

**Contract Title: Supplier Briefing for Contract DR5206 Grounds Maintenance and Tree Surveying Services**

**Contract Ref:** DR5206

**Contract Description:**

This contract is divided into two Lots:

Lot 1 – The provision of Grounds Maintenance at 55 sites at the time of the tender,

Lot 2 – Tree surveying services at 26 sites at the time of the tender.

The type of sites include; Administration buildings, Community sites, Children's and Adults day centres and Nursery services, Libraries, Idea Stores, Park Buildings (boundary area only) and depots.

The services required for Lot 1 include;

- a) Grass cutting and maintenance
- b) Planting and maintenance of borders, beds, planters, pots and boxes
- c) Maintenance of shrubs
- d) Maintenance of hedges
- e) Maintenance of hard surfaces (including car parks and sport pitches) – sweeping, leaf clearance (including dog faeces) and weed control
- f) Tree pits
- g) Emptying of small waste bins
- h) Cleaning of external furniture
- i) Tree works
- j) Emergency clearance of snow
- k) Responsive reactive grounds and/ or tree works
- l) Watering regimes
- m) Jet Cleaning of Paths
- n) Graffiti removal

And the services required for Lot 2 include;

- a) Tree Surveying services (initial surveys and annual surveys thereafter, and follow up surveys to monitor issued works)
- b) Reporting on prescribed treatments over the life cycle of the contract

The contract will be procured following OJEU procurement rules as an open tender and TUPE will not apply.

Each contract lot will be awarded to a separate contractor, but at the same time. In the event of a supplier winning both lots, the bidder will be awarded the lot with the highest value. Bidders will also have to achieve a minimum pass mark for quality section.

Estimated Contract value: £240,000 over three years:

Lot 1 £180,000 (£60,000 per annum)

Lot 2 £60,000 (£20,000 per annum)

Contract length: one year initially with an option to extend for further 2 years, one year at a time.

Contract start date: May 2018

### **Supplier Briefing Session**

The Council intends on holding a supplier briefing session on:

**Date: Thursday, 18<sup>th</sup> January 2018**

**Time: 4pm – 5.30pm**

**Place: Tower Hamlets Council, Mulberry Place, Clove Crescent,  
E14 2BG.**

The Purpose of this event is to inform the market of the Council's intent to introduce the suppliers with the upcoming tendering opportunity and brief on what we are looking to achieve with this contract.

Deadline for registration to attend the Supplier Briefing (via email):

**Wednesday, 17<sup>th</sup> January 2018 by 12 Noon**

To book a place to attend the supplier briefing, please email:

[ilva.cunka@towerhamlets.gov.uk](mailto:ilva.cunka@towerhamlets.gov.uk)

Confirmation of bookings will be sent via email. Note that places are limited and to avoid disappointment, you will need to express an interest as soon as possible. Each company will be allowed no more than 2 representatives to attend the event.

**The anticipated contract start date is: May 2018**

**Supplementary Information:**

Interested Suppliers should note the following:

- The Supplier Briefing Session is not a part of the formal Procurement process, which has not yet begun;
- The Council intends, after the Briefing Session, to begin a formal process with the issue of formal invitations to the market in the normal way, and commencing with an OJEU notice;
- Potentially interested Suppliers are encouraged to book places to attend the event, but attendance is entirely at Supplier discretion, and Council scoring of any future bids will take no account of attendance at the Briefing;
- Cost of attendance is entirely at the cost of suppliers;
- Suppliers will be limited to 2 places per Supplier, and names must be given in advance;
- At the briefing, the Council will give a PowerPoint presentation of what the proposed procurement will plan to achieve.

LBTH is an Equal Opportunities Employer and a supporter of Ethical Governance, our protocol can be found here along with [Guidance to Suppliers and Providers](http://www.towerhamlets.gov.uk/Guidance%20to%20Suppliers%20and%20Providers). Or via: <http://www.towerhamlets.gov.uk/>

If you require any further information please contact:

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