



Invitation to Tender (ITT) -

QEII Garden Maintenance Tender Document

Introduction

The Egglescliffe and Eaglescliffe Parish Council is seeking proposals from qualified contractors to maintain the QEII Garden, located above the rail tunnel off Urray Nook Road in Eaglescliffe West. The garden comprises a variety of elements, including bushes, plants, paths, and grass areas. There are hedgehog boxes within gardens.

Key Details

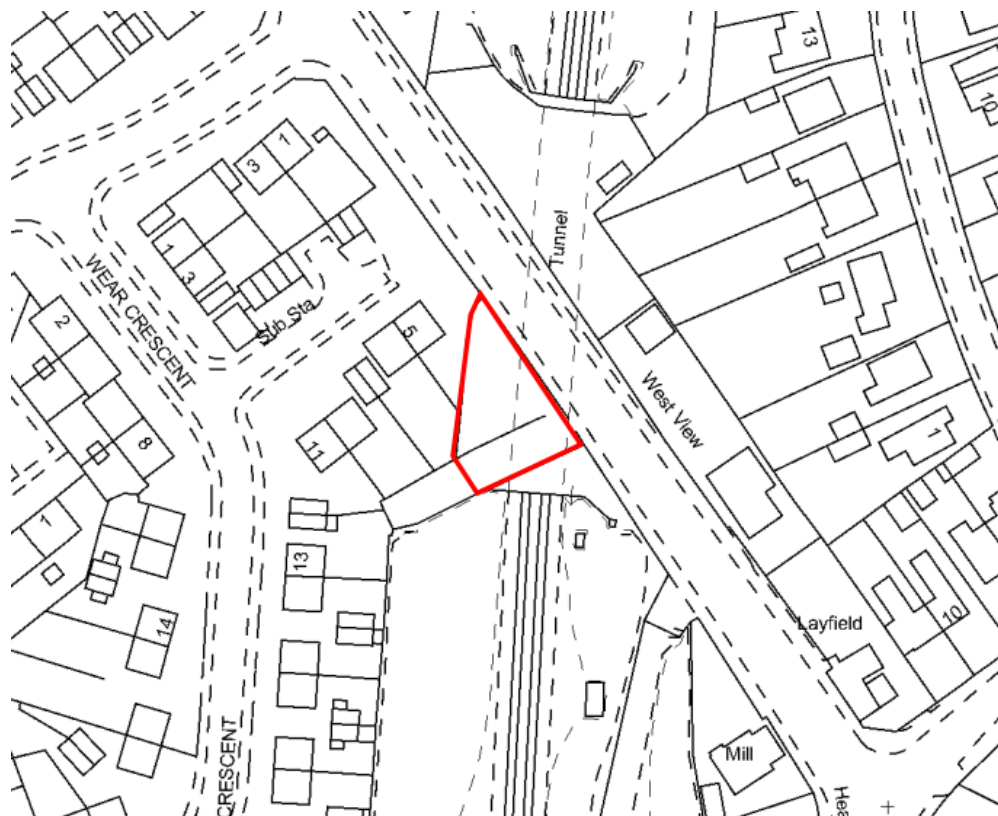
Project Name: QEII Garden Eaglescliffe

Client: Egglescliffe & Eaglescliffe Council

Location: Urray Nook Road in Eaglescliffe West - TS16 0LA Grid reference NZ40463 14534

Contract Duration: April 2024 to 31st March 2025

Submission Deadline: 17.00 Wednesday 3rd April 2024



Scope of Work

The selected contractor will be responsible for the following maintenance tasks:

1. Bushes and Plants:

- Pruning, trimming, and shaping of existing bushes and plants.
- Regular inspection for pests, diseases, and other issues.
- Replacement of dead or unhealthy plants as needed.
- Hedges shall not be cut during bird nesting season April – End of August.

2. Paths:

- Regular sweeping and removal of debris.
- Ensuring safe and clear pathways for visitors.

3. Grass Area:

- Lawn mowing and edging fortnightly between March and November, weather permitting.
- Weed control.
- Fertilisation and aeration.

4. General Maintenance:

- Removal of litter and fallen leaves.
- Seasonal planting and landscaping enhancements.
- Reporting any safety concerns to the Parish Council.
- All cuttings and clippings to be removed from site after each visit.

Submission Requirements

Interested contractors should submit the following documents:

1. Cover Letter:

- Brief introduction of the company.
- Relevant experience in garden maintenance.
- Contact information.

2. Technical Proposal:

- Detailed approach to garden maintenance for this garden.
- Proposed schedule and frequency of visits.
- Equipment and tools to be used.
- Need confirmation of third party public liability insurance and H&S certification

3. Financial Proposal:

- Cost breakdown for the entire contract period.
- Hourly rates (if applicable).
- Payment terms.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

1. Experience and Qualifications:

- Demonstrated experience in garden maintenance.
- Relevant certifications or qualifications.

2. Technical Approach:

- Feasibility of the proposed maintenance plan.
- Attention to detail.

3. Cost:

- Competitive pricing.

Submission Deadline

All proposals must be submitted by 17.00 Wednesday 3rd April 2024 to the following address:

Egglescliffe & Eaglescliffe Parish Council

The Old Offices, Urlay Nook Road, Eaglescliffe, Stockton-On-Tees, TS16 0LA

Phone: 01642 785951 or via email: clerk@egglescliffeandeaglescliffe-pc.org.uk

For inquiries or additional information, please contact:

The Clerk at Egglescliffe & Eaglescliffe Parish Council The Old Offices, Urlay Nook Road Stockton-On-Tees, TS16

0LA Phone: 01642 785951 or via email: clerk@egglescliffeandeaglescliffe-pc.org.uk