

## **LANCING BUSINESS PARK GROUNDS MAINTENANCE TENDER SPECIFICATION 2024**

### **1. INTRODUCTION**

#### **1.1. The Invitation to Tender:**

Lancing Business Park Ltd invite tenders from local Grounds Maintenance Providers for:

- A Grounds Maintenance Contract for Lancing Business Park Business Improvement District.

#### **1.2. Lancing Business Park Ltd:**

Lancing Business Park Ltd (LBP Ltd) is a private company limited by guarantee without share capital, that was established on 21<sup>st</sup> March 2003 to manage the Lancing Business Park Business Improvement District (LBP BID) on behalf of its members. LBP Ltd's registered Office is c/o Parafix Tapes & Conversions, Unit 1 Aspen Court, 87 Marlborough Road Lancing Business Park, Lancing, West Sussex, BN15 8UN.

### **2. BACKGROUND**

Lancing Business Park is located in Lancing, West Sussex and encompasses an area which contains more than 200 privately owned industrial and commercial premises based on 6 roadways. After a very successful BID Ballot, the LBP BID was renewed on the 1<sup>st</sup> September 2023 for its fourth BID Term. LBP BID is committed to providing a clean and appealing environment for businesses to work. This contract seeks to provide additional services to the regulatory support provided, to enhance the common areas on Lancing Business Park.

### **3. SPECIFICATION OF REQUIREMENTS**

3.1. Under the supervision of LBP Ltd, the BID Manager for Lancing Business Park and Reviewer, to provide services to LBP Ltd, with the overriding aim to improve the overall appearance of the Lancing Business Park, including:

- 3.1.1. All maintenance works to be undertaken at weekends to maximise access and improvement potential, with a minimum of 10-man hours per week, but as required to complete the schedule of works.
- 3.1.2. All grassed areas outlined in the map in 13 to be cut and edged on a weekly basis throughout the growing season (normally considered as between 1<sup>st</sup> March and 31<sup>st</sup> October).
- 3.1.3. All planted areas outlined in the map in 13 to be pruned and replanted as and when necessary, throughout the year, in agreement with the BID Manager.
- 3.1.4. All plants to be supplied by the contractor, agreed by the BID Manager and the costs to be included in the contract price.
- 3.1.5. All hard-standing areas to be sprayed with weed killer approved for use in public areas throughout the year, to supplement the regulatory service to ensure the environment is maintained free of weeds.
- 3.1.6. All areas outlined in the map on page 6 to be cleared of litter where necessary all year round.
- 3.1.7. All waste materials to be correctly disposed of at a licensed waste transfer station or composting facility.
- 3.1.8. Additional weekend working to provide support for the annual LBP Big Clean and other additional cleansing, sweep and maintenance needs.
- 3.1.9. Best working practice will be followed at all times in conjunction with the BID Manager.
- 3.1.10. The contractor shall have in place public liability cover of £5,000,000 for the duration of the agreement and copies provided annually to the BID Manager.
- 3.1.11. The contractor shall provide details, certificates and accreditations establishing competency for the work to be undertaken including a spraying certificate and tree work.
- 3.1.12. The contractor will provide method statements and working practices to include all Health and Safety measures designed to give protection to the public and employees alike.

3.2. Where required by COSHH guidance, the contractor shall provide the BID Manager with all appropriate COSHH details of substances in use and will provide information detailing in advance the dates when areas are to be treated.

### 3.3. Operating Notes:

3.3.1. Where accumulations of litter are found on highway, these should be reported to the BID Manager or passed directly to the waste collection authority to be dealt with under their statutory obligations.

3.3.2. Where overgrown vegetation and detritus from within a property is affecting the visual appearance of the fence line, the Contractor can use his discretion and make contact with the unit occupier to gain access onto his land to effect a clearance, or in some cases approach the occupier to agree a maintenance plan to improve their site and at the same time the appearance of the business park. Any such arrangement is to be treated separately and should not be considered as part of this agreement. Time spent on clearing individual occupied sites should not be included or counted against time spent to fulfil this agreement

3.3.3. Consideration should be given to the statutory obligations of the waste collection and highways authority and work should not be carried out on areas where they are deemed to be responsible

3.3.4. Vacant properties are the responsibility of the owner or managing agent. Where it is found that such a site is in need of attention, the contractor should bring this to the attention of the BID Manager who will in turn contact the agent for instructions.

## 4. CONTRACT MANAGEMENT AND CONTRACT REQUIREMENTS

4.1. The successful bidder will be required to:

4.1.1. Deliver the requirements outline in Section 3 above;

4.1.2. Be proactive rather than reactive

4.1.3. Provide a monthly work plan of proposed work

## 5. CONTRACT PRICE

Bidders to submit their required contract price within the tender proposal. The contract price will be negotiated in consideration of the tender submissions, to provide best value for the LBP BID

## 6. CONTRACT TERM

The contract will commence 1<sup>st</sup> September 2024 and will expire on 31<sup>st</sup> March 2028.

## 7. QUALITY ASSURANCE

Bidders should describe their procedures for quality assuring their work.

## 8. TENDER SUBMISSIONS

8.1. Bidders should provide details within their tender proposal of:

- 8.1.1. Company address
- 8.1.2. Company credentials
- 8.1.3. Staffing arrangements
- 8.1.4. Required contract price
- 8.1.5. Previous experience of delivering similar contracts
- 8.1.6. Quality Assurance Procedure
- 8.1.7. Any added benefit the bidder would provide within the contract price.

## 9. AWARD CRITERIA

9.1. Scoring:

Tenders will be scored on the following criteria:

- 9.1.1. Where the provider is based in the following priority order:
  - Bidders based on Lancing Business Park
  - Bidders based within the Adur & Worthing area
  - Bidders based outside the Adur & Worthing area.
- 9.1.2. Assessment of company credentials
- 9.1.3. Experience of delivering similar contracts
- 9.1.4. Value for money
- 9.1.5. Added benefits provided

9.2. Awards Panel:

At least two members of the LBP Ltd Board and the BID Manager will review and score the submitted tenders, to determine the successful bidder.

## 10. PAYMENT ARRANGEMENTS

Payment to the contractor will be made per calendar month plus VAT, on receipt of an invoice from the contractor and sent to LBP Ltd.

## 11. QUERIES

All enquiries regarding this tender invitation should be made to the BID Manager via email at [suzy@lancingbusinesspark.co.uk](mailto:suzy@lancingbusinesspark.co.uk)

## 12. TENDER RETURN

The completed tender proposal and any associated documents should be submitted to the BID Manager via email at [suzy@lancingbusinesspark.co.uk](mailto:suzy@lancingbusinesspark.co.uk) by 5pm on 24<sup>th</sup> May 2024.

## 13. WORKS AREA MAP

Can be found on Page 6

Key:  
Yellow = Grass & Flower Bed  
Green = Grass area  
Orange = Hard-standing  
Red = Flower bed

