

# Pateley Bridge Millennium Green Trust

The Council Chamber, King Street, Pateley Bridge HG3 5LE

**Charity Registration N° 1077410**

## **Invitation to tender for a 3-year caretaking contract for Pateley Bridge Millennium Green**

Pateley Bridge Millennium Green Trust invite you to tender for the grass cutting and caretaking contract on the Pateley Bridge Millennium Green from April 2022- March 2025

### **Scope of the contract**

To carry out basic maintenance jobs as required by the Millennium Green Trust. The exact nature of the duties will be decided monthly by the Trust but will include five grass cuts between May and September, we do not require the grass cutting debris to be removed. Please see attached plan marked in green which designates the areas to be cut.

It is envisaged that the contract will take up to 100/150 hours to fulfil each year.

The Contractor will be required to demonstrate that all insurances, health and safety procedures and risk assessments necessary for the smooth and safe fulfilment of the contract are in place.

### **Tender documents**

This tender includes the following documents to enable you to bid. If you find any documents missing or you are unable to open any, please contact us immediately.

- Invitation to Tender (this document)
- Specification and grass cutting plan
- Draft contract

To bid for this tender, please submit the following:

- 1) Your quote for the three-year maintenance and grass cutting, broken down per year.
- 2) Evidence of public liability insurance (up to £2,000,000)
- 3) Evidence of employers' insurance if relevant (up to £1,000,000)
- 4) Details of similar projects/services undertaken including references to clients or links to relevant web pages

**Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process.**

## **How to submit your bid**

Tenders are to be submitted in hard copy in a sealed marked envelop to The Town Clerk at the above address by Monday 24 January 2022. Submissions received after this date and time will not be considered.

Pateley Bridge Millennium Green Trust reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

Tender bids will be treated as private and confidential. Bids for this contract will be opened on Tuesday 1<sup>st</sup> February 2022.

The Trust will notify applicants of the outcome of their tender by Friday 4<sup>th</sup> February 2022.

## **On award of the contract**

A preliminary meeting will be held between Pateley Bridge Millennium Green Trust and the selected Contractor to ensure that all are fully aware and in agreement with what needs to be done to fulfil the terms of the contract.

Pateley Bridge Millennium Green Trust will examine the outputs of the contract and the Contractor may be called upon to correct any errors or answer queries regarding any of the outputs at their own expense.

For further information, please contact the Clerk at [clerk@pateleybridgetowncouncil.gov.uk](mailto:clerk@pateleybridgetowncouncil.gov.uk).