

DOWNHAM MARKET



TOWN MAINTENANCE

18 May 2022 - 31 October 2023

CONTRACT DOCUMENT

TOWN COUNCIL OFFICES
PARADISE ROAD CAR PARK (inc Happy to Chat Area)
PARADISE ROAD EXTENSION CAR PARK
OLD FIRE STATION CAR PARK
REAR AREA OF TOWN HALL
TOWN HALL CAR PARK
TOWN SQUARE
PARADISE ROAD/BROADLANDS JUNCTION
4 X TOWN ENTRANCES (Bexwell Rd, London Rd, Lynn Rd, Bridge Rd)
WAR MEMORIAL
OLD BREWERY LANE
THE HOLLIES ENTRANCE GARDEN (Bridge Street)
HOLLIES No 1 CAR PARK
HOLLIES NO 2 CAR PARK INCLUDING GARDEN AREA
MORRISON STAFF CAR PARK
MORRISONS BUS SHELTER & THE HOLLIES BUS SHELTER
STONECROSS WAR MEMORIAL
MEMORIAL GARDEN, Lynn Road

Graham Spark
Town Clerk
15 Paradise Road
Downham Market
PE38 9HS
Tel 01366 387770
clerk@downhammarkettc.co.uk

Downham Market Town Council

TOWN MAINTENANCE CONTRACT 2022/23

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Timetable

Quotes sought from contractors, quotes to be returned to Town Council Offices by 13 th May 2022	4 May 2022
Deadline for quote questions	10 May 2022
Discussion of quotes and decision made at Full Council	17 May 2022
Notification to applicants	18 May 2022
Date of Commencement of Contract	18 May 2022
Date of completion of contract	31 Oct 2023

1. INVITATION TO QUOTE

1. Downham Market Town Council ("the Council") hereby invites quotes for the carrying out of the Service of Town Council Maintenance in accordance with the documents attached, which comprise

Invitation to quote
Standard contract conditions
Schedule of works
Quote form
Evaluation

2. The Price submitted must indicate the rate for carrying the Contract for the duration of the contract term. Payment will then be made monthly in equal parts over the term 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. **Summer planting to take place within 2 weeks of contract being awarded.**

4. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Town Clerk by no later than 10th May 2022.

5. Quotes shall be submitted ONLY on the attached form.

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

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

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

(a) Fully complete and return the following documents

(i). Quote Form

Quotes and all related documentation should be returned by 13th May 2022 to the Town Council Office,

15 Paradise Road, Downham Market PE38 9HS

Quotes received late will not be considered.

(b) Please note that the package containing the quote must be clearly marked "Quote for Town Council Maintenance" on the outside.

2. Standard Contract Conditions

Officer

The Officer will be the Town Clerk

Extent of Work

The work will comprise of

- Litter Picking
- Weed Control
- Grass cutting and strimming
- Pruning
- Gardening
- Sweeping of the car park kerb areas
- Jet washing
- Replant Summer & Winter planting
- Hedge cutting
- Watering
- Removal of debris

Site Details

The sites are

- Town Council Offices
- Paradise Road Car Park (inc Happy to Chat area)
- Paradise Road extension Car Park
- Old Fire Station Car Park
- Rear area of Town Hall
- Town Hall Car Park
- Town Square
- Paradise Road/Broadlands Junction
- 4 x Town entrances (Bexwell Rd, London Rd, Lynn Rd, Bridge Rd)
- War Memorial
- Old Brewery Lane
- The Hollies entrance garden (Bridge Street)
- Hollies No 1 Car park
- Hollies No 2 Car Park including garden area
- Morrison staff Car Park
- Morrisons bus shelter & the Hollies bus shelter
- Stonecross war memorial
- Memorial gardens, Lynn Road

Workmanship Details

The workmanship must be of the highest standard and shall conform to all relevant British Standards and specifications and Code of Practice.

Duration of Contract

The duration of the Contract will be 17 months commencing 18th May 2022 -31st October 2023 inclusive, with monthly performance reviews.

Quotes are to be priced on the term of the contract. There will be no opportunity to alter the rates tendered during the full term of the contract.

Payment to Contractor

The Contractor will submit a monthly account, in arrears.
This will be paid via BACS.

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 for Contracts. A current Certificate of Insurance to this effect must be produced to the Town Clerk on 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.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act 1974 and all other Acts and Regulations in respect of the work comprised in this Contract.

Sustainability

Sustainable materials should be used.
No peat-based composts are permitted under this contract.

Notes to Contractors

- a) Attention is drawn to the Standard Contract Conditions. These documents must be read in conjunction with the Specification of Works, and Schedule of Works. Contractors are advised to carefully read all documentation.
- b) The prices to be included are to be the full inclusive value of the work described, liabilities and obligations, but EXCLUDING VAT (if applicable)
- c) No alteration to the text of the Form of Quote 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.
- d) 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.
- e) Invoices presented for payment must include a schedule of the works completed including the dates of the work.
- f) Contractors are asked to contact the Town Clerk if any clarification is required.

3. Schedule of works

1. Town Council Offices	Weekly & Monthly
2. Paradise Road Car park (inc Happy to Chat area)	Weekly & Monthly
3. Paradise Road extension Car Park	Weekly & Monthly
4. Old Fire Station Car Park	Weekly
5. Rear area of Town Hall	Weekly
6. Town Hall Car Park	Weekly & Annually
7. Town Square	Weekly & Annually
8. Paradise Road/Broadlands Junction	Weekly & Monthly
9. 4 x Town entrances (Bexwell Rd, London Rd, Lynn Rd, Bridge Rd)	Weekly & Monthly
10. War Memorial	Monthly
11. Old Brewery Lane	Six Monthly
12. The Hollies entrance garden (Bridge Street)	Weekly & Monthly
13. Hollies No 1 Car park	Weekly & Monthly
14. Hollies No 2 Car Park including garden area	Weekly & Monthly
15. Morrison staff car park	Weekly & Monthly
16. Morrisons bus shelter & the Hollies bus shelter	Weekly
17. Memorial Garden	Weekly & Monthly & Six Monthly
18. Stonecross War Memorial	Monthly, Six Monthly

Definition

Weekly

Litter picking, weed control, leaf clearing of kerbs & hard standing and boundary areas

Monthly

Pruning, gardening, weeding, litter pick, removal of debris of the shrub areas, sweeping of the car park kerb areas, and boundary

Six Monthly (April & September)

Pruning & Weeding, hedge cutting at Memorial Garden exterior and interior & Stonecross War Memorial

Six Monthly (May and October)

Jet wash the Town Square & Town Hall steps

Annually (June)

Jet wash the 3 x Town Gateway Stones (High Street North, South & Bridge Street opposite the Hollies)

Supply & Plant Summer & Winter Bedding and Watering of Foliage

The Hollies Car Park Planters

Supply & Plant Summer and Winter plants

Watering 3 times a week for 26 weeks, feeding as required in Summer, and additionally as required during dry spells

Wall Mangers at Morrisons – Supply & plant Summer & Winter plants
Watering 3 times a week for 26 weeks, and additionally as required during dry spells

Hollies Access Road Planters (Hollies No 2 car park) – Supply & plant Summer & Winter plants
Watering 3 times a week for 26 weeks, and additionally as required during dry spells

Anglia in Bloom rectangular planter – Supply & plant Summer & Winter (Hollies No 1 car park)
Watering 3 times a week for 26 weeks, and additionally as required during dry spells

The Hollies car park trees (entrance garden, Bridge Street)
Watering 3 times a week for 26 weeks, and additionally as required during dry spells

Display boat on River Great Ouse Relief Channel (Bridge Road)
Watering 3 times a week for 26 weeks, and additionally as required during dry spells

Gateway Planters
Supply & Plant Summer and Winter plants
Watering 3 times a week for 26 weeks, feeding as required in Summer, and additionally as required during dry spells

Town Square Planters
Supply & Plant Summer and Winter plants
Watering 3 times a week for 26 weeks, and additionally as required during dry spells. Feeding as required in Summer

Town Hall car park planters
Supply & Plant Summer and Winter plants
Watering 3 times a week for 26 weeks, and additionally as required during dry spells. Feeding as required in Summer

Town Council offices Hanging baskets
Supply & plant Summer and Winter plants.
Watering 3 times a week for 26 weeks, and additionally as required during dry spells. Feeding as required in Summer

Memorial Gardens
Supply & Plant Summer and Winter plants
Water 3 times a week for 26 weeks, and additionally as required during dry spells. Feeding as required in Summer

4. QUOTE FORM – to be submitted to the council

PRICES QUOTED ARE TO BE EXCLUSIVE OF VAT

Please complete and sign the Quote Form overleaf and submit both parts to Downham Market Town Council offices by 13th May 2022 at the latest.

I/We agree to complete the work in accordance with the Invitation to quote, Standard Contract Terms, Specification of Works and Schedule of Works. I/We understand that Downham Market Town Council is not bound to accept the lowest or any quote or part thereof and that the Council will not be responsible for any expense incurred in preparing this quote.

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

Company or Business Name: HOLT LANDSCAPES

Business correspondence address 14 SANDY LANE

DENVER NORFOLK Postcode: PE 38 0EB

Quotation price for the duration of the contract period (18th May 2022-31st October 2023)

£ 19,162.50 + VAT £1095 P/M + VAT x 17 1/2 MONTHS

VAT Reg No. (if applicable) 676 9149 79

Contacts: Landline [REDACTED] Mobile [REDACTED]

Email: [REDACTED]

By signing and submitting this quote 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: [REDACTED] Print Name: N. ROBINSON Position: PROPRIETOR

Dated: 11/5/22

5. Evaluation

Bids will be evaluated in accordance with the Downham Market Town 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	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



Alcumus®

SafeContractor



Certificate of Accreditation

This is to certify that
Holly Landscapes

has achieved SafeContractor accreditation

Date: 22nd February 2022

This certificate is valid until: 22nd February 2023

Certificate number: UV9459

Signed:

Alyn Franklin
Alcumus CEO

