

Name of Applicant:

This document must be completed and returned in the published format. Failure to comply with this instruction may result in your submission being rejected.

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# 1 General Information

## 1.1 Procurement Procedure

Alton Town Council is seeking to appoint a qualified surveyor to produce Tree Surveys at a number of public open space locations. The information submitted within the Applicant's Offer shall be used by the Authority as the means to make a Contract award decision. This is a stand alone contract for October/November 2021 but indicative prices are sought for the next two survey windows beyond this period, should the council wish to extend this contract with the chosen supplier.

## 1.2 Procurement Timetable

The Authority proposes the following timetable for the award of the Contract(s):

Procurement Stage	Dates
Publication of advertisement	17 <sup>th</sup> September 2021
Clarification questions to be submitted by	27 <sup>th</sup> September 2021
Clarification responses to be issued by	29 <sup>th</sup> September 2021
Bid Deadline	4 <sup>th</sup> October 2021
Evaluation	5 <sup>th</sup> October 2021
Intention to award	6 <sup>th</sup> October 2021
Contract start	13 <sup>th</sup> October 2021

The Council reserves the right to change the above timetable and Applicants will be notified accordingly if there is a change.

## 1.3 Council Representatives

Authorised Representative contact details:	Procurement Representative contact details:
Leah Coney -Town Clerk Town Hall, Market Square, Alton, Hampshire GU34 1HD  townclerk@alton.gov.uk 01420 83986	Pat Harris - Finance and Administration Manager Town Hall, Market Square, Alton, Hampshire GU34 1HD  admin@alton.gov.uk 01420 83986

## 1.4 Contract Period

1 month from 13<sup>th</sup> October 2021

## 1.5 Insurance Levels

### 1.5.1 Employer's Liability Insurance

The Council's minimum requirement for Employer's Liability Insurance is £10 million

### 1.5.2 Professional Indemnity Insurance

The Council's minimum requirement for Professional Indemnity Insurance is £2 million.

### 1.5.3 Public Liability Insurance

The Council's minimum requirement for Public Liability Insurance is £10 million

# 2 Selection Questionnaire

## 2. Background Information

Alton Town Council carries out Tree Inspections every 18 months and is seeking to appoint a contractor to undertake this year's surveys in October/November 2021. The Council is also seeking indicative pricing for the next two surveys in March/April 2023 and September/October 2024 should the Council wish to extend the initial contract.

Please provide a price per overall set of surveys, i.e a price for 2021, an indicative price\* for 2023 and an indicative price\* for 2024.

The quotations do not need to be broken down on a site-by-site basis.

\*There is an expectation that the Town Council will be taking ownership of additional sites over the next 18 months and the price may need to be increased at the time accordingly.

The Town Council manages a number of public open spaces and surveys are required for all trees across these sites. These sites are all open access and contractors may wish to undertake a site visit to familiarise themselves with the locations prior to the submitting their price. A number of the sites are within conservation areas and a number of trees located within are subject to TPOs.

Copies of the council's current tree surveys can be found on the website and a sample one is included as a supplementary document to this tender. Surveys are required for:

Anstey Park  
Barley Fields  
Flood Meadows  
Kings Pond  
Public Gardens  
St Lawrence  
The Butts  
Treloar Heights and Windmill Hill

Contractors must confirm they are appropriately qualified and insured.

Reports will need to be sent through in a timely fashion after the completion of the site inspection at each location to ensure that any high-risk trees identified are able to have remedial action carried out in an appropriate time scale.

Tenderers are requested to send through a sample page report to demonstrate how they propose to layout their survey, with their submission.

The survey should clearly set out the risks associated with individual trees and the impact of any tree failure. The Town Council has a limited budget for tree works and as such, whilst remedial action to high priority trees will be taken as soon as possible, medium priority trees are actioned where budgets permit, with low priority items being undertaken either in house or by volunteers where resources allow.

### Added Value

The Applicant will be expected to suggest any added value that their offer might be able to bring to the Council. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

## 3 Selection Questionnaire

### **Notes for completion**

1. "Council" means the public sector contracting body, that is seeking to invite suitable suppliers to participate in this procurement process.
2. "You"/ "Your" or "Supplier" means the body completing these questions **i.e. the legal entity seeking to be invited to the next stage of the process and responsible for the information provided.** The 'Supplier' is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. This Selection Questionnaire has been designed to assess the suitability of a Supplier to deliver the Authority's contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent award stage of the process.
4. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly 'N/A'.
5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.
6. Please return a completed version of this document in accordance with the Submission requirements.

### **Verification of Information Provided**

7. Whilst reserving the right to request information at any time throughout the procurement process, the Council may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the supplier can meet the specified requirements (such as the questions in section 7 of this Selection Questionnaire relating to Technical and Professional Ability) the Council may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

### **Sub-contracting arrangements**

8. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
9. The Council recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Council indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change

in the proposed sub-contractor arrangements. The Council reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

**Confidentiality**

10. When providing details of contracts in answering section 6 of this Selection Questionnaire (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

11. The Council reserves the right to contact the named customer contact in section 6 regarding the contracts included in section 6. The named customer contact does not owe the Council any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

12. The Council confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contract Regulations.

1. Supplier Information		
1.1 Supplier Details	Answer	
Full name of the Supplier completing the Selection Questionnaire		
Registered company address		
Registered company number		
Date of Incorporation		
Registered VAT number		
Name of parent company (if applicable)		
Please mark 'X' in the relevant box to indicate your trading status	i.	a public limited company
	ii.	a limited company
	iii.	a limited liability partnership
	iv.	other partnership
	v.	sole trader
	vi.	other (please specify)
1.2 Contact Details		
Supplier contact details for enquiries about this Selection Questionnaire		

Name	
Postal address	
Country	
Phone	
Mobile	
E-mail	

### 1.3 Licensing and Registration

Please give details (including membership number where applicable) of any professional body the company is registered with.

## 2. Professional Ability

### Relevant experience and contract examples

Please provide details of any contracts awarded for your business and trading history. Please also confirm in this section if you intend to use subcontractors or whether the work is carried out by the company directly.

## 3. Additional Selection Questionnaire Modules

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking in the relevant boxes.

### a. Project Specific questions to assess Technical and Professional Ability

Further project specific questions relating to the technical and professional ability of the supplier.

Please self-certify against the requirements below (Please indicate your answer by marking in the relevant box):

Does your organisation requires your staff and your sub-contractor's staff to undergo a Disclosure and Barring Service (DBS) check to the standard level.	<b>Yes</b>	<b>No</b>
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Please self-certify that your organisation has a Safeguarding Policy or would be willing to ensure that one is in place upon	<b>Yes</b>	<b>No</b>
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award of the Framework Agreement that complies with current legislative requirements.		
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<b>b. Insurance</b>		
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Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below (Please indicate your answer by marking in the relevant box):		
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Employer’s (Compulsory) Liability Insurance = £10,000,000	<b>Yes</b>	<b>No</b>
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Public Liability Insurance = £10,000,000	<b>Yes</b>	<b>No</b>
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Professional Indemnity Insurance = £2,000,000	<b>Yes</b>	<b>No</b>
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* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.		
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<b>c. Health and Safety</b>		
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Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.	<b>Yes</b>	<b>No</b>
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<b>Declaration</b>		
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I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of..... **(Insert name of supplier).**

I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the Authority’s requirement.

<b>SELECTION QUESTIONNAIRE COMPLETED BY</b>	
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Name	
Role in organisation	
Date	

# 4 Award

## 4.1 Award Criteria

The following criteria and weightings will be applied in the evaluation of the questions asked of Applicants within this section 4 Award.

Evaluation Criteria Breakdown	Means of Evaluation
Price	50%
Previous Experience in working with local councils	25%
Quality of references	5%
Quality of Sample report	20%

## 4.2 Scoring Guidelines

The questions asked of Applicants within this section 4 Award shall be scored using the marking system described within this section. Applicants should refer to the Council's minimum requirements to ensure that they meet or exceed the minimum requirements wherever possible.

Applicants should be aware that the responses provided to the questions will be evaluated in such a way that the highest scores will be awarded to Applicants who show innovation, creativity, further relevant details and information that could potentially enhance the Applicant's proposal. It should be noted that to achieve the highest scores available the Applicant must not only meet but exceed the Council's minimum requirements, where these are stated.

All scored question shall be evaluated in accordance with the guidelines below:

<b>Score 0</b>	No response	No response	
<b>Score 1</b>	Extremely Weak	Very poor proposal/response; does not cover the associated requirements, major deficiencies in thinking or detail, significant detail missing, unrealistic or impossible to implement and manage	<b>Weak</b>
<b>Score 2</b>	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in thinking or detail apparent, difficult to implement and manage	
<b>Score 3</b>	Weak	Mediocre proposal/response, moderate coverage of the requirements, minor deficiencies either in thinking or detail, problematic to implement and manage	



<b>Score 4</b>	Fair - Below Average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it	<b>Fair - Good</b>
<b>Score 5</b>	Fair - Average	Satisfactory proposal/response, would work to deliver all of the Council's requirements to the minimum level	
<b>Score 6</b>	Fair - Above Average	Satisfactory proposal/response, would work to deliver the majority of the Council's requirements to the minimum level with some evidence of where the Applicant could exceed the minimum requirements	
<b>Score 7</b>	Good	Good proposal/response that convinces the Council of its suitability, response slightly exceeds the minimum requirements with a reasonable level of detail	
<b>Score 8</b>	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid and provides a great deal of detail	<b>Strong - Excellent</b>
<b>Score 9</b>	Very Strong	Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	
<b>Score 10</b>	Outstanding/ Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted due to the complete level of detail provided	

## 5 Project Costs

### 5.1 Project Costings

Applicants are required to give their bid price on the table below.

Item Number	Description	Price (£)
1	Tree Surveys 2021	
2	Tree Surveys 2023 – indicative price	
3	Tree Surveys 2024- indicative price	

# 6 Certificates

## 6.1 Conditions of Tender

<b>ALTON TOWN COUNCIL</b>	
<b>CONDITIONS OF TENDER</b>	
<b>Reference number and Title of Contract:</b> Shall be as per the Reference Number and Title of Contract as detailed on page one (1) of this Volume Two (2) Applicant's Offer	
1.	Quotations are invited for the supply of the goods or services specified or described in the invitation. Quotations with conditions of contract duly completed should be marked with the title of the Contract and returned electronically to: <b>townclerk@alton.gov.uk</b> . Tenders must be returned no later than the specified time and date. Tenders received after the time stated or not properly completed will be disregarded. Facsimile copies will not be accepted.
2.	The Contract shall be subject to the specified terms and Conditions of Contract. Offers by Applicants made subject to additional or alternative conditions may not be considered and may be rejected on the grounds of such conditions alone. No alteration must be made to the printed conditions or schedules. Any Tenders bearing such alterations will not be considered.
3.	The Council does not bind itself to accept the lowest or any Tender, and reserves the right to accept a Tender either in whole or in part, for such item or items specified in the Invitation to Tender, and for such place or places of delivery as it thinks fit, each item and establishment being for this purpose considered as Tendered for separately.
4.	<p><b>To ALTON TOWN COUNCIL</b></p> <p>I/We the undersigned DO HEREBY UNDERTAKE on the acceptance by the Council of my/our Tender either in whole or in part, to supply (<i>or perform the services</i>), on such terms and conditions and in accordance with such specifications (<i>if any</i>), as are contained or incorporated in the Invitation to Tender. I/We agree and declare that the acceptance of this Tender by letter on behalf of the Council, whether for the whole or part of the items included therein, will constitute a Contract for the supply of such items, I/We agree to enter into a further agreement for the due performance of the Contract, and I/We declare that I am/We are acting as the Delegated Authority for the purposes of signing off this Tender, and therefore, the Contract.</p>
Signed:	
Date:	
Name ( <i>in block capitals</i> ):	
In the capacity of:	
<i>(State official position, i.e. Director, Manager, etc.)</i>	

## 6.2 Certificate of Confidentiality

CERTIFICATE OF CONFIDENTIALITY	
I/we hereby agree with the Authority that I/we shall not at any time divulge or allow to be divulged to any person any information, confidential or otherwise, relating to information passed to me regarding this project.	
It is appreciated by the parties that in the event of negotiations in respect of the proposed Contract being entered into between the Authority and my organisation that it may be necessary to share information with colleagues within my organisation. In this event this confidentiality clause may be waived to allow such information sharing to take place but not further or otherwise.	
Signed*:	Date:
Name ( <i>in block capitals</i> ):	
In the capacity of: ( <i>State official position, i.e. Director, Manager, etc.</i> )	
<i>*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).</i>	

## 6.3 Commercially Sensitive Information

I declare that I wish the following information to be designated as Commercially Sensitive.

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The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

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## 6.4 Conflict of Interest

CERTIFICATE OF CONFLICT OF INTEREST	
I/we hereby notify the Authority that I/we consider the following declaration to be a conflict of interest (Applicant to insert details of the conflict of interest):	
I/we hereby understand that in accordance with Article 24 of the Public Contract Regulations 2015 that the Authority is obliged to take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal treatment of all economic operators.	
Signed*:	Date:
Name ( <i>in block capitals</i> ):	
In the capacity of: ( <i>State official position, i.e. Director, Manager, etc.</i> )	
<i>*(It must be clearly shown whether the Applicant is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Applicant, the capacity in which he/she signs or is employed).</i>	