

Invitation to tender for:

Hedge cutting contract for South Marston Parish Council (April 2018 – March 2019)

South Marston Parish Council invites offers for the supply of hedge cutting services within the parish of South Marston.

Your tender must be submitted in compliance with the following documents which accompany this invitation to tender:

- Instructions to Tenderers
- Details of tender
- Tender submission form

It is the responsibility of the tenderers to ensure that offers are received by 10.30am on **Friday 17th November 2017**. Tenders received after this time shall not be considered.

Please acknowledge receipt of this Invitation to Tender by emailing Claire.Penny@Southmarston.org.uk, confirming whether you intend to offer.

Yours faithfully

Claire Penny
Clerk & Responsible Financial Officer
South Marston Parish Council

Instruction to tenderers

1. Confirm receipt of the tender by emailing Claire.Penny@SouthMarston.org.uk confirming your intention to tender.
2. Review the tender details.
3. Address queries to Claire Penny and request site tour if required.
4. Complete tender submission form with prices for each item and details of your organisation. You may add any additional notes and comments on technical experience and equipment that you feel will be appropriate.
5. Send via post or electronically to arrive by 10.30am on Friday 17th November 2017

All tenders will be reviewed by the Clerk to ensure there are no omissions. Identifying details of your company such as name, will be removed before presentation to the Parish Council.

The Parish Council will review all tenders and select based on price, skill, technical experience and company stability.

The successful company will be notified shortly afterwards and will receive a contract for signature the following month. Unsuccessful companies will be notified shortly afterwards also and their details kept on file for future tenders.

Details of tender

Background:

South Marston Parish are a semi-rural village with a population of around 700. We have a large number of hedgerows which the Parish Council and residents are keen to maintain. The Parish Council are responsible for the care of these hedges, whether through direct ownership or via agreement with the owners.

This tender will meet the current hedge cutting requirements within the village from April 2018 to March 2019. The successful applicant will be expected to deliver a high standard of service whilst maintaining a positive, proactive working relationship with the Council.

The successful applicant will be expected to communicate regularly with the Council Clerk or the Council's Open Spaces Working Group on issues or recommendations they may have for areas under their care.

Service standards:

The successful Company will not subcontract any part of this work without the agreement of South Marston Parish Council.

All cuttings and strimming's to be taken away or brushed below hedgerows to ensure footways remain clear.

All areas behind street furniture to be cut by hand to reduce risk of damage.

Cuts in summer should be a trim only so as not to disturb nesting birds

The Parish Council will be notified 3 weeks before hedge cuts marked in the specification to allow private hedge owners to be notified.

All representatives of the successful company will behave in a respectful and considerate manner whilst working near members of the public.

The Parish Council retains the right to request additional services from the successful company during the term of the contact. The successful company retains the right to price this accordingly for the Parish Councils consideration.

The successful company will submit an invoice monthly for the services delivered in the month previously, unless otherwise agreed. Invoices must be received by the Council Clerk by the second of week of the month to receive payment that month. Payment will be by electronic bank transfer.

All invoices must include a detailed breakdown of the areas maintained (as below) and the dates work was done.

Service specifics:

Area & reference	Service required and regularity needed
PC7: Highworth Road, South Marston	Cut pathside hedge from opposite Quarrybrook entrance to bungalows once in the summer and once in the winter. Parish Council to be notified three weeks before cut.

PC8: Thornhill Road, South Marston	Cut pathside hedge from electrical transformer (up from corner of Yew Tree Gardens) to Manor Park once in the summer and once in the winter Parish Council to be notified three weeks before cut.
PC10: Bungalows, Highworth Road, South Marston	Cut both sides of the hedge between the two footpaths outside the bungalows once in the summer and once in the winter.
PC11: Old Vicarage Lane, South Marston	Cut pathside hedge from Village Garden to Nightingale Lane once in the summer and once in the winter Parish Council to be notified three weeks before cut.
AL2: Allotments, Highworth Road, South Marston	Interior and exterior of hedges within allotment once a year in winter.

Tender submission form

For the provision of hedge cutting services for South Marston Parish Council:

Having examined the terms and conditions stipulated in the Tender Invitation Letter we,
_____, hereby offer to provide all services for the total sum detailed below.

Company details

Company name:	
Address:	
Contact name:	
Contact email:	
Contact telephone:	
Does your company have public liability insurance?	
How long as your company been established?	
Is your company equipped to handle electronic payments (Bank transfer)?	

Services quotation

Area & reference	Price per visit	Total price for the year
PC7: Highworth Road, South Marston		
PC8: Thornhill Road, South Marston		
PC10: Bungalows, Highworth Road, South Marston		
PC11: Old Vicarage Lane, South Marston		
AL2: Allotments, Highworth Road, South Marston		

Additional notes and comments on technical experience and equipment:

Declaration:

We agree to abide by this Tender for a period of 45 days from the date of submission (signed below) and that it may be accepted at any time before the expiry of that period.

We understand that the Employer is not bound to accept the lowest or any tender he may receive.

Signed:

Name:

Company:

Date: