

# ROSSENDALE BOROUGH COUNCIL

## INVITATION TO QUOTE

### **KNOTWEED TREATMENT PROGRAMME 2025 / 2026**

You are invited to submit a quotation for RBC's **KNOTWEED TREATMENT PROGRAMME in 2025 / 2026.**

Applications are invited from suitably qualified and experienced organisations for the supply of a Japanese Knotweed Treatment Programme which meets the relevant standards to which the Council subscribes (as detailed in Section A and B) and as detailed within the Pricing Schedule (Section C).

It is essential to comply with the following instructions in the preparation and submission of your quotation. The Council reserves the right to reject a quotation that does not fully comply with these instructions.

Your quotation must be completed in English and submitted **no later than midday 20<sup>th</sup> December 2024.** All quotations must be **submitted via email to tenders@rossendalebc.gov.uk**

#### **Timetable**

This timetable is indicative only. The Council reserves the right to change it at its discretion.

<b>Stage</b>	<b>Date(s)/time</b>
Submission of intention to tender	By 12 noon 4 <sup>th</sup> December 2024
Submission of Tenders	By 12 noon 20 <sup>th</sup> December 2024
Evaluation of Tenders	From 23 <sup>th</sup> December 2024
Notification of result of evaluation	By 3rd January 2025
Programme completion Date	4 <sup>th</sup> October 2026

Your quotation must be completed in full and where necessary signed and dated. Failure to return a completed quotation will invalidate your submission.

Please ensure your responses are completed **within** this template and **within** the relevant sections.

Any quotation submitted will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the closing date stipulated above. The Council may accept the quotation at any time within this prescribed period. The Council shall, however, not be bound to accept the lowest or any quotation.

The standard terms and conditions of Rossendale Borough Council (**attached**) together with Special Conditions (if any) will apply to all orders placed as a consequence of this process. Any Special Conditions will be set out in the Specification.



## **Section A**

### **SPECIFICATION**

#### **Scope of the Service**

The requirements for RBC are to have 3 applications of herbicide each year which will ideally occur within the following periods.

- 1. 1st application to start week commencing 26th May 2025 and ends on the 8<sup>th</sup> June 2025.**
- 2. 2nd application to start week commencing 14<sup>th</sup> July 2025 and ends on the 27<sup>th</sup> July 2025.**
- 3. 3rd application to start week commencing 22<sup>nd</sup> September 2025 and ends on the 5<sup>th</sup> October 2025.**
- 4. 4<sup>th</sup> application to start week commencing 25<sup>th</sup> May 2026 and ends on the 7<sup>th</sup> June 2026**
- 5. 5<sup>th</sup> application to start week commencing 13<sup>th</sup> July 2026 and ends on the 26<sup>th</sup> of July 2026**
- 6. 6<sup>th</sup> application to start week commencing 21<sup>st</sup> September 2026 and ends on the 4<sup>th</sup> October 2026.**

If you need to apply treatments outside of these periods please outline the timings of a treatment schedule that are suitable to meet the contract specification. When the contract begins treatment outside of these periods will not be permitted unless agreed with the Nominated Officer.

**The sites to be treated with approximate area which is covered by Japanese Knotweed (site details and maps are within the attached tender documents)**

<b>Route Order</b>	<b>Site Location</b>	<b>Post Code</b>	<b>Area m2</b>
1	Dell Road, Healey Dell,	OL12 8RW	501
2	Land off Market Street, Near Oakenshaw Avenue,	OL12 8ST	27
3	Western bank of Spodden around Whitworth Wild play footbridge	OI12 8TF	539
4	Land behind 185 Market Street	OL12 8TF	52
5	235 Market Street	OL12 8TF	1658
6	Land Opposite 134 Market Street, Porkies pit stop	OL12 8TG	7
7	Daniel Street Units	OL12 8BX	6
8	The Ashworth, Market St	OL12 8DP	772
9	Banking opposite Millgate, Market Street	OL12 8NX	33
10	Over river, rear of 12 Cowm Street	OL12 8EQ	39
11	Land adjacent to 82 Knowsley Crescent	OL12 8HR	215
12	Old Lane car park, Britannia	OL13 9SN	18
13	Land to rear of 179 New Line	OL13 9RY	192
14	Land between 176 -180 New Line	OL13 9RU	142
15	Land behind 39 Rockcliffe Road	OL13 9QG	150
16	Land behind 25 Rockcliffe Road	OL13 9QG	34
17	Land adjacent to Heys Street Unit	OL13 9QL	5
18	Lumb Scar adjacent land	OL13 9HT	51
19	Field adjacent to 14 Rosendale Crescent	OL13 9LN	145
20	Car Park, Vale St	OL13 9EL	54
21	Rear of 7 Meadows Avenue	OL13 8DF	4
22	Land to rear of Millstream Close	OL13 8BJ	34
23	Stubbylee Park	OL13 0DE	673
24	Land at Bacup Cemetery	OL13 0HD	3403
25	The Mount, Plantation Street	OL13 0RL	7
26	729 Bacup Road	BB4 7EU	12
27	Bridge End House, library	BB4 7AW	2
28	Land behind 5-7 John Street, Turnpike	BB4 9BE	60
29	Adjacent to 10 Fern St	BB4 9BL	325

30	Junction of Taylor Avenue and Tom Lane	BB4 9TB	16
31	Over wall, Wales Road	BB4 9SU	10
32	Land adjacent to 6 Wales Road, Edgeside	BB4 9DN	5
33	Land near garage site, New Road	BB4 9DW	495
34	Riverbank and recreation ground, Dean Lane	BB4 9RA	25
35	Land off Thistlemount Avenue, Turnpike	BB4 9DZ	16
36	Rear of 35 - 47 Old Street, Turnpike	BB4 9EA	185
37	Land adjacent to 14 Hurst Lane / Rawtenstall Cemetery	BB4 7RE	41
38	Rear of Hurst Crescent	BB4 7SX	3
39	Rear of 26-32 Holland Avenue	BB4 8JJ	193
40	End of Hobson Street	BB4 8HN	21
41	Adjacent to 19a Prospect Street	BB4 8JJ	8
42	Goodshawfold Road Car Park	BB4 8UH	186
43	Land at Goodshaw Ave and Goodshaw Lane junction	BB4 8TN	14
44	Rear of Musbury Crescent	BB4 6AY	40
45	Rear of Barlow Fold	BB4 6EL	41
46	70 Hardman Avenue	BB4 6BB	180
47	Land off Kings Avenue	BB4 6AP	304
48	Fallbarn Crescent play area	BB4 6AZ	2676
49	Whitaker Park, Vicarage Lane	BB4 6RQ	12
50	Land opposite 17 Park Avenue,	BB4 6PP	5
51	Rear of Ventnor Road, Pike Law Quarry	BB4 6QP	2150
52	Land to the rear of Lincoln Place	BB4 5DS	1510
53	Footpath from Lower Lane to St. James church	BB4 5RA	608
54	Land to rear of 214 Blackburn Road	BB4 5HW	7
55	Rear of 15-29 Cross Street North	BB4 5JF	9
56	Land at Hud Hey Road	BB4 5JH	290
57	Car Park next to 116 Hud Hey Road	BB4 5JL	11
58	Northfield Road play area	BB5 2SF	72
59	Riverbank in front of war memorial, Snighole	BB4 4AB	110
60	Clod Lane play area	BB4 6LR	9

**Prices are to be fixed for the life of the Contract. This contract will commence on 26<sup>th</sup> May 2025.**

- Contractors should note that they are required to complete a full treatment within 2 working weeks and must ensure 100% coverage of all affected sites. It should be noted that almost all sites, and especially sites like Bacup Cemetery, have far less area coverage than the figures and maps suggest but could have numerous pockets of Japanese Knotweed across the site. This ensures that all of the JKW in the designated area is treated. Contractors will provide in their method statement how they will treat each pocket of knotweed to achieve the required level of performance.
- It is anticipated from previous experience that each treatment can be completed within a two-week period and the contractor will be required to provide sufficient labour, plant and materials to achieve this target.** The work is to commence after the closing date of the tender and an indication of availability must accompany the quotation.
- The contractor is advised to inspect the works within the Borough before submitting the tender.
- The contractor will be required to utilise a Bartec collective application on a digital device (which is to be supplied by the contractor) to record site details and treatment activities. This will assist the contractor as sites details and maps are preloaded on to the application but also help the Council to monitor and manage the contract.
- The contractor must include methods for undertaking treatments;
  - in inclement, windy weather
  - near watercourses
  - when the height of target plants are over 1.5m

- when Japanese Knotweed coverage is extensive
  - when site access is challenging (for example on steep terrain or uneven ground)
- The contractor is required to complete the enclosed Health and Safety Contractor Competence Questionnaire **in Section B Failure to supply all information could result in exclusion from the tender process**
  - The contractor may be required to attend meetings requested by the Nominated Officer to discuss the works and any issues.
  - Other supporting information with the tender submission needed by the Council are:-
    - **Chemical details of products to be used and application rate**
    - **Health and safety information**
    - **Methods of treatment and application**
  - The Contractor shall be responsible for any adverse effects on untargeted vegetation, particularly the effects of drift or seepage onto roadside planting, adjacent trees, shrubs, agricultural crops and gardens.
  - The Council is to be indemnified in full for any claims for damage to properties or sustained to third parties in executing the works. Confirmation that the contractor holds the necessary insurances (including at least £10m public liability), N.P.T.C. certificates of competence and are a BASIS registered company should be stated in the tender. Please detail certification and accreditation within your tender return.
  - The Council will be responsible for handling direct complaints/enquiries from customers for this service, and will redirect the complaint/enquiry as necessary, to the contractor, who shall provide a written response (via letter/email within 2 working days) and if necessary, any further information as the nominated officer sees fit, in order to resolve the complaint/enquiry. The cost of this will be built into their tender submission. The Nominated Officer must agree all remedial actions before work begins to ensure an acceptable resolution of the complaint.
  - Failed areas are where treatment has not been evidenced as the weed growth will still be present and not showing signs of dying back. If failed areas occur the contractor will either be asked to retreat the site as soon as possible or the Council will arrange for these areas to be treated at full cost to the Contractor.

### **Special Conditions**

1. The Contractor warrants that throughout the duration of the Contract they shall fully comply with all the requirements of Section A of the Invitation to Quote ("the Compliance Standards").
2. If the Contractor is or becomes aware that they are no longer fully compliant with the Compliance Standards they must inform the Council's Contract Manager immediately.
3. If the Contractor is not fully compliant with the Compliance Standards or is in breach of clause 2 of these special conditions then the Council may terminate the Contract immediately on written notice.
4. The Contractor shall not sub-contract any part of the works except where details are provided and there is explicit written consent of the Rossendale Borough Council's Nominated Officer.
5. The Contractor shall complete a CoSHH assessment for the contract length.

## **Section B**

### **HEALTH AND SAFETY WEEDSPRAYING CONTRACTOR COMPETENCE QUESTIONNAIRE**

Please complete the following sections, and provide additional information as requested.

***Failure to provide all the information requested will result in exclusion from the list. This section will be marked on a pass / fail basis. The Councils scoring sheet is included for information at page 10 to assist you in completing this section.***

<b>Health &amp; Safety section contents and checklist</b>	
Please complete the sections below and supply the required indicated additional information, together with this completed form.	
Complete company details	
1. Health & Safety Policy (please include copies of Health & Safety Policy, Organisation Structure, details / CV of Health & Safety Officer, Environmental Policy and day-to-day responsibility for the Management of Health & Safety)	
2. Health & Safety Training (supply copies of staff training details, induction, and how you ensure competence)	
3. Accident Statistics (supply details of any accident occurrences and a copy of AIR)	
4. Safe Systems of Work	
5. Contractors (supply details of selection of sub-contractors)	
6. Plant & Machinery	
7. Risk Assessments (please include 3 Risk Assessments, ensuring at least one relates to CoSHH activity)	
8. Relevant Experience (supply details of previous projects undertaken and include Referees)	

<b>Details of Company:</b>	
Company Name	
Company Address:	
Telephone Number:	
E-Mail Address:	
Number of Employees:	

**1. Health & Safety Policy (This section only needs to be completed if you employ more than five people)**

If you answer Yes to any of the following questions please supply copies of any relevant documentation		Yes	No
1.1	Do you have a written Health & Safety Policy, operating procedures and risk assessments		
1.2	Do you have an Organisational Structure for Health		
1.3	Do you employ a Safety Officer and Safety Representative?		
1.4	Do you have an Environmental Policy? (including chemical policies and also waste disposal policies-)		

1.5 Who in your organisation has day-to-day responsibility for the management of Health & Safety?	
Name:	
Position:	
Telephone:	
Address:	
Skills and experience (or include CV)	

**2 Health & Safety Training.**

If you answer Yes to any of the following questions please supply copies of any relevant documentation		Yes	No
2.1	Do you have a summary of any training provided to staff in Health & Safety?		
2.2	Do you provide an induction to all employees?		
2.3	Do you ensure the competence of each person employed?		

**3 Accident Statistics**

If you answer Yes to any of the following questions please supply copies of any relevant documentation		Yes	No
3.1	Have you had any fatal accidents within the last three years?		
3.2	Have you had any reportable or notifiable accidents within the last three years?		
3.3	Have you had dangerous occurrences within the last three years?		
3.4	Has your company been prosecuted for any breaches of Safety, Health, Environmental or other legislation within the last three years?		
3.5	Have you received any Safety Awards within the last three years?		

3.6	Please provide your Accident Incidence Rate (AIR) for the last three years?	
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#### 4 Systems of Work

If you answer Yes to any of the following questions please supply copies of any relevant documentation	Yes	No
4.1 Does your organisation have safe systems of work for weed spraying activities?		
4.2 Will all your operatives wear / use suitable protective equipment when required?		

#### 5 Contractors

5.1 Provide details of the arrangements your company has in place to assess, select, control and monitor sub-Contractors (if a subcontractor is to be used).

#### 6 Plant & Machinery

If you answer Yes to any of the following questions please supply copies of any relevant documentation	Yes	No
6.1 Are you carrying out regular inspections on equipment?		

#### 7 Risk Assessment

7.1 Provide details on your company's procedures for conducting risk assessments and please supply 3 examples of risk assessments your company has undertaken (including one relating to CoSHH)
7.2 Provide details on how the results are communicated to your employees



## 8 Relevant Experience

8.1 Provide examples of work you have undertaken in the last 5 years of a similar nature
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References details of other local authorities you provide weed spraying programmes for:
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1.
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2.
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3.
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**For information – the section below is for the Council to complete when assessing responses to Section B and is to help guide you as what the Council will base its score on.**

<b>Criteria</b>	<b>Yes</b>	<b>No</b>
Is a clear and unequivocal commitment given to Health & Safety?		
Is it authoritative, signed and dated by the Director?		
Is it made clear that it is reviewed and monitored?		
Has there been consultation with safety representatives, where appointed?		
Is Health & Safety brought to the attention of employees?		
Is the delegation of duties clear and logical?		
Is the final responsibility placed on the appropriate Director?		
Are individual's responsibilities written into the policy?		
Is safety performance considered as part of the Manager's annual assessment?		
Do the arrangements contain details of:		
- Safe Systems of Work?		
- Environmental control?		
- Safe place of Work?		
- Machinery and plant?		
- Medical facilities and welfare?		
- Communication?		
- Monitoring effectiveness?		
- Risk Assessments		
- CoSHH data		

## Section C

### **Method Statement & Pricing Schedule** Quotations will be evaluated as follows:

<b>Criteria</b>	<b>Scoring %</b>
Price	60 %
Quality	40 %

#### **Price charges evaluation**

- The quotation with the lowest cost will receive 100% of the “Price” score (60% of the total score).
- Other quotes will receive a pro-rata score of 100% based on how much they exceed the lowest total annual charge.
- Minimum score is collared at 0%.

Rossendale BC reserves the right to scrutinise and, if appropriate, reject any offers that appear to Rossendale BC to be abnormally low in accordance with the procedure described in Regulation 30(6) to (10) of the Public Contracts Regulations 2006.

#### **Quality Questions**

Each question carries a weighting which total 40% for this Section. The response boxes below expand when typed into.

**1. Please provide a sample of your organisations reporting capability in terms of information required and the keeping of records as detailed in section A and B. This question scores 10%**

**As per the Specification please ensure you include details / examples of:**

- **How you currently provide progress reporting (application records etc.)**
- **How you currently present summary management information**
- **How you currently record spraying activity**

**2. Please provide details of any business activities currently, or historically undertaken which you consider demonstrates experience and expertise in delivering services of a similar nature and size to this contract. This question scores 10%**

**3. How would you ensure a quality service is provided to the Council, and would be maintained on an ongoing basis as set out in section A and B. This question scores 20%**

**As per the Specification please ensure you include details of:**

- **The Chemicals to be used**
- **Methods of treatment and application**
- **How you ensure competence of staff**
- **Relevant certification and accreditations (enclose copies)**
- **Relevant insurances (enclose copies)**

## Schedule of Prices

We hereby offer to provide the goods and/or services described or referred to in the invitation to quote documentation for the following costs, exclusive of value added tax: (all costs to be quoted in pounds sterling and exclusive of V.A.T.)

<b>Knotweed Treatment Programme 2025 / 26</b>			
<b>Site details</b>		<b>Unit Cost (£) per complete application (3 sprays)</b>	
<b>Site number</b>	<b>Area_m2</b>	<b>2025</b>	<b>2026</b>
1	501		
2	27		
3	539		
4	52		
5	1658		
6	7		
7	6		
8	772		
9	33		
10	39		
11	215		
12	18		
13	192		
14	142		
15	150		
16	34		
17	5		
18	51		
19	145		
20	54		
21	4		
22	34		
23	673		
24	3403		
25	7		
26	12		
27	2		
28	60		
29	325		
30	16		
31	10		
32	5		
33	495		
34	25		
35	16		
36	185		
37	41		
38	3		
39	193		
40	21		
41	8		
42	186		

43	14		
44	40		
45	41		
46	180		
47	304		
48	2676		
49	12		
50	5		
51	2150		
52	1510		
53	608		
54	7		
55	9		
56	290		
57	11		
58	72		
59	110		
60	9		
<b>Total (£)</b>			

The above costs are to include all travelling/subsistence, expenses and disbursements.

I/We hereby offer to supply the above mentioned goods and/or services on the Council’s Standard Conditions of Contract and Special Conditions (if any) and confirm that we have read, understood and agree to be bound by the Council’s Standard Terms and Conditions and Special Conditions for all orders placed as a result of this process.

e-Signatures are acceptable on this document, any signatures must be made by a person who is authorised to commit the bidder to the Contract.

**Signed** .....

Name (Block Capitals) .....

Job Title .....

For and on behalf of .....

**Company Name** .....

Address Line 1 .....

Address Line 2 .....

Address Line 3 .....

Company Registration Number .....

e-mail Address .....

Telephone Number .....