

Invitation to tender for:

Waste management contract for South Marston Parish Council (April 2018 – March 2019)

South Marston Parish Council invites offers for the supply of waste management 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.

Tenders can be sent via post to Claire Penny at the address at the foot of this letter or via email.

Please acknowledge receipt of this Invitation to Tender by emailing Claire.Penny@Southmarston.org.uk, confirming whether you intend to offer. Tender submissions can be sent to the same address.

Should you have any queries, or wish to arrange for a tour of the locations included in the tender, please contact me as soon as possible.

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 range of open spaces and work to ensure they remain free of waste and enjoyable for all.

This tender will meet the current waste management 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.

Service standards:

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

All waste will be disposed of at an approved disposal location within Swindon. This will normally be at Waterside Park, Cheney Manor Industrial Estate, Darby Close, Swindon SN2 2PN

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

The Provider will report any damaged or missing bins or bins filled with other waste or litter to the Council Office.

Quotes for the purchase and installation of new bins can be given by the Provider.

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
Dog waste removal	<p>Removal of dog waste and insertion of new waste bag once a week.</p> <p>Loose waste around bins collected once a week.</p> <p>Locations are:</p> <ul style="list-style-type: none"> • 1 x car park next to Recreation ground, Old Vicarage Lane, South Marston • 1 x Recreation ground entrance, Thornhill Road, South Marston • 1 x St Julian's Wood car park, St Julian's Close, South Marston • 1 x Oxleaze Wood entrance, sunken lane off Thornhill Road, South Marston



	<ul style="list-style-type: none">• 1 x opposite Quarrybrook Close, Highworth Road, South Marston• 1 x Nightingale Wood car park (left turn at car park, 100 yards on right), Nightingale Lane, South Marston• 1 x Nightingale Wood car park (straight on at car park, 1m from entrance on right) Nightingale Lane, South Marston• 2 x Nightingale Wood car park (straight on at car park, straight on to crossing point at Rowborough Lane), Nightingale Lane, South Marston
Mixed waste removal	<p>Removal of mixed waste and insertion of new waste bag once a week. Loose waste around bins collected once a week. Locations are:</p> <ul style="list-style-type: none">• 1 x corner of Thornhill Road, South Marston (outside Crocodile Packaging/Youngs Removals)• 2 x Recreation Ground, Old Vicarage Lane, South Marston
Fly tip removal	<p>To visit fly tips when notified by the Parish Clerk or a pre-authorized Councillor. To dispose of the fly tip if appropriate at the Swindon Recycling Centre, Cheney Manor quoting "South Marston Parish Council" if required or otherwise notify the Clerk.</p>

Waste management: Tender submission form

For the provision of waste management 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 detail:

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 bin	Total price for the year (at 9 bins)
Dog waste removal		
Mixed waste removal		
Area & reference	Approximate price per collection	
Fly tipping collection		

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: