
APPENDIX C

Tender Return

APPENDIX C - TENDER RETURN

This appendix must be completed and returned, along with any additional information required or that the tenderer wishes to provide that cannot fit within the document itself.

Tenders must be completed and returned along with all supporting documents addressed to The Clerk, Hayle Town Council c/o Savills, Lemon Street, Truro TR1 TPN to be received no later than 9am on 16th January 2023.

Tenderers must provide 1 x paper copy, and are requested to also provide 1 x electronic version supplied on CD or memory stick. Tender documents must be sealed in a plain envelope with **Maintenance of Hayle Public Amenity Areas Tender** written clearly in the top left corner. The envelope shall not show any name or any other mark of the (e.g. postal or franking devices on the envelope) by which the tenderer can be identified.

Tenderers should note that the deadline date may be subject to change, any changes will be communicated to all known tenderers as soon as possible.

Where tenders are delivered by post or courier, they must be delivered to the address during normal working hours, 9am – 5pm Monday to Friday excluding statutory holidays, and a receipt obtained. Proof of postage will not be accepted as proof of delivery and it is for the tenderer to ensure that the document is delivered and a suitable receipt received, the Council takes no responsibility for tenders which are not delivered securely.

Tender Evaluation Methodology

The tender submission will be evaluated in two parts:

- a) Statutory Selection Criteria. Sections 1-8. These will be evaluated on a pass/fail basis and any tenderer not satisfying the criteria will, at the discretion of the Council, be excluded from the remainder of the evaluation process and their tender shall not be considered further.
- b) Quality Award Criteria.
 - a. Scored questions. Sections 9. These will be evaluated on a scoring of 0 – 5 with the scoring in accordance with the following table:

Score	Definition	Interpretation
5	Excellent	Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria. Full evidence provided where required to support the response.
4	Good	Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria. Majority of evidence provided to support the response.
3	Acceptable	Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria, with some evidence to support the response.

2	Minor Reservations	Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria with little to support the response.
1	Serious Reservations	Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria, with little or no evidence to support the response.
0	Unacceptable	Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to meet the criteria, with no evidence to support the response.

The quality evaluation will account for 50% of the total scoring and is divided between the individual questions as follows:

Question	Weighting, A (100% total)	Quality Total, B (as above)	Overall contribution to tenderer score including Quality & Commercial, C (A x B = C)
9.1	10%	50%	5%
9.2	2.5%	50%	1.25%
9.3	10%	50%	5%
9.4	15%	50%	7.5%
9.5	10%	50%	5%
9.6	10%	50%	5%
9.7	7.5%	50%	3.75%
9.8	5%	50%	2.5%
9.9	5%	50%	2.5%
9.10	5%	50%	2.5%
9.11	5%	50%	2.5%
9.12	5%	50%	2.5%
9.13	2.5%	50%	1.25%
9.14	5%	50%	2.5%

9.15	2.5%	50%	1.25%
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- b. Commercial – Section 10. The commercial (cost) element of the evaluation will be carried out after tenderers have been selected using the selection criteria. The pricing section at the end of this document contains the cost details that are required to be provided in relation to this tender. The commercial element will account for 50% of the weighting and will be scored on a proportional comparative basis. This will be done by recording the lowest grand total price submitted by the tenderers (ignoring those who have failed the statutory tests) and dividing this by each of the other tenderers' grand total prices and then multiplying it by the allocated weighting of 50%. The equation set out below explains this in a simpler way:

$$\frac{\text{Lowest Total Price}}{\text{Tenderer's Total Price}} \times 50\% \text{ Weighting}$$

The example below provided for indicative purposes only, the table below shows that the pricing provided by Tenderer C is the lowest. As such Tenderer C would be allocated the maximum score of 50 points, and then all other scores would be a percentage reduction against this, e.g. Tenderer A would score $\text{£}9,400/\text{£}12,000 \times 50\% = 39.2$ points.

Tenderer A	£12,000	39.2 points
Tenderer B	£9,500	49.5 points
Tenderer C	£9,400	50.0 points

This scoring mechanism is designed to assist the Council in determining the most appropriate contractor to instruct but the scoring result will not be binding on the Council. The Council does not wish to award the contract based solely on who can best complete a tender document. The Council will wish to ensure that the work will be carried out in a suitable manner, both in terms of carrying out the work on the ground and also interaction and communication between the contractor, the Council and public. As such the Council reserves the right to award the tender to a party who has not scored the highest on the above marking schedule but who is deemed able to provide the best overall service to the Council. The Council reserve the right not to award the Contract to any tenderer.

Section 1 – Tender Details

1.1	Full name of the company completing the tender		
1.2	Registered company address		
1.3	Registered company number		
1.4	Registered VAT number (if applicable)		
1.5	Name of parent company (if applicable)		
1.6	Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	<input type="checkbox"/> Yes
		ii) a limited company	<input type="checkbox"/> Yes
		iii) a limited liability partnership	<input type="checkbox"/> Yes
		iv) other partnership	<input type="checkbox"/> Yes
		v) sole trader	<input type="checkbox"/> Yes
		vi) other (please specify below)	<input type="checkbox"/> Yes
1.7	Any other information which is relevant to the company completing the tender		

1.8	Contact details	
	Supplier contact details for enquiries about this tender	
Name		
Postal address		
Country		
Phone		
Mobile		
E-mail		

Section 2 – Financial

Please select the one organisation description that most closely matches your organisation and provide information accordingly			
	Type of Organisation	Description of information expected, which will be taken into account in assessment	Please indicate your answer by marking 'X' in the relevant box, only one required.
2.1	Financial information for a start-up business that has not reported accounts to the Revenue or Companies House	Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, as an alternative means of demonstrating financial status	<input type="checkbox"/> Yes Reference for additional information:
2.2	Accounts for an unincorporated business (sole traders and partnerships)	Copy of the most recent accounts that contain turnover, profit before tax and balance sheet (if prepared) covering either the most recent two year period of trading or if trading for less than two years, the period that is available. If accounts are not prepared, provide the relevant pages from the latest tax returns (self-employment pages for sole traders, partnership pages for partnerships) together with the tax assessment	<input type="checkbox"/> Yes Reference for additional information:
2.3	Accounts for a small company or limited liability partnership with a turnover of below the audit threshold (currently £10.2 million) that is not required to prepare audited accounts	Copy of the most recent accounts as submitted to the HM Revenue & Customs covering either the most recent two year period of trading or if trading for less than two years, the period that is available. Abbreviated accounts are not acceptable	<input type="checkbox"/> Yes Reference for additional information:
2.4	Accounts for a medium to large incorporated entity and all other organisations that are required to prepare audited accounts	Copy of the most recent audited accounts for your organisation covering either the most recent three year period of trading, or, if trading for less than three years, the period that is available	<input type="checkbox"/> Yes Reference for additional information:
2.5	Accounts for other organisation types	In most cases it is likely that audited accounts will have been prepared and the accounts required at	<input type="checkbox"/> Yes

(e.g. not for profit entities, local authorities, housing associations, charities)	2.4.1 – 2.4.4 above will suffice. Where this not the case, an unaudited copy of the most recent accounts as described in 2.4.1 and 2.4.2 above should be provided	Reference for additional information:
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Section 3 – Health & Safety

Note 1. Prior to awarding the contract, applicants will be expected to provide evidence to support the response to these questions. Requests will be issued from the Council's Health & Safety advisor, proportional to the risk associated to this contract, once the preferred applicant has been selected. The receipt of satisfactory evidence is a condition required prior to the awarding of the contract.

Note 2. Organisations with fewer than 5 employees are not legally required to have a documented Policy Statement. If the tenderer is in this category, they do not have to write down their policy, organisation or arrangements. However, they do need to be able to demonstrate that their policy and arrangements are adequate in relation to the type of activity likely to be undertaken and assessments of competence will be made easier if and when procedures are clear and accessible.

3.1	If your organisation meets the criteria identified in one of 3.2, 3.3 or 3.4 below and you can provide the supporting evidence required prior to contract award, you do not need to complete questions 3.5 to 3.14 in this table. If exemption is not claimed, please move to 3.5.		Confirm if you meet any of the exemption criteria
3.2	You have within the last twelve months successfully completed a prequalification application undertaken by an assessment provider able to demonstrate that its information gathering process conforms to PAS 91		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.3	You have within the last twelve months, successfully met the assessment requirements of a scheme in registered membership of the <u>Safety Schemes in Procurement (SSIP) forum</u>		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.4	You hold a UKAS or equivalent, accredited independent third party certificate of compliance with BS OHSAS 18001		<input type="checkbox"/> Yes <input type="checkbox"/> No
	Question	Example of the type of information in support of responses, which will be taken into account in an assessment carried out before contract award.	Yes / No
3.5	Are you able to demonstrate that you have a policy and organisation for health and safety (H&S) management?	You will be expected to demonstrate and provide evidence on request of a periodically reviewed H&S policy. The policy should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for H&S management at all levels in the organisation (<i>Companies with</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

		<i>fewer than 5 employees, please see Note 2 to this section)</i>	
3.6	Are you able to describe your arrangements for ensuring that your H&S measures are effective in reducing/preventing incidents, occupational ill health and accidents?	You will be expected to demonstrate and provide evidence on request of the arrangements for H&S management that are relevant to the anticipated nature and scale of activity to be undertaken and show clearly how these arrangements are communicated to the workforce (<i>Companies with fewer than 5 employees, please see Note 2 to this section</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.7	Do you have access to competent H&S advice / assistance?	You will be expected to demonstrate and provide evidence on request of how your organisation obtains access to competent H&S advice	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.8	Do you have a policy and process for providing your staff/ workforce with training and information appropriate to the types of activity that your organisation is likely to undertake?	You will be expected to demonstrate and provide evidence on request that your organisation has in place and implements, training arrangements to ensure that its staff/ workforce has sufficient skills and understanding to discharge their various duties. This should include refresher training (e.g. a CPD programme) that will keep the workforce updated on good H&S practice applicable throughout the company	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.9	Do your employees have H&S or other relevant qualifications and experience sufficient to implement your H&S policy to a standard appropriate to the activity that your organisation is likely to undertake	You will be expected to demonstrate and provide evidence on request, that your staff/ workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g. trainees	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.10	Do you check, review and where necessary improve your H&S performance?	You will be expected to demonstrate and provide evidence on request that your organisation has in place and implements, an ongoing system for monitoring H&S	<input type="checkbox"/> Yes <input type="checkbox"/> No

		procedures on an ongoing basis and for periodically reviewing and updating that system as necessary	
3.11	Do you have procedures in place to involve your staff/ workforce in the planning and implementation of H&S measures?	You will be expected to demonstrate and provide evidence on request that your organisation has in place and implements a means of consulting with their staff/ workforce on H&S matters and show how staff/ workforce comments, including how complaints are taken into account	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.12	Do you routinely record and review accidents/ incidents and undertake follow-up action?	You will be expected to provide access on request to records of accident rates and frequency for all RIDDOR reportable events for at least the last three years. Demonstrate that your organisation has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.13	Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the activity for which they are being engaged?	You will be expected to demonstrate and provide evidence on request that your organisation has and implements arrangements for ensuring that H&S performance throughout the whole of your organisation's supply chain is appropriate to the work likely to be undertaken	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.14	Do you operate a process of risk assessment capable of supporting safe methods of work and reliable project delivery where necessary?	You will be expected to demonstrate and provide evidence on request that your organisation has in place and implements procedures for carrying out relevant risk assessments and for developing and implementing safe systems of work ('method statements'). You should be able to provide indicative examples. The identification and control of any significant occupational health (not just safety) issues should be prominent (<i>Companies with fewer than 5 employees, See Note 2 to this section</i>) NOTE Risk assessments should focus on the needs of the particular job and should be proportionate to the	<input type="checkbox"/> Yes <input type="checkbox"/> No

		<i>risks arising from the work to be undertaken.</i>	
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Section 4 – Grounds for Exclusion from Tender

If the Council becomes aware of an exclusion at a later date, following contract award, your contract may be terminated and the Council will reclaim all costs in re-issuing the contract to another tenderer.

	Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), directors or partner or any other person who has powers of representation, decision or control been convicted of any criminal offences?	Please indicate your answer by marking 'X' in the relevant box.	
		Yes	No
4.1	In relation to the management, operation & control of a business		
4.2	Any other offence not directly linked to the operation of the business submitting an application for this tender		
4.3	If you have answered "Yes" to any of the above questions, please demonstrate clearly with the use of evidence as required, details of the conviction, the outcome, how this will / will not have an impact on the carrying out of the tender and any other information that you feel is relevant		

Section 5 – Grounds for Discretionary Exclusion

If the Council becomes aware of an exclusion at a later date, following contract award, your contract may be terminated and the Council will reclaim all costs in re-issuing the Contract to another tenderer.

	Within the past five years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
		Yes	No
5.1	Your organisation has been found guilty of causing damage and pollution to the environment		
5.2	Your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors		
5.3	Your organisation is guilty of professional misconduct, which renders their integrity questionable		
5.4	Your organisation has entered into agreements with other economic operators aimed at distorting competition		
5.5	Your organisation has shown significant deficiencies in the performance of a substantive requirement under a prior public contract which led to early termination, damages or other comparable sanctions		
5.6	Your organisation has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria		
5.7	Your organisation has undertaken to unduly influence the decision making process of the Council		
5.8	Your organisation has obtained confidential information that may confer upon your organisation undue advantages in the procurement procedure		
5.9	Your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award		
5.10	If you have answered "Yes" to any of the above questions please demonstrate clearly, with the use of evidence as required further information with regard to the matter and how it affects the tender application		

Section 6 – Safeguarding Staff and Vulnerable People

6.1	<p>Please confirm your organisation has a safeguarding policy that complies with the Council's policy or if in the case that you do not have an in-house policy that the organisation operates in a way to ensure that they comply with Cornwall Council's safeguarding policy.</p> <p>A copy of the policy will be shared separately to this document after the 15 December 2022 when a new policy is expected to be published by the Council.</p> <p>If the answer to the above question is no, confirm that you will make such amendments to your in-house policy or in-house operations to ensure compliance with the Council's safeguarding policy</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Section 7 – Insurances

7.1	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below. Copies of the policy certificate will need to be provided before contract award and so please enclose copy certificates if relevant.</p> <p>If the policy held is in the aggregate, the remaining cover must exceed the minimum requirements shown.</p> <p>Employer’s (Compulsory) Liability Insurance = £10m Public Liability Insurance = £10m Professional Indemnity Insurance = £2m Product Liability Insurance = N/A</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Section 8 – Experience of Similar Contracts

8.1	Please provide reference details of two contracts that you have been recently awarded, carried out or are continuing to carry out (within the last 3 years) for the provision of services similar to those required by Hayle Town Council	
	A	B
Reference Company Name		
Address		
Contact Name		
Telephone Number		
E-mail Address		
Contract Reference Number		
Description of goods/works/services undertaken		
Date Contract Awarded		
Length of Contract		
Type of Contract		
Annual Value of Contract (£)		
Details of relevant qualifications, skills, memberships to professional bodies, etc., used in support of delivery of the contract		
Details of known risks involved with delivery of this type of work and suggested mitigations		

Section 9 – Resourcing

	Question	Tenderers Response
9.1	<p>Please provide details of named individuals that you will use to ensure the best/optimum solution in meeting the requirements of the tender including CV's for the key personnel showing skills and experience</p> <p>Please provide details confirming the availability of the above mentioned individuals and overall capacity of your organisation to meet the requirements of the tender</p>	
9.2	<p>Office/Base Locations Please provide information on the office and workshop locations from which you will deliver the tender</p>	

9.3	Technical Qualifications Please provide details of the technical qualifications held by the company, named individuals and others who will work on the tender which are applicable to the works required to be carried out under the tender	
9.4	Management Please explain how you will manage the works being carried out under this contract to ensure that the works consistently adhere to the specification and to deliver the best/optimum solution to the Council. Your response should include suggestions for opportunities to continually improve the activities for the benefit of both your organisation and the Council	

<p>9.5</p>	<p>Equipment Please provide details of the equipment your company uses or will intend to use if awarded the contract on the range of activities that are required to take place under the contract</p> <p>Details of the size and specification of equipment used along with age and condition of the equipment would be useful along with photographs showing them being utilised to ensure that the Council is confident that you will be able to present a professional image when carrying out works on behalf of the Council</p>	
<p>9.6</p>	<p>Tree Safety Management Please provide specific details of how you would carry out this part of the tender along with the names and qualifications of individuals who would carry out the surveys. Please provide example reports which the Council would receive, along with any other documents which you feel are pertinent to carrying out this part of the tender effectively</p>	

9.7	<p>Traffic Management - Worker and Public Safety</p> <p>With regard to the works which entail operations on the public highway and in close proximity to members of the public, please provide details of how you ensure the safety of both your workers and any members of the public. Please also provide details of any qualifications which you hold which will assist in ensuring this duty is discharged effectively</p>	
9.8	<p>Safety Inspections</p> <p>With regard to the weekly basic safety inspections, please outline the methodology for carrying out this work along with the personnel involved and provide details of the simple checklist paperwork which will be retained and provided to the Council as required</p>	

9.9	<p>Weed Control The Council is committed to the minimisation of herbicides but recognises the limitations of some alternative methods of weed removal/control. Please set out your proposed method statement for the removal of weeds, moss and algae control on hard surfaces, which may or may not include the use of herbicides.</p>	
9.10	<p>Green Waste & Refuse Disposal Please provide information as to how you will dispose of cuttings/debris as required by the specification including rubbish and other items which have the potential to be found on the sites, such as needles</p>	

<p>9.11</p>	<p>Risk Management What do you perceive to be the main risks associated with the successful delivery of this contract and how would you mitigate against them?</p>	
<p>9.12</p>	<p>Invasive Weeds Please confirm whether the company is able to identify and eradicate invasive weeds (such as Japanese Knotweed). Please outline the process that the company would adhere to if invasive weeds were identified during the contract. Outline how the company ensures its employees are aware and informed on the topic of invasive weeds</p>	

9.13	<p>Mobilisation What time period would you require between instruction and commencement of the contract, assuming that your tender was successful?</p>	
9.14	<p>The Environment, Carbon Net Zero, Biodiversity and Sustainability Environmental management – please summarise briefly how your working practices minimise damage to the environment, including the disposal of wastes (organic / plant material and all other waste), and the use of vehicles, equipment and your workforce.</p>	
9.15	<p>Living Wage Will you commit to paying all staff at least the Minimum Living Wage throughout the duration of the contract?</p>	

Section 10 - Pricing

The Council would ideally wish to award the contract for all of the work to one tenderer, however the Council is realistic that this may not be feasible and therefore wishes to understand the breakdown of costs for each element of the work. Therefore please outline the **annual** cost of carrying out the individual aspects of the tender, **exclusive of VAT**, across all the sites in accordance with the tender specification. If you are not tendering for a particular element of the work, please note the table accordingly.

Works	Annual Price (£)
Grass management	
Leaf debris clearance	
Hedge/Shrub trimming and wall vegetation clearance	
Weed/Moss/Algae control on hard surfaces	
Tree safety management	
Playground safety inspections	
Public highway weed spraying	
Public footpath maintenance	
TOTAL ANNUAL PRICE	

Payment Terms

Please outline how you would propose to invoice for work completed (e.g. monthly/quarterly/annually in advance/arrears etc.)	
Will you charge VAT in addition to your price outlined above?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please note that these questions are for budgeting purposes only, the figures stated in the table above will be used for evaluation purposes

Out of Hours/Emergency Works

Some aspects of the contract may require out of hours work to deal	
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with emergency, for example dealing with windblown trees. Please set out how you would offer an out of hours or emergency contact provision and deliver such works along with your charge out rate.	
	£...../per hour

Invasive Weeds

If the company is able to deal with the eradication of invasive weeds, please outline the generic pricing structure for carrying such activities. It is appreciated that the exact costings cannot be confirmed until any such infestation is observed	
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Additional Works. If additional work is required to be instructed outside the contract that is the subject of this tender, outline the hourly rates that would apply to the following roles:

	Hourly Rate	Half Day Rate	Full Day Rate
Grass cutting - ride on mower/tractor			
Grass cutting - walk behind mower			
Strimmer			
Leaf/debris clearance			
Hedge/Shrub trimming and wall vegetation clearance			
Weed/Moss/Algae control spraying			
Tree Surgery			

All the costings above include the provision of equipment, personal protective equipment, materials and sundries.



