

# Grounds Maintenance Service Level Agreement and Call-off Contract 2021 / 22

## Tender Brief

### **Purpose**

Frodsham Town Council wishes to commission a contractor for the overall maintenance of its land assets, which include playing fields, play areas, community orchards, cemetery, woods etc. A separate schedule detailing the sites to be maintained, the tasks required to be performed, and an estimate of the quantity of work is attached.

### **Tender**

The contract will be split between regular activities included in the Service Level Agreement (SLA) and activities which will be requested on a call-off basis when and if required. The spreadsheet, attached should be used to prepare your quotation by indicating a unit price for each activity. The spreadsheet will automatically calculate the quotation.

### **Other requirements**

Most of the activity will be during the spring, summer and autumn, although some including litter picking will be all year round.

At the start of the contract, and annually if a 3-year SLA is awarded, a year plan of proposed monthly activities will be submitted. There will be times when it isn't possible to carry out planned activities due to weather conditions or other unexpected incidents and this should be reported straight away to the Town Clerk. Day-to-day contact will be with the Town Clerk. There will be a contract start meeting with the Town Clerk to review the schedule and annual plan to ensure the smooth running of the SLA / contract.

Monthly reports must be sent to the Town Clerk.

At the end of each month an invoice must be submitted for the work carried out under the SLA. Any call-off contract activities will be invoiced separately on completion of works requested.

### **Documentation Required with Tender**

Full Tender will include:

Submission Form

Appendix A (Budget Form)

Health & Safety Policy

Insurance & Indemnity Certificates

Operator Certificates inc. pesticides

Waste disposal certificate

Street Works Certificate

Play Area Operation Certificates.

**Process:**

Release tender documentation	w/c 19 <sup>th</sup> April 2021
Advert on Council website and noticeboards	w/c 19 <sup>th</sup> April 201
Site visits can be arranged from	26 <sup>th</sup> – 28 <sup>th</sup> April 2021
Deadline for clarification questions	17 <sup>th</sup> May 2021
Deadline for FTC responses	24 <sup>th</sup> May 2021
Deadline for submission of Tenders Submission must be by email: The email must be sent with the subject heading: Confidential Grounds Maintenance Tender	noon on 1 <sup>st</sup> June 2021
Committee meeting to consider tenders & make recommendation to full council	8 <sup>th</sup> June 2021
Full Council meeting to approve award of Contract	tbc June 2021

Deadline for submission of Tenders by noon on 1<sup>st</sup> June 2021

Submission must be by email to:

Jo O'Donoghue  
Town Clerk  
[townclerk@frodsham.gov.uk](mailto:townclerk@frodsham.gov.uk)

Attachments required:

Submission Form  
Appendix A (Budget Form)  
Health & Safety Policy  
Insurance & Indemnity Certificates  
Operator Certificates inc. pesticides  
Waste Disposal Certificate  
Street Works Certificate  
Play Area Operation Certificates  
Quality Assurance Certificates (if any)