

# **STANLEY AND STANLEY COMMON PARISH COUNCIL**

[www.stanleyandstanleycommon-pc.org.uk](http://www.stanleyandstanleycommon-pc.org.uk)

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Dear Sirs

## **INVITATION TO TENDER – MAINTENANCE CONTRACTS LOT 1 - GROUNDS MAINTENANCE CONTRACT LOT 2 – FLOWERBEDS MAINTENANCE**

Stanley and Stanley Common Parish Council are re-tendering for their grounds maintenance and flowerbeds contracts which will commence in April 2020. There are two lots available to bid for as set out below.

Contractors do not have to bid for both lots but if you choose to, please ensure that you provide separate pricing for each lot so that they are easy to compare against other bids and can be appointed individually.

Please be aware that tenders which do not comply with the tender submission rules will not be considered.

These will be 3 year contracts, subject to satisfactory performance in the first year, therefore please provide a price for each year.

Please quote each operation priced individually so that it can be included, or not, depending on the budget we have available.

You must be able to supply your own equipment, which must be maintained in accordance with the relevant legislative requirements.

### **LOT 1 – GROUNDS MAINTENANCE**

The Parish Council has two recreation grounds to maintain, one on the main Belper Road, at the corner with Common Lane, Stanley Common and the other off Park Avenue, Stanley. I attach a schedule for the grounds maintenance work that we require.

### **LOT 2 – FLOWERBEDS MAINTENANCE**

The Parish Council has a number of flower planters, flower beds and perennial shrub beds throughout the parish which require summer planting, maintenance inclusive of weeding and watering and clearance in autumn. A schedule setting out the locations and requirements is attached.

If you require an accompanied site visit prior to submitting your tender, please contact the Parish Clerk. Otherwise, all sites are open to the public.

**Tender submission rules:**

1. Please submit your tender by midnight, 13 October 2019 to the above address.
2. Tenders must be submitted in a plain envelope with no identifying marks for your organisation on the envelope do not use a franking machine if this has your company logo appear on the printed label.
3. Mark the front of the envelope with 'Grounds Maintenance Tender' or 'Flowerbeds Tender' depending on your submission. If you are submitting for both they must be placed in separate envelopes and marked appropriately.
4. Please note that any attempts to contact individual councillors to assist you with this process will result in disqualification. All communication must go through the Clerk.
5. You must disclose in your bid if you are related to any of our Parish Councillors or the Clerk.
6. Please also provide the following information about your organisation:
  - a. Name and legal status of your company/business
  - b. Location of your business
  - c. Number of years trading/relevant experience
  - d. VAT status
  - e. Number of employees
  - f. Intent to carry out work yourself or subcontract
  - g. Details of any subcontractors you propose to use
  - h. Details of your public liability insurance and licence to work within the highway.

I look forward to receiving your quotation.

Yours faithfully

Mrs S Doherty  
Parish Clerk

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### SCHEDULE FOR GROUNDS MAINTENANCE

<b>Work</b>	<b>Frequency</b>	<b>During</b>
<b>Stanley</b>		
Mow the recreation ground including perimeter and hedge bottoms/under trees	16 Cuts	Mar-Nov
Mow the play area including removal of cuttings	11 Cuts	Mar-Nov
Mow/Strim the footpath from Bulls Corner off Station Road up to access gate onto recreation ground	16 Cuts	Mar-Nov
Repair goal mouths	Once a year	Each Year
Weed & feed football pitches (In Spring)	Once a year	Each Year
Scarify whole area	Once a year	Each Year
<b>Stanley Common</b>		
Mow the recreation ground including perimeter and hedge bottoms/under trees	16 Cuts	Mar-Nov
Mow the play area including removal of cuttings	11 Cuts	Mar-Nov
Repair goal mouths	Once a year	Each Year
Weed & feed football pitches (In Spring)	Once a year	Each Year
Scarify whole area	Once a year	Each Year

Please also provide a costing for additional cuts as may be required for use of the football pitches and detail if you are able to respond to such requests on short notice (give the minimum timescale you require)

## STANLEY AND STANLEY COMMON PARISH COUNCIL

### INVITATION TO TENDER SUMMER PLANTING – MAINTENANCE AND AUTUMN CLEARANCE

The Parish Council has 8 flower planters, a flower bed and 4 perennial shrub beds throughout the parish located as follows:

#### STANLEY VILLAGE - (locations described progressively from West End to East).

<b>Derby Road</b>	1 planter at the western end of the village, below the Millennium Village Sign (a white shield with 3 emblems and village name thereon).
	1 planter adjacent to the bus stop opposite Bridge Cottage at Dale Road Junction
	1 perennial shrub bed on the grass bank by the cul-de-sac, opposite, The White Hart Public House
<b>Station Road</b>	1 flower bed on the grass verge at Bulls Corner-adjacent to Parish Council Notice Board.
	3 perennial shrub beds on grass verge parallel with Hurst Drive off Coronation Road
	1 planter below Millennium Village Sign at East End of village
<b>Stanley Recreation Ground, Park Avenue</b>	Area to the left of the entrance gate containing 3 planters set on a weed suppressant membrane, covered in bark chippings

#### STANLEY COMMON

<b>Belper Road</b>	1 planter (old colliery coal tub) road- side adjacent to recreation ground
	1 planter adjacent to the Coronation Seat opposite Post Office and Shop

### REQUIREMENT FOR 8 PLANTERS-1 FLOWER BED

#### SUMMER

8 PLANTERS: - Spring (early May) - forking over, replenishing loam as necessary and planting, including slow release fertiliser pellets.

1 FLOWER BED –As above.

Please also quote for clearance of winter planting as a separate line (Council has not yet decided if it will have winter planting but needs to be aware of the costs should it decide to go ahead)

5, visits (May-October) to weed and deadhead all planters and flower bed. Grass around planters and flower bed to be strimmed, mowed and generally tidied up as necessary to 1.00 metre. Any hedges behind planters to be trimmed back to prevent encroachment on to planters.

#### AUTUMN

8 PLANTERS-1 FLOWER BED: - Late September/October - clearance and removal of summer flowers, forking over and leaving generally tidy

### **WINTER**

5 PLANTERS – 1 FLOWERBED: - Late September/October - winter planting (excluding Stanley recreation ground site) Can be done at same time as Autumn visit but please cost separately.

### **REQUIREMENT FOR 4 PERENNIAL SHRUB BEDS**

5 visits-(May-October) to prune shrubbery/trees, weed, fertilise and generally tidy up.

### **WATERING**

During very dry spells visit to water shrubberies, planters, flower beds and tub.

### **QUOTATION AND PAYMENT INFORMATION**

The quote should be divided into the following elements and individually costed:

1. Cost of Summer planting x 8 planters, 1 flower bed.  
(Including number of plants to be planted at each location).
2. Cost per visit for summer plant and shrub watering when necessary.
3. Cost per Summer visit (5 times) to 4 shrubbery/tree beds at Stanley, (Two of these visits (first and last) may be undertaken at same time as Summer planting/Autumn clearance).
4. Cost per Summer visits (5 times) to 8 planters, 1 flower bed to weed, deadhead, trim and cut back encroaching hedges.
5. Cost of Autumn clearance, tidying x 8 planters and 1 flower bed.
6. Cost of Winter Planting x 5 planters, 1 flower bed  
(Including number of plants to be planted at each location).
7. Cost for removal of winter planting

Please note that payments will be made on a staged basis upon confirmation of completion of each of the above elements. Invoice by post or email to the Parish Clerk.