

INVITATION TO TENDER

Moorhaven Village was created by transforming a number of hospital buildings, mostly Victorian, to form a village of approximately one hundred and eleven homes set in 65 acres of landscaped grounds.

Within the village are communal gardens, shared private spaces, a sports field for football and cricket, two tennis courts, a boules court, a croquet lawn and private gardens.

Homeowners are also members of the management company: the management company board is responsible for overseeing the village.

The Board is now inviting tenders for a contract to provide grounds maintenance services from April 2013 to end March 2016 (three years). Tenders will be judged on a “best value” basis rather than cheapest price.

The grounds of Moorhaven fall into four categories:

- Private gardens.

- Areas within private gardens looked after by the management company and covered in the work schedule (lawns and hedges).

- Communal areas looked after by shareholders.

- Communal areas looked after by the Management Company and covered in the work schedule.

Our expectation is that the private lawns, hedges and communal areas will look attractive and tidy.

The contract will cover (but is not limited to) – grass care (private gardens, communal areas): shrubberies (or beds): pruning (shrubs,

bushes, trees): hedges: banks: general (weed treatment in hard areas, leaf clearance, surface gulleys, litter, gritting/salting). See works schedule for details.

Site Address: Moorhaven Village, Ivybridge, Devon PL21 OEX

TENDER INFORMATION

The works schedule is attached, and the awarded contract will include a monthly breakdown of works and related information. These will be the key performance indicators, and will be reviewed at least monthly.

We believe that **communication** will be a crucial factor in enabling this contract, and communication will also be a key performance indicator.

STAFFING. The present contractor employs two members of staff. We believe that TUPE will apply to these two positions, and advise all tendering companies to take professional advice. Further information about the two positions is available.

PAYMENT. Will be monthly in arrears.

EXCEPTIONS & OMISSIONS Whilst we have endeavoured to provide all necessary information, it is understood there may be discrepancies in or omissions from this document. Any such will be corrected during the tender period: if you register an interest (email only) you will be informed of any changes.

CLARIFICATIONS & QUERIES All questions should be directed to the Chair of the Management Company, contact information below.

TENDER ERRORS & OMISSIONS If we believe that there are errors or omissions in the Tender, we reserve the right to request further information.

TIMETABLE

- 31st August 2012

Start of process

- | | |
|---|-----------------------|
| • 10 th September to 5 th October | Viewing |
| • 26 th October, 1200 | Closing date, tenders |
| • 29 th October to 16 th November | Evaluation period* |
| • 20 th November | Award of Contract |
| • 1 st April 2013 | Start date |

* Might include meetings.

ACCEPTANCE OF TENDER Tenders will be an irrevocable offer to provide the services. The appointed company will be required to enter into a formal written contract.

REJECTION OF TENDERS Any incomplete, vague or late tender will be rejected by the management company.

EVALUATION OF TENDERS We will assess the responses against criteria including economic & financial standing: ability to meet the specifications in the works schedule etc: ability to deliver a quality service: pricing and affordability: added value.

CONTACT INFORMATION For viewings, clarifications and queries please contact the Chair of the Moorhaven Village Management Company, Elayne Hoskin on elayne@wishound.co.uk

WHAT THE TENDER SHOULD INCLUDE

- 1 We will need basic details eg who you are, how to contact you.
 Trading name, address and contact details.
 Main contact name and contact details if different from above.
 Type of organization (eg sole trader, private limited company, partnership). Relevant business number.
 VAT registered? If yes, VAT number.
 Copy of relevant insurance policies.
 Audited accounts (if available) preferably three years.

Statement/policy re Health & Safety and any other you believe necessary.

- 2 We will accept tenders from all types of organisations, including start ups. We need to be confident that your company can successfully complete the contract.

How long has your business been trading and what is its main activities?

How many staff do you employ? If over ten, please supply an organization chart (or similar).

Have any staff or regular freelance workers ever been declared bankrupt, found guilty of any criminal offence or professional misconduct or are any such proceedings outstanding?

Details of any contracts over the last three years that have been terminated early, that have failed to complete on time or where there have been claims for damages (deducted or recovered).

Established businesses: we will require contact information to enable us to check out references for similar work, please provide names, contact details and a brief outline of work undertaken.

Established businesses: list in brief work undertaken over the last three years.

New businesses: why do you think you will be able to undertake this contract?

New businesses: we will still wish to take up references, please provide names, contact details and a statement around why you have chosen to nominate this person.

- 3 Why should we award the contract to your company?

How will you monitor your standards against the work schedule?

What staff will be working here? (See TUPE statement).
How will you communicate with shareholders around undertaking work in private gardens?
How will you communicate with the Board?
How will you provide management information?
What about Health & Safety, staff training etc?
Will you require use of the Main Shed?

- 4 We want to get best value, not necessarily the cheapest price. Tell us how your company will provide best value. (Best value can be difficult to quantify, but examples might include things like – providing information and assistance on occasional small jobs: liaising with other contractors eg tree surgeon: assistance with planting schemes: wild life friendly: green issues.)
- 5 Price: For the life of the contract

How to tender

Complete a document covering all of the above and meeting the work schedule specifications. Provide two copies.

Complete the separate Tender Form and attach to your main document.

Mark the envelope **CONFIDENTIAL TENDER** and send to:
Moorhaven Management Company, c/o Mr J Meehan, West Butterdon, Moorhaven, Ivybridge, PL21 0EX

