

WELSH FIRE & RESCUE PROCUREMENT SERVICE

South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru



GROUPS MAINTENANCE SERVICES

INSERT TENDER REFERENCE: SWEU009

INVITATION TO TENDER

PART ONE

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INVITATION TO TENDER FOR GROUNDS MAINTENANCE SERVICES

This section provides instructions regarding the process and preparation of Tenders, the particular requirements of Fire and Rescue Service (hereinafter referred to as “F&RS”) details of the evaluation criteria, which will be applied when Tenders are evaluated.

1. GENERAL

- 1.1 Tenders must be submitted in accordance with the following instructions. Any Tender not complying with any particular statement may be rejected by the F&RS whose decision in the matter shall be final.
- 1.2 This Invitation to Tender (ITT) is issued as part of the procurement process which the F&RS is managing under the (Open Restricted) procedure in accordance with the Public Contract Regulation 2006 (as amended). This procurement is conducted so that the F&RS is able to appoint a nominated supplier to supply goods, services and/or materials at an agreed price. Any procurement will not be for any fixed quantity but only for such quantities as F&RS may order from time to time.
- 1.3 The fact that Tender Providers have been invited to submit a Tender, does not necessarily mean that each has satisfied the Service, regarding all matters raised in any pre-Tender information previously submitted. The Service makes no representations regarding the financial stability, technical competence or ability of Tender Providers in any way, to carry out the required services, works or provide the goods which are the subject matter of this ITT.
- 1.4 Tender Providers should be aware that although the contracting service for the purposes of this procurement is South Wales Fire and Rescue Service one or more other public bodies and/or local authorities may choose to access the concluded contract, without creating any obligation on behalf of any of them to do so. In that event, the contractual relationship would be between the individual public body or local service accessing the contract and the contractor
- 1.5 Any attempt by any Tender Provider, or their advisors, to influence the procurement award process in any way may result in such Tender Provider being disqualified. Tender Providers will be required to confirm that no relevant offence has been committed (including under the Bribery Act 2010) when submitting their Tender and any misrepresentation by any Tender Provider may result in that Tender Provider being disqualified and the Tender not being evaluated by the F&RS.
- 1.6 The F&RS, in its absolute discretion, may additionally disqualify a Tender Provider at any time, if the Tender Provider:
 - fails to comply with any instructions in this ITT; or
 - is guilty of material misrepresentation in supplying any information requested in or by virtue of this procurement process.

- 1.7 The Tender Provider shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from offering or between you agree, as to the amount of any other offer to be submitted.
- 1.8 The Tender Providers standard “Terms of Business or Trade” will not be accepted in place of the Conditions of Contract forming part of this Tender.
- 1.9 It is the Service’s policy to maintain the highest standards of safety throughout its offices and land, and to fulfill its legal health and safety obligations. Tender Providers visiting the Service will be required to comply with the Service’s Health and Safety and Drug and Alcohol policies.

2. EVALUATION OF TENDERS

- 2.1 The F&RS contract award and acceptance shall be subject to and compliant with the Public Contract Regulations 2006 (as amended)
- 2.2 The F&RS is seeking a high quality service to be performed at a cost effective price. The Tender evaluation exercise will seek to balance the issues of quality and price to ensure that the Tender Provider chosen offers the best value for money to the F&RS.
- 2.3 Upon receipt of Tenders, the F&RS will be concerned to ensure that there has been full compliance with the ITT, and all necessary information has been supplied.
- 2.4 The contract will be awarded on the basis of the most economically advantageous offer, taking account of the main criteria below. Full sub-criteria will be listed in the Specification.

Description	Weighting
Pricing Considerations	50%
Technical Consideration	50%

- 2.5 The F&RS is not obliged to accept the lowest or any Tender and also reserves the right to divide the whole or part thereof between different contractors if it thinks fit.
- 2.6 Any samples requested must be supplied free of charge.
- 2.7 The successful Tenderer shall receive a letter from the F&RS indicating their success in the Tender activity. However, this indication shall not constitute any binding commitment on the F&RS’s part, unless this is confirmed in writing following the expiry of the mandatory standstill period, required by the Public Regulations 2006 (as amended). Subject to this, a formal contract shall be subsequently sent to the successful supplier for signature or execution as a deed.
- 2.8 The F&RS will not enter into any form of binding commitment until the mandatory standstill period under Regulation 32A of the Public Contracts Regulations 2006 (as amended) has expired and its original decision on which

tender shall be accepted remains unchanged, following and representations made during the standstill period.

3. TIMETABLE OF PROCUREMENT

- 3.1 This procurement will follow a structured and transparent procurement process to ensure that equality of treatment, non-discrimination and transparency are maintained at all times, and that all Tender Providers are treated in a proportionate way. The key dates for this procurement are currently anticipated to be as follows:

Event	Date
Issue ITT Document	11 th November 2016
Final Date for Clarifications	9 th December 2016
ITT Return Date	21 st December 2016
ITT Response Evaluation	3 – 20 January 2017
Notify Tender Providers of award decision	31 st January 2017
Contract Award	13 th February 2017
Contract Start Date	1 st March 2017

- 3.2 This is intended as a guide and, whilst the F&RS does not intend to depart from the timetable, it reserves the right to do so at any stage with no liability on its part. Tender Providers will be notified accordingly where there is a change in the timetable.

4. CONFIDENTIALITY

- 4.1 The Tender Provider shall treat the Documentation as private and confidential.

- 4.2 The Tender Provider shall not disclose either:-

4.2.1 the fact that they have been invited to Tender or release details of the Contract; or

4.2.2 details of their Tender in whole or in part prior to the award of the Contract by the Service or on receipt of notification that the Tender has not been accepted as the case may be,

other than on an “in confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Tender.

5. QUALIFIED TENDERS

- 5.1 Tenders must not be qualified and must be submitted strictly in accordance with the Tender Documentation. The Tender must comprise the documents specified in the attached Invitation To Tender, Part 2.

- 5.2 Tenders must not be accompanied by statements that could be construed as rendering the Tender equivocal and/or placing it on a different footing from other Tenders. Only Tenders submitted without qualification strictly in accordance with the Tender Documentation as issued (or subsequently amended by the Service) will be accepted for consideration. The Service’s decision on whether

or not a Tender is acceptable will be final and the Contractor concerned will not be consulted. **Qualified Tenders will be excluded from further consideration and the Tenderer notified unless otherwise provided by law.**

6. VARIANTS

- 6.1 Notwithstanding the provisions of paragraph 5 above, Tender Providers may submit (on a separate sheet with their Tender submission) any variants on the Specification or Scope, Terms and Conditions of Contract or any alternative proposals.
- 6.2 Any Tender Provider proposing variants of the kind that are noted in paragraph 6.1 must, as a minimum, complete the Tender template provided on the basis requested in the Tender Documentation.

7. TENDER QUERIES

- 7.1 All queries regarding the Tender Documentation which may have a bearing on the offer to be made should be raised in writing by the Tender Provider through the Sell2Wales portal by the date specified in 3.1.
- 7.2 For matters that do not infringe upon competitive advantage written responses will be circulated through the Sell2Wales portal to all other Tender Providers although anonymity will be preserved.

8. TENDER SUBMISSIONS

- 8.1 Submission of Tenders or any other documents which are to be sent to the Service must be made electronically through the Sell2Wales or eTenderWales web portals.
- 8.2 These Tender Documents must be returned electronically via the Sell2Wales/e-Tender Wales web portal: -

by 12:00 Noon on 21st December 2016.

- 8.3 Any Tender received after this date and time shall not be considered but shall remain unopened by the Purchasing Officer or an Officer designated to them until after the result of the ITT has been published to Tender Providers.

9. AMENDMENTS TO TENDERS PRIOR TO THE DUE DATE

- 9.1 Although it is intended that the remainder of this procurement will take place in accordance with this ITT, F&RS reserves the right (with no liability on its part), to:
- cancel, terminate, amend or vary the procurement process by notice in writing at any stage;
 - waive some or all of the requirements of this ITT;
 - withdraw this ITT at any time, or to re-invite responses or submissions on the same or any alternative basis;

- choose not to award a contract or contracts to any one or more of the Tender Providers or at all as a result of the current procurement process;
- make whatever changes it sees fit to the timetable, structure or content of the procurement process;
- subject to relevant legislation, at any time to reject any submission or response with any one or more Tender Providers; and
- to disqualify any Tender Provider in respect of which (a) a conflict of interest arises which cannot be remedied to F&RS satisfaction or (b) whose standing changes in a material way from their Tender.

9.2 Any such amendment to the process will be notified to all Tender Providers by the fastest means practicable. Tender Providers must take these amendments into account in the preparation of their tender submission.

9.3 Tender Providers must not make any unauthorised alteration or addition to any Tender Documentation.

9.4 In the event that discrepancies are discovered within the Tender Documentation, the Tender Provider should notify the Contact Officer in writing or by email using the contact details in the Invitation to Tender Letter.

10. ACCEPTANCE PERIOD

10.1 The Tender will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the Tender submission. The Service may accept the Tender at any time within this prescribed period. The Service shall, however, not be bound to accept the lowest or any Tender.

10.2 If the Service has not accepted the Tender within the specified period then the Tender shall remain in force without variation, but the Tender Provider may at any time thereafter give notice in writing ("a Notice") to the Service to accept the same.

10.3 Delivery of a Notice must be made by hand or by registered post or post with recorded delivery.

10.4 Upon service of a Notice the Service shall have 7 days within which to accept the Tender (not including the day of service) or the Tender will be deemed to have been withdrawn. In any event, the Tender Provider shall not withdraw the Tender except in the manner provided under this paragraph.

11. SUFFICIENCY & ACCURACY OF TENDER

11.1 The Tender Provider shall be deemed to have satisfied itself as to the nature, extent and the content of the goods, services or works to be provided, the extent of staff required, and all other matters, which may effect or affect the Tender.

- 11.2 It is the Tender Providers responsibility to ensure that all calculations forming the Tender are correct at the time of submission. No amendments to the Tender Documents will be allowed after the due date and time, except where the total is found to be incorrect due to mathematical error. In such instances, the Tender Provider will be invited to agree to the correction of such mathematical errors. The method of correction will be by written addendum to the Schedule of Pricing giving the revised sum. This addendum will then be incorporated into the Tender.
- 11.3 If the Service suspects that there has been an error in the pricing of the Form of Tender and/or Schedule of Prices, the Service reserves the right to seek such clarification as it considers necessary from the Tender Provider only.
- 11.4 The Service reserves the right to disqualify incomplete Tender Provider.
- 11.5 Tender Provider shall familiarise themselves with all regulations, bylaws, and all other factors that may affect their Tender.

12. INCURRED EXPENSES

- 12.1 The Service shall not be responsible for, or pay any losses or expenses which may be incurred by the Tender Provider in the preparation and submission of their Tender, including (but not limited to) the attendance at any pre or post Tender meetings, the delivery of any presentations by the Tender Provider to the Service in relation to their proposal, site visits or other negotiations.
- 12.2 The Service will not accept claims for additional charges relating to the work made by the Tender Provider or the Contractor after acceptance of the Tender if, in the reasonable opinion of the Service, such additional charges should have been established by proper inspection of the Tender Documentation prior to quoting.

13. THIRD PARTY ISSUES

- 13.1 The Tender Provider should provide any potential third parties it appoints to assist with the Contract with all necessary technical and commercial information to enable such third parties to accurately Tender to the Tender Provider.
- 13.2 It is the policy of the Service not to respond to any direct approach from such potential third parties seeking details on a particular Invitation to Tender.
- 13.3 Tender Providers must declare the share of any contract they intend to sub-contract and list any proposed third parties in their Tender submission.

14. PRICING & PAYMENT

14.1 Pricing

14.1.1 The Tender Provider should complete the enclosed Form of Tender and/or Schedule of Prices noting the following:-

- a) At its discretion, the Tender Provider may submit a cost for any or all the items detailed on the Schedule of Prices.

- b) The currency in which all prices, costs or rates stated on the Form of Tender and/or Schedule of Prices must be Tendered is Pounds Sterling and whole new pence (i.e. to two decimal places), exclusive of Value Added Tax and be fixed for a period of [] days from [].
- c) If, following the introduction of the Euro, Pounds Sterling is substituted as the currency of the United Kingdom then all references in the Form of Tender and/or Schedule of Prices to “Sterling” or “£” shall be construed as references to “Euro” or “€” (as the case may be) at the agreed Sterling-Euro conversion rate on the date of that substitution PROVIDED that the provisions of this paragraph shall not apply during any transitional period when Sterling is a sub-unit of the Euro.

14.2 Payment

14.2.1 The Service’s standard payment terms are 30 days from invoice receipt. If the Tender Provider is able to offer the Service a discount on different payment terms such arrangements should be detailed on the enclosed appropriate Schedule.

14.2.2 The Service will make no payment or allowance in respect of any Tender.

15. PUBLICITY

15.1 No publicity or other information relating to this project is to be released by any Tender Provider without the prior written approval of the Service.

16. DISCLOSURE OF INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000

16.1 The Freedom of Information Act 2000 (FOIA) gives a right of access by any person (including companies) to information held by the Service, which could include information relating to or submitted as part of a procurement process. Certain information may be exempt on the grounds of confidentiality or commercial sensitivity.

16.2 The Service encourages all Tender Providers to visit the Information Commissioners website at www.informationcommissioner.gov.uk for further information on the FOIA and its effect on public authorities, suppliers and service providers in relation to the disclosure of information in respect of public sector procurement and contracts.

16.3 Tender Providers should indicate, by way of completing the Freedom of Information Schedule in the attached Section 7, with supporting reasons, the parts of their Tender submission and contract which the Tender Provider considers is commercially sensitive under Section 43 of the FOIA and/or confidential under Section 41 of the FOIA should a Freedom of Information (FOI) request be received by the Service. Tender Providers are required to

complete all sections of the Freedom of Information Schedule and return it with your Tender.

- 16.4 The Service, in order to preserve the integrity of the procurement process and to respect the commercial and competitive positions of Tender Providers, will endeavour to treat details of Tenders marked as confidential and commercially sensitive at least until the contract has been awarded to the successful service provider / supplier. In the event that the Service receives an FOI request following the contract award stage of a procurement process and the Service considers that on the merits and in the light of relevant circumstances that any of the information is not covered by an exemption, then the Service, following consultation with the Tender Provider, shall be entitled to refer the matter for determination by the Information Commissioner prior to any disclosure.
- 16.5 The Service, apart from complying with its legal obligations in relation to disclosure of information as part of the Tender debriefing process, will where contracts are awarded on the basis of the most economically advantageous offer provide an objective assessment of the comparative strengths and weaknesses having due regard to commercial sensitivity without compromising the rights and competitive position of Tender Providers.

17. WHISTLEBLOWING

- 17.1 The Supplier shall comply with the Service's whistle blowing procedure which ensures that employees of the Supplier are able to bring to the attention of a Relevant Service malpractice, fraud and breach of Laws on the part of the Supplier or any Sub-contractor without fear of disciplinary and other retribution or discriminatory action.
- 17.2 Suppliers and their employees may wish to acquaint themselves with the implications of the Code for them. Suppliers' employees may wish, for example, to report any breaches in the way in which the contract is being performed or any unacceptable behaviour by either a fellow employee or a Service employee.

18. DATA PROTECTION ACT

- 18.1 The F&RS treats its obligations under the Data Protection Act 1998 ("DPA") very seriously. Accordingly, should any personal data (as defined in the DPA) be made available in the procurement process, Tender Providers shall ensure that they comply with the provisions of the DPA, including without limitation:
- ensuring that they have in place an appropriate notification on the register maintained by the Information Commissioner;
 - only processing any such personal data in accordance with the instructions of the F&RS (which includes not transferring personal data outside of the European Economic Area without the F&RS' prior written consent);
 - ensuring they destroy all such personal data when it is no longer required for the purposes for which the information was made available to the Tender Providers;

- complying with the F&RS' policies in connection with such personal data (including methods of handling of personal data and security); and,
- implementing and maintaining appropriate technical and organisational security measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of or damage to personal data in accordance with the DPA.

18.2 If required by the F&RS, a Tender Provider shall provide such assistance and/or comply with such requests as the F&RS deems reasonable in connection with personal data being held by the Tender Provider (including, without limitation, assisting with any notice, request or subject access request in respect of any personal data being held by the Tender Provider) at no cost to the F&RS.

18.3 Tender Providers shall at all time during this procurement:

- observe and comply with the policies of the FRS with respect to the security of any personal data;
- observe and comply with any other relevant policies about personal data which the FRS makes known to the Tender Provider; and,
- immediately notify the FRS of any unauthorised use or disclosure of personal data.

SECTION 2 – ENCLOSURES CHECKLIST

GROUPS MAINTENANCE SERVICES

The Fire and Rescue Service require a complete response in order to evaluate your submission correctly.

You are required to submit all the pages contained in the sections of this Tender Documentation specified below, duly completed where required, as your bid.

Please note that your response may be deemed non-compliant if it is not completed in full.

PLEASE ENSURE THAT YOU HAVE COMPLETED	
Non-collusive Declaration	Part Two Section 5
Form of Tender	Part Two Section 6
Freedom of Information Schedule	Part Two Section 7
Schedule of Prices and Quality Assessment	Part Two Section 8
SQuID Declaration	Part Two Section 9
Company Information	Part Two Section 10

SECTION 3 – TENDER BRIEF

GROUNDS MAINTENANCE SERVICES

1.0 DESCRIPTION OF THE SERVICE

The service shall be provided under the New Engineering Contract (NEC) Term Service Contract April 2013.

The contract will be a collaborative approach between South Wales Fire and Rescue Service and Mid & West Wales Fire and Rescue Service for Grounds Maintenance.

The contract will be split into 4 lots:

Lot 1	South Wales Fire and Rescue Service
Lot 2a	Mid and West Wales Fire and Rescue Service – Powys & Ceredigion Area.
Lot 2b	Mid and West Wales Fire and Rescue Service – Carmarthenshire, Neath Port Talbot, Swansea and Pembrokeshire Area.
Lot 3	Brown/Green Roof Maintenance for Mid & West Wales Fire and Rescue Services.

Contractors have the option to bid individual or multiple lots.

2.0 OVERVIEW OF SERVICE REQUIREMENTS

2.1 Lot 1 - South Wales Fire and Rescue Service

The service shall comprise of the maintenance and care of the grounds of the South Wales Fire and Rescue Service (SWF&RS) as per Appendix 1. The service shall include grass cutting, tree maintenance, hedge cutting, shrub and flower bed maintenance, trimming and litter picking, herbicide treatment, removal of leaves and weed control. All hard surfaces including paths, car parks, perimeter fence lines, wall lines and other areas specified by SWFRS shall be free of debris and moss. A copy of the SWFRS property list is included in Appendix 1.

2.2 Lot 2a – Mid and West Wales FRS (Powys and Ceredigion Area)

Mid and West Wales FRS lot has been split across two lots. Lot 2a consist of Powys and Ceredigion.

The service shall comprise of the maintenance and care of the grounds of the Mid and West Wales FRS (MWWFRS) as per Appendix 2. The service shall include grass cutting, tree maintenance, hedge cutting, shrub and flower bed maintenance, trimming and litter picking, herbicide treatment, removal of leaves and weed control. All hard surfaces including paths, car parks, perimeter fence lines, wall lines and other areas specified by MWWFRS shall be free of debris and moss. A copy of the MWWFRS property list is included in Appendix 2.

2.3 Lot 2b – Mid and West Wales FRS (Carmarthenshire, Neath & Port Talbot, Swansea & Pembrokeshire)

Lot 2b consists of Carmarthenshire, Neath Port Talbot, Swansea and Pembrokeshire.

The service shall comprise of the maintenance and care of the grounds of the Mid and West Wales FRS (MWWFRS) as per Appendix 2. The service shall include grass cutting, tree maintenance, hedge cutting, shrub and flower bed maintenance, trimming and litter picking, herbicide treatment, removal of leaves and weed control. All hard surfaces including paths, car parks, perimeter fence lines, wall lines and other areas specified by MWWFRS shall be free of debris and moss. A copy of the MWWFRS property list is included in Appendix 2.

2.4 Lot 3 –Brown/Green Roof Maintenance

Mid and West Wales FRS has a requirement for Brown Sedum Roof Maintenance at Parc Noyadd (combined facility) in Llandrindod Wells. The works required will include weeding, plant encroachment into drainage outlets, walkways and the vegetation barriers (pebbles) and repairing bare patches as set out in Bauder Synthetic Single Ply System – Maintenance spec Rev1 04.10.11. The works required will be on a bi-annual basis Spring & Autumn. A visit to the site prior to tendering is highly recommended. (See attached photograph).

2.5 Working Hours

Normal working hours for providing the service shall be 08:00 hrs to 17:00 hrs. All hedge and tree cutting / lopping shall take place outside of normal hours in all car parking areas at SWFRS and MWWFRS headquarters office sites and Parc Noyadd (combined facility), Llandrindod Wells.

2.6 Fixed Price Quotations

The service will also require the successful Contractor to provide fixed price quotations for major tree works as and when required by the Service Manager. The Contractor shall be required to survey all sites during their maintenance visits to identify any invasive species that are on site. The Contractor will provide a report on their findings and propose a methodology(s) to treat any invasive species and provide a written quotation for the works required to remedy the situation.

3.0 GENERAL CONDITIONS OF SERVICE

Plant, Materials and Workmanship

All workmanship and practice shall conform to industry standards to ensure the best horticulture, arboriculture, landscaping and grounds work practice. The Service Manager reserves the right to reject any work, which in his opinion does not meet such a standard.

It shall be the Contractor's responsibility to ensure that all materials are ordered and delivered to site in sufficient time so as to enable him to complete the work

within the period of the timescales agreed with the Service Manager. No additional claims will be allowed for non-compliance.

All such equipment must be safe, reasonably quiet in operation, and shall be approved by the Service Manager. It must also be a type appropriate for the work concerned, be in a well maintained condition and in good working order and, where required, carry any necessary safety stamps or certification.

The Contractor shall, following commencement of any maintenance operation, proceed with that operation with due expedition and shall complete the works promptly and to the satisfaction of the Service Manager/Station Manager.

All materials and plant must be included within the annual cost for all maintenance works.

Access / Services

A full list of access details to all sites will be provided to the successful Contractor at the pre contract meeting.

Surrounding buildings, public highway and footpaths remain in use during the execution of the Service. The Service will be carried out with the stations and offices active / occupied at all times. The Service shall be carried out without undue inconvenience and without danger to occupants and visitors. All existing services, e.g. water services, gas services, electricity, telephone, I.T. cables and servers, fuel storage tanks and fuel lines, drains on site and adjacent to the site will be in use.

The Contractor shall report to the Station Commander / Watch Manager on each wholetime station or Reception on other manned sites before commencing work. The contractor will be required to sign the visitors book, including, date, time of arrival and finishing times on each occasion.

Stations which are not manned the Contractor shall commence work as detailed in the Specification, providing details of the Grounds Work undertaken and posted through the letterbox.

Use of the Site

The site shall not be used for any purpose other than carrying out the Service. The Contractor shall not display or permit advertisements to be displayed on site without consent of the Service Manager.

The Contractors Plan

The successful Contractor shall submit within two weeks of the contract start date a detailed plan for acceptance by the Service Manager. The Contract will not commence until the plan has been received, accepted and approved by the Service Manager. The plan will contain all the requirements of clauses 21.1 and 21.2 of the NEC Term Service Contract.

Facilities

Use of on site sanitary facilities is to be agreed with the Station Commander /Watch Manager. If permission is granted for their use they will be maintained in a clean condition.

All personnel are required to wear an identity card/badge prominently displayed on their person. The card/badge will show a passport style and size photograph together with the name and trade of the individual person and the name of the company that employs him/her. The only exception to the afore mentioned is for delivery personnel.

Noise

The Contractor shall take all necessary precautions to ensure that noise from any item of plant, which it is necessary to operate outside normal working hours, shall be reduced to an absolute minimum in order to prevent any nuisance to adjacent occupiers. Normal working hours shall be Monday to Friday 0800 hrs to 1700 hrs.

The Contractor shall ensure that all operatives adhere to the requirements of the Control of Noise at Work Regulations 2005

Reporting

The Contractor shall be required to report after each visit, detailing the works undertaken per site.

Nuisance / Pollution

The Contractor shall be required to take all necessary precautions to prevent nuisance from smoke, dust, rubbish and other causes. The Contractor shall take all reasonable precautions to prevent pollution of the site, the Works and the general environment including streams and waterways.

Parking

There is parking on the sites, the number of spaces and location to be agreed with the Station Commander / Watch Manager.

Fire

Take all necessary precautions to prevent personal injury, death and damage to the Service/Works or other property from fire. Smoking will not be permitted on the sites. Remove rubbish and debris from time to time and keep the site and Works clean and tidy.

All pruning, hedge cuttings and arisings shall be removed from the site by the Contractor and disposed of in a proper manner at the Contractors expense. No burning of any materials on any site is permitted

Work in all Sections

Adequately protect all types of work and all parts of the Service/Works, including work carried out by others, throughout the Contract. Wherever work is of an especially vulnerable nature or is exposed to abnormal risks provide special protection to ensure that damage does not occur.

Existing Services

The Contractor before commencing work shall satisfy himself of the positions of existing services. The Contractor shall observe the service authority's recommendations for work adjacent to existing services. Adequately protect, and prevent damage to all services. Do not interfere with their operation without the

consent of the service authorities or private owners. If any damage to services results from the execution of the Works, notify the Service Manager and the appropriate service authority without delay. Make arrangements for the work to be made good without delay to the satisfaction of the service authority or private owner as appropriate. Replace any marker tapes or protective covers disturbed during site operations to the service authority's recommendations.

Health Safety and Welfare

Allow for complying with enactments, regulations and working rules relating to safety, health and welfare of workpeople. The Contractor's Policy Statement with respect to health and safety at work of these employees must be made available on site for the inspection by the Service Manager. The Policy Statement must contain the name and telephone number of the Contractor's Safety Manager and the name of his representative on site.

The Contractor is to ensure that all staff who work on sites shall wear the appropriate / necessary personnel protective equipment at all times, and that it is suitable to carry out all aspects of this Contract safely.

Statutory Obligations

The Contractor shall ensure that all health, safety and welfare measures required under or by virtue of the provisions of the following or other relevant enactments or regulations are strictly complied with and shall be deemed to have allowed in his tender rates for so doing: -

- a) Health and Safety at Work etc. Act 1974
- b) Control of Pollution Act 1974
- c) Food and Environment Protection Act 1985
- d) Environmental Protection Act 1990
- e) Wildlife and Countryside Act 1981

Together with the appropriate Statutory Instruments. The Contractors attention is particularly drawn to the following: -

- f) Management of Health and Safety at Work Regulations 1999
- g) Lifting Operations and Lifting Equipment Regulations 1998
- h) Provision and Use of Work Equipment Regulations 1998
- i) The Control of Pesticides Regulations 1986 as amended 31 January 1997
- j) The Poisonous Substances in Agriculture Regulations 1984
- k) The Health and Safety (First Aid) Regulations 1981
- l) Electricity at Work Regulations 1989.
- m) Control of Substances Hazardous to Health 2002 (as amended)
- n) Biocidal Products Regulations 2001 (as amended 2007)
- o) Personal Protective Equipment at Work Regulations 2002
- p) Control of Noise at Work Regulations 2002
- q) Control of Vibration at Work Regulations 2005
- r) Work at Height Regulations 2007 (As amended)
- s) The Contractor is advised to refer to the guidance notes produced by the Health and Safety Executive and which refer to various aspects of the implementation of the Works and shall be expected to adopt recommendations in respect of safe working practices detailed therein. The Contractor shall be deemed to have included in his rates for so doing. Guidance notes may be obtained from:

The Health and Safety Executive
Government Buildings
Ty Glas Road
Llanishen
CARDIFF CF14 5SH

- t) The Contractor shall be deemed to have made due allowance in his tender rates in respect of the following:
- u) Complying with the Contractor's own Health, Safety & Welfare Policy.
Complying with the MAWWF&RS & SWFRS Health, Safety & Environment Booklet for Contractors & Visitors

The Contractor shall be a registered carrier of waste as stipulated in the Controlled Waste Regulations 1991. The Contractor shall dispose of all arisings resulting from the execution of the Contract to appropriately specified off site tips for disposal. Or if in agreement a suitable location on site.

If any of the work necessitates entry onto adjoining land the Contractor shall make all necessary arrangements for access. The Contractor shall not leave any wood, materials or equipment on adjoining land without permission from the landowner to do so. Any damage to adjoining property must be properly repaired in agreement with the landowner.

4.0 DETAILED WORKS SPECIFICATION - PLANNED WORKS

The Contractor shall inspect the whole site including grass, hard paved and planted areas prior to any work commencing and remove all litter, glass, bottles, cans, leaves and any other debris to the Contractors' waste disposal site.

The Contractor is to avoid soil; grass cuttings, arisings or moss from grassed or soil areas being carried onto buildings, paths and roads. Where this has occurred the area shall be cleaned and materials removed immediately.

All tractors shall be fitted with grass track tyres.

Machinery used on turf areas shall not spill or drip oil or fuel. All hand machinery shall be shielded to prevent spillage of oil or fuel. The Contractor shall allow for spill kits to be available to address spillages as soon as possible.

All guards, safety flaps and safety devices must be used in their correct position at all times.

All chemicals must be kept safe under lock and key when not in use. Any empty containers must be removed from site and disposed of in a manner approved in the relevant regulations.

All herbicides shall be approved by the Service Manager prior to use and used strictly in accordance with the manufacturer's instructions and in accordance with the relevant regulations or subsequent amendments for the purpose of use, storage and disposal. All operatives engaged in undertaking the application of any pesticide shall hold a certificate of competence from a recognised training establishment as being an approved assessment centre under the Control of

Pesticides Regulations 1997. The Contractor shall give the Service Manager a minimum of 72 hours notice before commencing the application of herbicide at all sites.

The Contractor will be responsible for reinstating any areas damaged by herbicide drift, including damage to any plants or turf. Such damage shall be reinstated within five days of the Contractor receiving the Service Managers instruction and any labour or materials required shall be provided by the Contractor at his own expense.

The Contractor shall be responsible for replacing any plants, including trees and shrubs damaged by trimmers, mowers or other machinery used by the Contractor in executing this contract.

4.1 Maintenance of Grassed Areas

Grass cutting shall commence from 1 April up to and including 31 October and may be subject to seasonal variations. The frequency of grass cutting required is detailed in Section 5.1 (frequency of maintenance – planned works).

The Contractor shall inspect all areas of the site to be cut prior to work commencing and shall remove and dispose of, where appropriate, items and obstructions which might cause damage or injury and litter or debris which may become shredded during grass cutting operations. Any physical obstructions for example, unsecured benches shall be moved prior to mowing and shall be returned to their original position prior to leaving the site. Mowing will take place on the full area of grass at the site up to the paving, fence or any other boundary.

The Contractor shall ensure that all machines engaged in grass cutting operations are sharp and properly set so as to produce a true and even cut. All equipment shall be suitable for the grass cutting operation to be carried out and shall only be used in compliance with the manufacturer's recommendations and current Health and Safety legislation.

For clarification "grass cutting" includes cutting the clover, weeds and other vegetation that makes up the grass area. All arising shall be collected and disposed on the day that the arisings originate, leaving sites clean and tidy. The Contractor will be required to re-cut any area deemed to unsatisfactory mown or trimmed by the Service Manager or Station Manage.

When cutting of any category of grass commences at any site all grass areas on the site of that category shall be cut within 24 hours of commencement. This includes the trimming of obstacles and is to ensure that areas of open space achieve uniformity. Variation from this item may be required during the months where the height of the cut on the site is to be raised or where ground conditions are too wet.

During periods when ground conditions of any site or part of a site, are so wet as to prevent grass cutting occurring without causing damage to the grass or ground levels, the Contractor shall cease grass cutting operations at either the whole site or the part of the site which is too wet to cut. The Service Manager shall be notified immediately of this action. The Contractor shall be required to resume work as soon as ground conditions allow, undertaking whatever works is

necessary and using appropriate machinery for the length of grass to promptly bring the grass area or areas to the specified standard. When cutting resumes if the grass area or areas categorised as “regular grass” exceeds 75mm, all grass arisings shall be collected and removed from the site, as per the unplanned works cost.

Should the Contractor cause damage to the grass or ground levels during mowing operations, the area shall be reinstated within 48 hours unless ground or weather conditions are not suitable. The Contractor shall ensure that a representative at the site and the Service Manager are kept informed as to the progress of the reinstatement.

Should the Contractor cause damage during grass cutting to other parts of the site such as hard areas, buildings, inspection covers, trees, plants, or to personal property then a representative at the site and the Service Manager shall be informed immediately and the necessary action taken to rectify the damage.

Areas that are inaccessible to ride – on tractor gang mowers, smaller or pedestrian mowers or trimmers shall be used to avoid damage.

On occasions it will not be possible to mow certain grass areas due to temporary obstructions caused by building works etc. When this occurs the Contractor shall mow as close as possible to the obstruction. Where building work requires large areas of the site to be made inaccessible by barriers, hoarding etc, but the grass within the hoarding is unaffected by the construction works, the Contractor shall liaise with a representative of the site to ascertain whether safe access can be arranged to ensure grass cutting can continue.

4.2 Shrub Borders

All shrub beds throughout the grounds at each site shall be weed free. The ground under shrubs shall be maintained to a high standard of appearance either by regular forking or provision of peat or bark mulch to a depth of 75 mm. The frequency of shrub borders required is detailed in Section 5.1 (Frequency of Maintenance – Planned Works).

All edges to be clearly defined and where abutting turf, growth shall not be allowed to exceed 80 mm from the edge of the turf.

The Contractor shall ensure that pruning builds a strong framework, keeping shrubs healthy and vigorous, maintaining their shape and balance. The Contractor shall ensure that the maximum amount of flowering wood is produced and that the shrubs are kept so that they do not produce a nuisance or danger.

4.3 Hedges Throughout the Grounds

All hedges throughout the grounds shall be maintained to provide a neat and attractive framework to clearly delineate various site elements in the landscape. The frequency of hedge maintenance required is detailed in Section 5.1(Frequency of Maintenance – Planned Works).

Hedge trimming will be appropriate to the correct species requirements and the width of the hedge tops will be equal to the width of the hedge bottoms unless otherwise requested by the Service Manager.

Arisings and clippings, including clippings lodged in the hedge shall be cleared from site at the end of each working day and disposed of by the Contractor or in agreement with the Contract Manager left on site in suitable areas on specific sites to encourage Biodiversity.

The Contractor shall be required to leave the base of the hedge clean, tidy and free from litter and weeds on every occasion that the hedge is cut.

Note: nesting birds must not be disturbed.

4.4 Herbicide Treatment / Weed Control

Weedspraying will be carried out as per the frequency as stated 5.1 (frequency of maintenance – planned works).

All weeds on all hard paved areas, along perimeter fence lines, wall lines and around obstacles in turfed areas to be sprayed with an approved non residual herbicide. It will be the Contractor's responsibility to assess the priority of spraying on all identified areas. Where an immediate spray is not required in a particular area during the above periods a revisit to these areas may be required this would be at the contractor's expense.

If in the opinion of the Service Manager it is considered that the application of pesticide has been ineffective or an area has been missed, then the Contractor shall at his own expense retreat the area to the satisfaction of the Service Manager.

If the Service Manager considers that the missed and/or ineffective application of herbicide has allowed weeds to grow to a height that the Service Manager considers to be excessive then without prejudice to any other rights or remedies that the Service Manager may enact under the contract, the Contractor shall, following notification by the Service Manager remove all such weeds by manual weed control methods all at the Contractors expense.

On completion of all manual weed control the Contractor shall leave the area neat and tidy, to the satisfaction of the Service Manager and all arisings shall be disposed of in accordance with this contract.

4.5 Leaves

The Contractor will be required to carry out the removal of leaves from all sites as per the schedule 5.1 (frequency of maintenance – planned works) on agreed dates during the months of October and November. The Service required will be to collect and remove all leaves from site. Or dispose on site in suitably agreed areas.

4.6 Tree Maintenance

All trees are to be maintained up to a height of 3 metres and to be balanced in appearance throughout the year. As prime landscape elements, all trees will be

inspected and maintained to provide an attractive aesthetic uplift to the site. The frequency of tree maintenance required is detailed in Section 5.1 (frequency of maintenance – planned works).

All overgrown or nuisance pruning shall be carried out as part of the contract as a result of inspections carried out by the Contractor. Major pruning or felling shall be carried out on a date and time agreed with the Service Manager.

The Contractor shall be required to carry out an annual inspection of all trees during the month of December and a detailed report submitted on the condition of all species requiring work, the work required and the cost of the works.

5.0 DETAILED WORKS SPECIFICATION - UNPLANNED WORKS

The Contractor may be requested to provide quotation for unplanned works during the duration of the contract. Unplanned works may consist of the following:

- a. **Moss** – Removal and Treatment of moss from Drill Yards
- b. **Knotweed/invasive Species** – Treatment of various invasive species
- c. **Pressure Washing** – Pressure Washing of paths and any walkways.
- d. **Supply and lay turf** –(turf specification to be provided at time of request)
- e. **Supply and lay bark** –(bark specification to be provided at time of request)
- f. **Supply and lay crush Slate** –(slate specification to be provided at time of request)
- g. **Leaf Clearance from Gutters** – Prices to be provided per establishment as per the pricing schedules. However, there is no guarantee to the frequency or number of establishments likely to require this service.
- h. **Gritting of Sites** (Mid and West Wales Area only)
- i. **Collection and removal of arisings – (cost per m2)**

Prices will be based on a schedule of rates and will include for all Labour, plant and equipment. Materials will subject to a maximum of 10% on cost on receipt of invoice.

5.1 Frequency of Maintenance For Planned Works

The successful Contractor shall provide a spring and summer service between 1 April and 31 October and autumn and winter service from 1 November to 31 March to carry out the works specified below

5.1.1 South Wales Fire and Rescue Service

Works	Frequency	Number of Visits
Maintenance of Grassed Areas	Every 2 weeks at SWFRS Headquarters	14

	3 weekly on stations	9
Shrub Borders / Beds	June/July, October/November & February/March	3
Hedges throughout the Grounds	February/March & October/November	2
Herbicide / Weed control	Twice a year on all station (April & August).	2
	HQ, every 8 weeks April to October	4
Leaf Clearing	October & November	2
Tree Work	Once a year (October/November)	1

5.1.2 Mid & West Wales Fire and Rescue Service

Works	Frequency	Number of Visits
Maintenance of Grassed Areas	Every 2 weeks at MWWFRS Headquarters & Combined Services Building Llandrindod	14
	4 weekly on stations	7
Shrub Borders / Beds	June/July, October/November & February/March	3
Hedges throughout the Grounds	February/March & October/November	2
Herbicide / Weed control	Twice a year on all station (April & August).	2
	HQ & Combined Services Building, Llandrindod Wells every 4 weeks April to October	7
Leaf Clearing	October & November	2
Tree Work	Once a year (October/November)	1
Sedum Roof	Twice a year April/August	2

6. EVALATION

6.1 Evaluation Method

The quotation will be evaluated on the basis of a price/quality assessment. The ratio applied will be 50% Price and 50% Quality.

There are two stages of the Quality Assessment that will take into account the following:

Stage 1 – Completion of the SQUID Questionnaire

All suppliers are required to complete the SQUID Questionnaire to participate in the tender. All questions provide guidance as to the required standard / response.

Please also note there are mandatory questions that suppliers will need to complete in order to progress to stage 2.

Stage 2 – Quality Evaluation

All suppliers are required to provide responses to the Quality Questions in Part 2 of the document. In order to progress to stage three suppliers must score 70% or more to proceed.

6.2 Quality Criteria

Of the 40% weighting of the quality assessment each quotation will be evaluated on a number of criteria. Each criteria will be weighted as below:

Number	Award Criteria	Weighting
Q1	Quality Assurance	20%
Q2	Resource and Draft Work Plan	20%
Q3	Sustainability	10%

6.3 Cost Evaluation

The costing assessment accounts for 60% of the evaluation which will be evaluated on a number of criteria. Each criteria will be weighted as below:

Number	Award Criteria	Weighting
1	Planned Works	43%
2	Unplanned Works	6%
3	Materials on cost	1%

The costing score will be based on the information requested in the pricing schedule and any additional costs. The cost and quality scores will be added together to produce a total score. The bidder offering the most economically advantageous bid (i.e. the highest score) will be recommended for acceptance.

Bidders must submit prices for all requirements; failure to do so may result in the Tender being eliminated. The higher the cost the lower the score.

6.4 Scoring

Tenders will be marked using the following marking scheme:

10 marks	Excellent response An excellent response which exceeds our requirements
8 marks	Very Good response A very good response which meets all of our requirements
6 marks	Good response Good standard which meets most of our requirements
4 marks	Average response Acceptable response provided with limited evidence provided of meeting our requirements
2 marks	Poor response The response provided is of a poor standard and gives cause

	for concern over the ability to fulfil the requirements
0 marks	Very Poor response An unanswered response or a response that does not fulfil the requirement in any way

There will be a **minimum threshold of 70%** on the overall quality scoring unless otherwise stated in the Tender pack. Suppliers failing to reach this minimum threshold will be rejected.

7. **CONTRACT PERIOD**

Lot Details	Contract Period
Lot 1 – South Wales Fire and Rescue Service	The contract will be for a period of three years commencing 1 st April 2017 with an option of an extension for a further 1 year.
Lot 2a, b and Lot 3 – Mid and West Wales Fire and Rescue Service	The contract will be for a period of two years commencing 1 st April 2018 with an option of an extension for a further 1 year.

8. **WELSH LANGUAGE**

There are no specific Welsh Language specifications relevant to this Tender.

9. **CLOSING DATE AND AWARD OF CONTRACT**

The closing date for Tenders is 21st December 2016.

The award of the contract will be based on the most economically advantageous Tender principles.

The award of the contract will be subject to final approval by the insert name of lead Authority.

10. **ENQUIRIES**

Any queries should be made via the Sell2Wales message board. In receiving and responding to queries the FRS will balance the need to treat all bidders equally in supplying information with any specific confidentiality requirements bidders may have.

Where a question is raised a response will be provided to all other bidders in the process unless that bidder has indicated that the questions or response relates to commercially confidential information. Bidders should therefore clearly indicate any questions that they may consider to be confidential.

SECTION 4 - CONDITIONS OF CONTRACT

GROUNDS MAINTENANCE SERVICES

The contract will be in line with the NEC Term Service contract April 2013.

WELSH FIRE & RESCUE PROCUREMENT SERVICE

South Wales
Fire and Rescue Service



Gwasanaeth Tân ac Achub
De Cymru



GROUPS MAINTENANCE SERVICES

INSERT TENDER REFERENCE: SWEU009

INVITATION TO TENDER

PART TWO

FORMS TO BE RETURNED

**THE FOLLOWING DOCUMENTS MUST BE COMPLETED AND RETURNED.
FAILURE TO DO SO WILL INVALIDATE YOUR TENDER**

CONTENTS

**SECTION 5 – NON-COLLUSIVE AND NON-CANVASSING DECLARATION
SECTION 6 – FORM OF TENDER.....
SECTION 7 – FREEDOM OF INFORMATION SCHEDULE.....
SECTION 8 – SCHEDULE OF PRICES AND QUALITY ASSESSMENT.....
SECTION 9 – SQUID DECLARATION**

SECTION 5 - NON-COLLUSIVE AND NON-CANVASSING DECLARATION

GROUND'S MAINTENANCE SERVICES

I/We certify that the Tender submitted is a bona fide Tender, intended to be competitive and the information supplied is accurate to the best of our knowledge.

I/We understand that the Fire and Rescue Service (F&RS) shall be entitled to cancel any contract and to recover from our organisation the amount of any loss or damage resulting from such cancellation if false information is provided in relation to the undertaking below. I accept that false information will result in rejection of our application to participate further in this procurement process.

I/we have not done, and undertake that we will not do at any time before the return of our Tender, any of the following acts:

- a. committed any offence under the Bribery Act 2010 or have given any fee or reward, the receipt of which is an offence under Section 117(2) Local Government Act 1972, nor committed any offence under the Prevention of Corruption Acts 1889 to 1916;
- b. canvassed any member, employee, agent or contractor of the F&RS in connection with the award of the contract for the project or any other proposed contract for similar services and that no person employed by me/us or acting on my/our behalf has done any such act;
- c. entered into any agreement or arrangement with any other party that they shall not bid or as to the amount of any bid to be submitted;
- d. entered into any agreement with any other person with the intention to prevent bids being made or as to the fixing or adjusting of the amount of any bid or the conditions on which any bid is made or the elements or contents of any bid;
- e. caused or induced any person to enter into such an agreement as mentioned above;
- f. offered or agreed to pay, give or accept any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any proposed bid any act or omission;
- g. offered or agreed to pay, give or accept any sum of money, inducement or valuable consideration directly or indirectly to any person bidding for this opportunity for services from any person in relation to this opportunity;
- h. informed any other person, other than the F&RS, of any confidential information in relation to the procurement, except where the disclosure, in confidence, was authorised by the F&RS and necessary for the obtaining of Tenders from bidding contractors;
- i. agreed to undertake work or services for any other person in connection with the services; and/or,

Signed (Bidders signature): _____

Name (Print Bidders Name): _____

For and on behalf of: _____

Date: _____

SECTION 6 – FORM OF TENDER

GROUND'S MAINTENANCE SERVICES

We.....(Tender Provider's name to be entered) hereby Tender and undertake to supply and deliver the services required for the Fire and Rescue Service (F&RS) as requested in the Tender Documentation at the costs specified in the Schedule of Prices, exclusive of value added tax (VAT).

We undertake in the event of acceptance of our Tender, to execute the formal contract within 14 calendar days of being called to do so, embodying the following documents upon which the contract is based:

- Service Specification/Tender Brief
- Conditions of Contract
- Form of Tender
- Signed Non Collusive and Non-Canvassing Certificate
- Our response to the Invitation to Tender (ITT)
- Bid Clarifications raised as part of the Invitation to Tender (ITT)
- Schedules of Prices
- Certificates

Failure by the successful bidder to execute a formal contract within the time specified will render the contract voidable at the option of the F&RS at any time by notice in writing.

We understand that we are Bidding at our own expense and that the F&RS is not bound to accept the lowest, or any Tender they may receive.

We confirm that the information supplied to you and forming part of this Tender or any Qualification questionnaire was true when made and remains true and accurate in all respects. If any of such information becomes untrue or misleading we shall notify you immediately and update such information as required.

We hereby certify and declare that we will have in place Policies of Insurance as we are required to do so by the terms of the Contract relating to the above mentioned work prior to the commencement of this contract.

We confirm rates Tendered in the Schedule of Prices which forms part of the ITT will be held for the duration of the provision of services unless agreed with the written consent of the F&RS.

We undertake in respect of all persons employed by us or with whom we sub-contract to comply with the Equality Act 2010 aimed at eliminating discrimination and promoting equality of opportunity.

We undertake not to transfer, assign, or sub-let any portion of the contract nor create any lien or charge on premises, goods or equipment connected with or forming part of the contract, without the written consent of the SWFRS or its duly authorised officer.

We agree that this Tender will remain open for acceptance by the F&RS and will not be withdrawn or modified for a period of three calendar months from the last date fixed for the receipt of Tenders or any notified extension thereof.

We confirm that in preparation and submission of this Tender and any qualification questionnaire we have observed and accepted the above conditions and complied with the Instructions and Conditions contained and referred to in the Tender Documentation.

For and on Behalf of

Registered Address

.....

.....

Telephone

Email address

Signature*

Name

Date

Witness
Signature*

Name

Date

Where the Tender Provider is an incorporated association the Company Secretary or a duly authorised Director should sign. In the case of a partnership a Partner should sign. In the case of an individual the Proprietor should sign.

SECTION 7 - FREEDOM OF INFORMATION SCHEDULE

GROUPS MAINTENANCE SERVICES

	INFORMATION SUBMITTED AND CONSIDERED BY THE BIDDER AS CONFIDENTIAL / COMMERCIALY SENSITIVE UNDER FOI ACT 2000
1. Document submitted	
2. Section/paragraph of document	
3. Specify the Information/wording considered to be confidential/ commercially sensitive	
4. Reasons/ justifications for Information being confidential/ commercially sensitive	
5. Timescale which information under (3) shall be confidential	
6. Specify Exemption Confidential or Commercially Sensitive	

Bidders should copy this schedule and submit additional sheets if necessary.

SECTION 8 - SCHEDULE OF PRICES AND QUALITY ASSESSMENT GROUNDS MAINTENANCE SERVICES

I/We the undersigned hereby offer to provide the services described or referred to in the Tender Documentation and the following pricing schedules, exclusive of value added tax: (all costs to be Tendered in pounds sterling)

- Lot 1 SWFRS Pricing Schedule
- Lot 2A MWWFRS Pricing Schedule
- Lot 2B MWWFRS Pricing Schedule
- Lot 3 MWWFRS Pricing Schedule

QUALITY ASSESSMENT – 50%

Stage 1 – Mandatory Requirements	
Please confirm that you have completed the attached SQUID.	YES / NO
Stage 2 – Quality Evaluation	
Please confirm that you have completed and uploaded the quality question. Only suppliers scoring 70% or more in the Quality Questions will be taken through to pricing.	YES / NO

Stage 2 – Quality Evaluation

Q1 QUALITY ASSURANCE – 20%

It is essential that during the duration of the contract Service Providers strive to deliver workmanship to the highest standards.

Please provide details of how you will assure the quality of your work is consistent for the duration of the contract focusing on the following aspects:

- How you will ensure consistency of delivery. Here we are expecting to see reference to procedures that will be implemented to ensure the quality of workmanship.
- How you will measure and monitor quality during the duration of the contract and feedback any concerns if necessary.

- Proposals for continuous improvement. Here we are expecting reference to any processes or procedures that may be implemented and developed during this contract to continuously improve delivery.

Supplier response:

Q2 RESOURCE AND DRAFT WORK PLAN – 20%

The Fire and Rescue Service requires that the contract is delivered in a timely fashion to the Schedule of works detailed in the contract specification. Please detail:

- How you intend to resource the contract referring to your programme of work where applicable. Here we are expecting to see reference to the equipment and human resource required to deliver the contract.
- Upload a draft programme of works.

Supplier response:

Q3 SUSTAINABILITY – 10%

The Fire and Rescue Services are committed to, and promote sustainable local communities.

Please detail the environment consideration you feel are relevant to this contract and the specification, paying particular attention to the following:

- Waste management and recycling
- Any economic benefits for the Service areas
- Any other proposals that would add value to this provision

Supplier response:

I/We hereby offer to supply goods and/or services as specified in the Schedule of Prices and Quality Assessment in accordance with the Service’s Conditions of Contract and/or Special Conditions contained in this enquiry.

Please refer to the attached Tender Brief for further details of the services required under this contract.

Signed

Name (Block Capitals)

Designation

For and on behalf of

SECTION 9 - SQuID DECLARATION
GROUNDS MAINTENANCE SERVICES

I/We confirm that the answers to the SQuID Questionnaire previously returned to the Service in connection with this Tender remain accurate save as may be set out below:

SIGNED (Tender Providers Signature)_____

NAME (Print Bidders Name)_____

FOR AND ON BEHALF OF_____

DATED _____

SITE ADDRESSES

NO	NAME	STATUS	ADDRESS
1	BRIDGEND	WT	ANGEL STREET BRIDGEND CF31 4AE
2	PORTHCAWL	RDS	REAR WELLFIELD DRIVE PORTHCAWL CF36 5TP
3	KENFIG HILL	RDS	FFALD ROAD KENFIG HILL CF33 6AD
4	COWBRIDGE	DC	MILLFIELD DRIVE EASTGATE COWBRIDGE CF7 7EL
5	PENCOED	RDS	FAIRLAWN TERRACE PENCOED CF35 5NN
6	OGMORE VALE	RDS	BETHANIA ROW OGMORE VALE CF32 7AY
7	PONTYCYMMER	RDS	VICTORIA STREET PONTYCYMMER CF32 8NW
8	MAESTEG	WT	HEOL TYWITH NANTYFYLLON CF34 0TW
9	TREORCHY	RDS	BUTE STREET TREORCHY CF42 6DB
10	TONYPANDY	WT	LLWYNPIA ROAD TONYPANDY CF40 2JQ
11	FERNDALE	WT	CROSSLAKE STREET FERNDALE CF43 4HP
13	GILFACH GOCH	WT	HENDREFORGAN GILFACH GOCH CF39 8UH
14	PONTYCLUN	WT	LLANTRISANT ROAD PONTYCLUN CF7 9DP
15	PONTYPRIDD	WT	OXFORD STREET TREFOREST CF37 8NW
16	HIRWAUN	RDS	SWANSEA ROAD HIRWAUN CF44 9PE
17	ABERDARE	WT	CWMBACH ROAD ABERDARE CF44 0NF
18	ABERCYNON	RDS	THE BASIN ABERCYNON CF45 4RR
19	LLANTWIT MAJOR	RDS	LLANMAES ROAD LLANTWIT MAJOR CF61 2XD
20	BARRY	WT	PORT ROAD WEST BARRY CF62 3AZ
21	ABERBARGOED	WT	ST MARGARETS WAY, ABERBARGOED, CF81 9GB
22	PENARTH	WT	PENARTH HAZEL ROAD PENARTH CF64 3PY
24	CAERPHILLY	WT	WAUNFACH STREET CAERPHILLY CF8 3HL
25	TREHARRIS	RDS	THOMAS STREET TREHARRIS CF46 5PR
26	MERTHYR TYDFIL	WT	PENRY STREET MERTHYR TYDFIL CF48 1BA
27	TREDEGAR	RDS	CORONATION STREET TREDEGAR NP2 3JJ
28	RHYMNEY	RDS	HAVARD STREET RHYMNEY NP2 5PA
30	ABERCARN	DC	DARREN DRIVE PRINCE OF WALES INDUSTRIAL ESTATE ABERCARN NP1 5AR
31	RISCA	RDS	NEW PARK ROAD RISCA NP1 7AE
32	CWMBRAN	WT	HENLLYS WAY CWMBRAN NP44 7PD
33	NEW INN	WT	NEW ROAD NEW INN PONTYPOOL NP4 0TL
34	ABERSYCHAN	RDS	LIMEKILN ROAD ABERSYCHAN PONTYPOOL NP4 6TF
35	ABERTILLERY	DC	CASTLE HILL ABERTILLERY NP3 1TE
37	EBBW VALE	DC	CEMETRY ROAD EBBW VALE NP3 6LE
38	BRYNMAWR	RDS	BAILY STREET BRYNMAWR NP3 4AH
39	BLAENAVON	RDS	CAE WHITE BLAENAVON NP4 9RG
40	ABERGAVENNY	RDS	HEREFORD ROAD ABERGAVENNY NP5 6TF
41	MONMOUTH	RDS	ROCKFIELD ROAD MONMOUTH NP5 3BA
42	USK	RDS	MONMOUTH ROAD USK NP5 1SE
43	CHEPSTOW	RDS	REGENT WAY MOUNTON ROAD CHEPSTOW NP6 5BE
44	CALDICOT	DC	NEWPORT ROAD CALDICOT NP6 4BT

45	MALPAS	WT	MALPAS ROAD NEWPORT NP9 1PN
46	MAINDEE	WT	ARCHIBOLD STREET NEWPORT NP9 8EJ
47	DYFFRYN	WT	LIGHTHOUSE ROAD ST BRIDES WENTLOOG NEWPORT NP1 9TG
49	WHITCHURCH	WT	HEOL Y NANT WHITCHURCH CARDIFF CF4 6BS
50	ROATH	WT	COLCHESTER AVENUE ROATH CARDIFF CF3 7AN
51	CARDIFF CENTRAL	WT	ADAM STREET CARDIFF CF1 2FL
52	ELY	WT	COWBRIDGE ROAD WEST ELY CARDIFF CF5 4HP
53	Headquarters	HQ	HEADQUARTERS, FOREST VIEW BUSINESS PARK, LLANTRISANT, CF72 8LX

Grounds Maintenance Specification Schedule - SWFRS

		PLANNED WORKS						UNPLANNED WORKS	
Establishments		Weed Spray (incl litter picking)	Hedge (incl litter picking)	Grass Cutting (incl litter picking)	Tree Maintenance (incl litter picking)	Leaf Picking (incl litter picking)	Shrub/Flower Beds	Knotweed	Leaf removal in gutter
1	BRIDGEND	x	x	x	x	x			x
2	PORTHCAWL	x	x	x	x	x			x
3	KENFIG HILL	x	x	x	x	x			x
4	COWBRIDGE	x	x	x	x	x			x
5	PENCOED	x	x	x	x	x			x
6	OGMORE VALE	x	x	x	x	x			x
7	PONTYCYMMER	x	x	x	x	x			x
8	MAESTEG	x	x	x	x	x			x
9	TREORCHY	x	x	x	x	x			x
10	TONYPANDY	x	x	x	x	x			x
11	FERNDALE	x	x	x	x	x		x	x
13	GILFACH GOCH	x	x	x	x	x			x
14	PONTYCLUN	x	x	x	x	x			x
15	PONTYPRIDD	x	x	x	x	x			x
16	HIRWAUN	x	x	x	x	x			x
17	ABERDARE	x	x	x	x	x			x
18	ABERCYNON	x	x	x	x	x			x
19	LLANTWIT MAJOR	x	x	x	x	x			x
20	BARRY	x	x	x	x	x			x
21	ABERBARGOED	x	x	x	x	x			x
22	PENARTH	x	x	x	x	x			x
24	CAERPHILLY	x	x	x	x	x			x
25	TREHARRIS	x	x	x	x	x			x
26	MERTHYR TYDFIL	x	x	x	x	x			x
27	TREDEGAR	x	x	x	x	x			x

Establishments		Weed Spray (incl litter picking)	Hedge (incl litter picking)	Grass Cutting (incl litter picking)	Tree Maintenance (incl litter picking)	Leaf Picking (incl litter picking)	Shrub/Flower Beds	Knotweed	Leaf removal in gutter
28	RHYMNEY	x	x	x	x	x			x
30	ABERCARN	x	x	x	x	x			x
31	RISCA	x	x	x	x	x			x
32	CWMBRAN	x	x	x	x	x			x
33	NEW INN	x	x	x	x	x			x
34	ABERSYCHAN	x	x	x	x	x			x
35	ABERTILLERY	x	x	x	x	x			x
37	EBBW VALE	x	x	x	x	x			x
38	BRYNMAWR	x	x	x	x	x			x
39	BLAENAVON	x	x	x	x	x			x
40	ABERGAVENNY	x	x	x	x	x			x
41	MONMOUTH	x	x	x	x	x			x
42	USK	x	x	x	x	x			x
43	CHEPSTOW	x	x	x	x	x			x
44	CALDICOT	x	x	x	x	x			x
45	MALPAS	x	x	x	x	x			x
46	MAINDEE	x	x	x	x	x		x	x
47	DYFFRYN	x	x	x	x	x			x
49	WHITCHURCH	x	x	x	x	x			x
50	ROATH	x	x	x	x	x		x	x
51	CARDIFF CENTRAL	x	x	x	x	x			x
52	ELY	x	x	x	x	x			x
53	HEADQUARTERS	x	x	x	x	x	x		x

Works	Frequency
Maintenance of Grassed Areas	Every 2 weeks at SWFRS Headquarters 3 weekly on stations
Shrub Borders / Beds	June/July, October/November & February/March
Hedges throughout the Grounds	February/March & October/ November
Herbicide / Weed control	Twice a year on all station (April & August). HQ, every 8 weeks April to October
Leaf Clearing	October & November
Tree Work	Once a year (October/November)

Number of Visits (minimum)
14
9
3
2
2
4
2
1

Additional Z Clauses Terms

1. TERMS OF PAYMENT

- 1.1 The Supplier shall be entitled to invoice SWFRS for each Order on or at any time after Delivery. Each invoice shall quote the relevant Order Numbers.
- 1.2 SWFRS shall pay invoices in full by 30 days of receipt.
- 1.3 If SWFRS disputes any invoice or other statement of monies due, SWFRS shall promptly notify the Supplier in writing. The parties shall negotiate in good faith to attempt to resolve the dispute promptly. The Supplier shall provide all such evidence as may be reasonably necessary to verify the disputed invoice or request for payment. If the parties have not resolved the dispute within 30 days of SWFRS giving notice to the Supplier.
- 1.4 If SWFRS specifies that the Supplier's invoice is to be sent to an address other than the address to which the Goods are delivered or Services performed, no payment will be made until such invoice is received at the correct address.
- 1.5 SWFRS may, without limiting any other rights or remedies it may have, set off any amounts owed to it by the Supplier against any amounts payable by it to the Supplier. The Supplier may only set off any amounts owed to it by SWFRS if such set off is either approved by SWFRS in writing or adjudged to be owed by SWFRS upon conclusion of the dispute resolution procedures contained herein.
- 1.6 All payments payable to the Supplier or SWFRS under this agreement shall become due immediately on its termination. This condition is without prejudice to any right to claim for interest under the law or under this agreement.

2. CHANGE CONTROL

- 2.1 The parties shall meet as necessary to discuss matters relating to the Services. If either party wishes to change the scope or execution of the Services, it shall submit details of the requested change to the other in writing.
- 2.2 If SWFRS requests a change to the scope or execution of the Services:
 - 2.2.1 the Supplier shall, within a reasonable time (and in any event not more than five working days after receipt of the request from SWFRS), provide a written estimate to the SWFRS of:
 - (i) the likely time required to implement the change;

- (ii) any necessary variations to the Supplier's charges arising from the change;
- (iii) any other impact of the change on the terms of this agreement.

2.2.2 if SWFRS does not wish to proceed, there shall be no change to any applicable Project Plan or this agreement; and

2.2.3 if the SWFRS wishes the Supplier to proceed with the change, the Supplier shall do so after agreement on the necessary variations to its charges, the Services, any the Project Plan and any other relevant terms of this agreement to take account of the change and this agreement shall be varied.

2.3 If the Supplier requests a change to the scope of the Services, SWFRS shall not unreasonably withhold or delay consent to it. If SWFRS wishes the Supplier to proceed with the change, the Supplier shall do so, following a variation of this agreement. Unless the Supplier's request was attributable to non-compliance by SWFRS with its obligations, neither the Supplier's charges, any the Project Plan or any other terms of this agreement shall vary as a result of such change.



PLEASE PROVIDE THE INFORMATION REQUIRED

Organisation Information

Name of organisation:

Correspondence Address:

Registered address (if different from above):

Contact information of person applying on behalf of

Name:

Position:

Tel no:

E-mail:

Please confirm which lots you are applying for:-

Lot 1 - South Wales Fire and Rescue Service

Lot 2 - Mid and West Wales Fire and Rescue Service

ESTED BELOW.

--

half of the organisation

Yes / No
Yes / No

COMPANY NAME:

Question	Question Text	Answer	Guidance
SECTION A - SUPPLIER ACCEPTABILITY			
SA.GEN.01	SAGen001a01v02 - Regulation 23(1) of the Public Contracts Regulations 2006 (as amended) sets out grounds on which a bidding organisation MUST be deemed ineligible to tender for, or be awarded, a public contract.Has the bidding organisation or its directors or other people with powers of representation, decision or control been convicted of any of the following offences?a) conspiracy;b) corruption;c) bribery;d) fraud, including—a. cheating the Revenue/HMRC;b. conspiracy to defraud;c. fraud or theft;d. fraudulent trading;e. defrauding the Customs/HMRC;f. an offence in connection with taxation in the European Community; org. destroying, defacing or concealing of documents or procuring the extension of a valuable security;e) money laundering;f) an offence in connection with the proceeds of criminal conduct;g) an offence in connection with the proceeds of drug trafficking; or h) any other offence within the meaning of Article 45(1) of the Public Sector Procurement Directive (2004/18/EC).	Yes/No	The buyer will not select you to tender if any of the mandatory grounds for exclusion apply. You should check the full text of Regulation 23(1) of the Public Contracts Regulations 2006 (as amended) and take legal advice where appropriate. The buyer may make its own checks or may require you to provide a record of convictions. See Regulation 15 within the following link: http://www.legislation.gov.uk/ukxi/2011/2053/made If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion apply. Select "Yes" if these grounds apply to any consortium member. NB: If any of the mandatory grounds for exclusion become applicable after data has been submitted for a contract, bidding organisations must inform the buyer, and amend their details on the database. Failure to do so may cause any contract awarded to be terminated.
	SAGen001b01v01 - If you answered "yes" to question SA.GEN.01a provide details that will enable the buyer to determine whether or not it is required to exclude you under the mandatory grounds for exclusion laid out in Regulation 23(1) of the Public Contracts Regulations 2006.	Text	These details will be used solely to decide whether the conviction disclosed is one of the types listed in Reg.23(1) which requires you to be excluded. If such a conviction exists your organisation will be automatically excluded.
SA.GEN.02	SAGen002a01v01 - Regulation 23(4) of the Public Contracts Regulations 2006 sets out grounds on which a bidding organisation may be deemed ineligible to tender for or be awarded a public contract.Do any of the circumstances as set out below apply?• The bidding organisation being an individual is in a state of bankruptcy or has a receiving order or administration order or bankruptcy restriction order made against him or has made any arrangement for the benefit of creditors. • The bidding organisation being a partnership constituted under Scots law has granted a trust deed or become otherwise apparently insolvent, or is subject of a petition presented for sequestration of its estate. • The bidding organisation being a company is in the process of winding up, administration, or receivership. • The bidding organisation has been convicted of a criminal offence relating to the conduct of its business or profession. • The bidding organisation has committed an act of grave misconduct in the course of its business or profession. • The bidding organisation has not fulfilled obligations relation to payment of social security contributions. • The bidding organisation has not fulfilled obligations relating to payment of taxes. • The bidding organisation is guilty of serious misrepresentations in supplying information required by the Buyer under the Public Contracts Regulations. • The bidding organisation is not in possession of a licence or not a member of the appropriate organisation where the law requires it	Yes/No	The buyer may deem you ineligible to tender if any of these grounds for exclusion apply. If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether or not these grounds for exclusion apply. Select "Yes" if these grounds apply to any consortium member. The wording of the final two "circumstances" relates to a specific contract, or Buyer. You should disclose if you have previously been found guilty of misrepresentations (etc), or if you have previously not been in possession of licences (etc). You need not disclose a criminal offence which is "lapsed" within the meaning of the Rehabilitation of Offenders Act 1974 (NOTE: this does NOT apply to offences of the type listed in SA.GEN.01a - these must be disclosed). If you have committed any offence under Equalities, Environmental and Health and Safety legislation these must be disclosed here but will be assessed under Sections E, F and G. You should provide more information in those sections and cross-refer here. > If your organisation was named in the Office of Fair Trading's report into bid rigging in the construction industry dated 20th November 2009 , you must disclose it. A specific question may have been included on this in the Management section and if so you should provide details in response to that question. but this will not be an automatic bar to selection. > If your organisation has ever used or run prohibited lists, as defined in The
	SAGen002b01v01 - If you answered "yes" to question SA.GEN.02a provide details that will enable the buyer to determine whether the discretionary grounds for exclusion laid out in Regulation 23(4) of the Public Contracts Regulations 2006 apply to you or not.	Text	You should provide details, for example of legal proceedings and a copy of the judgement. The buyer will use this information to determine whether any of the discretionary grounds for exclusion apply to your organisation. The buyer may then explore these matters further with you, for example, asking for evidence of actions you have taken to redress any damage caused and avoid a recurrence.
SA.GEN.03	SAGen003a01v01 - Are you (if an individual) or any of your directors, partners, shareholders, owners, officers, employees, agents or associates (if an organisation) related or connected to any elected officials of the buyer or any officers of the buyer involved in the procurement?	Yes/No	The buyer may not select a bidding organisation to tender without first having taken steps to avoid any scope for, or the perception of, a conflict of interest. NOTE: In the event that you fail to declare a potential conflict of interest the buyer may cancel any contract awarded.
	SAGen003b01v01 - If you answered "yes" to question SA.GEN.03a provide details.	Text	If you are bidding as, or on behalf of, a consortium, you should check with all members of the consortium whether any conflicts of interests apply. Select "Yes" if this applies to any consortium member.
SECTION B - ECONOMIC / FINANCIAL STANDING			
FS.GEN.01	FSGen001a01v02 - Are you registered for VAT?	Yes/No	This information is for verification only but the buyer may exclude you if you provide incorrect information. If you are not registered for VAT this will not necessarily preclude you from bidding.
	FSGen001b01v01 - If so, please provide registration number	Text	If you are bidding as, or on behalf of, a consortium, you should either provide the lead member's details here, or state that, if selected, the body will register and comply with relevant VAT legislation.
FS.GEN.02	FSGen002a01v01 - Is your organisation:i) a public limited companyii) a limited companyiii) a partnershipiv) a limited liability partnership (LLP)v) other (please specify)	Text	This information will be used for identification purposes only but the buyer may exclude you if you provide incorrect information. If you are bidding as, or on behalf of, a consortium, you should select "other" and describe your organisation. You should provide registration details for all consortium members.
	FSGen002b01v01 - Provide your company or LLP registration number (if applicable).	Text	If the buyer intends to use the D.U.N.S. number to obtain a "failure score", or use a different credit reference agency to obtain a third-party analysis of your financial strength this will be made clear along with any thresholds set.
	FSGen002c01v01 - Provide your Dun & Bradtsreet D.U.N.S registration number. If you are not currently registered you can obtain a free D.U.N.S number for your business by visiting http://www.dnb.co.uk/Forms/DUNS_Request.asp	Text	
FS.GEN.03	FSGen003a01v01 - Provide the name and contact details of the person you would like the Buyer to liaise with regarding any queries about the financial position of the bidding organisation.	Text	This is for information only, and will not be scored. If you are bidding as, or on behalf of, a consortium, you must provide all relevant contact details, or ensure that you know who to contact in the event of financial queries about other consortium members.
FS.GEN.06	FSGen006a01v02 - If you have Public Liability insurance provide the level of insurance or indemnity limit.Enter "0" if you do not have Public Liability insurance.	Text	The buyer will only select a bidding organisation to tender if it has or will have an appropriate level of public liability insurance from an authorised provider with appropriate financial strength. See the HMRC website for details of regulation of insurance providers, and EU equivalents. If you are bidding on behalf of a consortium please include data from all relevant consortium members. Please ZIP documents together if necessary.
	FSGen006a02v01 - If you have Public Liability insurance provide the following details:• Expiry date• Name of insurer• Policy Number	Text	The minimum level of Public Liability Insurance required is £10M

	<div>FSGen006c01v02 - If you have Employer's Liability Insurance provide the level of insurance or indemnity limit.Enter "0" if you do not have Employer's Liability Insurance.</div>	Text	The buyer will only select a bidding organisation to tender if it holds Employer's Liability insurance (as required by legislation) from a reputable provider with appropriate financial strength.
	<div>FSGen006c02v01 - If you have Employer's Liability insurance provide the following details:• Expiry date• Name of insurer• Policy Number</div>	Text	If you are bidding on behalf of a consortium please include data from all consortium members. Please ZIP documents together if necessary. The minimum level of Employers Liability Insurance required is £5M
FS.GEN.07	<div>FSGen007a01v01 - Please confirm your able to provide accounts for the most recently completed two financial years, if requested.</div>	Attachment	This information may be used by the buyer or a third party in order to analyse your financial strength. The buyers should give as much information as possible about the sources of information used and methodology applied.
	<div>FSGen007a02v01 - If you are unable to submit audited accounts, please explain why audited accounts are not available.</div>	Text	
SECTION C - CAPACITY & CAPABILITY			
CC.GEN.01	<div>CCGen001a01v02 - What are the main business activities of your organisation or consortium? Please limit your answer to 200 words</div>	Text	This answer will not be evaluated, but will be used by the buyer to understand what goods and services your organisation provides. The answer to this question will not be used by buyers as part of a procurement exercise. Any evidence demonstrating your suitability to tender should be covered in your answers to other questions.
CC.GEN.02	<div>CCGen002a01v01 - Provide a brief description of up to 5 relevant contracts you have successfully delivered in the last 3 years that show experience that is relevant to the requirement.Provide details of:• Goods, works or services delivered• How these are relevant to the requirement• How the contract was delivered successfully; include testimonials where possible• Contract value• Period over which the contract was delivered If you are bidding on behalf of a consortium please provide examples from the consortium member(s) which would deliver each relevant part of the requirement if you were successful, subject to a maximum of 5 examples in total.</div>	Text	The buyer may only select you to tender if you are able to give recent evidence of successfully delivering relevant products or services.
	<div>CCGen002b01v01 - If your organisation does not itself have relevant experience, but could deliver the contract as a result of recent or planned changes such as merger/acquisition, hiring new staff, equipment etc, describe the new capabilities.</div>	Text	It may also be acceptable to provide evidence of any new capacity or capability that has been acquired recently.
CC.GEN.03	<div>CCGen003a01v01 - Provide your turnover for the most recent financial years (up to 3 years).If you are bidding as, or on behalf of a consortium please provide consolidated data from relevant consortium members and explain how you have arrived at your figure.</div>	Text	The buyer may only select you to tender if you have a historical (annual) turnover that is sufficiently high compared to the likely (annual) contract value, or can demonstrate an ability to extend your turnover to meet new requirements.
	<div>CCGen003b01v01 - If you would like to provide a statement explaining why your historical turnover should not be used as a good indicator of your capacity to take on new contracts, please do so here.</div>	Text	
CC.GEN.04	<div>CCGen004a01v01 - State the relevant qualifications and experience of the key staff who would be available to service this requirement.</div>	Text	The buyer may only select you to tender if you have appropriately qualified and experienced personnel.
CC.GEN.05	<div>CCGen005a01v01 - State what key machinery, plant, processes, IT and other non-staff resources you have (or are able to provide) to service this requirement</div>	Text	The buyer may only select you to tender if you have adequate resources to service the requirement.
CC.GEN.06	<div>CCGen006a01v01 - Has your organisation had a contract cancelled, or not renewed, for breach of contract or failure to meet requirements within the last three years?</div>	Yes/No	The buyer may use this information to determine whether you have a record of successful delivery of contracts. If you answer "yes" to this question and fail to provide convincing evidence that you have taken appropriate action to ensure the problems will not be repeated you may not be selected to tender.
	<div>CCGen006b01v01 - If you answered 'yes' to CC.GEN.06a please provide details including name of customer, reasons for cancellation and any action taken to avoid this happening again.</div>	Text	If you are bidding as, or on behalf of, a consortium, you should provide details for all consortium members. Select "Yes" if this applies to any consortium member.
MABespoke1	<div>Do you have a Business Contingency Policy?</div>	Yes/No	The buyer may only select you to tender if you can demonstrate your ability to effectively deal with any major disruption, setting out agreed arrangements for bringing events under control, the necessary resources for maintaining critical business functions and the staff required for co-ordinating actions. . If you are bidding as a consortium please ensure that, in answering this question, your system covers all consortium members.
SECTION E - EQUAL OPPORTUNITIES			
EO.GEN.01	<div>EOGen001a01v01 - Have any of the following circumstances applied to your organisation in the last 3 years?• a finding of unlawful discrimination by an Employment Tribunal, an Employment Appeal Tribunal or any other court or tribunal (or in comparable proceedings in jurisdiction other than the UK).• following formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in a jurisdiction other than the UK), a complaint of unlawful discrimination has been upheld• a finding of unlawful discrimination against anyone with protected characteristics has been made against your organisation by any civil or criminal court (or a comparable body in a jurisdiction other than the UK).</div>	Yes/No	The buyer may not select you to tender if you have been found to have unlawfully discriminated in the last three years, unless you have provided adequate evidence that you have taken appropriate action to stop it happening again. If you are bidding on behalf of a consortium please include data from all consortium members. Select "Yes" if this applies to any consortium member.
	<div>EOGen001b01v01 - If you answered 'yes' to EO.GEN.01a provide a summary of the finding or judgment and explain what action you have taken to prevent similar circumstances from recurring.</div>	Text	
EO.GEN.02	<div>EOGen002a01v01 - If you use subcontractor(s) or are bidding on behalf of a consortium, what processes do you have in place to check whether any of the above circumstances apply to these other organisations?</div>	Text	The buyer may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors' and consortium members' record on compliance with equalities legislation.
SECTION F - SUSTAINABILITY			
	<div>SUGen001a01v01 - Has your organisation been convicted or had a notice served upon it for infringement of environmental legislation in the last three years?</div>	Yes/No	The buyer may not select you to tender if you have been convicted or served notice under environmental legislation in the last three years unless you provide adequate evidence of action taken to stop similar incidences from happening again.

SU.GEN.01	SUGen001b01v01 - If your answer to SU.GEN.01a is "yes" give details of the conviction or notice and details of any remedial actions you have made to prevent the circumstances recurring.	Text	<div>Evidence of action taken to stop similar incidents from happening again.</div> <div>If you are bidding on behalf of a consortium please include data from all consortium members. Select "Yes" if this applies to any consortium member.</div>
SU.GEN.02	SUGen002a01v01 - If you use subcontractor(s), or are bidding on behalf of a consortium, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	Yes/No	<div>The buyer may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors' and/or consortium members' record on compliance with environmental legislation. Select "Yes" if this applies to any consortium member.</div> <div>In some cases this may include the need for your suppliers to have an externally-accredited environmental management system in place.</div>
SECTION G - HEALTH & SAFETY			
HS.GEN.01	HSGen001a01v01 - Has your company been served with a Prohibition or Improvement notice for any breaches of Health & Safety legislation in the last three years?	Yes/No	<div>The buyer will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation.</div> <div>The buyer may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in you not being selected to tender.</div> <div>If you are bidding on behalf of a consortium please include data from all consortium members. Select "Yes" if this applies to any consortium member.</div>
	HSGen001b01v01 - If your answer to HS.GEN.01a was "yes" provide details of the convictions or notice(s) served and give details of any remedial action or changes to procedures you have made as a result of the prosecution or notice(s) served.	Text	
HS.GEN.02	HSGen002a01v01 - If you use subcontractor(s), or are bidding on behalf of a consortium, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes/No	<div>The buyer may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors' record and compliance with Health and Safety legislation. If you are bidding on behalf of a consortium please include data from all consortium members.</div>
	HSGen002b01v01 - If your answer to HS.GEN.02a is yes please provide evidence of the procedures you use to monitor subcontractors' or consortium members' Health and Safety arrangements. This should include any questionnaires used, and details of communication and monitoring methods.	Attachment	

SWFRS PRICING SCHEDULE - PLANNED WORKS

Please refer to the frequency schedule, when pricing the works. An annual cost is required based on the frequency in the schedule.

Prices are to include for all travel time, vehicle and fuel, excluding VAT. Where there is no requirement in the frequency schedule please provide a zero cost in the pricing schedule.

	SITE NAME	ANNUAL PRICE BASED ON FREQUENCY SCHEDULE	ADDITIONAL COST PER GRASS CUT
1	BRIDGEND		
2	PORTHCAWL		
3	KENFIG HILL		
4	COWBRIDGE		
5	PENCOED		
6	OGMORE VALE		
7	PONTYCYMMER		
8	MAESTEG		
9	TREORCHY		
10	TONYPANDY		
11	FERNDAL		
12	PORTH		
13	GILFACH GOCH		
14	PONTYCLUN		
15	PONTYPRIDD		
16	HIRWAUN		
17	ABERDARE		
18	ABERCYNON		
19	LLANTWIT MAJOR		
20	BARRY		
21	ABERBARGOED		
22	PENARTH		
24	CAERPHILLY		
25	TREHARRIS		
26	MERTHYR TYDFIL		
27	TREDEGAR		
28	RHYMNEY		
30	ABERCARN		
31	RISCA		
32	CWMBRAN		
33	NEW INN		
34	ABERSYCHAN		
35	ABERTILLERY		
37	EBBW VALE		
38	BRYNMAWR		
39	BLAENAVON		
40	ABERGAVENNY		
41	MONMOUTH		
42	USK		
43	CHEPSTOW		
44	CALDICOT		
45	MALPAS		
46	MAINDEE		
47	DYFFRYN		
49	WHITCHURCH		
50	ROATH		

51	CARDIFF CENTRAL		
52	ELY		
53	HEADQUARTERS		

SWFRS PRICING SCHEDULE - UNPLANNED WORKS

Prices required for unplanned works, shall be inclusive of all labour, plant and travel to site, excluding VAT.

not to be included in this price.

Please note, the Fire Service can not guarantee any works under the unplanned works schedule.

LEAF CLEARANCE		
STATION NO.	SITE NAME	PRICE PER VISIT
1	BRIDGEND	
2	PORTHCAWL	
3	KENFIG HILL	
4	COWBRIDGE	
5	PENCOED	
6	OGMORE VALE	
7	PONTYCYMMER	
8	MAESTEG	
9	TREORCHY	
10	TONYPANDY	
11	FERNDALE	
12	PORTH	
13	GILFACH GOCH	
14	PONTYCLUN	
15	PONTYPRIDD	
16	HIRWAUN	
17	ABERDARE	
18	ABERCYNON	
19	LLANTWIT MAJOR	
20	BARRY	
21	ABERBARGOED	
22	PENARTH	
24	CAERPHILLY	
25	TREHARRIS	
26	MERTHYR TYDFIL	
27	TREDEGAR	
28	RHYMNEY	
30	ABERCARN	
31	RISCA	
32	CWMBRAN	
33	NEW INN	
34	ABERSYCHAN	
35	ABERTILLERY	
37	EBBW VALE	
38	BRYNMAWR	
39	BLAENAVON	
40	ABERGAVENNY	
41	MONMOUTH	
42	USK	
43	CHEPSTOW	
44	CALDICOT	
45	MALPAS	
46	MAINDEE	
47	DYFFRYN	
49	WHITCHURCH	
50	ROATH	
51	CARDIFF CENTRAL	

52	ELY	
53	HEADQUARTERS	

OTHER WORKS REQUIRED		
	WORKS REQUIRED	PRICE PER 25 SQUARE METER
1	Removal of moss from Drill yard	
2	Treatment of various invasive species	
3	Pressure Washing of paths and any walkways	
4	Supply and lay of turf	
5	Supply and lay of bark	
6	Supply and lay of slate	
7	Collect and remove arisings	

SWFRS PRICING SCHEDULE - MATERIALS ON COST

PLEASE INDICATE MATERIAL PERCENTAGE ON COST %

%

