

NORTH EAST LINDSEY DRAINAGE BOARD.

MOWING & MAINTENANCE CONTRACT

01st April 2027 to 31st March 2032

(with possible extension, by mutual agreement, to 31st March 2034).

FORM OF TENDER:

- INSTRUCTIONS TO TENDERERS
- CONDITIONS OF CONTRACT
- HEALTH, SAFETY AND WELFARE REQUIREMENTS
- SPECIAL CONDITIONS AND SPECIFICATIONS
- COMPANY INFORMATION
- BILLS OF QUANTITIES
- FORM OF TENDER & DECLARATION
- CONTRACTOR SELECTION QUESTIONNAIRE (Health and Safety)

Documents issued: 09th September 2026

North East Lindsey Drainage Board
Witham House
Meadow Lane
North Hykeham
Lincoln
LN6 9GJ

For further information regarding North East Lindsey Drainage Board, please visit the Witham and Humber Drainage Boards' website at www.witham3idb.gov.uk then select the North East Lindsey IDB tab.

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INSTRUCTIONS TO TENDERERS.

1. North East Lindsey Drainage Board [the Board] is inviting suppliers to tender for the provision of a vegetation control and maintenance contract for its drainage district from 01st April 2027 to 31st March 2032 [which may be extended by up to a further 2 years to 31st March 2034, by mutual agreement of both parties]. The following Instructions to Tenderers, Conditions of Contract, Form of Tender, Health, Safety and Welfare Requirements, Specification of Workmanship and Materials, Plans etc, as collective documents form the 'Tender'.
2. Any clarification or additional information required must be requested through the Board's Director of Finance, Steve Larter (details below). If any additional information is provided at the request of one potential provider, it will also be provided to the other potential suppliers who may submit tenders. Site visits can also be arranged if required.
3. The completed Tenders should be returned to Steve Larter, Director of Finance & Governance, Witham House, Meadow Lane, North Hykeham, Lincoln, LN6 9GJ **in a plain sealed envelope** endorsed 'Mowing & Maintenance Contract' **or via email** to **enquiries@witham3idb.gov.uk** not later than **5pm** on **Tuesday, 13th October 2026**. If submitting via email, please ensure all documents are saved and submitted as **PDF versions**.
4. Tenders are to be submitted with all plans and documents requested and the Bills of Quantities fully priced out, without which no Tender will be considered.
5. Any qualification of or amendment to the General Special Conditions or other documents that form part of the Tender may result in the rejection of the Tender.
6. If it is found upon examination of a Tender that there is a discrepancy between the total amount in the Bills of Quantities and the amount arrived at by valuing the quantities set out in the Bills of Quantities at the rates or prices set out against them by the Contractor, the Contractor will be called upon to alter the total sum to accord with the rates of prices.
7. Please provide a copy of your latest accounts with your Tender submission.
8. Tenders will be evaluated not only on price, but also other qualitative factors such as:
 - a. Previous experience with provision of written references. Two references are requested, preferably from companies/individuals for whom similar drain maintenance works have been undertaken recently.
 - b. Availability of equipment and resources above that required to complete the work described in the tender being available to the Board in times of emergency,
 - c. Responses provided within the Health & Safety questionnaire
9. Further information may be requested during the evaluation to verify/substantiate the Tender submitted, which may include seeking further references, verifying insurance details, etc.
10. The Board has the right not to accept any or all the Tenders submitted.

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Timetable

The Tender timetable is set out below.

Issue Invitation to Tender documents to prospective service providers	09/09/2026
Tenders submitted by <u>Spm</u>	13/10/2026
Tenders Opened by Officers	14/10/2026
Evaluation of Tenders by	06/11/2026
Officer recommendation to NEL Board Meeting	25/11/2026
New Contract commences	01/04/2027

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CONDITIONS OF CONTRACT

1. 'The Board' means North East Lindsey Drainage Board.
2. The Drainage Board does not bind itself to accept the lowest or indeed any tender in whole or part.
3. The fixed price Tender is to remain open for acceptance for 90 days.
4. Tenders are to be on a fixed price basis for the first year 01/04/2027 to 31/03/2028. The prices given in the Tender are to be fixed for the period of the first complete year, and no increase in the price of materials or rate of charges will be accepted as a reason for a claim for additional payment.
5. The contract is to be priced on using '**White Diesel**' in all machinery used on the Contract. No equipment shall be used on the contract using 'Red Diesel', unless previously agreed in writing with the Board.
6. The contract price will be fixed for the first year 01/04/2027 until 31/03/2028. After the first season variations in the contract price to cover increases or decreases in the prices of materials and labour will be a matter for annual review. If agreement cannot be reached, the Contract will be deemed to be terminated. The Board's decision on this point is final. Any increase will need to be in line with general inflation factors relevant to the contract and must be evidenced (eg labour, fuel, insurance, maintenance costs, etc).
7. The Tender is based upon the provision of a Summer Maintenance programme, which is broadly delivered between 15th July and 30th November each year. However, it is a requirement that the successful Tenderer will support the Board on delivery of its Winter Maintenance programme (November to March at an indicative sum of £16k p.a.), delivery of its Public Sector Cooperation Agreement works for the Environment Agency (all year @£120k p.a., but is not guaranteed) and provide an all-year round Emergency Response support during a heavy rainfall event when flooding is occurring or likely to occur.
8. The Board reserves the right to terminate the Contract at any time for poor workmanship or poor progress. The Contractor will be given reasonable notice of those concerns and opportunity to satisfactorily remedy the issues in a timescale agreed with the Board or their representative.
9. The Contractor will not sub-let or assign any part of the Contract without the prior consent of the Board at any point in the duration of the contract. Any proposal or intent to sub-let any part of the Contract from the outset of the contract will be indicated to the Board at initial submission of the Tender.
10. The Contract will be subject to the provisions of the Health and Safety at Work Act 1974 (as amended) and the Construction (Design and Management) Regulations 2015 (CDM 2015) [where appropriate]. All the requirements set out in the Health, Safety and Welfare Act 1974 must be complied with.
11. All plant engaged on the Contract will be in good condition throughout and properly maintained to comply with the Road Vehicles (Construction and Use) Regulations 1986 [as amended] and this is to include the fitting and use of calibrated height limiters, to enable height restriction particularly when working in the vicinity of overhead cables. The Board will not relieve the Contractor of their obligations under this Act.
12. The contractor shall provide details of their Risk Assessment and Safe System of Work with regard to working near overhead utility cables and underground utilities before the start date of the contract 01st April 2026. Their management, supervisory staff and operatives

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shall be invited to attend annual training hosted by the Board in relation to working near high voltage cables and plant. [NEW PARAGRAPH – to approve]

13. The Contractor will maintain insurances as specified throughout the duration of the Contract and beyond the termination date if required to do so. The Contractor is to ensure that their insurance policies cover any claims which might arise in respect of this Contract if it can be proven there is a liability on the Contractor. The Contractor will provide a copy of their insurances to the Board annually upon renewal. Such insurances must include Public Liability, Employers Liability, Motor/3rd Party cover for travelling/working on the highway. All plant used on the contract remains the responsibility and liability of the contractor (including insurance thereof). No sub contractors will be used to deliver the required works without the prior written consent of the Board as additional insurance covers may be required to indemnify the Board from any claims.
14. A copy of the Company's latest 3 year accounts will be submitted with the Tender.

Health, Safety and Welfare requirements.

1 General.

- 1.1 All generic Risk Assessments and Method Statements (RAMS) will be provided to the Board for approval at least 14 days prior to the commencement of the contract 01st April 2027. Each RAMS will show the last review date and future review date.
- 1.2 Any works not covered by Generic RAMS will have Dynamic RAMS completed by a competent person and a copy given to the Board's officers for reference.
- 1.3 Utility Searches shall be undertaken by the contractor prior to the commencement of any works. These will be available for the Board or Board's representative to view at any time.

2 Overhead Cables.

- 2.1 Operatives must have undergone the Overhead Cable Avoidance training course (places will be offered to the contractor annually by the Board on a recharge basis and the training provided by an external provider) before working under overhead cables.
- 2.2 'Suparule' or similar (cable height measuring devices) will be supplied by the contractor for use by their Operatives.
- 2.3 The Board will supply a permit to work form (for working under or around cables, poles and stays) which must be completed (training will be given) with all relevant information prior to work commencing and a copy provided to the Board for reference.
- 2.4 A height limiting device will be fitted to all plant and machinery (and periodically calibrated as required) that work under or near overhead cables, poles or stay wires; this equipment will be used to allow safe working under and around cables. It is for the Contractor to provide safe systems of work and working conditions as per their RAMS for working near overhead cables, poles and stay wires but as a minimum the Board would expect cones to be placed as markers a minimum of 10 metres either side of overhead powerlines as a visual reminder to the driver / operator of their presence.

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3 Plant, Machinery and Attachments.

- 3.1 The contractor will ensure all plant, machinery and attachments meet current legislation requirements, are in a safe condition and are roadworthy.
- 3.2 All plant, machinery and attachments will be serviced and maintained to the required levels, as stated by the manufacturers.
- 3.3 Service and maintenance records will be made available for inspection by the Board or Board's representative on their request.
- 3.4 All plant used on the contract remains the responsibility and liability of the contractor (including insurance thereof).

4 Training.

- 4.1 All operatives supplied by the contractor to complete the maintenance schedule will hold relevant training certificates for the machinery they are operating, or the contractor must supply evidence they are suitably competent in their duties. All training records of the operatives engaged in completing the Board's work will be made available to the Board or Board representative if requested.
- 4.2 Any training courses held by the Board for its own operatives will also be offered to the contractor's employees on a recharge basis.

5 PPE

- 5.1 The contractor will ensure all operatives undertaking the Board's maintenance schedule always have the appropriate PPE available to them, which is compliant with required standards and is in date.
- 5.2 The Board requires that its Contractors always wear Hi-Viz whilst undertaking works on behalf of the Board (including PSCA works, Emergency Works, etc).

6 Lone Working

- 6.1 The contractor will include within their Generic RAMS details of how they manage the issue of Lone Working, (i.e., Buddy System, Monitoring device. etc) which will be confirmed as satisfactory by the Board in advance of commencing works.

7 Temporary Road Signage

- 7.1 The contractor will have and be responsible for putting out the relevant temporary signage when operating on the highway or in public places.
- 7.2 All signage set out will comply with The Traffic Signs Regulations and General Directions 2016 and Safety at Street Works and Road Works Code of Practice.
- 7.3 The cost of providing temporary signage, including if provided via an external provider, is to be met by the contractor.

8 Construction (Design and Management) Regulations 2015 (CDM)

- 8.1 Some of the works undertaken for the Board may fall under CDM regulations. When this occurs, the Board will be recognised as the Client and a Health and Safety file will be produced, and the parties involved will have designated roles. You will be expected to undertake the roles required and fulfil them as required to satisfy CDM regulations.

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9 Underground Cables

- 9.1 On occasions the Board may require you to undertake work that requires 'excavation'. This will be undertaken following a utilities search and if needed the use of a Cable Avoidance Tool & Signal Generator ['Cat & Genny'] to identify the presence of any underground utilities. When a Cat & Genny is being used the operator will be trained in its use and the equipment will be calibrated.
- 9.2 All such 'excavation' works will be subject to a separate specific RAMS approved by the Board's officers before the works commence.

10 Welfare

- 10.1 It will be the contractor's responsibility to provide any canteen / toilet & washing facilities for their employees.

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SPECIAL CONDITIONS AND SPECIFICATIONS

1. Location Plans

Location plans showing all watercourse. Such other drawings may be issued by the Board from time to time.

2. Nature and Purpose of the Works.

- (a) The site of the works is within the boundaries of the North East Lindsey Drainage Board drainage district, as shown on the attached plans.
- (b) The work comprises the cutting of grass, weeds and other vegetation growth on the sides and bed of the drains.
- (c) On occasions other works may be required especially for Winter works such as bushing, dredging, excavation and provision of labour/machines to undertake other minor works as requested from time to time. If the contractor cannot fulfil any of the additional works requested they should inform the Boards representative when the works are requested.

3. The Contract.

The Contract is initially for five years from 01st April 2027 to 31st March 2032. There is an option for this to be extended for a further 2 years 01st April 2032 to 31st March 2034 by mutual agreement. The variations in the Contract price to cover increases or decreases in the price of materials or labour will be a matter for annual review prior to 1st April. If agreement cannot be reached on the amount of annual increase by 1st April each year the Contract will be deemed to be terminated and the Board will put the works out to tender before the relevant season commences. The Board also reserves the right to terminate the Contract at any time for poor workmanship or poor progress. The Board's decision on this point will be final.

4. Variations

Any Variations need to be formally agreed between the Board and the Contractor. Any Variation will be issued in writing by the Board as a formal variation order.

5. Payment

Payment will normally be made for individual watercourses, i.e., bed/or banks maintained on their entire length as set out in the Bills of Quantities. On receipt of interim accounts, the Employer [the Board] will have 31 days in which to make payment. Accounts are to be submitted for the minimum of £5,000 and should not be more frequent than monthly. Separate invoices are required for summer maintenance, winter works, PSCA, additional works, etc, and should include VAT at the prevailing HMRC rate as required.

6. Insurance

The Contractor must ensure that they hold adequate insurance covers in order to mitigate any claims which might arise in respect of this Contract if it can be proven there is a liability on the Contractor. As a minimum, we will require evidence to be provided on an Annual basis of:

- Public liability £5 million (pounds sterling) per incident.
- Employer's liability £10 million (pounds sterling) per incident and in aggregate per year.
- Motor – Plant / Vehicles to the minimum of Road Traffic Act.

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7. Reputation

The Contractor is representing the Board when undertaking works on behalf of the Board. Therefore, its staff must act professionally, courteously and respectfully always whilst undertaking works on behalf of the Board. If any issues arise whilst on site, either with landowners, residents or the general public then these are to be reported to the Works Supervisor at the Board immediately for resolution. The Contractor will not enter in to arguments or disputes. Similarly, the Contractor will not agree additional works to resolve an issue without the prior consent of the Works Supervisor.

8. The Sites

- (a) Unless instructed otherwise, the Contractor will spread the cut material [the spoil] evenly on the 'headland' adjoining the watercourse within one mechanical movement. At all times the Contractor will arrange work to minimise damage to crops, grass etc. The allotted area will be a 9 meter wide [maximum] strip adjoining the watercourse. If there is an intention to occupy land outside the allotted area and obtain access other than along the accesses arranged adjoining the edge of the maintained watercourse, the Contractor must make their own arrangements with the landowner and tenant concerned prior to occupation. The Contractor should note that landowners and occupiers will be informed of the intention to maintain the drains mechanically and that access will be required. However, because of cropping patterns, continuous access cannot be guaranteed at points in the year and the Contractor will have to arrange alternative means of cutting (i.e., by hand or other method) where cropping, harvesting and drilling make this necessary.
- (b) A growing crop, worked up, or drilled land is not to be run on without the occupier's consent. The Contractor will be held responsible for any damage to crops and for any compensation that may become payable.
- (c) The Contractor should note that the water levels in the drains are subject to considerable variation, and no claim will be considered for additional payments due to abnormal quantities of water or water levels.
- (d) If during execution of the works the Board's Works Supervisor gives instructions requiring the Contractor to suspend operations or in the judgement of the Contractor it is advisable to do so by reason of fear or danger of flood or other sufficient cause, the Contractor shall at once proceed to safeguard the works or other property which might be endangered.
- (e) The length of the drains to be maintained may be varied at any time, new drains may be added, and other drains removed. Details of any changes shall be given by the Board in writing and any resultant increase or decrease in the quantity of labour and/or materials will be adjusted accordingly. No claim for any extra payment other than aforesaid will be considered on the grounds that the drawings or descriptions may have been found to be incorrect or misleading or that the works contemplated in the Tender may have been omitted nor will any such variation be accepted as a reason for an extension of the Contract time unless in the opinion of the Board the prearranged programme of progress of the Contractor is materially upset by any variation order.

9. Programme

The Contractor should bear in mind that it may be necessary due to crop rotation etc. to visit a drain on more than one occasion to complete the work, and they should allow for this in the price.

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10. Access to Site

- (a) The Contractor will be required at their own expense to make good and reinstate at any time during the period of the works to the satisfaction of the Public, Local or Highway Authorities, the Board, owners and occupiers any damage caused to grass, crops, roads, banks, tracks, bridges, culverts, gates, fences, etc. due to the transport or movement of plant, materials, etc. where such damage has been caused either directly or indirectly by the Contractor in the executing of the works.
- (b) As and when required, the Contractor must give at least 14 days' notice to any land owner or occupier on whose land they require access or working room.

11. Inspections

The Board's Works Supervisor or representative or any other authorised Officer of the Board may at any time inspect and examine parts of the works, and the contractor will give every facility necessary for such inspection and examination.

12. Drains - Standard to be Attained

The Contractor may commence mowing operations in some instances earlier, but not usually before the 15th July each year.

The mowing is to consist of the cutting and removal from the watercourse of grass, weeds, and other vegetable growth on the drains located on the drawings. The bank/banks of the watercourse are to be mown above and below water and the weeds growing in the drain bed shall also be cut and removed. Below water level the weeds etc. shall be cut at bed level or be dragged out by a tined rake or similar removing as much root as possible. The cut material being deposited on the drain banks in one mechanical movement by the cutters should not on average be longer than 75mm (on a length of drain of 20m). The maximum will be 125mm. Where flail mowers, hand mowing or similar is used the 'mulch' or cut growth must be removed from the watercourse immediately.

At Culverts and bridge ends it may be necessary to undertake hand works to ensure an acceptable standard is achieved where the machine cannot fully complete the maintenance works. These hand works should be undertaken with 48 hours of the machine maintenance works on that drain.

Should, in the opinion of the Works Supervisor, watercourses need re-cutting [a second cut] because of vegetation regrowth, the Contractor will carry out the re-cutting and this will be paid for by the Board at the same price tendered for that drain. Any re-cuts will be issued in writing by the Works Supervisor. If a second cut is required due to the initial cut not being of a satisfactory standard as notified by the Works Supervisor, then this will be at the contractors cost.

13. Plant and Equipment

The Contractor will be allowed to use any suitable approved equipment for the work, but attention is drawn to the numerous points on the watercourses where access with mechanical equipment is not possible. Along these lengths of watercourse, the Contractor will be expected to maintain the above standard of work either by hand mowing or other approved system and the rates and prices are to include for this.

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14. Work Adjoining a Highway or Public Footpath

When working adjoining a highway the mowing arisings may be placed and levelled on the grass verge with the Highway Authority's consent if this is wide enough, and the grass verge should be left in a tidy manner. The Contractor's price should include for re-establishing drainage grips etc. which are required for the proper drainage of the road or lane. Where adjacent to highways, the Contractor's price should include for providing Operatives to keep the highway clean and for supplying and maintaining all proper signs for controlling the traffic if required.

15. Services

It will be the Contractor's responsibility to obtain the location of all services from the relevant authorities, including gas, electricity, water and oil, and to work to any specification laid down by these authorities when working in the vicinity of those services.

16. Hedges and Fences

The Contractor's price is to include for trimming or siding up overhanging hedges where necessary for the proper execution of the work and for any work involved in taking up and replacing fences. Any damage to hedge or fences will be made good to the owner's and/or tenant's satisfaction and at the Contractor's expense. The contractor will also be mindful of any hedgerow covered by 'cross compliance' rules effecting adjacent land. Whilst the Board enjoys an exemption from Defra, it would have to provide a written explanation to the Rural Payments Agency for any cutting of hedgerows for the purposes of channel maintenance within the period 01st March to 31st August. No cutting of hedgerows will be undertaken during this period without the express prior written permission of the Board.

17. Temporary Fences

The Contractor is to be responsible for the erection and maintenance of all temporary fencing, gates etc. necessary to protect the works from damage by cattle and other stock, and as necessary to prevent the straying of or damage to such stock. The Contractor will ensure that employees always comply with the reasonable requests of the adjoining landowners/tenants in this respect.

18. Field Drains and Tiles

The Contractor is to allow in the price for reinstating the ends of the drain, tiles, pipes etc. which may be disturbed as a result of the works.

19. Mowing Arisings

All mowing arisings will be, as previously described, left level on site 'headland' to the drain. They will be placed to minimise damage to crops, or grass etc. and shall be left so that they can if necessary be readily worked over by normal farm agricultural machinery.

20. Blockages

The Contractor will ensure that all bridges, crossings and culverts (especially those downstream) are free from blockages and that drains are flowing freely after works have been undertaken. The Contractor will be held responsible for a period of 7 days unless the Board's Works Supervisor has already approved the work, for all blockages that occur on a drain if mowing arisings are directly or indirectly the cause of the blockage, including any subsequent flooding. The completion date for a particular watercourse will be deemed to be 7 days or that date at which the Works Supervisor shall have given approval that the works are complete to their satisfaction on that particular drain.

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21. Culverts

The Contractor's price should include for clearing rubbish from both ends and through all culverts whether highway culverts or field accesses and for disposing of rubbish off the site if necessary.

22. Rubbish in Watercourse other than Grass or Weeds

The Contractor's price will include for removing all rubbish from a watercourse and this is to be deposited appropriately, by agreement with the Works Supervisor.

23. Transport of Machines

The Contractor's price will include for transporting machines to site and from location to location. The Contractor should note that it may be necessary due to crop rotation etc. to visit a particular drain on more than one occasion.

24. Mowing of Drains that pass-through Parks, Schools, Gardens and Amenity Areas.

In locations where drains pass through parks, school grounds, private gardens, golf courses and other amenities, the Contractor is to take special care in the operation of plant and disposal of mowing arisings. Only if the landowner, tenant, or public authority agrees, shall the mowing arisings be placed/deposited on the drain side or as agreed with the Works Supervisor. In small private gardens where it is not possible to mow the drain using mechanical means, the Contractor is to use an alternative method of disposal in these cases and the price should include for this work. Work in the above areas should be carried out when weather and ground conditions allow so that the plant used causes as little damage as possible to the surface of the ground. Any damage caused on these areas is to be made good at the Contractor's expense in agreement with the owner/occupier.

25. General

This specification does not describe all requirements for labour and materials. Where no specific reference is made to any matter or part of the work, it is to be inferred that the Contractor will supply essential materials and expertise of the best of their respective kinds. The specification is to be read in conjunction with the drawings and schedule of quantities to ascertain the true intent and meaning thereof.

26. Additional Services and Works

As the Contractor will have suitable equipment in the Board's district for several months in the year, additional works will be required over and above the Mowing and Maintenance Contract. **These are not priced or included in this contract** but are a requirement in the awarding of the Contract that these additional services can be provided. It is requested that an indicative schedule of rates for plant hire is provided in the Tender submission. [See Other Works section of Annex A.]

Additional Works – these are additional works that are requested in writing via an Official Order by the Works Supervisor. This can include items such as installing replacement culverts, loading weed and rubbish at Pumping Stations to skips, reprofiling drains, reinstatement of bank slips, etc. These will be paid for outside of this Contract, but the General Conditions contained within this Contract will apply.

Winter Works – this can include de-silting, wooden stake piling, and tree pollarding/bushing works as required. Indicatively, works of up to £16k per annum may be awarded each year.

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The Contractor will be paid for any Winter Works outside of this Contract, but the Conditions contained within this Contract will apply.

Emergency Response - the Board requires the Contractor to provide an Emergency Response service to assist with the risk or indeed the impact of flooding in/after heavy rainfall events or from tidal inundation events and to assist other emergency and public services as required. This is a 24/7 365-day requirement. Staff and equipment may be required at short notice and outside of normal working hours. The Contractor will be paid for any Emergency Response provided outside of this Contract. The evaluation of this criterion, which is about capacity to respond to a flood event will form part of the evaluation of tenders received. Please provide a list of plant and machinery that may be available at short notice to assist the Board in dealing with its response to an emergency situation.

Public Sector Cooperation Agreement (PSCA) Works – these are works requested from the Board by the Environment Agency [or other Flood Risk Management Authority]. This can include all year round works on ‘main river’ structures such as Health & Safety cuts (mowing of raised embankments) which are all year round, obstruction runs, mowing and maintenance, de-silting, wooden stake piling and tree/bushing works as required. The Board is commissioned to undertake works annually, so the quantum may vary year on year. When works are requested by the EA, the Board will request a quote from the Contractor in order to submit to the EA for approval. If approved, the works will be commissioned separately outside of this contract, but all the General Conditions contained within this Contract will apply.

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BILLS OF QUANTITIES

- 1 The Bills of Quantities are attached at '**ANNEX A**'
- 2 The General Conditions of Contract are those set out in the Standard Form for Civil Engineering Works.
- 3 The Conditions of Contract, Health, Safety and Welfare requirements, the specification and the Drawings are to be read in conjunction with the Bills of Quantities. The descriptions in the Bills of Quantities are not necessarily fully complete.
- 4 The Bills of Quantities have been drawn up generally in accordance with the Standard Methods of Measurements of Civil Engineers.
- 5 The prices and rates to be inserted in the Bills of Quantities are to be full inclusive value of the works described under the several items including all costs and expenses which may be required, liabilities and obligations set forth or imposed in the documents on which this Tender is based.
- 6 A price or rate is to be entered against each Item in the Bills of Quantities, whether quantities are stated or not. Items against which no price is entered are to be considered as covered by the other prices or rates in the Bill. **A standard rate per meter can be entered for all drains, or variable rates can be entered on a drain-by-drain basis if differential pricing is preferred.**
- 7 If, when preparing the Tender, the Contractor considers that an essential item has been omitted from the schedule the price for which cannot conveniently be included in any other item they should themselves insert a suitable line item.
- 8 All drains will be maintained on an annual programme of work (unless otherwise instructed) so the Bills of Quantities should be completed on this basis. All drains should be priced within this Tender.

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KEY INFORMATION AND BILLS OF QUANTITIES

Please complete all sections as fully as possible.

Section 1 – Company Information

Company Name	
Company Address	
Company Main Telephone Number	
Out of Hours Telephone number (for Emergency Events)	
Website Address	
Company Email Address	
Company Basis (Limited, sole trader, partnership, etc)	
Company House Registration Number (if applicable)	
Key Directors/Owners	
Contract Manager (Name, contact details)	Name Phone Email
Number of Employees available to undertake this Contract (Flail drivers, excavator drivers, hand work, etc)	
Key Plant that is available to be used on this Contract (make/type, reach, age, etc) <i>E.g., Atlas Wheeled Excavator, 8m, 2015</i>	

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01/04/2027 – 31/03/2032 (31/03/2034)

Insurance Details	
Public liability £5 million (pounds sterling) per incident.	Insurer Policy Number Policy dates (from/to)
Employer's liability £10 million (pounds sterling) per incident and in aggregate per year.	Insurer Policy Number Policy dates (from/to)
Motor Policy	Insurer Policy Number Policy dates (from/to)
Experience of working with IDBs/undertaking land drainage maintenance works	
Reference 1 (name, address, telephone, email)	
Reference 2 (name, address, telephone, email)	

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Section 2 – Bills of Quantities

- 1 Please complete the Bills of Quantities as attached at ANNEX A
- 2 For ease, a spreadsheet is attached electronically to help calculate the cost per drain.
- 3 **When submitting your Tender, please ensure all documents are saved as PDF's before submission, so no amendments/changes can be made.**
- 4 A standard rate per metre can be submitted or a different rate per drain. Please ensure an entry is made against each drain and the total includes all drains. If any additional/one off costs are to be included, please enter these in the lines at the end of the sheet.
- 5 If there are any questions or queries regarding the completion of the Tender, please contact Steve Larter, Director of Finance & Governance.

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Section 3 - Form of Tender & Declaration

All permanent and temporary works in connection with the mowing and maintenance of the North East Lindsey Drainage Board Watercourses.

To The Chairman and Members, North East Lindsey Drainage Board.

Having examined the Drawings, Conditions of Contract, Specification and Bills of Quantities for the completion of the above described works (and the matters set out In the Appendix hereto), we offer to undertake, complete and maintain the whole of the said works In conformity with the said Drawings, Conditions of Contract, Specification and Bills of Quantities for such other sum as may be ascertained in accordance with the said Conditions of Contract.

We undertake to complete and deliver the whole of the works comprised in the Contract within the time stated and the Appendix hereto.

I declare that I have completed the documents on behalf of the Tendering Company and that:

- We have the staff, equipment and resources to deliver the services over the term of the Contract.
- We have the required insurances as stated (copies attached).
- I have attached a copy of our latest accounts.
- ANNEX A has been completed in full, and the prices shown includes for all costs and disbursements as required to deliver the contract.
- ANNEX A is based upon all vehicles used on the contract using White Diesel (no red diesel will be used in the delivery of the Contract).
- We can provide the additional services as required at Special Condition 26 above.
- We have provided 2 references and agree that these may be sought in advance of the contract been awarded.
- All the requirements of the Instructions to Tenderers, Conditions of Contract, Form of Tender, Health, Safety and Welfare Requirements, Specification of Workmanship and Materials, Plans, and Bills of Quantities can be met.

Unless and until a formal Agreement is prepared and executed, this Tender together with your written acceptance thereof, shall constitute a binding contract between us.

We understand the Board is not bound to accept the lowest or any Tender received.

Note ANNEX A forms part of the Tender submission.

Yours faithfully,

Name

Date

On behalf of [Company Name]

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Contractor Selection Questionnaire (Health and Safety)

This form is to be completed by all Contractors and sub-Contractors working on behalf of North East Lindsey IDB. Failure to provide adequate information may mean that the Contractor or sub-Contractor is removed from the North East Lindsey IDB approved list.

Company Details		
Company name:		
Name of contact(s):		
Address:		
Telephone number:		
Fax number:		
e-mail:		
Work activities undertaken:		
Health and Safety	Yes	No
Does your company have a health and safety policy?		
Is the policy regularly reviewed and signed by a person in authority?		
Does your company have risk assessments for the above activities?		
Does your company have a health and safety training programme?		
Does your company have a procedure for reporting/investigating accidents?		
Has your company had any RIDDOR reportable accidents in the last 3 years?		
If 'Yes' please provide number here		
Has your company had any improvement/prohibition notices in the last 3 years?		
Has your company been prosecuted in the last three years?		
Is your company a member of any trade or professional bodies?		
Declaration		
I confirm that the information provided on, and in support of, this Contractor selection questionnaire is correct at the date of submission. I acknowledge that Witham First District IDB may wish to verify this information at a later stage.		
Name:	Signature:	Date:

Please supply copies of the following evidence:

- Health and Safety policy statement
- Insurance details (employers liability, public liability and motor)
- Membership of trade or professional bodies