

**Contractor Return Form**

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| **Name of Contractor** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Website** |  |
| **Key Contact** |  |
| **Size of Company (no of employees)** |  |

**Reporting Requirements**

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| **Item** | **Would you be interested in tendering for this work?** | **Yes/No/Further Details** |
| **Weekly inspection reporting** | Detailed weekly Inspection Report (template to be provided) of all activity that is carried out together with updates to Officers. Reports are to be emailed weekly to officer@street-pc.gov.uk The Parish Council may require photo evidence as required, especially where additional remedial action is required.  |  |
| **Informal monthly check in meetings** | In person 1-hour approx. |  |
| **Quarterly contract management review** | Contract management review meetings will take place quarterly. |  |

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| **NAME OF AREA****Goss Drive Play Area and Grass Area (Kickabout)** | **£ excluding VAT** |
| **1.1 Grass cutting** |  |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  |
| **1.3 Trees Visual Inspection (15 in total)** |  |
| **1.4 Leaf removal and dog waste removal** |  |
| **1.5 Public seating** |  |
| **1.6 Removal of moss/algae** |  |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  |
| **1.8 Play equipment** |  |
| **TOTAL COST PER YEAR** | **£** |

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| Contractor’s proposed strategy to support biodiversity for the above area: |

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| **NAME OF AREATannery Field Grass Area** | **£ excluding VAT** |
| **1.1 Grass cutting** |  |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  |
| **1.3 Trees Visual Inspection (18)** |  |
| **1.4 Leaf removal and dog waste removal** |  |
| **1.5 Public seating** |  |
| **1.6 Removal of moss/algae** |  |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  |
| **TOTAL COST PER YEAR** | **£** |

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| Contractor’s proposed strategy to support biodiversity for the above area: |

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| **NAME OF AREA Willow Road Grass Area (adj 22 Willow Rd) and Willow Road Grass Area (to rear of 62-68 Goss Drive)** | **£ excluding VAT** |
| **1.1 Grass cutting** |  |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  |
| **1.3 Trees Visual Inspection (2 in total)** |  |
| **1.4 Leaf removal and dog waste removal** |  |
| **1.5 Public seating** |  |
| **1.6 Removal of moss/algae** |  |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  |
| **TOTAL COST PER YEAR** | **£** |

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| Contractor’s proposed strategy to support biodiversity for the above area: |

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| **NAME OF AREA****Ringolds Way Play Area and** **Ringolds Way Grass Area (adj Ringolds Way Play Area) and****Ringolds Way Grass Area (adj 2 Pearmain Road)** | **£ excluding VAT** |
| **1.1 Grass cutting** |  |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  |
| **1.3 Trees Visual Inspection (2 in total)** |  |
| **1.4 Leaf removal and dog waste removal** |  |
| **1.5 Public seating** |  |
| **1.6 Removal of moss/algae** |  |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  |
| **1.8 Play equipment** |  |
| **TOTAL COST PER YEAR** | **£** |

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| Contractor’s proposed strategy to support biodiversity for the above area: |

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| **NAME OF AREA** **Woods Batch Play Area** | **£ excluding VAT** |
| **1.1 Grass cutting** |  |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  |
| **1.3 Trees Visual Inspection (2)** |  |
| **1.4 Leaf removal and dog waste removal** |  |
| **1.5 Public seating** |  |
| **1.6 Removal of moss/algae** |  |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  |
| **1.8 Play equipment** |  |
| **TOTAL COST PER YEAR** | **£** |

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| Contractor’s proposed strategy to support biodiversity for the above area: |

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| **NAME OF AREABove Moor Play Area andBove Moor Road Grass Area & Recreation** | **£ excluding VAT** |
| **1.1 Grass cutting** |  |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  |
| **1.3 Trees Visual Inspection (9 in total)** |  |
| **1.4 Leaf removal and dog waste removal** |  |
| **1.5 Public seating** |  |
| **1.6 Removal of moss/algae** |  |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  |
| **1.8 Play equipment** |  |
| **TOTAL COST PER YEAR** | **£** |

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| Contractor’s proposed strategy to support biodiversity for the above area: |

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| **NAME OF AREA173 Strode Road Grass Area behind179 Strode Road Grass Area behind Gould Close** | **£ excluding VAT** |
| **1.1 Grass cutting** |  |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  |
| **1.3 Trees Visual Inspection (4)** |  |
| **1.4 Leaf removal and dog waste removal** |  |
| **1.5 Public seating** |  |
| **1.6 Removal of moss/algae** |  |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  |
| **TOTAL COST PER YEAR** | **£** |

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| Contractor’s proposed strategy to support biodiversity for the above area: |

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| **NAME OF AREAGould Close Grass Area West of 9 Gould Close** | **£ excluding VAT** |
| **1.1 Grass cutting** |  |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  |
| **1.3 Trees Visual Inspection (0)** |  |
| **1.4 Leaf removal and dog waste removal** |  |
| **1.5 Public seating** |  |
| **1.6 Removal of moss/algae** |  |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  |
| **TOTAL COST PER YEAR** | **£** |

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| Contractor’s proposed strategy to support biodiversity for the above area: |

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| **NAME OF AREAMellanby Close Play Area Play andMellanby Grass Area \* See invitation to tender letter** | **£ excluding VAT** |
| **1.1 Grass cutting** |  |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  |
| **1.3 Trees Visual Inspection (10 in total)** |  |
| **1.4 Leaf removal and dog waste removal** |  |
| **1.5 Public seating** |  |
| **1.6 Removal of moss/algae** |  |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  |
| **1.8 Play equipment** |  |
| **TOTAL COST PER YEAR** | **£** |

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| Contractor’s proposed strategy to support biodiversity for the above area: |

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| **NAME OF AREAWraxhill Park Equipped Play Area and****Wraxhill Park Grass Area** | **£ excluding VAT** |
| **1.1 Grass cutting** |  |
| **1.2 Hedge and shrub maintenance to include street cleansing**  |  |
| **1.3 Trees Visual Inspection (16 in total)** |  |
| **1.4 Leaf removal and dog waste removal** |  |
| **1.5 Public seating** |  |
| **1.6 Removal of moss/algae** |  |
| **1.7 Litter pick, litter bin emptying and graffiti removal** |  |
| **1.8 Play equipment** |  |
| **TOTAL COST PER YEAR** | **£** |

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| Contractor’s proposed strategy to support biodiversity for the above area: |

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| **Evidence to support submission** |
| **Contract Management – requirement for companies wishing to tender. Please provide the following evidence (together with certificates as required)** |
|   | *Office use only* |
| 1. Evidence required of public liability and employers’ liability insurance of £10 million for any one event. *Please provide certificate.*
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| 1. Risk assessments are required.
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| 1. Staff to be adequately trained and equipped.
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| 1. DBS checks.
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| 1. Staff training as necessary to include working at heights, safe use of pedestrian machinery such as strimmers, mowers, hedge trimmers, leaf blowers, power tools and ride on machinery.
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| 1. Moving works permit for working on the Highway.
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| 1. Reference 1.
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| 1. Reference 2.
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| 1. Reference 3.
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| 1. Inspection report (please provide an example).
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| 1. Contingency plans (to ensure continuity in the event of staff illness/absence).
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| 1. Within the last three years, has your organisation had a contract terminated or not renewed due to failure to perform the terms of the contract?
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| 1. Biodiversity Policy – please include copy of your Biodiversity or Environmental policy if you have one
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