of three years until 30th March 2026 with a break clause each year (1st May 2024 and 1st May 2025) in case of Contractor nonperformance.

The Council will consider a 2-year extension to the Contract on good performance & acceptable price uplift negations be preset formula.

The Contract will be set of a fixed price in year 1 and an annual uplift, CPI, with negotiation on any projected Living Wage increase approved by HMG for the year coming, commencing 1st April 2024 and annually thereafter.

The Council will encourage SME local Contractors, will seek to limit the number of packages awarded to one Contractor subject to Tender evaluation. Tenders should be aware of the Councils sustainability; carbon reduction & biodiversity aims.

Interview – Tenderers may be invited to interview to meet key Members & Staff. Interviews will include discussion on the above as well added value, cooperative working, enhancement & continuous improvement as well as managing monitoring & reporting methodology.

# Details of the proposed tendering contractor

|  |  |
| --- | --- |
| Name and Address of the organisation in whose name the tender is submitted. |  |
| Address of branch tendering for this contract if different from the above. |  |

|  |  |
| --- | --- |
| Contact Name |  |
| Job Title/Department |  |
| Telephone Number |  |
| Mobile Number |  |
| Email Address |  |
| Website of tendering LEAD |  |

**Supporting Information**

|  |  |  |
| --- | --- | --- |
| Within the last three years has your organisation suffered a deduction for liquidated and ascertained damages or any other deductions in respect of any Contract? |  | *Yes No*  ☐ ☐ |

Within the last three years has your organisation not had a Contract renewed for failure to perform to the terms of the Contract.

*Yes No*

☐ ☐

**Professional Competences**

## Please schedule below the Principal Persons who will make up this project Team - please add as appropriate

|  |  |  |
| --- | --- | --- |
| Is any director / proprietor or senior manager related to or associated with any person at the Council? |  | *Yes No*  ☐ ☐ |

If yes, please provide details:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title | Name | | Qualifications | | Company | e-mail address |
| Project Lead- Single point of Contact |  | |  | |  |  |
| Contracts Manager |  | |  | |  |  |
| Operational Site Manager – Single point of Contacts |  | |  | |  |  |
| QS/ Bid enabler |  | |  | |  |  |
| H&S Adviser |  | |  | |  |  |
| Addl. Site Team Management (if any) |  | |  | |  |  |
|  |  | |  | |  |  |
| **Advise key on site contract staff proposed** | |  | |  | | |
| Operational Senior Manager (dispute resolution) | |  | |  | | |
| Operational Contact Manager (monthly site meetings) | |  | |  | | |
| On site Manager (day to day Point of Contact) | |  | |  | | |
| Contract administrator (Accounts) | |  | |  | | |
|  | |  | |  | | |

All Contractors are required to be members of a recognised & accredited body with appropriate Quality checks & scheme and accredited accordingly.

Has your organization had any Trade or professional Membership terminated or Suspended in the last 5 years (if yes please provide details under separate cover).

*Yes No*

☐ ☐

**Bidder Information**

Have you enclosed an organisational chart?

*Yes*

☐

*No*

☐

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of staff and qualified staff over the previous 3 years** | **Directly employed Site Staff (full time)** | **Qualified Contract Staff/ Sub contractors** | **Office based Staff** | **Seasonal Staff** |
|  |  |  |  |  |
| **2020** |  |  |  |  |
| **2021** |  |  |  |  |
| **2022** |  |  |  |  |
|  |  |  |  |  |

The Town Council encourage the employment of directly paid staff by its Contractors.

As far as it is practical, staff should be employed locally to reduce mileage & carbon usage.

Will any sub-contractors be used for any part of the contract, and if so, what elements of works will they be undertaking?

Please advise names and roles of proposed sub-contractors to be employed in the project and their experience in this type of work

Please give details of works proposed to be subcontracted:

# Security Clearance & Site Security

The security of sites, site activities, site users as well as visiting contractors is important to be retained throughout the contract works. Gates must be locked after access; Contractors must ensure ALL Staff & sub-Contractors on or around Council sites as well as on Vehicles parked up on sites, have and carry photo ID. The Council will carry out spot & random checks throughout this Contract, any breach will result in Operatives being removed from site without redress or compensation for loss of program.

## Child Protection

It is assumed that works on site will take place Monday to Friday when the facilities are in use (except bin clearance works). All staff working in playgrounds or Public Parks, changing facilities & similar Staff will be required to be vetted under the Child Protection, CRB system and documentary evidence provided on a regular basis.

**Health & safety**

The Council takes its H&S seriously and expects the Contractor (s) to keep a record of all Staff, their training, their competencies and hold the necessary & approved H & S training at all times. Staff working near roads, water courses etc. should be adequately trained. All equipment used on the Council land must be well maintained, compliant and meet the current manufacturers and/or Statutory standard required for use.

# Experience

Please set out in a separate submission short text with project examples to describe the following:

### The particular areas / packages YOU may wish to Tender for when these are issued

### Your experience on working within the Grounds Management environment with examples of work in Cemeteries & public parks, playgrounds etc. relative to the package you are considering.

* 1. **Your experience in working with Local Authorities or other Public Services, and management of Health & safety around the Public spaces.**
  2. **Your experience of public facilities & working around members of the public while kept fully operational**
  3. **The added value you would bring to this project, what can you add over & above the Contract matters. How will Members be able to see this value on the ground?**
  4. **The Community Services Team work on a Risk matrix approach to Project Management. Set out what you see as the key risks and your mitigation strategy for each of the packages you are interested in.**
  5. **Please set out your experience in site management with restricted access, Cemetery, Allotments, Parks, limited on site storage, limited parking, just in time delivery and always maintaining operational services during the project.**
  6. **Please set out your vision for meeting Performance, best value, sustainability including biodiversity, zero carbon & environmental issues all of which are captured in the Councils Strategy document**
  7. **Last 3 years Audited accounts**

**References and Previous Experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Referee 1 | | Referee 2 | | Referee 3 |
| Contact Name: |  | |  | |  |
| Organisation Name: |  | |  | |  |
| Full Postal Address: |  | |  | |  |
| Contacts Tel number: |  | |  | |  |
| Contacts Email: |  | |  | |  |
| Description of Contract: | |  |  | |  | |
| Value of Contract: | |  |  | |  | |
| Contract Award Date: | |  |  | |  | |
| Contract Duration: | |  |  | |  | |

Do you have any questions / assumptions / observations to be considered when assessing this PQQ submission?

**DECLARATION**

**When you have completed the application form and all applicable Appendices, please read and sign the section below**

I/We certify that, the information I have supplied is accurate. I accept the conditions and undertakings in the application form. I understand that if I give false information I would not be considered for this Contract.

I/We declare that my company has submitted all relevant certificates in relation to the payment of tax in accordance with the Income and Corporation Taxes Act 1988 relating to the company and any sub- contractors employed to work on a Newbury Town Council Contract and will submit any further certificates in the event of change to either the company or any sub-contractors' tax status or due to the appointment of any future sub- contractors.

I/We declare that my company will notify the Council immediately it becomes aware of any actual or potential conflict of interest which may arise between the interests of the Council and my company or any of our clients and that my company will take immediate steps to remove the cause of any such conflict to the complete satisfaction of the Council.

I/We certify that this is a bona fide application to be selected to tender, intended to be competitive and that I/We have not fixed or adjusted the information contained in this application under or in accordance with any agreement or arrangement with any other person.

I/We also certify that I/we have not done and undertake that I/we shall not do at any time any of the following acts:

1. Enter into an agreement or arrangement with any other person or organisation whereby that other person or organisation shall refrain from applying to be selected to tender; or
2. Offer or agree to pay or give or pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for any act or omission (or the procuring of any act or omission) in relation to this selection.

I/we hereby certify that I/we have not canvassed or solicited any member, officer or employee of the Council in connection with this selection process and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we further hereby undertake that I/we shall not in future canvass or solicit any member, officer, or employee of the Council in connection with the award of this tender and that no person employed by me/us or acting on my/our behalf shall do any act.

Your signature

Printed name:

Your position

Firm’s name:

Date

### Before returning this form, please make sure you have:

* **Answered all questions appropriate to your application.**
* **Signed above**
* **Enclosed relevant documents, in particular all relevant items from the following.**
* **Diagrammatic Family Tree for this Contract**
* **Organisation Chart for Dispute escalation**
* **Details of membership of a recognised Trade (BALI) or other relevant body or equivalent**
* **Information of your Sustainability biodiversity & carbon reduction practices and how this will be implemented on this Contract**
* **What your added value contribution will be, how you will work cooperatively and enhance the Councils assets over the term.**
* **Details of previous experience to supply the services you are bidding for.**
* **3 years annual accounts**