

STANSTED MOUNTFITCHET PARISH COUNCIL

Council Offices, Crafton Green House, 72 Chapel Hill
Stansted Mountfitchet, Essex CM24 8AQ

Clerk: Mrs Ruth Clifford

Office Hours: 10am to 1pm



Tel/Fax: 01279 813214

parishcouncil@stansted.net

Invitation to Tender

Stansted Mountfitchet Parish Council Gardening Contract 2022

2nd December 2021

Stansted Mountfitchet Parish Council (the Council) wishes to appoint a suitably qualified gardening team to carry out necessary grounds maintenance services in areas that are the responsibility of the Council.

SCHEDULE OF WORK

The services we require will be management of the items below:

- Hanging baskets – Throughout Stansted
 - The installation and subsequent removal of a total of 114 16” hanging baskets for summer planting throughout Stansted
 - Baskets hung in late May-early June and removed in late October same year.
 - Watering of baskets three times weekly, either early morning or late evening.
 - The installation and subsequent removal of a total of 4 16” hanging baskets for Winter planting in the Memorial Gardens. Watering if needed.
 - Contents to be disposed of and baskets stored with contractor
 - Include feed as necessary
- Planters, Tubs, troughs – throughout Stansted
 - Total of 7x flower troughs, 5x wooden tubs, 5x floral planters, 9 small planters
 - To be cleared and planted max. twice annually (one planting per year and one enrichment of planting per year) with compost/infill enriched and/or fully replenished.
 - Weeding and dead heading as required throughout the season
 - Water as required
- Border management - throughout Stansted

- Monthly visits
- Weeding, strimming, and cutting back of borders as deemed necessary
- Keep shrubs and plants trained if needed
- Flower bed management – throughout Stansted
 - Reviewing twice yearly (for summer and winter) and enhancing planting as agreed
 - Beds to be enriched prior to planting with manure or similar
 - Watering as required
 - Weeding as needed and neat edges maintained throughout
- Trimming of shrubs and hedges – throughout Stansted
 - 2 visits annually
- General grounds maintenance – Foresthall Park
 - Shrub and hedge management twice annually
 - Clearing vegetative and invasive growth

On the attachment *SMPC Gardening Maps 2022* you will find the marked areas requiring the services described above. The attachment *SMPC Gardening Specifications 2022* gives more details about the services required in each area.

TENDER FOR GARDENING CONTRACT

1. Contractors should acquaint themselves with the conditions of work before tendering and ask all questions by email to the clerk before submitting their bids.
2. The contractor will be expected to manage the planters, beds and borders at their discretion according to the weather conditions. The expectations under normal conditions are to water borders and flower beds weekly and planters (pots, troughs, hanging baskets) three times a week and weed and deadhead as necessary throughout the season.
3. It will be the contractor's responsibility to determine the time to start and finish the gardening depending on each season in consultation with the Council's contract manager.
4. Quotations are to be submitted exclusive of VAT.
5. The Contractor shall include in the tender for everything necessary to complete the works.
6. The Contractor shall comply with the Health and Safety at Work regulations and all other appropriate statutes and regulations. If working alone, he/she shall be expected to notify a supervisor or line manager of his/her whereabouts and the likely length of time. This can be a relative or a work colleague. Any operative employed by the Contractor must be suitably trained and qualified for the work.
7. Before the contract can commence, the successful Contractor shall supply a copy of the current public liability insurance policy up to £10 million, a risk assessment and two references of existing clients. The latter is not required where contractors are known to the Parish Council. It is expected that contractors will be able to provide references from clients with similar contracts.

8. The contract will run for a period of one year, ie from March 2022 until October 2022. There may be an option to extend this contract for a further 2 years (2023, 2024) at the same value if the Council are satisfied with the standard of work after this period.
9. In the interests of health and safety all cuttings must be removed from pathways and children's play hard surfaces.
10. The Council reserves the right to clarify any statements on submitted tenders and specifications with contractors before making any decision.
11. The Council reserves the right to offer the contract to the most economically advantageous bid and not necessarily the lowest bid.
12. The Contractor must provide all necessary equipment and personnel to perform the job and provide method statements to cover all aspects of Health and Safety and personnel training.
13. The Contractor shall at all times maintain in force such policies of insurance, with reputable insurers or underwriters approved by the Council, as shall fully insure against such risks as the Council in its absolute discretion may require and indemnify the Council against any damage, loss or injury which may occur to any property or to any person by or arising out of or in connection with the provision of the service in the minimum sum of £10million for any one claim for property damage, unlimited for personal injury.
14. The contractor will be expected to provide copies by email of all insurance policies and risk assessments at their renewal anniversary to the Clerk to prove continuity.
15. The Council reserve the right to add or remove areas to be managed during the period of the contract and the contractor will be invited to provide a cost/reduction where applicable in writing to the Clerk. This will then be added to the schedule and be a binding part of the contract.
16. The Council will not be liable for any damage or loss to equipment incurred by the contractor during the period of the contract howsoever caused. The contractor is expected to survey each area before cutting commences to ensure no obstacles or stones are present.
17. In carrying out such work the Contractor will ensure that his staff conduct themselves in an appropriate manner.
18. The Contractor shall comply with Control of Waste regulations and hold a valid Certificate of registration under the control of Pollution Act 1989.

SUBMISSION OF TENDER

Return tenders by no later than Tuesday 4th January 2022 to:

Ruth Clifford, Parish Clerk
Stansted Mountfitchet Parish Council
The Mountfitchet Exchange
Crafton Green

72 Chapel Hill
Stansted Mountfitchet
Essex
CM24 8AQ

Or by email at parishcouncil@stansted.net. If submitting tender by email, please place in the subject line "Tender for Gardening".

Any queries regarding the interpretation of any part of the document should be addressed to the Parish Clerk by no later than three days before the closing date.

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