



# HASLEMERE TOWN COUNCIL

Town Hall, High Street, Haslemere, Surrey, GU27 2HG

01428 654305 · [www.haslemeretc.org](http://www.haslemeretc.org)

1 July 2022

Dear Sir / Madam

## **Haslemere Town Council Invitation to tender for the provision of grounds maintenance services**

You are hereby invited by Haslemere Town Council to tender for the provision of ground maintenance services specified in the enclosed set of documents. Please note that there are three separate specifications enclosed as follows:

- i. Lion Green Ground Maintenance (LG/1)**  
Relating to grounds maintenance of Lion Green.
- ii. General Ground Maintenance (GMG/2)**  
Relating to Litter picking on Lion Green and Town Meadow, and emptying of litter bins across the Parish.
- iii. General Ground Maintenance (GMG/3)**  
Relating to grounds maintenance of a number of sites across the Parish.

### **Additional Information**

- a. You are invited to tender for one, two or all of the specifications listed above, please ensure that you indicate on your acknowledgement letter which specifications you intend to tender for.
- b. The awarded contract will cover a five-year period; 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2028.
- c. The Council is seeking a fixed-price contract to cover all details outlined in the specifications.
- d. There may be times when additional work is required which would not be covered by the enclosed specifications. The Council therefore requests that you provide a breakdown of your hourly and daily charges should the need arise to employ additional services.
- e. The tender must be delivered as a hard copy to the Town Hall and the envelope clearly marked with the reference of which tender is being quoted. If you are tendering for more than one specification, please use separate envelopes.
- f. All tenders must be received at the Town Hall no later than **9am on Friday 29th July 2022**. It is the responsibility of all Tenderers to ensure that their tender is delivered not later than the appointed time. The Council will not consider tenders received after that time.
- g. The Council is not bound to accept the lowest priced or any tender and shall not be bound to accept the Contractor as a sole supplier.

- h. Awarding of the contract will take place as soon as possible after the closing date.

## Sustainability

If you are applying for LG/1 or GMG/3 grounds maintenance contracts please respond to the following questions on sustainability.

1. Have you read and understood Haslemere Town Council's Climate and Biodiversity Emergency Declaration? [Climate & Biodiversity Emergency Motion | Haslemere Town Council \(haslemeretc.org\)](#)
2. Do you have a written Sustainability Policy? If yes, please provide a copy. If no, at what stage is your company at of working towards it?
3. Do you have a written Biodiversity Policy? If yes, please provide a copy. If no, how do you assess and manage the potential impact of your grounds maintenance activities on local habitats and wildlife?
4. Do you intend to operate in accordance with Waverley Borough Council's emerging Biopesticide Policy and Action Plan?
5. Do you have a written Policy on Pesticides use? If yes, please provide a copy. If no, do you operate in accordance with Waverley Borough Council's Pesticide Policy and Action Plan? [WBC Pesticide Policy and Action Plan](#)
6. Do you meet the Government Buying Standards for Horticultural and Park Services? Mandatory/Best Practice level? [Government Buying Standards for Horticultural and Park Service](#)
7. Are you accredited to Environmental Management System ISO 14001:2015?
8. Would you be willing to sit down with the Town Council periodically to review biodiversity management strategies and plans for specific sites to identify opportunities for further improvements?

If you are applying for GMG/2 grounds maintenance contract please respond to the following questions on sustainability.

1. Have you read and understood Haslemere Town Council's Climate & Biodiversity Emergency Motion? [Climate & Biodiversity Emergency Motion | Haslemere Town Council \(haslemeretc.org\)](#)
2. Do you have a written Sustainability of Environmental Policy? If yes, please provide a copy. If no, please indicate at what stage your company is at of developing one.

Correspondence or enquiries connected with the tender which require attention before the date outlined above, or communication stating that no tender will be submitted, should be sent to the Deputy Town Clerk on the details below.

Please acknowledge receipt of this Invitation to Tender confirming your intention to submit a tender as requested by **5pm on Friday 22nd July 2022**.

Yours faithfully

Pippa Auger  
**Deputy Town Clerk**  
**[deputy.clerk@haslemeretc.org](mailto:deputy.clerk@haslemeretc.org)**