



COLNE TOWN COUNCIL

FORM OF TENDER- GM6

ALKINCOATES PARK WALLED GARDEN GARDENING SERVICES

(Excluding Hedge Maintenance)

**ONE YEAR CONTRACT WITH A POTENTIAL YEAR BY YEAR EXTENSION
UP TO THREE YEARS IN TOTAL AT THE DISCRETION OF THE COUNCIL**

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 WALLED GARDEN 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 6A, 6B and 6C 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 2027
(1-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 on a year-by-year basis for up to three years 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 six 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 contact 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:

.....

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Dated:

**ALKINCOATES PARK GARDENING SERVICES
BILL OF QUANTITIES**

Item	Description	Quantity	Cost (£)
1.0	Project Location		
1.1	Walled Garden, 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 2027		
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 the award of the tender and thereafter on the 1st of April each year should the contract be extended on a year-by-year basis. To prepare and submit for approval by the Town Clerk an annual work plan of activity in order to achieve and maintain the Walled Garden lawns, beds, plants, bushes paths and surfaces etc to a high level of appearance being litter and weed free and otherwise maintained in accordance with the GM6 Appendix 6B Bed Maintenance Specification and the GM6 Appendix 6C Grass Cutting 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 detail how each bed will be brought up to this standard within 12 months, stage by stage and the work intended to maintain them at that level through any extended contract period. The Contractor and the Council are at liberty to propose minor changes or improvements to the walled garden which may be considered at the Councils discretion. The costs of such changes or improvements, if agreed, are likely to be in addition to the tendered amount. The Council does not intend to make significant changes to the planting scheme for the Walled Garden within the current tender. If after consultation and review, significant changes to the scheme were to be proposed, they would be the subject of a new tender process which would be programmed to come into effect at the end of any existing contract.	Item	£
4.2	Provide the Town Clerk with an updated schedule on the first of each month in relation to the work plan and including the proposed dates and purpose of any planned maintenance visits and a review of completed work within the park that month. This update must include information in an agreed electronic format.	Item	£

4.3	Provide the Town Clerk with a contemporaneous electronic site visit report detailing work undertaken. This will include: • The date of the visit • Who undertook the visit/work • The location of the work undertaken • At least one before and after photo illustrating any significant work • A brief summary of work undertaken and any relevant observations. This is to be submitted to the Town Clerk in an agreed electronic format in the week of the visit and preferably within 24 hours of the visit.	Item	£
4.4	To provide a single point of contact to the Town Council to assist in monitoring of the contract, dealing with incidents and enquires and to 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 the Alkincoates Park 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.

4.7	Twelve months maintenance of Walled Garden Beds and lawns as illustrated in Appendix 6A Walled Garden Beds and Lawns. This work will be subject to annual review and may, at the Councils discretion, be extend for subsequent twelve-month periods up to a maximum of three years in total. Areas are to be maintained in accordance with Appendix 6B Bed Maintenance Specification and includes the requirement for: a) Ongoing maintenance of plant beds including weeding, litter removal and where necessary, re edging. b) Pruning of plants and shrubs a minimum of once a year and in accordance with RHS guidelines c) Mulching of beds where required	Item	£
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	d) Any proposals or recommendations for replanting. e) Maintenance of the ornamental lawns in accordance with the GM4 Appendix 4C Grass Maintenance Specification. f) Submission of work completion reports in an agreed electronic format.		
4.8	The general beds to be maintained within this provision are: • B1 West Wall Internal Bed • B2 Top West Internal Bed • B3 Top West Bench Bed • B4 Top Eastern Bench Bed • B5 Top Northern Wall Internal Bed • B6 Eastern Middle Bench Bed • B7 Eastern Bottom Bench Bed • B8 Entrance Lawn Rear Bed • B9 Rear Path Bed	Item	£
4.9	The ornamental beds to be maintained within this provision are: • C1 West Lawn East Top Corner Ornamental Bed • C2 West Lawn East Bottom Corner Ornamental Bed • C3 West Lawn West Top Corner Ornamental Bed • C4 West Lawn West Bottom Corner Ornamental Bed • C5 West Lawn Centre Ornamental Bed • D1 East Lawn East Top Corner Ornamental Bed • D2 East Lawn East Bottom Corner Ornamental Bed • D3 East Lawn West Top Corner Ornamental Bed • D4 East Lawn West Bottom Corner Ornamental Bed • D5 East Lawn Centre Ornamental Bed	Item	£

4.10	Walled Gardens Ornamental Lawns to be maintained in accordance with the GM6 Appendix 6C Grass Maintenance Specification. The lawns to be maintained are: • G1 Western Lawn • G2 Eastern Lawn • G3 Southern Hedge Lawn Edge As illustrated in Appendix 6A Walled Garden Beds and Lawns.	Item	£
4.11	Assist the work of the Council grounds maintenance contractor in keeping the park free of litter, detritus and general debris, by removing and disposing of litter and other such items which become apparent during the maintenance of the walled garden beds, paths, lawns and other surfaces. To report any significant issues or concerns relating to litter, detritus and general debris and the general maintenance of the walled garden and the surrounding area to the Town Clerk.	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 Walled Garden 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	Hourly rate for miscellaneous ad hoc works	Item	£
5.6	Out of hours" response to reported dangerous issues (6pm to 8am and weekends)	Per call out	£
5.7	Proposed Mark up on materials used – evidence of cost price may be sought on a random basis.	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	A 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 prove of use.)	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	The requirement is for the contractor to submit a detailed programme of work which meets with the Town Clerks approval within one month of the tender and thereafter on 1st April each year for the duration of any contract. Per day delay will attract a penalty of £15 per day.	Item	-£15 per day
8.2	Where in the opinion of the Town Clerk, the Contractor fails to undertake the necessary work to maintain a bed or a lawn in accordance with the work plan agreed by the Council and/or the standards required by Appendix 6B Bed Maintenance Specification and or Appendix 6C Grass Cutting Specifications within five working days of being advised of such by the Town Clerk or their representative. <i>Per week delay or part thereof, each individual item will attract a penalty of £15 per week</i>	Item Per individual bed or lawn	-£15 per week
8.3	The requirement is that site visit reports in an agreed electronic format are to be submitted within the same week of the visit. Where no report is submitted, contract payments relating to that area of work may be delayed until satisfactory evidence is presented that a visit has taken place and necessary work has been done. In such cases the penalty will be applied from the first day of the period for which contract payment is being sought, to the date the evidence is presented. <i>Where the site visit report is one week or more overdue, this will attract a penalty of £15 for each day the report is overdue.</i>	Item Per Breach	-£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%	
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 “GARDEN SERVICES WALLED GARDEN” 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.