TENDER SPECIFICATION

BILLERICAY TOWN COUNCIL

FOR GARDEN LANDSCAPING

JIM SHIELDS GARDEN, HIGH STREET, BILLERICAY

Table of Contents:

1 INSTRUCTIONS FOR SUBMITTING A TENDER: 3

1.1 Introduction: 3
1.2 Preparation of the Tender Request (TR): 3
1.3 TR Procedures and Timetable: 4
1.4 Quotation Format and Cost Summary: 4
1.5 Selection Criteria: 5
1.6 Arithmetic Accuracy: 5
1.7 Period of Acceptance: 5
1.8 Final Submissions: 5

2 ORGANISATIONAL INFORMATION AND REQUIREMENTS: 6

2.1 Organisation Identity: 6
2.2 Organisation Information: 6
2.3 Financial Information: 8
2.4 Insurance: 8
2.5 Capacity: 9
2.6 Provision of Service: 9
2.7 Previous Contracts: 9
2.8 Health & Safety Policy: 10
2.9 Sustainability: 10
2.10 Environmental: 10
2.11 Equal Opportunities: 10
2.12 Professional References: 10

3 OUR REQUIREMENTS: 11

3.1 Schedule of Requirements: 11

4 COSTS: 12

1. INSTRUCTIONS FOR SUBMITTING A TENDER:

1.1 INTRODUCTION:

1.1.1 Billericay Town Council (BTC) owns and manages Jim Shields Garden which is located in Billericay High Street. This area was transferred to the Town Council via a Community Asset Transfer from Essex County Council in 2014.

1.1.2 The site this tender document refers to is Jim Shields Garden, High Street, Billericay, Essex CM12 9BA (location map attached – Appendix 1)

1.1.3 BTC has decided to undertake a redesign of Jim Shields Garden in 2026 and a design has been selected (attached – Appendix 2). Suppliers must include the following

- Retention of the Mayflower 400th Anniversary commemorative plaque in the current location
- Provision of a flagpole for displaying the Town flag – suggested location is where it was originally proposed to move the Mayflower plaque
- Four vertical milestone posts (pre-weathered corten steel is preferred material) to be incorporated throughout the scheme which celebrate the history of the town and the site while introducing vertical emphasis and additonal points of interest (examples attached – Appendix 3)

It is anticipated that once a supplier is appointed then the refurbishment and enhancement work will take place and be completed during the Spring and Summer of 2027

1.1.4 We are seeking tenders from professional companies/individuals who can deliver an exceptional landscaping service.

1.1.5 The details of this document and all associated documents are to be treated as private and confidential for use only in connection with the Tender Request and contract process.

1.2 Pricing

1.2.1 It is anticipated that the cost of this procurement will not exceed £30,000.

1.3 Preparation of the Tender Request (TR):

1.3.1 Although this document is designed to be as complete and comprehensive as possible, potential tenderers must obtain for themselves all the information necessary for developing and costing their proposal and entering into a Contract.

1.3.2 The Council will do everything possible to ensure candidates have access to all information they require in order to produce their response.

1.3.3 Potential candidates must ensure that they clarify any points of doubt or ambiguity before submitting their tender. If clarification is required in order to complete the tender, requests should be submitted to Deborah Tonkiss, Town Clerk townclerk@billericaytowncouncil.gov.uk.

1.3.4 Any additional information requested will automatically be provided to all invited candidates.

1.3.5 **We strongly recommend a site visit by all interested parties prior to the submission of a tender. The Town Clerk welcomes contact from interested parties to arrange a meeting on site.**

1.4 TR Procedures and Timetable:

1.4.1 The following dates are applicable to this procurement:

Target Date	Task
2nd November 2026	Issue TR
16th November 2026	Deadline for requests for additional information
30th November 2026	Deadline for return of TR
7th or 14th January 2027	Shortlisted suppliers to be invited for interview
29th January 2027	Target date for award of contract

1.4.2 No extensions to any dates contained in the procurement timetable shall be granted to candidates. The Council reserves the right to amend these dates provided that by doing so the competitive process is not prejudiced.

1.4.3 Candidates who are interested in this procurement are invited to submit a fully costed TR proposal together with all the supporting documents as specified in this TR.

1.4.4 Billericay Town Council reserves the right to request additional information from a candidate to clarify their proposal, which is to be supplied at the expense of the candidate.

1.4.5 Tenders must be completed and returned in a sealed envelope, clearly marked with the following: TR Response – "For the supply of Landscaping Works" to:

Mrs Deborah Tonkiss
Town Clerk
Billericay Town Council,
The Chantry Centre
Chantry Way
Billericay CM11 2AP

1.4.6 **Tenders can also be submitted by email** to: townclerk@billericaytowncouncil.gov.uk marked **PRIVATE & CONFIDENTIAL TENDER SUBMISSION** in the subject line.

1.4.7 Your proposal must be received by **1700hrs** – **30 November 2026** any tenders received after this date and time will not be considered.

1.4.8 Please include, where appropriate, any supporting documents marking clearly on all documents the name of your organisation and the number of the question to which you refer. You should provide an index of all documents referred to in the completed quotation.

1.4.9 Candidates must submit one copy of the completed tender and any supporting documentation. If couriered or hand delivered it must be delivered to the Council offices at the above address. The opening times are Monday - Friday 0900hrs – 1700hrs.

1.4.10 The quotation document should detail precisely how the supplier will satisfy the council's requirements by reference to the council's schedule of requirements at Section 3 and a completed cost schedule at section 4 of this tender request.

1.4.11 The council does not bind itself to accept the lowest bid or any quotation. The council reserves the right to withdraw any part of the quotation document prior to award of contract, and reserves the right to discontinue the quotation process at any time.

1.5 Quotation Format and Cost Summary:

1.5.1 The suppliers shall provide full details of all costs that are to be charged to the Council as per the enclosed pricing structure.

1.5.2 A completed schedule of requirements and the cost information must be attached as an addendum to the final submitted proposal.

1.5.3 Once the proposal has been submitted no alterations to the text will be permitted. Failure to complete any part of the quotation documents may also incur rejection of the proposal.

1.6 Selection Criteria:

1.6.1 This TR is a one stage process containing questions regarding suppliers' ability and technical capability to provide and deliver the service within the costs being tendered. The preferred supplier will be determined based on how their proposed solution can best demonstrate their ability to meet requirements along with the most economically advantageous tender. Preference will also be given to local suppliers.

1.6.2 The TR evaluation will be split as per the following weighting: Methodology / Quality 60%, Cost 40%

1.7 Arithmetic Accuracy:

1.7.1 It is the responsibility of the supplier to check that all costs are identified and are accurate. Any area of cost that is not identified and not included with the submission will be treated as free of charge.

1.7.2 If arithmetical mistakes are found after the contract has been awarded they will not be taken account of. The figure agreed at the time of contract will prevail.

1.8 Period of Acceptance:

1.8.1 The potential supplier is required to hold their TR open for acceptance for a period of up to four months from the closing date.

1.9 Final Submissions:

1.9.1 The Council does not bind itself to accept the lowest or any quote and will not accept responsibility for any expense or loss which may be incurred by any potential candidate in the preparation of the TR.

1.9.2 You must supply all details and certificates requested as part of this TR.

1.9.3 Lack of information, may deem your tender unacceptable and will result in the failure of your submission.

1.9.4 BTC will not accept incomplete nor non-specific/generic submissions.

1.9.5 Unless specifically and clearly stated by candidates, they will be required to meet all the requirements specified within the TR price submitted.

1.9.6 A formal contract will be issued to the successful TR.

2 ORGANISATIONAL INFORMATION AND REQUIREMENTS:

2.1 ORGANISATION IDENTITY:

Name of organisation			
Contact			
Address			
Tel No		Mobile	
Email			
Company Registration no		Date of registration:	
Registered address (if different from above)			

2.2 ORGANISATION INFORMATION:

Is your organisation: (Please tick those that are applicable)	
• Public limited company	
• Limited company	
• Partnership	
• Sole trader	
Date of organisation's formation	
Date of incorporation in U.K. if different	
VAT registration number	

Has your organisation or any director of your organisation or any other person who has powers of representation, decision or control of the organisation been convicted of any of the offences listed at Regulation 23 (1) (a) – (f) of the Public Contracts Regulations 2006? If the answer is yes, Billericay Town Council may require further information. YES / NO

Do one or more of the grounds listed at Regulation 23 (4) (a) – (j) of the Public Contracts Regulations 2006 apply to your organisation? If the answer is yes, Billericay Town Council may require further information. YES / NO

Are there any court actions and/or tribunal hearings outstanding against your organisation which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, infringement of data protection legislation)? If the answer is yes, please give details. YES / NO

Has your organisation been involved in any court action and/or tribunals over the last 3 years which relate to the provision of this contract (including but not limited to negligence claims, discrimination cases, infringement of intellectual property rights, and infringement of data protection legislation)? If the answer is yes, please give details. YES / NO

Is your organisation affiliated or associated with any other organisation which would be capable of providing this contract? If the answer is yes, please provide the name and registered office address. YES / NO

List the full names of all Directors, Partners and Company Secretaries:

Full Name	Role

Please give details of any Director, Partner or Associate who has been employed by Billericay Town Council:

Full Name	Role

Please give details of any Director, Partner, Associate or Senior employee who has a relative who is employed by Billericay Town Council or who is a Council Member:

Full Name	Name of relation

Please give details of any contractual relationship your organisation has had with Billericay Town Council:

Full Name	Senior Officer/Member	Contract Details

Have any proceedings been taken against the company's directors or employees resulting in convictions under the Prevention of Corruption Acts 1889-1916 or Section 117 of the Local Government Act 1972? If the answer is yes, please give details: YES / NO

2.3 FINANCIAL INFORMATION:

A financial credit check may be undertaken on your organisation as part of this tender process.

If requested, would you be prepared to provide a set of the last years audited accounts for your own organisation and the holding and / or ultimate parent (if applicable). YES / NO

Please give details of your bankers:

Bank Name

Branch address

Account number Sort code

Number of years account has been open

May bankers be approached for a reference? YES / NO

If goods, services and or works proposed in your tender return are sub-contracted, Billericay Town Council will require financial documents from each third party.

2.4 INSURANCE:

Please provide details of your organisation's insurance protection in respect of the following. A copy of your insurance papers must be provided as an appendix.

Policy Number	Insurer	Indemnity value (£) in respect of any one incident
Public Liability		
Personal Liability		
Professional Indemnity		

2.5 CAPACITY:

Please supply details of staffing levels directly employed by your organisation:

Have you got the current capacity to undertake the requirements of this contract alongside your existing contracts? YES / NO

Please provide contact details of the team who will be responsible for the delivery of this contract.

Please provide brief details of the organisation's policies for the training and supervision of staff. This should include, but not be limited to, training and supervision on health and safety matters and Investors in People if applicable

Please indicate to which professional or trade bodies your organisation belongs to. Please include the registration number, date of registration and where possible copies of certificates and website details.

2.6 PROVISION OF SERVICE:

Please confirm whether you propose to provide any part or all of the proposed service through another organisation, whether this is through sub-contracting or a consortium? YES / NO

If yes, please complete the following:

What type of working arrangement do you have:

- Sub-contract?
- Consortium?
- Other (please specify)?

List all member organisations, identifying the role of each member, including the services to be provided by that organisation, its registered or principal office and indicating the organisation's ultimate parent company where applicable.

Will the relationships be specifically established for this contract? YES / NO

2.7 PREVIOUS CONTRACTS:

Has the organisation ever had a contract terminated? If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination: YES / NO

Has the organisation ever withdrawn from a contract? If yes, please state the name of employer, address, date of termination of contract and the circumstances leading to the termination: YES / NO

Has the organisation ever been refused renewal of any contract due to failure to perform to the terms of the contract? If yes please give name and address of the employer: YES / NO

2.8 HEALTH & SAFETY POLICY:

Please provide a copy of your organisation's Health & Safety at Work Policy, to include risk assessment and method statement. Please provide appropriate documentation regarding how this contract will be undertaken with due regard to Health and Safety. This must be provided as an appendix and cross referenced to the TR proposal.

This is a mandatory requirement.

Please detail any prosecutions or enforcement actions in relation to health and safety taken by any enforcing authority against the organisation or individuals within it in the last 5 years.

2.9 SUSTAINABILITY:

Please provide a copy of your organisation's sustainability policy.

2.10 ENVIRONMENTAL:

Has your organisation been successfully prosecuted for infringement of environmental legislation in the past three years? If the answer is yes, please provide further details.	YES / NO

2.11 EQUAL OPPORTUNITIES:

This section concentrates on equal opportunities and asks questions about whether your organisation complies with the following legislation:

- Human Rights Act 1998
- Equality Act 2010

We are committed to doing everything possible to promote equality in our organisation and will only do business with those organisations that adopt the same policy.

2.12 PROFESSIONAL REFERENCES:

Please provide details of organisations that you have provided a provision of goods, services and/or works for the purpose of a reference:

For all contracts listed the details must include:

- Customer name and address.
- A brief overview of the project/programme description including the scope of your involvement
- Value of contracts.
- Contact name and telephone number.

May customers be approached for a reference?	YES / NO

Please provide details of your organisation's involvement in any projects which have been awarded in the last 5 years where there was a failure to achieve programme and/or project objectives, or to achieve and maintain compliance with levels of service.

3 OUR REQUIREMENTS:

3.1 SCHEDULE OF REQUIREMENTS:

The services supplied must meet or exceed the full requirement as detailed below. Therefore, the tender must clearly identify any areas outside the scope of this procurement that is the responsibility of the Council.

It is important at the time of completing this TR that you specify a lead time for delivery of the goods and services, with a comprehensive delivery/ implementation/ installation plan to meet the Council's objectives.

On receipt of the Council's purchase order, the successful tenderer shall provide to the Council a programme of work covering both planning and implementation phases giving a brief outline of time scales involved. The successful tenderer will also be required to provide regular progress reports.

Key Requirements for the Enhancement of Jim Shields Garden

- Two existing trees to be retained – tree nearest flagpole to be heavily pruned to prevent flag from catching on branches
- Crab apple tree in Western Road to be replaced with flowering cherry
- Commemorative Mayflower Plaque to be retained with an added backboard. This should be a suitable no maintenance material of a contrasting colour to improve visibility of statue
- Milestone posts with historic references to Billericay to be included – to be of pre-weathered corten steel
- Any grassed areas to be drought resistant
- Hedging to be an evergreen/leaf retaining variety which will form a good screen of the buildings at the rear of the garden
- Mix of evergreen and herbaceous shade-tolerant planting
- Seasonal bulbs to be planted
- 6m fibreglass flagpole to be sited at a midway point 3ft from the railings on the High Street side of the garden

The above list is not comprehensive and as mentioned previously in this document the Council will consider altenative planting suggestions.

4 COSTS:

Suppliers are required to submit itemised quotations for the provision of the landscaping.

All costs should be a **fixed** price exclusive of VAT.

Please state clearly what is to be provided within each area of cost. The Council shall not make any payments of other costs that are not listed here and/or are ancillary to the service provision.