



COLNE TOWN COUNCIL

FORM OF TENDER- GM5

ALKINCOATES PARK GARDENING SERVICES

(Excluding Grass and Hedge Maintenance)

THREE YEAR CONTRACT WITH A POTENTIAL TWO YEAR EXTENSION

Tender Documentation

Tender date sent out:

Tender date due back:

Prepared by:

Gina Langley

Town Clerk and Responsible Financial Officer

Colne Town Council

FORM OF TENDER FOR

ALKINCOATES PARK GARDENING SERVICES

To: Gina Langley
Town Clerk and Responsible Financial Officer
Colne Town Council
Colne Town Hall
Colne
Lancashire
BB8 0AQ

1. I / We the undersigned do undertake to provide general gardening services (not including major areas of grass cutting) and carrying out of Miscellaneous works as detailed in Appendix 5A and 5B and as specified in this Tender document, and to carry out such works in order to comply with the output specification contained within this tender document and execute and complete the works as described therein for the following Tender Sum:

Tender Sum: 1st April 2026 to 31st March 2029
(3-year contract)

_____ (In Words)

Pricing to remain open for acceptance by Colne Town Council for a period of 12 weeks from submission of this tender.

2. If you are successful in your tender contract, Colne Town Council may be prepared to extend this contract for a further 2 Year period subject to good performance across all areas of contract awarded.

Indication of a desire to extend, must be provided in writing to the Town Council approximately 12 months prior to the contract end date. The contract extension will be awarded at the discretion of the Town Council and subject to a successful contract review, which will be carried out shortly after receipt of the extension request.

3. And I / We also agree to execute an agreement/contract to be prepared by the Town Clerk/RFO of Colne Town Council in accordance with the basis of this Tender submission.
4. All Tenders shall be made subject to the Council's Standing Orders in so far as the same are applicable to the supply of goods or materials or the execution of the works.
5. And I / We hereby declare that this Tender is a Fixed Price Tender and is NOT subject to fluctuations in the cost of labour during the period of contract currently proposed for the execution of the works but is subject to cost price fluctuation in materials used.

6. I / We undertake to commence the works **on 1st April 2026**
7. In tendering for this contract, Colne Town Council will not be liable for any pre-contract costs, howsoever incurred, associated with this tender should the contract not be awarded to you, or Colne Town Council decide to subsequently withdraw this contract from tender offer or decide to re-tender in the future.
8. All costs relating to site visits undertaken by the tenderer in support of this Tender submission are for the account of the Tenderer only.
9. In tendering for this contract, any tenderer should note that as part of the process there will be specific information requested that, if not provided, will automatically lead to disqualification in this Tender process regardless of the tender price submitted.
10. The decision to award this contract is entirely at the discretion of Colne Town Council, and no further discussion or correspondence will be entered into unless at the discretion of Colne Town Council.

Signed:

For and on behalf of:

Address:

.....

.....

Dated:

**ALKINCOATES PARK GARDENING SERVICES
BILL OF QUANTITIES**

Item	Description	Quantity	Cost (£)
1.0	Project Location		
1.1	Alkincoates Park, Alkincoates Road Colne For which the principal administration offices are based at: Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ T: 01282 861888		
2.0	Contract timescales		
	Fixed Price Tender Submission deadline:		
	Works on sites commence:		
	1 st April 2026		
	Works on site ongoing from:		
	1 st April 2026 until 31 st March 2029		
3.0	Project Administrator		
	Gina Langley Town Clerk and Responsible Financial Officer Colne Town Council Tel: 01282 861888 E: g.langley@colnetowncouncil.org.uk		
	All items should be considered in accordance with any accompanying notes. Where outputs are defined, Tenderers should price to achieve the output, not offer alternative frequencies that they feel are necessary to achieve the desired outcome – it is for contractors to manage their own resources accordingly to achieve these outputs.		

4.0	Schedule and specification of works		Annual costs
4.1	To be submitted within one month of award of tender and thereafter on a year-by-year basis. To prepare and submit an annual work plan of activity in order to achieve and maintain the park beds shown in Appendix 5A, plants and bushes etc to a high level of appearance being litter and weed free and otherwise maintained in accordance with GM5 Appendix 5B Bed Maintenance Specification. It is anticipated that significant work will be required within the first twelve months to bring the beds up to the required standard. The work plan must show how each bed will be brought up to the required standard during the course of the first twelve months and the work intended to maintain them at the required standard through the course of the contract period. (Only chemical free weedkilling solutions to be administered, unless specifically authorised by the Town Clerk.)	Item	£
4.2	Provide the Town Clerk with an update on the first of each month in relation to the work plan including any planned or completed work within the park that month and subsequent months. This update must include information in an agreed electronic format.	Item	£
4.3	To provide a single point of contact to the Town Council to assist in monitoring of the contract, dealing with incidents and enquires and receive work requests, Monday through to Friday, between 8am and 5pm daily as and when by email and/or telephone	Item	N/A
4.5	To provide an out of hours contact for emergency works.	Item	N/A
4.6	Send a representative to attend Working Group Meetings on a quarterly basis to report on the progress of the contract and to receive feedback on the work performed in the park.	Item	£

All areas of activity as detailed below when completed and left in finished state should be submitted by way of electronic evidence of work completed within five working days of completion.

		Item	£
4.7	The general location of plant beds to be maintained are detailed in Appendix 5A Main Park Beds General Locations. These areas are to be maintained in accordance with Appendix 5B Bed Maintenance Specification and including the requirement for: a) Monthly maintenance of plant beds including weeding, litter removal and where necessary, re edging. b) Annual pruning of plants c) Mulching of beds d) And any proposals for replanting. e) Submission of work completion reports in an agreed electronic format.		
4.8	Area 1 – Car Park Bed	Item	£
4.9	Area 2 –Lodge Bed	Item	£
4.10	Area 3 – Bushes up the left-hand side of the main park carriageway and including: 3a Bottom Carriageway Bed 3b Middle Carriageway Bed 3c Upper Carriageway Bed and 3d Top Carriageway Bed	Item	£
4.11	Area 5 Small perennial beds either side of the central park walk including: 5a Bottom Bed (West) 5b Middle Bed (West) 5c Top Bed (West) 5d Top Bed (East) 5e Middle Bed (East), and 5f Bottom Bed (East)	Item	£
4.12	Area 6 Lower Central Park Walk Large Beds including: 6a Large Shrub Lower Bed 1(East) 6b Large Shrub Bed Lower Bed 2 (East) 6c Large Shrub Bottom Bed (East) 6d Large Shrub Middle Bed (East) 6e Large Shrub Top Bed (East) 6f Large Shrub Top Bed (West) 6g Large Shrub Middle Bed (West) 6h Large Shrub Bottom Bed (West), and 6 j Large Shrub Lower Bed (West)	Item	£

4.13	Area 9 Top Central Park Walk Large Beds including: 9a Large Top Bed (West) 9b Large Top Bed (East), and 9c Large Shrub Bed (Shelter)	Item	£
	Total carried forward to Tender Summary		£
5.0	The items below are <u>not to be included in annual submission cost</u> for tender but priced as an additional extra cost		
5.1	Attendance at an Alkincoates Park Friends Group Meeting (Attendance being required at no more than one Friends Group meeting per quarter).	Item	£
5.2	Identifying and assisting in the planning of garden maintenance tasks within the walled garden which are suitable to be undertaken by a group of volunteers. Supporting the Councils volunteer coordinator in delivering garden maintenance activity sessions, for up to ten volunteers from the Friends of Alkincoates Group. Each session would last approximately two hours with no more than one park session being planned per quarter (Equipment and PPE to be provided by Colne Town Council).	Per Session	£
5.3	The digging out of existing plants and preparing for the replanting of one ornamental bed.	Item	£
5.4	The replanting of one ornamental bed (excluding the purchase of plants)	Item	£
5.5	“Out of hours” response to reported dangerous issues (6pm to 8am and weekends)	Per call out	£
5.6	Hourly rate for miscellaneous ad hoc works	Item	£
5.7	Level of mark-up applied on use of materials purchased by the Contractor	Item % mark up	%

6.0	Compliance – Failure to exhibit satisfactory paperwork will result in disqualification		
6.1	Production of a valid copy of Public Liability insurance in an amount of at least £10 million pounds.	Item	Required
6.2	Production of a copy of your Businesses Health and Safety Policy.	Item	Required
6.3	Production of Task-Specific Risk Assessment and Method Statements including reference to relevant HSE guidance and safe systems of work, including any other businesses who may be used on a sub-contract basis.	Item	Required
6.4	Work-related qualifications and certificates of competence.	Item	Required
6.5	Proof of having carried out similar types of work to good standards – This must include as a minimum – two references with examples of work carried out and referees' contact details.	Item	Required
6.6	Proposal as to how electronic proof of the level of service being provided will be submitted to Colne Town Council. (For example, the Town Council uses the iAuditor system, this, or a comparable system would proof useful.)	Item	Required
7.0	Desirable – failure to provide will not disqualify, but marks will not be awarded within overall tender scoring matrix if not provided.		
7.1	NVQ level 2 for staff	Item	Desirable
7.2	PA1 & 6 Pesticide Applications	Item	Desirable
7.3	LANTRA or Equivalent	Item	Desirable
7.4	Evidence of continuing professional development	Item	Desirable
7.5	Awards/Accreditations	Item	Desirable

8.0	Penalties		
8.1	Complaints about unkempt areas 1 to 13 of specification above	Item	-£30 per breach
8.2	The response time for providing electronic proof of the level of service being provided is 5 working days (excluding Saturdays and Sundays and Bank Holidays). <i>Per day delay will attract a penalty of £15 per day</i>	Item	-£15 per day

The Town Clerk may consider suspending or reducing the application of penalties in a particular instance where the contractor is able to demonstrate reasonable cause for a delay. Such provision is at the sole discretion of the Town Clerk.

9.0	Marking criteria for Tender	Percentage attributed	Scoring
9.1	Compliance paperwork	Mandatory	Mandatory
9.2	Price	75%	The lowest tender price will attract 75%- highest price 25% and pro rata between
9.3	Electronic reporting methods proposed	5%	Subjective
9.4	Number of trained staff, levels of qualification and evidence of professional development	3%	Subjective
9.5	Desirable	5%	Subjective
9.6	Basic details of any significant equipment owned, and/or available, to facilitate the delivery of the services required under this contract (e.g. types of mower, scarifiers, aerators, mechanical diggers, rotavators and tillers, mechanical sweeping equipment, mobile steam / roam weed treatments etc.)	3%	Subjective
9.7	Price for Gardening Sessions	2%	Price based

9.8	Hourly rate for miscellaneous ad hoc works	4%	Price based
9.9	The percentage mark up on materials	3%	Amount based
9.10	Two written references as to professional competence, reliability and suitability competency- waived if local authority tendering and Green Flag status awarded	Disqualification if not provided with tender submission	
10.0	Contractor Skills Experience, Qualifications and Resources.		
10.1	The tenderer should provide evidence of their competence, ability and resources to be able to respond to the needs of the contract in terms of: Transport Equipment and tools Physical attire when attending work on behalf of Colne Town Council Completed apprenticeships in relevant skills Groundsmanship Garden Services Cleaning and clearing		
11.0	Return of Tenders		
11.1	Tenders should be submitted in an unmarked sealed A4 brown envelope addressed to:- Colne Town Council, Colne Town Hall, Albert Road, Colne, Lancashire, BB8 0AQ Clearly Marked in CAPITAL Letters “ALKINCOATES PARK GARDENING SERVICES” No mention of who has submitted the tender must be visible.		
11.2	It is the responsibility of the Tenderer submitting the Tender to ensure that it is received in time on or before the Tender Closing Time and Date specified in the Tender brief.		
11.3	Any tender received after the closing time and date will not be considered.		
11.4	Any tender not returned in the format as presented will not be considered		
11.5	All decisions surrounding this tender remain at the discretion of Colne Town Council		

12.0	Notes to Tender
12.1	This tender will be evaluated on the basis of Tender submission only. No prior knowledge of the Tenderer will be considered.
12.2	All pricing is to be submitted on the Form of Tender as indicated.
12.3	Responses should make reference to the Bill of Quantities item in order for this to be easily identifiable.
12.4	Where supporting documentation is also enclosed, this should be clearly annotated to refer to the Bill of quantities Item it relates to.
12.5	All queries regarding this Tender should be made to the Project Administrator.
12.6	It is not possible for a representative of Colne Town Council to accompany any initial site visits.