



# FORM OF TENDER

Grass Cutting & Grounds  
Maintenance Contract for  
Stotfold Town Council

*Contract period: 1st April 2023 to 31st March 2026*

# Tender Form

I/We, having examined the specification for grass cutting and landscape work in Stotfold, offer to carry out the specified works in conformity with the said documents upon the terms and conditions, contained or referred to therein, for the per annum sum of:

<b>Contracted areas of work for contract period 1st April 2023 to 31st March 2026</b>			
Works item number	Works description	£ per annum, excluding VAT	£ per additional cut if required, excluding VAT
1	Verges – grass cutting, as per specification of works	£	£
	Additional areas of verge cutting, per square metre	£ per square metre	
2	Grass cutting – open spaces, recreation and municipal, as per specification of works	£	£
	Arlesey Road pitch works, as per specification of works	£	£
	Additional areas of open space, recreation and municipal cutting, per square metre	£ per square metre	
3	Grounds Maintenance, as per specification of works	£	£
	Additional areas of chemical weed spraying	£ per square metre, per annum	
	Allotments – Common Road, as per specification of works	£	
	Allotments – Norton Road, as per specification of works	£	
	Additional cut of Norton Road Allotment front boundary hedge, if required	£ per additional cut, if required	
4	Cemetery grounds maintenance and grass cutting, as per specification of works	£	£
5 (5.1)	Increasing biodiversity Creation of new areas of biodiversity	One off cost for creation – please give total cost to create all areas as per specification of works	
5 (5.2)	Maintenance of new areas of biodiversity	In first year, cost per month, depending on when work completed: £ p/m  Thereafter, cost per annum: £ p/a	
Additional	Additional work hours, if required, above contract specification	£ per hour	

# Compliance

Required – failure to exhibit satisfactory paperwork will result in disqualification

Item	Evidence provided (tick)
Production of a valid copy of Public Liability Insurance in an amount to at least £10 million	
Production of a copy of your Business Health and Safety Policy	
Production of Task-Specific Risk Assessment and Method Statements including reference to relevant HSE guidance and safe systems of work, including any other businesses who may be used on a sub-contract basis	
Work-related qualifications and certificates of competence	
Proof of having carried out similar types of work to good standards – this must include as a minimum – two references with examples of work carried out and referees' contact details	
Certificate of Registration under the Waste (England and Wales) Regulation 2011 to be provided by the main contractor or sub-contractor	
An approved Certificate of Competency/qualification for use of pesticides/herbicides and equipment is to be held, a copy of which is to be provided and held in the council office.	
Protective measures in place for staff involved in waste disposal	

Desirable – failure to provide will not disqualify, but marks will not be awarded within overall tender scoring matrix if not provided

Item	Evidence provided (tick)
Member of Contractor Health and Safety Assessment Scheme – “CHAS” or similar organisation	
Evidence of continuing professional development	

## Marking criteria for Tender

Criteria	Possible score
<b>Price</b> The full and final cost over the full term of the contract (submitted as an annual sum and total costs)	Max 35%
<b>Quality</b> The supplier's ability to perform the contract to the highest standards (feedback received from references)	Max 20%
<b>Experience</b> Evidence of the supplier's relevant knowledge and experience (years in business and references)	Max 20%
<b>Environment/Ecology</b> Evidence of the supplier's knowledge and experience of environment, biodiversity, ecology, etc (assessment of method statements, qualifications, references)	Max 15%
<b>Social Value</b> Evidence of social value for previous clients	Max 10%

The scores will be evaluated and confirmed with a score out of 100 being awarded to each tender for comparison and ratification of award decision.

Economic financial standing

Your economic financial standing reflects multiple financial aspects of your business, and Stotfold Town Council wish to have the following presented for inspection:

- Your annual turnover – please attach a copy of your most recent audited/unaudited accounts
- Your financial accounts – please attach copies of your full financial accounts. This can include your assets to liabilities ratio
- Your insurance – please provide copies of your insurance document and commit to potentially increasing your amounts before contract commences (Public Liability, Employers Liability and Professional Indemnity or Tradesman Insurance)

The evaluation criteria places 50% on the possible score on the price submitted for the work, to ensure that Stotfold Town Council have confidence in the ability of your company to fulfil its obligations, we advise that the requested information and documents are provided to allow a full assessment to be undertaken.

## Declaration and Company Details

By submitting this tender, I/we agree to complete the work in accordance with the Invitation to Tender and Specification of Works, and the terms and conditions contained therein.

I/We understand that Stotfold Town Council is not bound to accept the lowest or any tender or part thereof under their Standing Orders and Financial Regulations, and that the council will not be responsible for any expense incurred in preparing this tender.

I/We certify that the amount of 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 name .....

Business correspondence address .....

..... Postcode .....

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 .....