

**TENDER FOR:**

**GARDENING SERVICES TO:**

**1-24 ATHILL COURT  
St Johns Road  
Sevenoaks  
Kent  
TN13 3NF**

**Comprising 24 Self Contained Studio Apartments  
With  
Car Ports and Roadways in landscaped grounds**

**February 2019**

**For Athill Court Freeholders Limited  
C/O Property Services Plus Limited  
P.O.Box 24255  
London SE9 1WT  
0800 328 2448**

## **TERMS AND CONDITIONS - Athill Court**

1. The contract is for a term of 12 months from the date of commencement of work with a minimum period of notice in writing of 3 months prior to the year end and shall continue thereafter from year to year until determined by either party giving the other not less than 3 months previous notice in writing.
2. The Contract shall be between The successful tendering contractor and Athill Court Freeholders Limited - the freeholding residents management company. The contract shall be granted by Property Services Plus Limited (PSP) of Unit 8a Green Lane Business Park, 240 Green Lane, London SE9 3TL acting as Managing Agents for Athill Court Freeholders Limited the Residents Company. If any variations are made to the terms of the Contract they shall be embodied in letters to be written by and between the Contractor and PSP Limited as agent. No sole Officer of Athill Court Freeholders Limited shall be empowered to vary in any way the terms of the Contract.
3. 240v a.c power is supplied by Athill Court Freeholders Limited for the use of the Contractor for the performance of the Contract. A water tap is available in the communal grounds, materials, plant tools and apparatus must be supplied by the Contractor at no extra cost to the Contract.
4. All plant tools and equipment shall be suitable for the purpose intended and portable appliances and equipment shall be tested and serviced to ensure safe working to the operatives and residents. A Register of tested plant and tools shall be maintained and shall be available for inspection on site or transmission to Property Services Plus Limited within 24 hours of request.
5. COSHH assessment forms shall be carried by every operative on their respective vehicle and shall be applicable to the activities being undertaken, a COSHH assessment shall be left at the property.
6. The Contractor shall put calling cards up or sign in on each noticeboard on the day of each visit advising of the service carried out on that day enabling an immediate inspection of the work to be made. Failure to leave such cards will void any payment due under the Contract for work carried out on that day on such work being challenged by a representative of PSP Limited or ACFL Limited. Gardening visits shall preferably be carried out at the same time and on the same day of each fortnight as agreed with the agents and usually during normal office hours Monday to Friday only.
7. The Contractors operatives shall generally use sign written vehicles and operatives shall wear identifiable uniform and shall carry photographic identification cards to enable verification with an established office.



8. Any block keys shall be safeguarded at all times and when a visit is not underway the keys shall be kept in a locked steel cabinet in the contractors' offices which shall be alarmed. Block entrance keys shall not be left in an unlocked vehicle at any time.
9. Payments for services will be made to the Contractor monthly within 30 days of receipt of a full tax invoice for the work carried out during the preceding month.
10. The Contractor shall ensure that the intervals and activities in this contract are adhered to. If the Contractor, upon been given due notice does not carry out the activity within 14 days of the date of notification the contract will terminate forthwith.
11. If the Contractor fails to comply with any of the Terms and Conditions or time stipulations contained in the Contract and such failure, if capable of remedy is not remedied within 14 days of receipt of a written notice of such failure from PSP Limited the Contract will terminate forthwith.
12. The Contractor shall carry at least £250,000 public liability insurance, copy of which shall accompany the tender submission
13. The contractor shall have an Environment Agency Waste Transfer registration and operative must carry evidence of this when attending site.

The Contract documents shall comprise:

- The Specification
- The Quotation signed by the contractor
- The Terms and Conditions
- The Letter of appointment signed by Property Services Plus Limited, as agents.

## **SPECIFICATION OF WORKS**

1-24 ATHILL COURT, ST JOHNS ROAD, SEVENOAKS, KENT, TN13 3NF

### **BLOCK GARDENING**

#### **FORTNIGHTLY minimum 4 man hours per visit**

Lawns cut fortnightly or as necessary, sweep out car standings and remove debris.

Weed flowerbeds as necessary

Edges trimmed as necessary

Borders kept tidy, shrubs maintained

Gravel moats maintained and topped up with shingle as necessary. (shingle at extra cost)

Paths swept every visit. Bin areas swept and cleaned & disinfectant put down every visit

All plant debris, cuttings grass and waste matter removed from site

Parking areas litter picked swept as necessary, all litter to be removed from site

#### **THREE MONTHLY**

Rain water gulleys checked, grids lifted and cleaned out as necessary

#### **SEASONAL**

Spring planting plants - provision of plants extra cost

Leaves cleared as often as necessary

Feed and weed treatment of grassed areas bi annually, treatment at extra material and labour cost

**TENDER QUOTATION**

FOR:

GARDENING SERVICES TO:

1-24 ATHILL COURT, ST JOHNS ROAD, SEVENOAKS, KENT, TN13  
3NF

**GARDENING**

NET MONTHLY COST of gardening as Specification at: £.....  
Per Calendar Month +VAT

TOTAL NET ANNUAL COST of Gardening: £.....  
Per annum + VAT

SIGNED..... DATED.....

CONTRACTOR (name).....

Address.....

.....

.....

VAT Registration Number if applicable.....

Public Liability Level of Cover...£.....  
(A copy of the current Certificate must be provided with this quotation)

Environment Agency Waste Transfer registration Number

.....