

Pre-tender information

Framework for Arboriculture and Green Spaces Maintenance Services

Ref: DN365223

1. Introduction

Nottinghamshire County Council (the “Council”) are publishing this information to provide suppliers in the market with details of the Council’s intention to tender for Arboriculture and Green Spaces Maintenance Services in the near future.

We usually like to hold a face to face event where we can meet potential suppliers in person. However, given the current circumstances and safety measures in place as a result of the Coronavirus pandemic this is not possible. Please find below a list of the names of the core staff involved and a summary of their roles at the Council:

Jenny Rosenbaum - Senior Procurement Officer – Corporate Procurement
My role at the Council supports the “Place” department. I procure lots of different types of requirements for the various teams that make up the department. Currently one of my projects is supporting Nick and Ted from Green Spaces to develop a procurement process with a view to establishing a Framework for Arboriculture and Green Spaces Maintenance Services.
Nick Crouch - Natural Environment Manager, Conservation Team
I manage a small team which includes Green Spaces, as well as the Greenwood Community Forest and Nottinghamshire Biodiversity Action Group. As a result, I am involved in a very broad range of work relating to the management and enhancement of the natural environment.
Ted Wooddisse - Land Management Officer, Green Spaces
I work in Green Spaces team, and our management portfolio consists of approximately 90 sites across the County managed principally for public recreation and biodiversity. Our sites

are mainly former colliery and mineral railway sites ranging from Cotgrave Country Park, to Multi-User trail networks and smaller informal green spaces – all of which include areas of conservation grassland, amenity woodland and wetland areas. We manage this land mainly through Contract work, but also work with volunteer groups from time to time.

This document aims to give you some background about the Council's intentions, explain what tendering involves and provide you with details of how to ask any questions you may have. It will also provide you with guidance on using the e-tendering system known as Procontract which you will need to use in order to tender.

2. Context

The Council spends a significant amount of money on Arboriculture and Green Spaces Maintenance Services. The Council are planning to develop a Framework Agreement for Arboriculture and Green Spaces Maintenance Services in order to ensure compliance with the Council's Financial Regulations and to ensure best value on cost and quality. More information about what a Framework Agreement is and how it works is available in Section 7 below. In order to establish the best value suppliers to join the Framework the Council is required to conduct a competitive tender exercise. More information about tendering is available in Section 6 below.

3. What's in Scope?

The procurement of a Framework Agreement for Arboriculture and Green Spaces Maintenance Services will aim to ensure the Council have available the services of highly skilled and professional external suppliers that have been appropriately vetted and meet the Council's Health & Safety requirements and have proven competitive cost and quality on a range of services such as:

- ☞ Tree surveys
- ☞ Tree works
- ☞ Scheduled maintenance e.g. grass cutting
- ☞ Litter picking and removal of fly tipped waste
- ☞ General Groundworks
- ☞ Invasive Species Weed Control

Under the Framework Agreement some requirements will need to be met in short timescales whilst other suppliers will be required to deliver services as part of the Green Spaces planned maintenance programme.

Requirements met by the Framework Agreement will range in value from a few hundred pounds to £10,000 or more depending on the type and volume of services being purchased under it.

4. What's out of Scope?

The Framework Agreement will not cover:

- ☞ Building works or internal works to buildings
- ☞ Large scale projects with complex design and high cost
- ☞ National coverage. Requirements met by the Framework Agreement will mainly be delivered in Nottinghamshire County with the possibility that some sites may be cross into surrounding Counties

5. Examples of work in Scope of the Framework

5.1 Tree Surveys:

Our Green Spaces team are all trained to assess basic tree safety. Where the condition of a tree has been identified as a cause for concern we may require a more detailed survey on individual trees or groups of trees to be carried out. In addition, our sites are also zoned depending on the perceived risk posed by individual or groups of trees, depending on their size and location. The so-called 'Red Zones' are highest risk, and we require 'duty of care' surveys of these areas to be undertaken by an appropriately qualified and experienced arboriculturalist following a risk-based approach using QTRA methodology or similar.

- ☞ Work County wide across our Green Spaces
- ☞ Reactive surveys of trees of concern
- ☞ Planned surveys annually of 'Red Zones' on a 2 to 3 year rolling programme across c.50 sites
- ☞ Production of reports setting out recommended work to remove or reduce risk
- ☞ Potential supervision of tree works carried out by a third party to ensure quality

5.2 Tree Works:

Tree works fall into two main categories, planned maintenance and reactive works.

Our annual Tree Survey programme to monitor the condition our tree stock provides us with a planned winter works programme, and potentially work to trees that pose an urgent safety risk and need to be worked upon quickly. In addition, we may require our Contractors to respond to works to individual trees on a more ad-hoc basis, following storm events for example.

Tree works include Tree Works from height – where qualified climbers and use of mobile work platform may be required; and tree works that can undertaken from the ground.

- ☞ Work County wide across our Green Spaces
- ☞ Felling, dismantling, coppicing, pollarding, chipping
- ☞ Working on sites where the public are likely to be present, including bridleways, Country Parks & our cycle networks – including land adjacent to railways and the public highway.

5.3 Scheduled Maintenance

Annual landscape maintenance works to our principal sites are required at specific times of year. These sites are well used by the public and timely maintenance is required to ensure our sites are maintained to a high standard, keeping them safe for our visitors.

- ☞ It is likely that that there will be a geographical split in these requirements
- ☞ Work County wide across our Green Spaces
- ☞ Grass cutting, litter picking, hedge cutting, strimming, conservation grass cutting.
- ☞ Work phases in June and September
- ☞ A separate conservation grass cutting lot for August / September to cut and remove hay from our floristically diverse conservation grasslands.

5.4 Litter Picking / Removal of Fly Tipped waste

From time to time we require site specific litter picks to clear general litter and rubbish from our Green Spaces, and sometimes fly tipped waste. The nature of the work means that the work can from time to time include hazardous substances and materials. This work needs to be undertaken quickly and safely to maintain our sites in good and safe condition for the public.

- ☞ Work County wide across our Green Spaces
- ☞ Work to be undertaken within 48 hours of a report

5.5 Groundworks

Looking after 90 sites and approximately 1800ha of Green Space throws up a multitude of management issues and requirements. We regularly need to maintain our ownership and other boundaries, repair and replace access furniture and increasingly undertake drainage and surfacing work to keep sites safe for our visitors. The work will include planned maintenance of our site infrastructure, and reactive works where problems are reported to us and a quick response is required.

- ☞ Work County wide across our Green Spaces
- ☞ Respond quickly to undertake repairs where required using a range of materials
- ☞ Drainage and groundworks, footpath surfacing, installing gates, fencing & benches

5.6 Invasive Species Weed Control

Green Spaces currently undertake an annual programme of invasive species weed control – primarily to reduce and remove Japanese Knotweed from a number of known sites. The programme involves an early summer chemical injection and foliar spray, followed by a late summer repeat. From time to time we receive reports of new infestations that will require an initial assessment and treatment, and then will be added to our routine programme for treatment going forward.

In addition we may require contractors to deal with other invasive species (eg Giant Hogweed) where specialists are required.

- ☞ Work County wide across our Green Spaces
- ☞ Respond quickly to deal with new sites to prevent injury to the public (eg Giant Hogweed) and to reduce the risk of invasive species spreading.

6. What is Tendering?

Tendering is the process by which suppliers will be invited to bid to become an awarded supplier under the Framework Agreement.

It is anticipated that the tender to establish the Framework Agreement for Arboriculture and Green Spaces Maintenance Services will be advertised towards the end of July 2020. More detailed information about what you need to submit and how we will evaluate the bids will be available at the point of advertising.

In general, tenders usually comprise the following core documents:

Part 1 – Process Overview	Information and instructions regarding the tendering process including a timetable, lot structure and award criteria
Part 2 - Form of Contract	A copy of the Framework Contract which the successful bidders will enter into with the Council
Part 3 – Specifications	Description of the Goods/Services required, which will be included in the Contract
Selection Questionnaire	Bidders must complete the Selection Questionnaire (SQ) on-line. This will include questions about lot specific compliance requirements
Quality Response	Quality Response, that bidders must complete on-line. This will include lot specific scenarios
Pricing Response	Pricing template, that bidders must complete and upload. The pricing templates will be lot specific
Terms & Conditions of Tender	These are the rules of using the on-line tendering system (Portal) and the Councils general rules on tendering. Bidders must read and accept these by clicking 'Accept' before they are able to submit their response.

When you complete your tender response, it is crucial that you bear in mind that we will evaluate your potential to deliver under the Framework Agreement solely on the basis of the information that is provided in your response. We will not, and cannot, take into account prior knowledge we have of your organisation.

7. What is a Framework Agreement?

A Framework Agreement is a set of terms and conditions that successful suppliers are selected to sign up to further to a tender process. The terms and conditions of the Framework Agreement will apply to all “call off” contracts awarded during its life – a maximum of 4 years.

During the term of a Framework Agreement suppliers under it may be directly awarded work or may be invited to bid in a “mini competition”. The conditions for direct award and mini competition will be set out in the tender documents and the Framework Agreement.

A Framework Agreement is different from a Contract in that under a Framework Agreement there is no commitment to purchase. This is one of the main differences between a Framework

Agreement and a “contract”. A Framework Agreement is more suitable in circumstances where lots of different requirements need to be met and / or the volumes are variable or unknown.

8. E-tendering portal

Step 1: Supplier registration

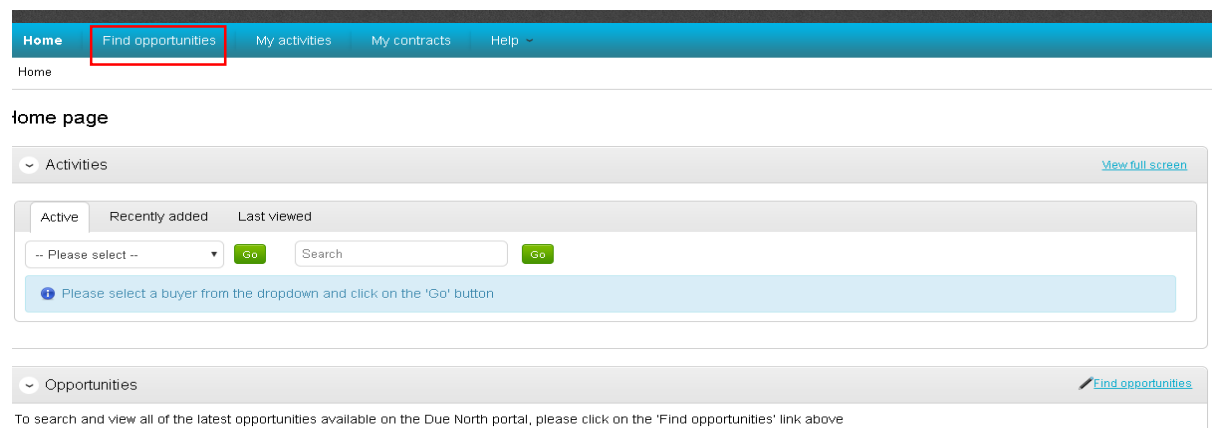
In order to be able to take part in the future tender you must register your organisation as a supplier on Procontract. It is free to register so we recommend you do this as soon as possible. You can register by following the link below:

<https://procontract.due-north.com/SupplierRegistration/Register>

Once registered suppliers on Procontract are automatically notified by email of all opportunities relevant to the categories they selected when they registered.

Step 2 Finding opportunities

Log into your account on www.eastmidstenders.org to find new tender opportunities. Head to ‘find opportunities’ in the top tool bar on the screen.



The screenshot shows the Procontract website interface. At the top, there is a blue navigation bar with the following links: Home, Find opportunities (highlighted with a red box), My activities, My contracts, and Help. Below the navigation bar, the page content is divided into sections. The first section is titled 'Home page'. Below this, there is a section for 'Activities' with a 'View full screen' link. This section contains a search bar with a dropdown menu (currently showing '-- Please select --'), a 'Go' button, and a search input field. Below the search bar, there is a blue information box with a message: 'Please select a buyer from the dropdown and click on the 'Go' button'. The second section is titled 'Opportunities' with a 'Find opportunities' link. Below this section, there is a message: 'To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above'.

On the opportunities page there is an option to filter the results, for example search opportunities just with Nottinghamshire County Council or you can do a key word search for **“Pre-tender information: Framework for Arboriculture & Green Spaces Maintenance Services”** in the top right-hand corner

Home > Find Opportunities

Opportunities

Narrow your results

Portals

All

Organisations

All

Categories

There are 0 categories selected

[Add UNSPSC categories](#)

[Add NHS eClass Version 2014 categories](#)

[Add CPV categories](#)

[Add ProClass categories](#)

Regions

There are 0 regions selected

[Add new region](#)

Keywords

Include closed

☐ Yes ☒ No

Expression date

Start date

End date

Published date

Start date

End date

Opportunities

1 2 3 4 5 ... 35 Next >

Title	Buyer	Expression Start	Expression End	Estimated value
01 - TEST PROJECT - Supplier day	YPO	14/02/2017	21/02/2022	N/A
09022017- Corporate Training DPS	Wirral Borough Council	09/02/2017	31/03/2021	N/A
14-085 DPS Adult Community Learning	Rotherham MBC	18/03/2016	31/07/2018	N/A
16 Plus Accommodation Tender DPS	Luton Borough Council	24/05/2017	02/05/2020	£1,000,000.00
18112016	Leicestershire County Council	18/11/2016	01/11/2019	N/A
2016.04.22 DPS Project	South Tyneside Council	22/04/2016	30/04/2020	N/A
2016.07.08 Test DPS	East Riding of Yorkshire	08/07/2016	07/07/2021	£50,000,000.00
2016.07.28 DPS test (gateshead)	NEPO	28/07/2016	31/07/2019	N/A
2016.11.25 Test DPS	NEPO	25/11/2016	19/09/2024	N/A
2016.11.29 Gtd ISL test	NEPO	29/11/2016	18/12/2019	N/A

1 2 3 4 5 ... 35 Next >

Once you have found **“Pre-tender information: Framework for Arboriculture & Green Spaces Maintenance Services”** you will need to click on the blue title which will direct you to the initial tender dashboard.

Step 3 Registering an interest

You will now be presented with a summary of details. To register an interest in this opportunity please press on the green button which states “Register interest in this opportunity”

Test Site DPS

Main contract details	Expression of interest window
Opportunity Id DNG140700 Title Test Site DPS Categories 35000000-4 - Security, fire-fighting, police and defence equipment Description Test DPS Region(s) of supply UNITED KINGDOM Estimated value N/A Keywords Taxi	From 12/09/2017 11:50 to 27/04/2018 12:00 Register interest in this opportunity
Key dates	Contact details
Estimated contract dates Start date 14/01/2018 End date 03/12/2022 Current Dynamic Purchasing System (DPS) round information End date 27/04/2018 11:00:00	Buyer Nottinghamshire County Council Contact Lucy Bartle Email lucy.bartle@nottsc.gov.uk Address County Hall Nottingham Nottinghamshire NG2 7QP United Kingdom
Attachments	
No attachments	

Once a supplier has registered an interest in the opportunity a link will be sent via email. Note that during the market engagement exercise you won't be able to view anything via the link. However, registering an interest is important as it means that you will automatically be provided with a link to the tender when it goes live. We expect that this will be towards the end of July 2020.

9. Questions and Answers

If you have any questions or comments regarding the information in this document and the intention to tender for a Framework for Arboriculture and Green Spaces Maintenance Services, please email us at:

corporate.procurement@nottsc.gov.uk

Please note that once the tender is live and throughout the tender period questions can only be accepted via the messaging facility in the e-tendering portal. Further instruction son how to do this will be issued with the tender documentation.

All questions will be collated throughout the pre-market period and the tender period and shared with suppliers.

Thank you for taking the time to read this document and please do not hesitate to contact us if you have any queries.