

Dear

Invitation to Tender for:

**BMAT Education
GROUNDS AND MAINTENANCE CONTRACT**

- 1/ Your organisation along with others is invited to offer a tender for the provision of the above, to the specification outlined in the attached documents.
- 2/ Please read the instruction on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date and time given below.
- 3/ Your tender must be sent to Jacqui Sanders Operations & Procurement Manager. E-mail address sandersj@bmatrust.org.uk no later than Monday 26th July 2021.
- 4/ If you have read the enclosed specifications and you decide not to submit a tender, I would be grateful if you could send your reason (although you are under no obligation to do so) to the above e-mail address.
- 5/ Please contact me if you have any question above the tendering procedure. The enclosed document also contains details for providing you with further information or clarification of the schools' requirements.

Yours sincerely,



Head of Operations

Contents

1. General Requirements	3
2. Health and Safety Requirement	4
3. BMAT Education Grounds and Maintenance Tender form	10
4. Site Locations	11
5. Schedule of Work	
Freshwaters Primary Academy	12
Little Parndon Primary Academy	13
Roydon Primary Academy	14
Cooks Spinney Primary Academy	15
Magna Carta Primary Academy	16
Forest Hall Academy	17
Burnt Mill Academy	19
Mark Hall Academy	21
Epping St John's	23
Royal Docks Academy	25
Sir Frederick Gibberd College	26
6. Further description on services	27

BMAT Education – Grounds & Maintenance Tender

General Requirement

- The contract is a 3 year contract from 1st September 2021 until 31st August 2024.
- All sites are available to view. To arrange a convenient appointment. Please e-mail tuckerl@bmatrust.org.uk
- All tenders should be submitted by 26th July 2021.
- Tenderers should be aware that, particularly in view of the financial pressures currently being faced by schools, the Trust places considerable importance on the financial aspects of this project. There is an expectation that significant savings will be achieved through the competitive tendering programme.
- Two Customers from whom references can be obtained.
- All maintenance inspection operations activities should be risk assessed, with copies provided by the chosen contractor at the inception of the contract and updated annually.
- Flexibility for ad-hoc work could be required. This would be paid on an hourly rate.
- All staff are required to have a DBS check and Supervisors must be adequately trained and equipped to NVQ level 3 amenity horticulture standard as necessary, as well as in the usage of pedestrian machinery such as strimmers, push mowers, hedge trimmers, hand blowers, power tool and ride on machinery.
- When spraying, appropriate signs must be displayed and remain in position for a suitable time. Weed spraying to be performed by appropriately qualified operative.
- No sub-contractor to be used without prior written consent of BMAT Education.

BMAT Education – Grounds & Maintenance Tender

Health and Safety Requirements

1. Health and Safety Policy

Does your company have a written Health and Safety policy?

YES/NO

If yes, please enclose a copy of your current company Health and Safety Policy when returning this document.

If no, state how you manage and communicate health and safety issues to your workforce.

2. Environmental Policy

Does your company have an environmental policy?

YES/NO

If yes, please enclose a copy when returning this document.

3. Safety Competence

a) Provide the name of the competent person(s) in safety and environmental matters for your company (safety officer, advisor or consultant who assists you in these matters).

b) Please provide the name and any job title for the responsible/competent person on site for projects.

4. Professional Membership

Is your company registered with a relevant professional body or accreditation scheme relating to contractor competence e.g. Construction Industry Council; National Inspection Council for Electrical Installation Contracting (NICEIC);

- Specialist Engineering Contractors Group; Professional Contractors Group, Confederation of Roofing Contractors?

YES/NO

If yes, please provide details:

5. Prosecutions, Prohibition or Improvement Notices

a) Has your company been prosecuted for breaches of Health and Safety or environmental legislation?

YES/NO

If yes, provide full details:

b) Has your company ever been subject to a prohibition or improvement notice?

YES/NO

If yes, please provide full details:

6. Disclosure and Barring Service Checks

Does each employee within your team hold a DBS certificate?

YES/NO

Please list names and DBS numbers for each employee who could work at the school:

7. Reportable Accidents or Diseases

- a) Has your company had any accidents or incidents in the last three years that are/were reportable to the Health & Safety Executive under RIDDOR requirements (7 days and over lost time accidents (3 days before October 2012), or major accidents or dangerous occurrences)?

YES/NO

If yes, how many (by type)?

- b) Have you had to report any cases of industrial disease in the last three years under RIDDOR requirements?

YES/NO

If yes, please provide details:

8. Training

a) What health and safety and/or environmental training has your management team received in the last 2 years?

b) What health and safety and/or environmental training have your employees received in the last 2 years?

9. Communication and Consultation

What arrangements does your company have in place for communication and consultation with employees with regards to safety, welfare and environmental matters?

10. Sub-contractors

Do you employ sub-contracted labour?

YES/NO

If yes, how do you assess their competence?

How do you communicate the safety, welfare and environmental information relating to contracts to them?

11. Plant/Equipment Certification

Please confirm that where applicable your plant/work equipment is tested inspected/examined by a competent person in line with current regulatory requirements e.g. PUWER, LOLER and Maintenance of Portable Electrical Equipment.

YES/NO

If no, please explain why:

Note: A copy of certificates for plant/equipment used will be required before the start of any contract. If hired, copies of the hirer documentation will be required.

12. Job Specific Training/Competence

Do your employees hold current certification or licenses, where applicable, for duties that they would be expected to carry out on contracts – Examples being:

Gas Safe registration; Electrician Apprenticeship & NVQ, City and Guilds 2394/2395, (electrical skills); Engineering Technician (Engineering Council); Relevant Construction Skills Certification Scheme (CSCS) card, with matching NVQ Level; Appropriate mobile plant licence; PASMA 'Towers for users' training certifications, Powered Access Equipment certification (IPAF); Other specific Work at Height training (e.g. rooftop working?)

YES/NO

If yes, please state what is in place:

Note: Evidence of appropriate training will be required prior to the start of any contract. You may be requested to provide evidence of appropriate training for any sub-contractors under your control who may work on our sites.

13. Personal Protective Equipment

Does your company supply and ensure the wearing of appropriate Personal Protective Equipment, based on the findings of pre-work assessments?

YES/NO

If yes, please provide details of what is provided:

When returning this tender, please ensure that the following documents are enclosed. Please note that while copies are acceptable, we may request that original documents be made available for authentication purposes on occasions.

- ✓ Current company's health and safety policy
- ✓ Company's Employer's Liability Insurance £10m required
- ✓ Company's Public Liability Insurance £10m required
- ✓ Proof of employees' competence (certificates of training etc.)
- ✓ Current certificates relating to testing, inspection and calibration of plant and equipment
- ✓ Copies or any reportable accidents (F2508 forms) reported during the last three years
- ✓ A specimen copy of a method statement – representative of work to be undertaken
- ✓ A specimen copy of a risk assessment – representative of work to be undertaken
- ✓ A specimen copy of a COSHH assessment – representative of work to be undertaken

BMAT Education Grounds Maintenance Tender Form

Name of company, contractor. Contact Name:	
Address:	
Contact phone number:	
E-Mail address:	

Do you have public liability insurance? Yes / No Please circle as appropriate

Please submit a copy of your certificate with this tender

Reference 1	
Address	
Contact phone number	
E-mail address	

Reference 2	
Address	
Contact phone number	
E-mail address	

BMAT Education is inviting contractors and companies to tender for a three- year contract for the following tasks:

SITE LOCATIONS

Primary School locations:

Freshwaters Primary Academy
Freshwaters
Harlow
CM20 3QA

Roydon Primary School
Epping Road
Roydon
CM19 5HN

Cooks Spinney Primary Academy & Nursery
Cooks Spinney
Harlow
CM20 3BW

Magna Carta Primary Academy
St John's Road
Stansted Mountfitchet
Essex
CM24 8JP

Little Parndon Primary Academy
Park Mead
Harlow
Essex
CM20 1PU

Secondary School locations:

Burnt Mill Academy
First Avenue
Harlow
CM20 2NR

Mark Hall Academy
First Avenue
Harlow
CM17 9LR

Epping St John's
Bury Lane
Epping
Essex
CM16 5JB

Forest Hall Academy
Forest Hall Road
Stansted Mountfitchet
Essex
CM24 8TZ

Sir Frederick Gibberd College
Tendering Road
Harlow
CM18 6RN

Royal Docks Academy
Custom House
Prince Regent Lane
London
E16 3HS

SCHEDULE OF WORKS

Location:	Freshwater Primary Academy			
Description of Works	Frequency	Costs Year 1	Costs Year 2	Costs Year 3
Sports Field: Cut Grass	Fortnightly 16 cuts			
Reception Area: Grass Cut	Fortnightly 16 cuts			
Shrub Border Maintenance: Prune Shrubs	Four times per year			
Hedge Cutting	Twice per year			
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases	Four times per year			
Tree Maintenance: Clear leaves, Beds & Borders Clear Leaves all hard standing Clear leaves all grass areas	Three times per year			
Raise Canopies	Once a year			
Summer Sports Measure & Mark Running Track	Once per year			
Re-mark running track	Once per year			
Winter Sports Measure and mark Football pitches x 2	Once per year			
Remark Football pitch	Fourteen times per year.			
TOTAL		£	£	£

SCHEDULE OF WORKS

Location:	Little Parndon Primary Academy			
Description of Works	Frequency	Costs Year 1	Costs Year 2	Costs Year 3
Sports Field: Cut Grass	Fortnightly 16 cuts			
Reception Area: Grass Cut	Fortnightly 16 cuts			
Shrub Border Maintenance: Prune Shrubs	Four times per year			
Hedge Cutting	Twice per year			
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases	Four times per year			
Tree Maintenance: Clear leaves, Beds & Borders Clear Leaves all hard standing Clear leaves all grass areas	Three times per year			
Raise Canopies	Once a year			
Summer Sports Measure & Mark Running Track	Once per year			
Re-mark running track	Once per year			
Winter Sports Measure and mark Football pitches x 2	Once per year			
Remark Football pitch	Fourteen times per year.			
TOTAL		£	£	£

SCHEDULE OF WORKS

Location:	Roydon Primary Academy			
Description of Works	Frequency	Costs Year 1	Costs Year 2	Costs Year 3
Sports Field: Cut Grass	Fortnightly. 16 cuts			
Reception Area: Grass Cut	Fortnightly. 16 cuts			
Shrub Border Maintenance: Prune Shrubs	Four times per year.			
Hedge Cutting	Twice per year.			
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases	Four times per year.			
Tree Maintenance: Clear leaves, Beds & Borders Clear Leaves all hard standing Clear leaves all grass areas	Three times per year			
Raise Canopies	Once per year			
Summer Sports Measure & Mark Running Track	Once per year			
Re-mark running track	Once per year			
Winter Sports Measure and mark Football pitches x 2	Once per year			
Remark Football pitch	Fourteen times per year.			
TOTAL:		£	£	£

SCHEDULE OF WORKS

Location:	Cooks Spinney Primary Academy & Nursery			
Description of Works	Frequency	Costs Year 1	Costs Year 2	Costs Year 3
Sports Field: Cut Grass	Fortnightly. 16 cuts			
Reception Area: Grass Cut	Fortnightly. 16 cuts			
Shrub Border Maintenance: Prune Shrubs	Four times per year.			
Hedge Cutting	Twice per year.			
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases	Four times per year.			
Tree Maintenance: Clear leaves, Beds & Borders Clear Leaves all hard standing Clear leaves all grass areas	Three times per year			
Raise Canopies	Once per year			
Summer Sports Measure & Mark Running Track	Once per year			
Re-mark running track	Once per year			
Winter Sports Measure and mark Football pitches x 2	Once per year			
Remark Football pitch	Fourteen times per year.			
TOTAL		£	£	£

SCHEDULE OF WORKS

Location:	Magna Carta Primary Academy			
Description of Works	Intervals	Costs Year 1	Costs Year 2	Costs Year 3
Sports Field: Cut Grass	Fortnightly. 25 cuts			
Reception Area: Grass Cut	Fortnightly. 19 cuts			
Shrub Border Maintenance: Prune Shrubs	Three times per year.			
Hedge Cutting	Twice per year.			
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases	Four times per year.			
Leaves Clearance Clear leaves beds and borders Clear Leaves all hard standing Clear leaves all grass areas	Three times per year			
Football Pitch Maintenance Re mark pitches x 3	Eleven times per year			
Summer Sports Mark & Measure Track	Once per year			
Re-mark running track	Seven times per year			
Rounder Pitch Measure and mark	Once per year			
Remark pitch	Six times per year.			
TOTAL		£	£	£

SCHEDULE OF WORKS

Location:	Forest Hall Academy			
Description of Works	Intervals	Costs Year 1	Costs Year 2	Costs Year 3
Sports Field Maintenance: Cut Grass on playing field	Fortnightly. 19 cuts			
Reception Area: Grass Cut	Fortnightly. 19 cuts			
Shrub Border Maintenance: Prune Shrubs	Four times per year.			
Spot spray borders	Nine times per year			
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases	Four times per year.			
Leaves Clearance Clear leaves beds and borders Clear Leaves all hard standing Clear leaves all grass areas	Three times per year			
Football Pitch Maintenance Erect & Dismantle Post	Twice a year			
Measure & Mark pitches	Once per year			
Re-mark pitch	Eleven times per year			
Rugby Pitch Maintenance Erect & Dismantle Post	Twice a year			
Measure & Mark pitches	Once per year			

Re-mark pitch	Eleven times per year			
Summer Sports Mark & Measure 100m track	Once per year			
Re-mark 100m track	Seven times per year			
Mark & measure 400m track				
Re-mark pitch	Seven times per year			
Measure & Mark Shot Putt				
Re-mark Shot Put	Seven times per year			
Mark & Measure Javelin				
Re-mark Javelin	Seven times per year			
Mark & Measure Discus				
Re-mark Discus	Seven Ties per year			
Rounder pitches				
Measure & Mark 4 x Courts	Once per year			
Re- mark Courts	Seven times per year			
TOTAL		£	£	£

SCHEDULE OF WORKS

Location:	Burnt Mill Academy			
Description of Works	Intervals	Costs Year 1	Costs Year 2	Costs Year 3
Sports Field Maintenance: Cut Grass on playing field	Fortnightly. 19 cuts			
Reception Area: Grass Cut	Fortnightly. 19 cuts			
Shrub Border Maintenance: Prune Shrubs	Four times per year.			
Spot spray borders	Nine times per year			
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases	Four times per year.			
Leaves Clearance Clear leaves beds and borders Clear Leaves all hard standing Clear leaves all grass areas	Three times per year			
Football Pitch Maintenance Erect & Dismantle Post	Twice a year			
Measure & Mark pitches	Once per year			
Re-mark pitch	Eleven times per year			
Rugby Pitch Maintenance Erect & Dismantle Post	Twice a year			
Measure & Mark pitches	Once per year			

Re-mark pitch	Eleven times per year			
Summer Sports Mark & Measure 100m track	Once per year			
Re-mark 100m track	Seven times per year			
Mark & measure 400m track				
Re-mark pitch	Seven times per year			
Measure & Mark Shot Putt				
Re-mark Shot Put	Seven times per year			
Mark & Measure Javalin				
Re-mark Javalin	Seven times per year			
Mark & Measure Discus				
Re-mark Discus	Seven Ties per year			
Rounder pitches				
Measure & Mark 4 x Courts	Once per year			
Re- mark Courts	Seven times per year			
TOTAL		£	£	£

SCHEDULE OF WORKS

Location:	Mark Hall Academy			
Description of Works	Intervals	Costs Year 1	Costs Year 2	Costs Year 3
Sports Field Maintenance: Cut Grass on playing field	Fortnightly. 17 cuts			
Reception Area: Grass Cut	Fortnightly. 17 cuts			
Shrub Border Maintenance: Prune Shrubs	Three times per year.			
Spot spray borders	Nine times per year			
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases	Four times per year.			
Leaves Clearance Clear leaves beds and borders Clear Leaves all hard standing Clear leaves all grass areas	Three times per year			
Football Pitch Maintenance Erect & Dismantle Post	Twice per year			
Measure & Mark pitches	Once per year			
Re-mark Pitch	Eleven times per year			
Sweep the Muga	Four times per year			
Rugby Pitch Maintenance	Twice per year			

Erect & Dismantle Post				
Measure & Mark pitches	Once per year			
Re-mark pitch	Eleven times per year			
Summer Sports Mark & Measure Javelin	Once per Year			
Re-mark Javelin	Eight times per year			
Rounders Pitch				
Measure & Mark 4 x Courts	Once per year			
Re- mark Courts	Six times per year			
TOTAL		£	£	£

SCHEDULE OF WORKS

Location:	Epping St John's School			
Description of Works	Intervals	Costs Year 1	Costs Year 2	Costs Year 3
Sports Field Maintenance: Cut Grass on playing field	Fortnightly. 19 cuts			
Reception Area: Grass Cut	Fortnightly. 19 cuts			
Shrub Border Maintenance: Prune Shrubs	Four times per year.			
Spot spray borders	Nine times per year			
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases	Four times per year.			
Leaves Clearance Clear leaves beds and borders Clear Leaves all hard standing Clear leaves all grass areas	Two times per year			
Football Pitch Maintenance Erect & Dismantle Post	Twice a year			
Measure & Mark pitches	Once per year			
Re-mark pitch	Eleven times per year			
Rugby Pitch Maintenance				

Erect & Dismantle Post	Twice a year			
Measure & Mark pitches	Once per year			
Re-mark pitch	Eleven times per year			
Summer Sports Mark & Measure 100m track	Once per year			
Re-mark 100m track	Eight times per year			
Mark & measure 400m track	Once per Year			
Re-mark pitch	Eight times per year			
Measure & Mark Shot Put	Once per year			
Re-mark Shot Put	Eight times per year			
Mark & Measure Javelin	Once per year			
Re-mark Javelin	Eight times per year			
Mark & Measure Discus	One per year			
Re-mark Discus	Eight Times per year			
Rounder pitches				
Measure & Mark 4 x Courts	Once per year			
Re- mark Courts	Six times per year			
TOTAL		£	£	£

SCHEDULE OF WORKS

Location:	Royal Docks Academy			
Description of Works	Intervals	Costs Year 1	Costs Year 2	Costs Year 3
Sports Field Maintenance: Cut Grass on playing field	Fortnightly. 19 cuts			
Reception Area: Grass Cut	Fortnightly. 19 cuts			
Shrub Border Maintenance: Prune Shrubs	Four times per year.			
Spot spray borders	Nine times per year			
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases Tennis Courts/ Basket Ball Courts Car park	Four times per year.			
Leaves Clearance Clear leaves beds and borders Clear Leaves all hard standing Clear leaves all grass areas	Two times per year			
Sweep Muga	Four Times per year			
Supply 6 x 30" Hay rack wall baskets (Summer and Winter)	Twice per year			
Supply bedding plants ornamental planters at the School entrance	Twice per year			
TOTAL		£	£	£

SCHEDULE OF WORKS

- Due to new build service agreements. Sir Frederick Gibberd will be maintained under contractor's agreement for the first year.
- Other ad-hoc duties may be required please provide a day-rate

Day Rate for ad-hoc works in first year

£

Location:	Sir Frederick Gibberd College
------------------	--------------------------------------

Description of Works	Intervals	NOT REQUIRED	Costs Year 2	Costs Year 3
Sports Field Maintenance: Cut Grass on playing field	Fortnightly. 19 cuts	X		
Reception Area: Grass Cut	Fortnightly. 19 cuts	X		
Shrub Border Maintenance: Prune Shrubs	Four times per year.	X		
Spot spray borders	Nine times per year	X		
Weed Control All Areas: Weed Fence Lines Weed Kill all Hard Standing Weed kill Tree Bases Weed Kill Hedge Bases	Four times per year.	X		
Leaves Clearance Clear leaves beds and borders Clear Leaves all hard standing Clear leaves all grass areas	Two times per year	X		
Football Pitch Maintenance Erect & Dismantle Post	Twice a year	X		
Measure & Mark pitches	Once per year	X		
Re-mark pitch	Eleven times per year	X		
TOTAL				

Please briefly describe your experience and staff qualifications. (If applicable, include examples of previous similar contracts to support your application.)

Attach additional sheets, if necessary, to provide required information