

**Invitation to Tender (Open) Volume Three – Pricing schedules and Service Delivery Statements**

**For the Green Team (Natural Environment and Highways Operations) Contract**

**Commencing: 1 October 2019**

**Contract Term: 1 October 2019 to 30 September 2024**

**Please submit by:** **11:00 AM Monday 22 July 2019**

**Volume Three**

Pricing Schedule

Service Delivery Statements

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# Pricing schedule

All the tables in this Schedule must be completed when tendering for this contract.

## Bill No. 1 – Whole Service Provision

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| **BILL No 1** **Price to deliver the service set out in this agreement for the items described in Schedule 1 of this contract.** |
| **Item** | **Amount** |
| **Provision of the whole service (Annual Sum)** | **£110,000** |

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| **BREAKDOWN OF BILL No 1 for Schedule 1** |
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| The Contractor shall insert the total amount of hours each team will work on the contract within our specified budget of £110,000 per annum. The hours should take into consideration all expenses incurred including administration and supervision and all other costs incurred directly or indirectly in providing this service.Total should be based on a 48-week year.Schedule 1.1 – 1.2 Total hours are the hours worked by the teams within a week or year and not the total hours of each individual. Schedule 1.3 – 1.4 Total amount of individual hours provided by the volunteers. |
| **ITEM** |  | **ITEM** | **UNIT** |  | **TOTAL** |
|   | **SCHEDULE** |   |   | **Hours per week.** | **Hours per year.** |
|  1.1 | Work Team ‘A’ minimum hours provided. | 1x Supervisor1x OperativeStaff + Vehicle + equipment + Trainees / Volunteers  | 1  |  |   |
|  1.2 | Work Team ‘B’ minimum hours provided. | 1x Supervisor1x OperativeStaff + Vehicle + equipment + Trainees / Volunteers  |  1 |  |  |
| Total hours to be carried forward for tender evaluation purposes  | \_\_\_\_\_Hours(Items 1.1 + 1.2) |
|  1.3 | Work Team ‘A’ minimum amount of volunteer hours. | Volunteer hours  | 1  |  |  |
|  1.4 | Work Team ‘B’ minimum amount of volunteer hours  | Volunteer hours  |  1 |  |  |
| Volunteers must be on a recognised training programme and hours specified must be specifically attributed to this contract. |  |
| Total hours to be carried forward for tender evaluation purposes  | \_\_\_\_\_Hours(Items 1.3 + 1.4) |

## Bill No. 2 – Out of Hours

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| **BILL NO 2** |
| **OUT OF HOURS WORKING HOURS UPLIFT** |
|  | Percentage uplift rate to be added to labour rates for work outside normal working hours | **% Uplift of individuals rates per hour** | For Tender Evaluation |
| Mean hourly operative rate £ | Indicative hours (for evaluation purposes) | Total rate for evaluation £ |
| 2.1 | Weekdays | % |  | 30 |   |
| 2.2 | Saturdays | % |  | 30 |   |
| 2.3 | Sundays | % |  | 30 |   |
| 2.4 | Bank Holidays | % |  | 30 |   |
| Total to be carried forward for tender evaluation purposes  | *£* |
| For tender evaluation purposes labour rates will be calculated by dividing £110,000 by the sum of the total annual hours per year for item 1.1 plus item 1.2. This rate will then by multiplied by the % up-lift you have provided in the above table and then multiplied by the indicative number of hours shown. The sum of these calculations will then be carried forward for tender evaluation purposes.  |

## Bill No. 3 – Day Rates.

* 1. Additional work may be added into this contract via a Variation Note (Schedule 7).
	2. This section requires rates for a range of circumstances and recognises that these rates will vary for different time periods and work types.
	3. Rates for additional individual staff roles will be inclusive of all associated on-costs e.g. safety equipment, hand/power tools, training etc but not plant or vehicles.
	4. Guidance for calculation of Day Rates:
* **Day rate** – a day period is 8 hours; Monday - Friday. This rate will be for a maximum of four consecutive days in any given period.
* **Weekly rate** – a week consists of 5 consecutive working days (Monday – Friday). This rate will be for a maximum of 4 consecutive weekly periods.
* **Monthly period** – this consists of a minimum of 4 consecutive weekly periods. This rate will be for a maximum of 5 consecutive monthly periods.
* **6 -12-month period** – this covers any length of work during this period.
* **Contract term** – this rate will apply for a period longer than one year not exceeding the remaining term of the contract period.
* For out of hours work the rates will apply from Section 2, Schedule 6, above.

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| **BILL NO 3** |
| **DAY RATES FOR CONTRACT VARIATIONS**  |
| **Item** | **Description** | **Day rate\*1** | **For tender Evaluation\*2** |
|  |  | Day | Weekly | Monthly | 6 – 12 month | Contract term | Indicative number of days | Rate for evaluation purposes  |
| Weighting for tender evaluation purposes | 0.1 | 0.2 | 0.1 | 0.6 | 0 |  |  |
| 3.1 | Supervisor /Trainer | £ | £ | £ | £ | Rates will follow those of existing / similar permanent staff identified in the Personnel Structure Chart | 30 | £ |
| 3.2 | Assistant Supervisor /Trainer | £ | £ | £ | £ | 30 | £ |
| 3.3 | Labourer  | £ | £ | £ | £ | 30 | £ |
| 3.4 | Trainees  | £ | £ | £ | £ | 30 | £ |
| **Total to be carried forward for tender evaluation purposes**  | £ |
| **\*1** *To calculate the total cost of the staff member the day rate will be multiplied by the length of time that they are required for.* ***EXAMPLE*** *- ‘Supervisor/Trainer’ employed for a 4 month period (example daily rate of £50) is:**50 {day rate} x 4 {months; the period of the variation} x (4 weeks x 5 days) {no. of days in one monthly period} = £4,000* |
| **\*2** *For tender evaluation purposes the individual day rates will be multiplied by the “weighting for tender evaluation purposes” to provide a blended day rate which will be multiplied by the indicative number of days shown to provide an overall rate for tender evaluation purpose.*  |

# Service delivery Statements

Please provide a written response to each of the questions below. Your responses will be assessed in accordance with the evaluation criteria set out in volume 1.

Response may be set out in separate document, but please ensure that you provide sufficient cross reference to the location of your responses.

The weighting for question is shown in the weighting column

|  |  |
| --- | --- |
| **Question** | **Weighting** |
| Contract Resourcing**Please provide a full costed Personnel Structure Chart and Plant, Equipment and Vehicle Inventory, as detailed above.** Detail your proposed management and supervision structure, together with details of required staffing qualifications, experiences and competences.Detail allowances made and the means of determination to provide adequate cover for holidays, sickness and any other absences.Demonstrate that there will be a sufficient number of vehicles and equipment engaged throughout the Contract Period. Please indicate details of make, model, age, and regular servicing and maintenance programme (Plant, Equipment and Vehicle Inventory).  |  |
| **Response:-** |  |
| Service DeliveryDetail how you will provide a responsive service to the council and ensure efficient use of the resources provided under the contract. Provide details of induction training and ongoing training packages for Staff, Trainees and Volunteers including length, duration and content to ensure that all operatives engaged on work associated with the contract are aware of their legislative and contractual obligations. Service Providers shall supply a detailed start up and mobilisation plan and programme that will ensure the successful opening and subsequent running of the Green Team Contract. Provide details of your internal and routine monitoring systems and any performance indicators to be employed (independently of any employed the council) to ensure that the Required Standards are continuously achieved. |  |
| **Response:-** |  |
| Training and volunteering opportunitiesThe council’s aim is to ensure opportunities are provided for vocational skills training and rehabilitation of vulnerable people from a variety of local disadvantaged social groups within North Somerset reflecting the diversity of the local community and in particularly from areas with high indexes of multiple deprivation.Taking into consideration the council’s aim, detail * your methods of recruitment and retention of local trainees and volunteers.
* your methods of assessment for Trainees and Volunteers to identify appropriate work training programmes reflecting their individual needs.
* the range of volunteering and training opportunities you will be able to provide.
 |  |
| **Response:-** |  |
| Training and volunteering outputsProvide details, and evidence with relevant case studies, your organisations ability and performance in providing ‘back to work’ vocational training in a parks and open spaces and highway environment.Detail your system for the monitoring, recording and reporting of outcomes for Trainees and Volunteers utilised within this contract. |  |
| **Response:** |  |
| Social ValueSet out at Appendix 1 is a brief guide to Social Value. In addition to the training, employment and volunteering opportunities that you will deliver through this contract please detail any additional Social Value benefits you will be able to deliver to the local area if awarded this contract.  |  |
| **Response:**  |  |
| Method StatementsFor each of the following scenarios, please provide your proposed Method Statements, for the operation including the safety precautions undertaken prior to, during and after the works is undertaken.  |  |
| Grounds Maintenance and Habitat Maintenance (Schedule 1 Section 26)You are asked to clear vegetation and debris from a public right of way in July which will remain open to the general public while the clearance is taking place. |  |
| **Response:** |  |
| Minor Works – Exterior Paint Onsite & Minor Maintenance(Schedule 1 Section 20, 21, 24, 25)You are asked to maintain a shelter within a public park that will involve some working at a height of approximately 3 meters for the maintenance of rainwater guttering which you will also be expected to carry out exterior painting of existing surfaces including preparation and two top coats. |  |
| **Response:** |  |
| Maintenance of Ponds & Water Features(Schedule 1 Section 28)You are asked to clear a small ornamental fountain with a depth in places of 1.1 meters of Canadian Pond Weed or similar. |  |
| **Response:** |  |
| Weed Control - The Treatment of Injurious and Invasive Weeds(Schedule 1 Section 27)You are asked to remove a quantity of Ragwort weed from a road side verge on a 50 mile/hour road. |  |
| **Response:** |  |
| Weed Control, Herbicide Spraying, Chemical use(Schedule 1 Section 18, 27)You are asked to treat an area of Japanese Knotweed on council owned land with public access. Tour response should also include the precautions to be undertaken to protect the public. |  |
| **Response:** |  |

# Appendix 1

Within quality question 5, you have been asked a question around Social value. As a public body, North Somerset Council (NSC) has a legal obligation under the Public Services (Social Value) Act 2012 to consider the social value that can be achieved from the procurement of services. Not only this, the ideals of social value aligns with the Council’s own values and constitution, which inform the way we work and develop the services we provide to the population of North Somerset.

**What do we mean by ‘Social value’**

The Social Value Act requires public bodies to consider how the services they commission and procure might improve the economic, social and environmental well-being of the area. This means NSC considering the benefit to the community from a commissioning/procurement process over and above the direct purchasing of goods, services and outcomes.

We are looking for suppliers, as the experts in delivering the provision, to tell us what additional value they are able to offer through delivery of the service that would benefit North Somerset. This may be something you already offer in existing contracts or may be an entirely new innovation in relation to this provision.

Please note, any social value outcomes that you offer should be **tangible** and **measurable** and you should be clear about exactly what you are offering and for what frequency i.e. if you were to offer work experience, for how many individuals, for how long and how frequently throughout the contract?

**What don’t we mean by ‘Social value’**

Social value is classed as additional value, above and beyond the specification, provided as an outcome of delivering the contract, therefore if you had a fleet of electric vehicles but wouldn’t be using them for this contract, this would not be relevant in your response. Equally, if you employ 5 apprentices, regardless of this contract, that would not be considered as social value either, as you are doing this anyway. If, however, you were to employ or retain apprentices as a direct result of winning this contract, this would be classed as social value.

Another area often confused with Social Value is Corporate Social Responsibility (CSR). Whilst we commend those delivering a high level of CSR, this is not considered as Social Value as it is something you are doing as an organisation regardless of the outcome of this tender and does not necessarily provide any benefit to North Somerset as an area.

Social value should directly impact the area of North Somerset, therefore considerations should be made around who would benefit from the social value you are offering, would it be the residents of North Somerset? If you were based in London and proposing to hire staff locally to the head office, you can see that, whilst that would provide jobs which is good, it would not provide those jobs to North Somerset residents, therefore wouldn’t be relevant.

**What does good look like for this contract**

Your quality responses around Social Value will be evaluated against the following objectives which are detailed within the Council’s Social Value policy. We do not wish to discourage innovation and we will still merit outcomes offered outside of these objectives, however these are intended to provide you with a greater understanding of our desired outcomes.

* Increased employment to local people
* Increased employment to those most removed from the labour market
* Increased employment to young people
* Increased use of local supply chain
* Reducing negative and promoting positive environmental impacts
* Increased health and wellbeing for all
* Supporting schools and life-long learning
* Developing cultural heritage
* Stronger local voluntary/community sector

There are many resources available online to support you around social value.