



Quarry Moor Nature Reserve

Alderman T F Spence Charity, of which Ripon City Council is the incorporated trustee

Invitation to Tender

for the provision of

Quarry Moor Nature Reserve Practical Grounds Maintenance and Site Stewardship Service

Issue Date	7/8/26
Closing Date	6/9/26
Contract Start Date	30/9/26
Contract Term	Initial 18 months, with an option to extend by up to a further 24 months
Council Contact	Deputy Chief Officer, Ripon City Council
Email	mark.williamson@riponcity.gov.uk

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1. Preamble

1.1 Invitation

Ripon City Council, acting as sole trustee of the Alderman T F Spence Charity, invites suitably experienced suppliers to submit a quotation/tender for the provision of minor grounds maintenance and site stewardship services at Quarry Moor Nature Reserve, Ripon.

The Council's detailed requirements are set out in Section 2: Service Specification. Tenderers should read the full document before submitting a response.

1.2 Background to the Requirement

Quarry Moor is a 7.59-hectare Local Nature Reserve and Site of Special Scientific Interest (SSSI) on the southern edge of Ripon, held in trust for the benefit of the people of the city. The site includes species-rich Magnesian limestone grassland, scrub, woodland, an exposed quarry face, a former children's play area, public car park, circular hardcore/dirt paths and interpretation.

The Charity is therefore seeking a contractor to provide a light-touch site stewardship and practical maintenance service, focused on weekly site checks completed alongside cyclical practical works focused on public access routes, entrances, visitor areas and minor make-safe tasks, with the option to instruct minor additional works through an agreed Schedule of Rates where appropriate.

Vegetation works are limited to access-led clearance: cutting back or strimming vegetation where it intrudes onto paths, entrances, seating areas, signage, play area approaches or other agreed visitor routes. The aim is to keep routes reasonably passable and safe, not to create a manicured or formal amenity appearance.

The contractor will not be responsible for the specialist ecological management of the SSSI or for formal conservation works. These are managed separately through the Council/Charity's existing partnerships, specialist contractors and relevant statutory or conservation advice.

The purpose of this contract is therefore to support the safe, accessible and welcoming day-to-day use of Quarry Moor, while recognising that specialist habitat management, ecological advice, major tree works and other conservation-led interventions sit outside the scope of this service unless separately instructed and agreed.

1.3 Key Objectives

- keep the site safe, tidy, accessible and welcoming;
- provide light-touch grounds and vegetation management in agreed areas such as paths as part of agreed cyclical works (See Appendix 4 for indicative Cyclical Works Schedule);
- identify, report and where appropriate make-safe hazards or defects;
- respect the nature reserve/SSSI character of the site;
- ensure regular and recorded checks of Quarry Moor;
 - provide clear written reports to the Charity in an agreed template format;
- The Charity will secure value for money through a transparent procurement process.

Optional:

- support community, volunteer or conservation activity where this is offered and agreed;

1.4 Site Visit

Tenderers are strongly encouraged to visit Quarry Moor before submitting a tender. The site has particular access, ecological, public use and practical management considerations which may affect

pricing and method. A site visit or detailed discussion can be arranged by contacting the Council using the details in this document.

1.5 Submission of Tender

Tender responses must be received no later than 23:59 6/9/26.

Responses should be submitted by email to the Deputy Chief Officer mark.williamson@riponcity.gov.uk with the subject line: Quarry Moor Site Stewardship Tender. Late submissions may not be considered.

Tenderers may seek clarification on any point in this document by emailing the named Council contact before 4/9/26. Questions and answers may be shared with all tenderers where necessary to ensure a fair process.

1.6 Procurement Timetable

Stage	Indicative Date
ITT issued	7/8/26
Deadline for clarification questions	4/9/26
Tender return deadline	23:59 6/9/26
Evaluation	7-16/9/26
Committee / delegated award decision	21/9/26
Contract award	22/9/26
Contract commencement	ASAP but through mutual agreement

The Council reserves the right to amend the timetable. Dates after the tender return deadline are indicative only.

1.7 Procurement Basis

The Council's Financial Regulations require members and officers to obtain value for money and to comply with the Council's Standing Orders and Financial Regulations for contracts. For contracts estimated to exceed £5,000 excluding VAT, the Chief Officer shall advertise an open invitation for tenders in compliance with relevant provisions and the Council's tender process. The Council is not obliged to accept the lowest or any tender.

This procurement is therefore being undertaken as an open competitive process. The Council/Charity may reject incomplete, non-compliant or late tenders.

1.8 Tender Validity

Tenderers shall keep their tender open for acceptance for 90 calendar days from the deadline for receipt of tenders unless otherwise agreed in writing.

1.9 Evaluation of Tenders

Tenders will be evaluated on the basis of the most economically advantageous tender, taking into account both quality and price. The Council does not intend this to be a lowest-price exercise. Quarry Moor requires a reliable and sensitive contractor who understands the character of the site.

Criterion	Weighting
Understanding of Quarry Moor and the required service	15%
Relevant experience and competence	20%
Proposed method, frequency, reliability and reporting	20%
Own health and safety, insurance and risk management approach and documentation, including safeguarding documentation.	20%
Environmental, conservation, community and volunteer added value	5%
Price and value for money, including the annual core service price and proposed Schedule of Rates for additional instructed works.	20%

Total	100%
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Quality responses will be scored using the following guide:

Score	Description
0	Completely unsatisfactory or no relevant response.
1-4	Weak response. Tenderer would meet only some requirements or gives limited confidence.
5-7	Acceptable response. Tenderer is likely to meet basic requirements but detail or assurance is limited.
8-10	Good to excellent response. Tenderer clearly understands the requirement and gives strong evidence of ability to deliver.

1.10 Freedom of Information and Confidentiality

Information supplied by tenderers may be subject to disclosure under the Freedom of Information Act 2000, the Environmental Information Regulations 2004, the Local Government Transparency Code or other applicable legislation. Tenderers should identify any information they consider confidential or commercially sensitive and explain why. Such marking does not guarantee that information will be withheld, but it will be considered if a request is received.

Tender documents should be treated as private and confidential between the tenderer and the Council/Charity until the procurement process has concluded.

1.11 Supplier Checklist

Tenderers should ensure that the following are completed and returned:

- pricing schedule;
- supporting information and method statements;
- evidence or confirmation of own business insurance;
- trade references or details of comparable work;
- contract conditions acceptance;
- supplier contact information.

2. Service Specification

2.1 Service Description

The required service is a Quarry Moor practical grounds maintenance and site stewardship services. It combines regular site checks, practical oversight, light grounds maintenance, minor upkeep, hazard reporting and optional community/volunteer support.

The service should be delivered by an independent contractor with the skills, equipment, insurance and judgement required to work safely and sensitively on a publicly accessible nature reserve.

2.2 Core Service Requirements

A. Regular Site Inspections

The contractor shall carry out regular visual inspections of Quarry Moor. Tenderers should propose a suitable inspection frequency for a publicly accessible nature reserve, with particular attention to peak-use periods and after severe weather.

- condition of paths, access routes and open areas;
- signs of damage, vandalism, anti-social behaviour or unauthorised activity;
- condition of trees (not formal tree inspection) and overhanging branches in accessible areas;
- condition of entrances, car park/access points, gates, fences, signage and site furniture;
- dog fouling, litter and general cleanliness;
- obvious hazards to public safety;
- external visual condition of the hut and other structures;
- any matters affecting safe public access or enjoyment of the site.

The contractor is not expected to undertake specialist tree, ecological, structural or building surveys, but must report obvious issues that require specialist attention.

B. Litter, Dog Fouling and General Tidiness

- remove small-scale litter from paths, open areas and key visitor routes;
- pick up and safely dispose of dog fouling where identified;
- report persistent dog fouling issues or locations of concern;
- report fly-tipping or large waste deposits to the Council/Charity;
- ensure the site does not become visibly neglected between inspections.

Hazardous waste, asbestos, needles, chemicals or large-scale fly-tipping must not be handled unless the contractor has the required competence, insurance and authorisation. These matters must be reported promptly.

C. Light Vegetation and Access Management

- cutting back minor overhanging vegetation from paths and access routes;
- keeping entrances and key access points clear;
- trimming back brambles, nettles or encroaching vegetation where they obstruct public access or appear unkempt;
- maintaining reasonable sightlines where needed for safe use;
- light strimming or grass cutting in specifically agreed areas;
- keeping grass to an agreed approximate length in defined areas where regular use or presentation requires it.

This is not intended to be a major mowing, landscaping or arboricultural contract. Tenderers should distinguish clearly between what is included in the core price and what would be separately priced.

D. Minor Site Maintenance and Basic Repairs

- tightening or making safe minor fixings on signs or simple site furniture;
- clearing small fallen branches from paths where safe to do so (to be kept on site for biodiversity purposes);
- reporting damaged gates, fences, signage, paths or structures, fixing if quick and easy (such as tightening a bolt, not wholesale renovation of a gate, for example);
- simple cleaning or tidying of site furniture;
- temporarily marking or cordoning hazards where appropriate and safe (cordons can be provided).

The contractor must not undertake work beyond their competence, insurance or agreed scope. Work involving structures, electrics, plumbing, specialist tree surgery, highways, construction or significant risk must be referred to the Council/Charity.

E. Incident and Hazard Reporting

- fallen or dangerous trees/branches;
- damaged structures or unsafe access routes;
- vandalism or anti-social behaviour;
- fly-tipping or hazardous waste;
- unauthorised encampments or activities;
- damage to fences, gates or boundaries;
- any incident involving injury, near miss or public complaint.

Urgent public safety matters must be reported as soon as reasonably practicable by telephone and/or email to the nominated Council contact. Non-urgent matters should be included in the regular written report.

F. Liaison with Council, Charity and Partners

- liaise with the nominated Council officer as contract manager;
- share information about site condition and recurring issues;
- identify practical improvements or risks;
- liaise where authorised with Lower Ure Conservation Trust or other site partners;

The contractor must not act as a formal spokesperson for the Council or Charity unless specifically authorised.

2.3 Optional Added Value Services

Tenderers are invited to state whether they can offer any of the following as part of the core price or as separately priced optional services:

- support for occasional volunteer task days;
- identification of suitable low-risk tasks for volunteers;
- basic supervision of low-risk volunteer activity;
- community, school or youth engagement support;
- visitor feedback or simple site-use monitoring;
- small-scale conservation tasks;
- practical advice on habitat-sensitive maintenance;
- extra post-storm or high-use period checks;
- additional minor works or small repairs.

2.4 Exclusions from Core Contract

- specialist tree surgery or formal arboricultural inspections;
- ecological surveys or protected species advice;

- building surveys or structural works;
- major repairs to the hut or other structures;
- large-scale grass cutting, landscaping or machinery operations unless separately agreed;
- hazardous waste removal;
- electrical, plumbing or construction works;
- enforcement action or formal security services;
- lone working patrols at night;
- direct management of Council staff or volunteers;
- formal public consultation programmes.

2.5 Contractor Status and Method of Working

The successful tenderer will be appointed as an independent contractor. The Council/Charity will specify the outputs and standards required under the contract but will not direct the contractor's day-to-day working arrangements as though they were an employee.

- provide their own tools, equipment, transport and personal protective equipment unless otherwise agreed in writing;
- hold and maintain appropriate insurance;
- be demonstrably responsible for tax, National Insurance, pension, employment, subcontracting and business obligations;
- ensure any personnel or subcontractors used are competent, properly supervised, insured and legally entitled to undertake the work;
- provide continuity of service during absence, holiday or sickness through suitable business arrangements.

2.6 Health and Safety

The contractor must carry out all work safely and comply with the Health and Safety at Work etc. Act 1974 and all relevant legislation, regulations and codes of practice. The contractor must also work consistently with the Council's Health and Safety Policy, including safe systems of work and prompt reporting of accidents, near misses and hazardous situations (including RIDDOR reporting):

- risk assessments for routine activities;
- method statements for relevant tasks;
- lone working arrangements;
- evidence of competence, training or qualifications where relevant;
- accident, incident and near-miss reporting arrangements;
- use of suitable PPE and safe equipment;
- controls for working near the public, volunteers and site users.

2.7 Insurance

The appointed contractor must hold appropriate insurance for the services provided. Minimum expected cover:

- public liability insurance: £5 million;
- employer's liability insurance: £5 million where the contractor employs staff or uses workers;
- professional indemnity insurance where advice, surveys or specialist consultancy services are offered.

Evidence of insurance must be provided before the contract starts and on renewal during the contract term.

2.8 Additional Instructed Works and Schedule of Rates

In addition to the core annual service, the Council/Charity may from time to time require minor additional works at Quarry Moor that fall outside the routine scope of this contract.

Tenderers are therefore asked to provide a Schedule of Rates for additional instructed works. This is not intended to create a full measured term contract. The purpose is to allow the Council/Charity to instruct minor, practical works where these are within the contractor's competence, represent value for money, and are permitted under the Council's Financial Regulations.

Additional works may include, for example, additional site visits, urgent clearance of fallen branches from paths, minor fence or gate repairs, additional vegetation clearance, small-scale access improvements, additional litter or fly-tipping response where safe and appropriate, preparation for volunteer task days, or other minor site management tasks.

No additional works shall be undertaken unless instructed in writing by the Council/Charity, except where immediate action is required to make safe an urgent hazard and prior approval is not reasonably practicable. In such cases, the contractor must notify the Council/Charity as soon as possible and provide details of the action taken.

The Council/Charity reserves the right to seek alternative quotations or undertake a separate procurement process for any additional works, particularly where the work is specialist, higher value, urgent, or outside the appointed contractor's normal competence.

Inclusion of a Schedule of Rates does not guarantee any additional work to the successful contractor.

2.9 Environmental and Conservation Requirements

Quarry Moor is a nature reserve and must not be treated as formal amenity grassland. The contractor must work in a way that respects biodiversity, habitats and the character of the site. This reflects its Natural England SSSI, Forestry England and other statutory obligations, including the site's aim to protect and enhance the local environment and biodiversity and to consider the environmental commitment of suppliers.

- avoid unnecessary cutting or clearance;
- avoid disturbance during bird nesting season and other sensitive periods;
- use proportionate, low-impact methods;
- avoid chemicals unless specifically authorised;
- dispose of waste lawfully and responsibly;
- recycle or reuse waste materials where possible;
- report invasive species, habitat damage or ecological concerns;
- minimise travel, emissions and unnecessary resource use where practicable.
- Chemicals to be used only when approved in writing by the ATFSpence committee.

Quarry Moor is subject to a Countryside Stewardship Higher Tier agreement. The contractor will be provided with relevant site constraints at contract commencement and must ensure that works do not conflict with the agreement, SSSI requirements, Natural England advice or agreed habitat management prescriptions. Any uncertainty must be referred to the Council/Charity before work is undertaken.

2.10 Equality, Accessibility and Public Conduct

The contractor must act professionally and courteously when dealing with members of the public, volunteers, Council officers, Members and partners. The contractor must not unlawfully discriminate in the delivery of the service and must work consistently with the Council's Equality & Diversity Policy.

Tenderers should identify any practical steps they would take to support accessible use of Quarry Moor, for example by reporting access obstructions, trip hazards or barriers that could affect disabled users or others with access needs.

2.11 Safeguarding

The contractor must comply with the Council's Safeguarding Children and Adults at Risk Policy, as applicable to Quarry Moor Nature Reserve and the Alderman T F Spence Charity. The Council/Charity will provide the successful contractor with a copy of the policy and the relevant safeguarding contact details at contract commencement.

Quarry Moor is a publicly accessible site and includes areas used by children, families, volunteers and other members of the public. All contractors must therefore understand the Council's basic safeguarding expectations and know how to report any concern that arises during delivery of the service.

As a minimum, the contractor must:

- act appropriately and professionally around members of the public;
- maintain appropriate boundaries;
- avoid unsupervised or unnecessary interaction with children or adults at risk;
- report safeguarding concerns promptly to the Council's nominated safeguarding contact;
- not investigate safeguarding concerns themselves;
- ensure any staff or subcontractors working on site understand these expectations;
- provide a copy of their safeguarding policy, safeguarding statement and/or DBS clearance where requested.

Where the contractor proposes to support volunteer groups, school groups, youth activity, community sessions, social prescribing activity or any activity involving children or adults at risk, they must also describe their enhanced safeguarding arrangements, including:

- safeguarding policy and reporting arrangements;
- DBS checks where appropriate;
- supervision arrangements;
- procedures for working with children or adults at risk;
- awareness and training arrangements for relevant personnel.

2.12 Data Protection and Confidentiality

The contractor must process any personal data lawfully, securely and only for the purposes of the contract. This may include contact details of Council officers, volunteers, complainants, site users or partner organisations. The contractor must follow applicable data protection legislation and the Council's Data Protection Policy and Privacy Notices where relevant.

2.13 Reporting Requirements

The contractor must provide a concise written report at least monthly unless another frequency is agreed. This shall be based off an agreed template. Reports should include:

- dates of site visits;
- tasks completed;
- issues identified;
- photographs where useful;
- hazards or defects reported;

- waste, litter or dog fouling issues;
- vegetation or access issues;
- public, volunteer or partner contact relevant to site management;
- recommendations for further action.

Urgent matters must not wait for the monthly report and should be escalated immediately.

2.14 Response Times

Tenderers should propose response times for routine visits, urgent hazards, additional visits, post-storm checks and non-urgent tasks. The Council/Charity expects urgent public safety issues to be reported as soon as reasonably practicable once identified.

Issue Type	Expected Approach
Urgent public safety hazard	Report immediately or as soon as reasonably practicable. Make safe if competent, insured and safe to do so.
Post-storm / severe weather concern	Tenderer to propose response option and cost basis.
Routine issue	Include in monthly report and agree action with contract manager if outside core scope.
Additional visit requested by Council/Charity	Tenderer to state availability and pricing.

2.15 Contract Term

The proposed contract term is an initial period of 18 months, with an option for the Council/Charity to extend for up to a further 24 months, subject to satisfactory performance, continued need, budget availability and compliance with Financial Regulations.

2.16 Contract Management and Review

The contract will be managed by a nominated Council officer. Contract management will focus on whether the agreed outputs and standards are being delivered. It will not involve day-to-day supervision of the contractor.

- review of monthly reports;
- periodic site meetings where required;
- review of hazards and actions;
- checking performance against the specification;
- review before any extension is agreed.

2.17 Performance Standards

- site checks completed as agreed;
- reports submitted on time;
- urgent issues escalated promptly;
- routine tasks completed to an acceptable standard;
- public access routes kept reasonably clear;
- litter and dog fouling managed proportionately;
- health and safety requirements followed;
- work undertaken sensitively and appropriately for a nature reserve;
- communication with the Council/Charity is timely and professional.

3. Pricing Schedule

Prices must be submitted in Pounds Sterling and exclusive of VAT unless stated otherwise. The tendered price should include all costs required to deliver the core service, including labour, travel, tools, equipment, PPE, insurance, waste handling for routine litter/dog fouling, reporting, overheads and profit.

No additional costs will be considered unless clearly stated in the pricing schedule response and agreed by the Council/Charity.

Tenderers should complete the table below:

Service component	Cost (£ excl. VAT)	Notes / assumptions
Core annual service price		
Additional site visit rate		
Urgent / short-notice visit rate		
Post-storm inspection rate		
Volunteer task day support (desirable only)		
Additional vegetation clearance		
Community engagement support (desirable only)		
Waste removal beyond routine litter (green material, unless invasive should be 'chopped and dropped').		
Other costs – please specify		
Total annual core price		

Tenderers must state whether they are VAT registered and whether VAT will be charged.

Please feel free to include a pricing schedule for additional works that may be incurred should the charity require additional works.

4. Conditions of Contract

4.1 Definitions

In these Conditions, unless the context requires otherwise:

- **Council/Charity:** Ripon City Council acting as sole trustee of the Alderman T F Spence Charity, custodian of Quarry Moor Nature Reserve.
- **Quarry Moor:** Quarry Moor Nature Reserve, 110 Harrogate Rd, Ripon HG4 2SD
- **Contract:** the agreement between the Council/Charity and the successful supplier, including this document, the specification, pricing schedule, tender response, any clarification responses and any written order or formal contract issued by the Council/Charity.
- **Contract Manager:** the officer nominated by the Council/Charity to manage the contract.
- **Contractor/Supplier:** the person, business, organisation or company whose tender is accepted.
- **Service:** the Quarry Moor practical grounds maintenance and site stewardship services described in this document.
- **Specification:** the service requirements set out in Section 2.
- **Contract Standard:** delivery with reasonable skill, care and diligence, in accordance with the specification, good industry practice, all legal requirements and the reasonable written requirements of the Contract Manager.

4.2 Form of Contract

The Contract will consist of this document, the accepted tender, pricing schedule, method statements, clarifications, any written award letter, official order and any additional contract terms agreed in writing.

The contractor shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of its prices and to have obtained all necessary information about risks, access, site conditions, resources and other circumstances affecting delivery.

The Charity may instruct additional works using the agreed Schedule of Rates where such works are within the scope of this contract, within the contractor's competence, and permitted under the Council's Financial Regulations. Any additional works must be instructed in writing before commencement, except where immediate action is required to make safe an urgent hazard.

4.3 Contract Manager

The Charity will nominate a Contract Manager. The Contract Manager may issue reasonable written instructions relating to delivery of the Contract. Any instruction which changes the scope, price or basis of the Contract must be treated as a variation and agreed in writing.

4.4 Supply of Service

The contractor shall supply the Service in accordance with the Specification, accepted tender and Contract Standard. The contractor shall cooperate with the Charity/Council, its officers, Members, other contractors, volunteers and partners where reasonably required for the proper management of Quarry Moor.

4.5 Contractor Obligations

- deliver the Service with reasonable skill, care and diligence;
- provide sufficient resources to meet the agreed service requirements;
- ensure personnel are competent and properly briefed;
- provide all tools, equipment, transport and PPE needed unless otherwise agreed;
- notify the Contract Manager promptly of any issue preventing or hindering delivery;

- not hold itself out as an employee, servant or agent of the Charity/Council;
- not bind the Charity/Council or enter into commitments on its behalf unless expressly authorised in writing.

4.6 Variation

The Contract Manager may request reasonable variations to the Service. The contractor must confirm in writing the effect of any variation on scope, price, timetable and risk. No variation shall be binding unless agreed in writing by both parties.

4.7 Confidentiality

The contractor must not disclose confidential information obtained through the Contract except where required by law or authorised by the Charity/Council. This includes information relating to Charity/Council business, site users, volunteers, safeguarding matters, complaints, incidents and procurement.

4.8 Health and Safety

The contractor shall comply with the Health and Safety at Work etc. Act 1974, associated regulations and all applicable codes of practice. The contractor shall adopt safe systems of work and protect the health and safety of its personnel, Council officers, Members, volunteers, visitors and the public.

The contractor shall provide risk assessments, method statements, insurance evidence, training records and incident reports on request.

4.9 Equality and Accessibility

The contractor shall comply with the Equality Act 2010 and shall not unlawfully discriminate, harass or victimise any person in connection with delivery of the Service. The contractor shall have due regard to accessible use of Quarry Moor and shall report issues that may create barriers to safe or reasonable access.

4.10 Safeguarding

Where the contractor is involved in activity with children, young people or vulnerable adults, the contractor shall comply with all safeguarding requirements and the Council's Child Protection and Vulnerable Persons Policy. The contractor must report concerns to the appropriate Council contact and must not investigate safeguarding concerns unless legally authorised to do so.

4.11 Environmental Requirements

The contractor shall comply with all relevant environmental legislation and shall deliver the Service in a way that minimises harm, avoids unnecessary waste, disposes of waste responsibly and respects the nature reserve character of Quarry Moor. The contractor shall cooperate with the Charity's sustainability aims and may be required to provide details of its environmental policy or approach.

4.12 Insurance and Indemnity

The contractor shall maintain adequate insurance throughout the Contract and shall provide evidence on request. The contractor shall indemnify the Charity against liabilities, losses, costs, claims, demands and proceedings arising from negligence, default, breach of contract or breach of statutory duty by the contractor, its personnel, agents or subcontractors.

4.13 Assignment and Subcontracting

The contractor must not assign the Contract or subcontract any material part of the Service without the prior written consent of the Charity. Consent does not relieve the contractor of responsibility for

delivery. The contractor remains responsible for the acts, omissions, defaults and competence of subcontractors.

4.14 Payment

The contractor may invoice in accordance with the agreed pricing schedule and payment arrangements. Payment will normally be made within 30 days of receipt of a valid invoice, subject to satisfactory delivery of the Service and provision of any required reports. Invoices must quote any official order number provided by the Charity.

4.15 VAT

The Council/Charity shall pay VAT properly chargeable on the Service where applicable. Tenderers must state whether prices are exclusive or inclusive of VAT and whether they are VAT registered.

4.16 Anti-Bribery, Canvassing and Non-Collusion

The contractor shall comply with the Bribery Act 2010 and shall not offer or accept any gift, inducement, reward or advantage intended to influence the award or performance of the Contract. Tenderers must complete the Certificate of Canvassing and Non-Collusive Tendering at Appendix 1.

4.17 Freedom of Information and Transparency

The contractor acknowledges that the Council/Charity may be required to disclose information under freedom of information, environmental information, audit, transparency or local government legislation. The contractor shall assist the Council/Charity with reasonable information requests relating to the Contract.

4.18 Termination

The Council/Charity may terminate the Contract by written notice where there is a material breach, persistent poor performance, serious health and safety concern, insolvency, material misrepresentation, bribery, fraud, unlawful activity or other serious matter affecting the contractor's ability to deliver. The Contract may also include a convenience termination provision of one month to allow the Council/Charity to respond to changing site, budget or governance needs.

4.19 Records and Audit

The contractor shall keep appropriate records of visits, works, reports, incidents, waste disposal, insurance, risk assessments and personnel competence. Relevant records must be provided to the Council/Charity on reasonable request, including for audit, insurance, health and safety or governance purposes.

4.20 Governing Law

The Contract shall be governed by and construed in accordance with English law. The English courts shall have jurisdiction over disputes arising from or in connection with the Contract, unless the parties agree another method of dispute resolution.

5. Supporting Information Required

Section A - Supplier Details

Question	Response
A1. Supplier name	
A2. Trading status - limited company / sole trader / partnership / charity / other	
A3. Registered office or business address	
A4. Company/charity registration number, if applicable	
A5. VAT registration number, if applicable	
A6. Main contact name, telephone and email	

Section B - Experience

Question	Response
B1. Describe your experience of delivering site stewardship, warden, grounds maintenance, countryside, nature reserve services	
B2. Provide examples of comparable contracts or sites, including public access sites where relevant.	
B3. Describe your experience of working with councils, charities, community groups, volunteers or conservation partners.	
B4. Describe any relevant qualifications, training or professional competence.	

Section C – Trade References

Referee	Organisation / contact details / description of work
Reference 1	
Reference 2	
Reference 3, if available	

Section D - Method Statements

Tenderers should provide concise answers to the following method statements. Responses should be practical and specific to Quarry Moor.

Method Statement	Response
D1. Proposed service model: Explain how you would deliver the core service and what frequency of site checks you propose.	
D2. Site inspections and reporting: Explain how checks would be recorded, what would be included in monthly reports and how urgent issues would be escalated.	
D3. Light maintenance: Explain what litter, dog fouling, vegetation, access and minor upkeep tasks are included in your core price.	
D4. Health and safety: Explain your risk assessment, lone working, PPE, public safety, equipment and incident reporting arrangements.	
D5. Environmental and conservation approach: Explain how you would work	

sensitively on a nature reserve and minimise environmental impact.	
D6. Community and volunteer added value: Explain any optional support you can offer for volunteers, community groups, visitor monitoring or conservation tasks.	
D7. Safeguarding and public interaction: Explain your approach where work involves members of the public, volunteers, children or vulnerable adults.	
D8. Resilience and continuity: Explain how you would ensure the service continues during absence, sickness, holiday or staff changes.	

Section E - Policies, Insurance and Compliance

Please provide where possible:

- public liability insurance evidence or confirmation;
- employer's liability insurance evidence where applicable;
- health and safety policy or statement;
- risk assessments and method statements relevant to the service;
- environmental/sustainability policy or statement;
- safeguarding policy
- data protection/confidentiality approach where personal data may be handled.

6. Payment Details

The Council's standard payment terms are 30 working days from receipt of a valid invoice following satisfactory completion of the relevant service period and receipt of required reports. Payment is by BACS.

No invoices will be accepted without an official written order or written contract reference where one has been issued. The order number or contract reference must be quoted on all invoices.

Payment Information	Response
Bank name	
Account name	
Sort code	
Account number	
Bank address	
Invoice email/address	
VAT registered?	Yes / No
VAT number	

7. Contract Conditions Acceptance

Contract for the provision of Quarry Moor practical grounds maintenance and site stewardship services.

To: Ripon City Council, acting as sole trustee of the Alderman T F Spence Charity

I/we the undersigned undertake to provide the Service upon and subject to the terms and conditions set out in this RFQ/ITT, the specification, pricing schedule, supporting information and any contract documents incorporated into the final agreement.

Signature	
Name	
Position	
Supplier name and address	
Date	

It must be clearly shown whether the tenderer is a limited company, corporation, partnership, charity, sole trader or other trading entity. If the person signing is not the actual tenderer, the capacity in which they sign must be stated.

8. Supplier Contact Information

Contact Information	Response
Name of person for tender queries	
Telephone / mobile	
Email	
Address, if different from registered/business address	

Appendix 1 - Certificate of Canvassing and Non-Collusive Tendering

In recognition of the principle that the Council/Charity shall receive bona fide competitive tenders, I/we certify that:

1. The tender submitted is a bona fide tender intended to be competitive.
2. I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.
3. I/we have not communicated with any person other than the Council's named contact about the amount or approximate amount of the proposed tender, except where disclosure in confidence was essential to obtain insurance or subcontract prices required for preparation of the tender.
4. I/we have not entered into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.
5. I/we have not offered, paid, given or agreed to give any sum of money or valuable consideration directly or indirectly to any person for doing, having done, causing or having caused to be done any act or thing in relation to this or any other tender.
6. I/we undertake not to do any of the above before the tender return deadline.

Name	
Position	
Supplier	
Date	

In this declaration, "person" includes any person, body or association, corporate or unincorporated. "Agreement or arrangement" includes any formal or informal transaction whether legally binding or not.

Appendix 2 - Tender Return Checklist

Item	Completed?
Pricing Schedule	
Supplier details	
Experience and references	
Method statements	
Insurance evidence or confirmation	
Health and safety information	
Environmental/sustainability information	
Safeguarding information	
Contract Conditions Acceptance	
Supplier Contact Information	
Certificate of Canvassing and Non-Collusive Tendering	

Appendix 3 - Summary of Relevant Council Policies

Tenderers should familiarise themselves with relevant Ripon City Council policies and documents available on the Council website. The following are particularly relevant to this contract:

Policy / Document	Relevance to this contract
Financial Regulations	Procurement thresholds, value for money, authorisation, official orders, and open tender requirements.
Standing Orders	Governance, decision-making and committee/council procedure.
Health and Safety Policy	Safe systems of work, reporting of accidents, near misses and hazards, and health and safety responsibilities.
Sustainability Policy	Environmental consideration, biodiversity protection, waste minimisation and the environmental commitment of suppliers.

Equality & Diversity Policy	Non-discrimination, equal access and service delivery expectations.
Safeguarding Children and Adults at-Risk Policy	Safeguarding expectations if work involves children, young people, vulnerable adults, volunteers or community activity.
Data Protection Policy and Privacy Notices	Handling of personal data, confidentiality and information security.
Asset Policy	Asset safeguarding, insurance and risk considerations relevant to land, structures and site assets.
Complaints Procedure / Information Guide / Records Management	Records, public queries, complaints and transparency obligations where relevant.

The successful contractor will be expected to work consistently with these policies insofar as they apply to the delivery of the Service.

Appendix 4 – Sample Cyclical Works Programme

This programme is provided as an indicative model for tenderers. Tenderers may propose refinements, but the Council/Charity expects the successful contractor to provide **at least one weekly visual check of the site** throughout the year.

Quarry Moor is a 7.59-hectare Local Nature Reserve and SSSI, including species-rich limestone grassland, scrub, woodland, exposed quarry face, play area, public car park, all-weather circular path and informal paths. The purpose of this service is therefore **not** to maintain the whole reserve as amenity land, but to provide regular site stewardship, access checks, light path-edge clearance, reporting and minor upkeep.

1. Core Principle

The contractor shall provide:

Whole-site visual stewardship, with practical works focused on public access routes, entrances, visitor areas and minor make-safe tasks.

Vegetation works under the core service are limited to keeping public access routes reasonably passable and safe. This means cutting back or strimming vegetation only where it is intruding onto the circular path, informal paths, entrances, car park edges, seating areas, play area approaches, signs or other agreed visitor routes.

The aim is **not** to make the site neat, manicured or formally landscaped. The contractor is not expected to cut, mow, clear or manage the wider grassland, scrub, woodland, quarry face or habitat areas as part of the core service unless separately instructed and agreed.

2. Weekly Site Check

Frequency	Scope	Indicative tasks
Weekly, year-round	Publicly accessible areas of the site	Walk/check the main visitor routes, including entrances, car park, circular path, informal paths where accessible, play area approaches, signage, site furniture, boundaries visible from public areas, and the external condition of obvious structures.

Frequency	Scope	Indicative tasks
Weekly, year-round	Tidiness and public use	Remove small-scale litter and dog fouling from paths, entrances, car park and key visitor areas. Report fly-tipping, hazardous waste, needles, asbestos, chemicals or large waste deposits.
Weekly, year-round	Access and safety	Identify blocked paths, fallen branches, trip hazards, damaged signs, vandalism, unsafe structures, damaged gates/fences, anti-social behaviour, unauthorised activity or any obvious public safety concern.
Weekly, year-round	Reporting	Record the visit, tasks completed, issues found, photographs where useful, and any matters needing Council/Charity action. Urgent hazards must be escalated immediately and not held until the monthly report.

This aligns with the tender's requirement for regular visual inspections, litter/dog fouling management, light access management, minor upkeep, hazard reporting and written reporting.

3. Path-Edge Access Clearance

Period	Expected approach
January – March	Check weekly for fallen branches, winter path obstruction, bramble growth, overhanging vegetation and storm damage. Clear minor obstructions from paths where safe. Report larger or dangerous tree issues.
April – May	Monitor spring growth. Cut back only where vegetation is intruding onto paths, entrances or visitor access routes. Avoid unnecessary clearance during bird nesting season.
June – August	Main growth period. Give particular attention to brambles, nettles, scrub and overhanging growth narrowing paths or affecting entrances, bends, seating areas, signs, play area approaches and the circular route.
September – October	Undertake light end-of-season cutback where needed to keep access routes open through autumn and winter. Identify any larger access issues for separate instruction.
November – December	Focus on path obstructions, fallen branches, wet-weather hazards, damaged furniture/signage and winter site safety.

Suggested wording to include:

Path-edge clearance should be proportionate and access-led. It should prevent vegetation from obstructing paths, narrowing routes unreasonably, affecting sightlines, or creating avoidable scratch, trip or accessibility issues. It should not be treated as general habitat management, formal mowing, landscaping or whole-site vegetation maintenance.

4. Monthly Cyclical Programme

Month	Weekly check emphasis	Indicative practical works
January	Winter safety, storm damage, fallen branches, entrances and paths.	Clear small branches from paths where safe. Remove litter/dog fouling. Report damaged gates, fences, signs or structures.
February	Continued winter checks and path condition.	Light cutback of vegetation obstructing access routes where appropriate. Check car park and entrances.
March	Pre-spring access review.	Identify bramble, nettle or scrub encroachment likely to affect paths. Avoid unnecessary disturbance to nesting birds.
April	Start of main visitor/growth season.	Keep entrances and main routes passable. Cut back only vegetation intruding onto access routes.
May	Vegetation growth and visitor pressure.	Trim minor encroachment from paths, benches, signs and entrances. Maintain sightlines where needed.
June	Peak vegetation growth.	Focus on nettles, brambles and path narrowing. No wider habitat clearance unless separately instructed.
July	Peak public use.	Weekly litter/dog fouling checks, path-edge clearance, visitor-facing tidiness and reporting of public-use issues.
August	Peak public use continues.	Maintain accessible routes, check seating/signage, report erosion, vandalism or recurring issues.
September	Late-summer review.	Light access-led cutback where needed. Identify autumn/winter issues for Council/Charity consideration.
October	Autumn access and weather preparation.	Clear leaves or minor branches from paths where safe. Report drainage, erosion or surface concerns.
November	Winter readiness.	Inspect gates, fences, signs, site furniture and public access routes. Report defects or hazards.
December	Winter stewardship.	Maintain weekly checks, litter removal, dog fouling removal, path obstruction checks and urgent reporting.

5. Post-Storm / Severe Weather Checks

Trigger	Response
Named storm, high winds, heavy snow, flooding or Council/Charity request	Additional inspection may be instructed under the agreed Schedule of Rates unless included in the tendered core service.

Trigger	Response
During inspection	Check paths, entrances, car park, gates, fences, signs, site furniture and visible public-use areas.
Fallen branches	Clear small branches from paths where safe and within competence. Report larger, hanging or dangerous branches for specialist attention.
Urgent hazard	Make safe only where competent, insured and safe to do so. Escalate immediately to the Council/Charity.

6. Monthly Report

The contractor should provide a short monthly report including:

Report item	Detail
Visits completed	Dates of weekly checks and any additional visits.
Tasks completed	Litter removal, dog fouling removal, path-edge clearance, minor branch clearance, minor make-safe actions.
Issues identified	Hazards, vandalism, anti-social behaviour, damaged signs/fences/gates, blocked paths, recurring litter/dog fouling, access issues.
Photographs	Where useful, especially for defects, hazards or recurring issues.
Recommendations	Any matter requiring Council/Charity decision, specialist advice, additional works or partner input.

Urgent public safety issues must be reported as soon as reasonably practicable and not left for the monthly report.

7. Exclusions from the Core Programme

The following are outside the routine cyclical programme unless separately instructed and agreed:

Excluded item	Reason
Whole-site mowing or formal grounds maintenance	Quarry Moor is a nature reserve, not amenity grassland.
Wider scrub, woodland, grassland or quarry face management	Specialist habitat/conservation management sits outside this core contract.
Formal tree inspections or tree surgery	Requires specialist arboricultural competence.

Excluded item	Reason
Ecological surveys or protected species advice	Requires specialist ecological input.
Hazardous waste removal	Must only be handled by competent and authorised contractors.
Building, structural, electrical or plumbing works	Outside the practical stewardship role.
Major repairs, landscaping or machinery operations	To be separately scoped and instructed if required.

8. Pricing Note for Tenderers

I would add this directly under the schedule:

Tenderers should price the core annual service on the basis of a minimum weekly site check, routine litter and dog fouling removal from visitor areas, access-led path-edge clearance, minor safe branch clearance, basic site tidiness, reporting and urgent escalation.

Tenderers should not price the core service as whole-site vegetation management, formal amenity grounds maintenance, specialist conservation management, arboricultural work or major repairs. Any such works should be identified separately and priced through the Schedule of Rates or by separate quotation where appropriate.