

Fleet Town Council Grounds Maintenance Open Day for Bidders

Monday 7th April 2025

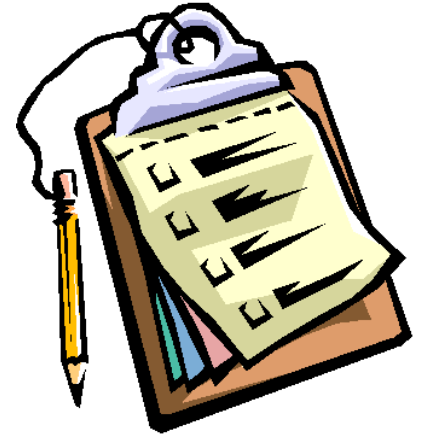


Agenda

Presentations start at 10:15

by Councillor Schofield / Councillor Einchcomb

- Introduction to the Council
- Visions and Aims
- The FTC team
- FTC approach to Grounds Maintenance
- Green Spaces
- Procurement process
- Evaluation model
- Questions



Introduction to Fleet Town Council

- Fleet – 37 miles SW of London - Population 36000
- Town Council formed in 2010; 18 councillors
- The Town Council is responsible for the maintenance of:
 - Five parks and their associated playgrounds:
 - Ancells Farm Park,
 - Calthorpe Park,
 - Basingbourne Park,
 - Oakley Park and
 - The Views Park,
 - as well as the two playgrounds in Edenbrook.
 - Fleet Cemetery and Garden of Remembrance.
 - Various footpaths and other public areas in Fleet
 - Calthorpe Park Tennis Courts
- Current Grounds Contract has been in place for 7 years...



Vision and Aims

The Council's Vision for Fleet statement:

A welcoming, sustainable, inclusive and environmentally ambitious town, looking to the future with a strong, healthy, active and diverse community, which responds positively to change.

Fleet Town Council can support the Vision for Fleet by:

- Supporting young people.
- Supporting the vulnerable and elderly.
- Providing ambitious opportunities for recreation, culture and wellbeing.
- Being environmentally conscious and promoting green initiatives.
- Developing engagement and information sharing.
- Promoting a safer environment for residents and businesses.
- Generating wider social value for the town through community partnerships.
- Delivering strong governance, effectiveness and improved facilities.

The Fleet Town Council Team

Councillor Bob Schofield

Chairman to the Council

Councillor Paul Einchcomb

Chairman of the Recreation Leisure and Amenities (RLA) Committee

Rita Tong

Executive Officer

Ben Crane

Facilities & Open Spaces Manager

Sian Taylor

Cemetery Clerk

FTC Operations

Facilities and Open Spaces Manager - Ben Crane

- Act as initial point of contact for all enquiries regarding council assets from Contractors and the Public
- Closely involved in delivery of GM services on day-to-day basis
- Reports to Executive Officer

Cemetery Clerk – Sian Taylor

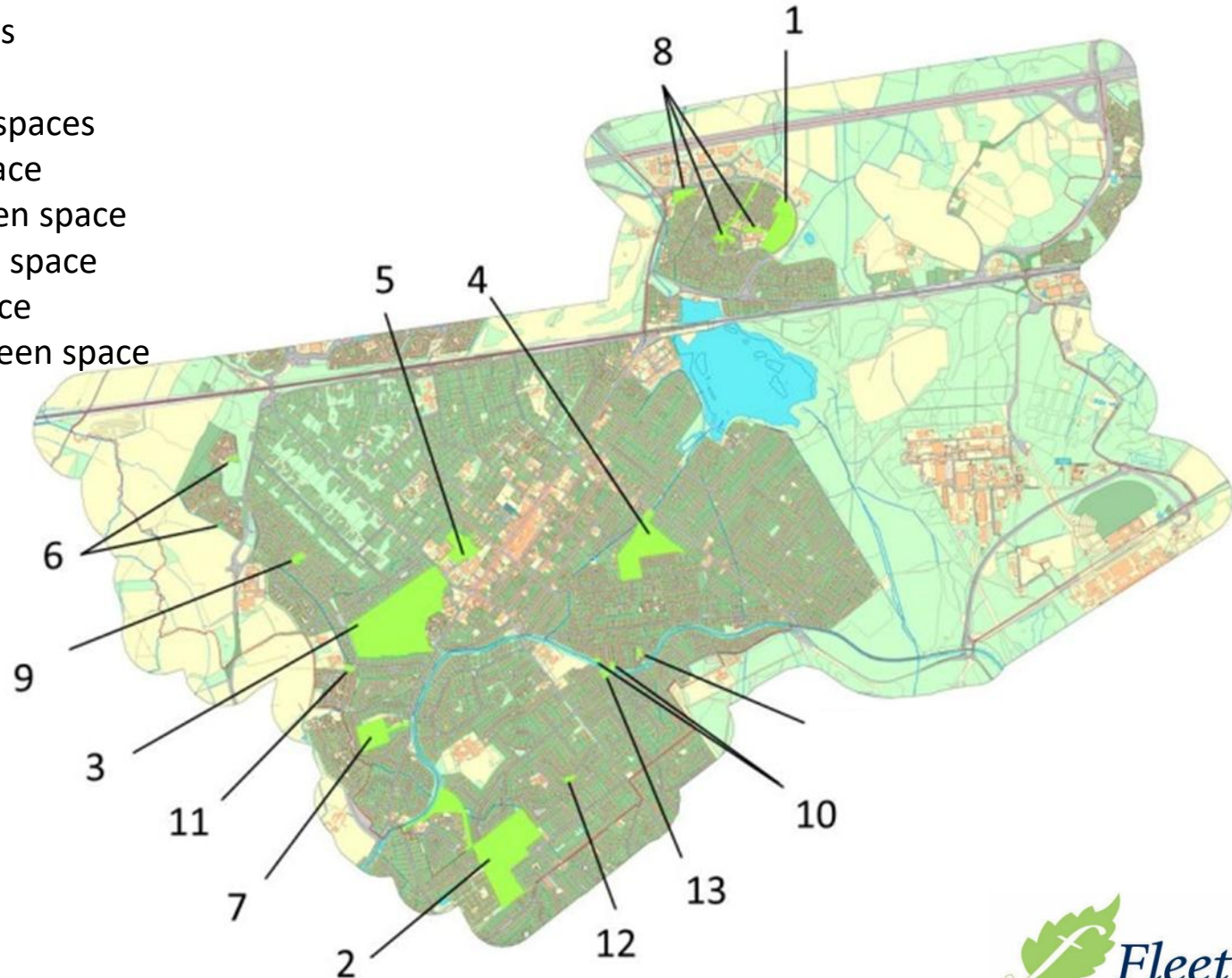
- Act as initial point of contact for enquiries from Contractors and the Public regarding details of the Cemetery

Fleet Town Council's Expectation of Grounds Maintenance Contractor

- Dedicated Team
- Partnership— eyes and ears of the Council
- Flexible when weather is challenging
- Promote industry best practice
- Services performed in accordance with all legislative requirements
- Contractor report to Council

Green Spaces

1. Ancells Farm Park
2. Basingbourne Park
3. Calthorpe Park
4. Oakley Park
5. The Views
6. Edenbrook - 2 play areas
7. Fleet Cemetery
8. Ancells - various green spaces
9. Dukes Mead - green space
10. Holland Gardens - green space
11. Leawood Road - green space
12. Longmead - green space
13. Durnsford Avenue - green space



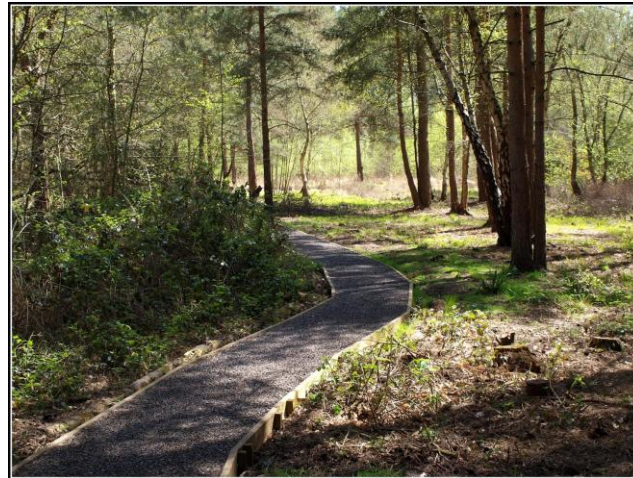
Green Spaces

Ancells Farm



Green Spaces

Basingbourne Park



Green Spaces

Calthorpe Park



Green Spaces

Oakley Park



Green Spaces

The Views



Green Spaces Edenbrook



Green Spaces

Cemetery & Garden of Remembrance





Woodland Areas

Green Spaces



South & South East in Bloom



Football



Carnival



Marathon



Live Outdoor Events



Vandalism/antisocial Behaviour



Friends of Groups

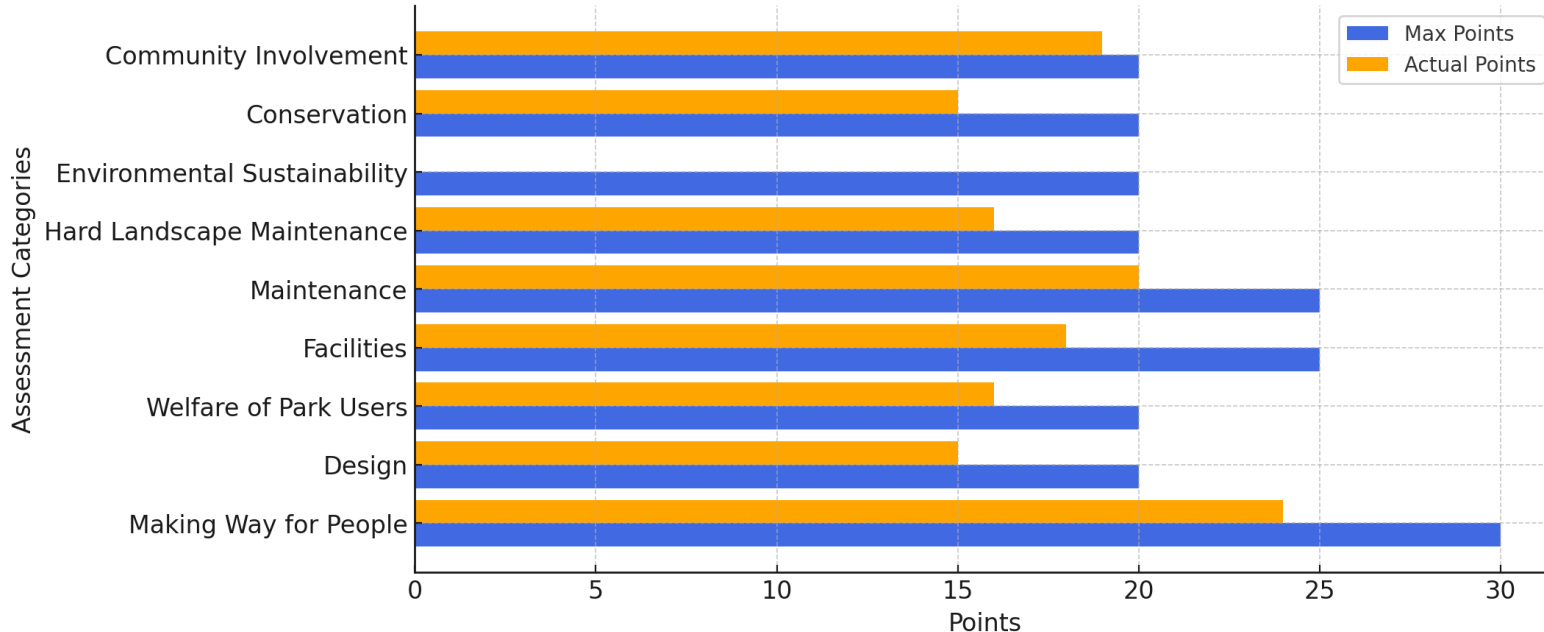


South & South East in Bloom



Example of Points awarded by S&SEIB Judges

Park Assessment - Max vs. Actual Points



The Procurement Process

- Contract is being procured under the Procurement Act 2023
- Open tender
- Procurement Portal- all documentation, questions and answers, submissions on here (Price is kept separate to the method statement responses)
- Submissions must be received no later than 12 noon on Friday 16th May 2025. Evaluation will take place mid May 2025
Intent to award early June 2025
- Contract Start date 1st July 2025

The Procurement Process

Make sure you have:

- Read all documentation
(including the terms and conditions)
- Visited the sites –
- Asked any questions by 5th May 2025
- Responded to the questions in the tender including the completion of the bill of quantities and form of tender
- Returned your submission on time (6 hard copies and electronically)

Evaluation model

- Contract will be awarded to the tender considered the most advantageous to the residents of Fleet
- 40% Price : 60% Quality ratio (Quality = response to the method statements)
- “ We will” / “We Shall”
- Following quality and financial evaluation, scores will be combined to provide a ranked list
- No post tender negotiation after price submitted

Evaluation model

- **Price**

- Bids will be scored, and the most economic bid gets the maximum 40%
- Tenders considered abnormally low may be rejected
- Annual Price in the Bill of Quantities - Price for the listed items to be priced for the year not per job.

- **Quality**

- Tenders received that do not score sufficiently in any of the three quality sub-criteria may be set aside.
- This threshold is a maximum 60% of available points
- The officers evaluating your submissions will not know the price

Questions

- We are happy to accept questions now
- Any questions after today should be emailed to info@fleet-tc.gov.uk and will be listed on the Fleet Town Council Website.
- Last date for questions is midday 5th May 2025



Thank you