

MAKER WITH RAME PARISH COUNCIL

Maker With Rame Parish Council

Grass Cutting Contract 2023-2025

MAKER WITH RAME PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

CONTENTS

1.	Invitation to Tender
2.	Appendices
Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Site Plans
Appendix E	Form of Tender
Appendix F	Questionnaire

MAKER WITH RAME PARISH COUNCIL

INVITATION TO TENDER

1. Maker with Rame Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Grass Cutting in accordance with the Contract documents attached, which comprise:-

Appendix A: Standard Conditions of Contract

Appendix B: Specification of Works

Appendix C: Schedule of Works

Appendix D: Site Plans

Appendix E: Form of Tender

Appendix F: Questionnaire

2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them if their tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Parish Clerk by no later than one week before the closing date.
4. The tender shall be submitted on the Form of Tender attached at Appendix E.
5. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
6. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.
7. If having examined the tender documents you wish to submit a tender you should:-
 - (a) Fully complete and return the following documents: Appendix E Form of Tender
Appendix F Questionnaire
 - (b) Return tenders and all related documentation to: -

The Parish Clerk
Maker with Rame Parish Council
Maker with Rame Community Hall
Kingsand PL10 1NB

Closing date: Noon on Friday 24th March 2023

Tenders received after the closing date will not be considered

Please note that the package containing the tender must be clearly marked "Tender for Grounds Maintenance" on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.

STANDARD CONDITIONS OF CONTRACT

Contract Documents

The Contract Documents will comprise:

Appendix A Standard Conditions of Contract

Appendix B Specification of Works

Appendix C Schedule of Works

Appendix D Site Plans

Appendix E Form of Tender

Appendix F Questionnaire

Officer

The Officer will be the Parish Clerk

Extent of Work

The work will comprise grass cutting of and selective weed control where specified on land within the parish of Maker with Rame. To include strimming around play equipment, outside furniture, trees, bushes, fences, hedges and all other authorised site fixtures and fittings. To include grass removal from all play safety surfaces and footpaths by sweeping or blower. Works also include periodic maintenance of/improvements to sports pitches and minor works to trees and hedges across various sites – subject to the appropriate qualifications, experience & equipment for carrying out such works.

Site Details

The sites are situated throughout the Parish of Maker with Rame and are identified on the plans enclosed under Appendix D.

Before tendering the Contractor is advised, at their own discretion, to visit the sites to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

MAKER WITH RAME PARISH COUNCIL

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

Additional Erection/Installation

The Council could add additional outside fixtures and fittings during the period of the Contract and no application from the Contractor to adjust the Contract price will be considered.

Duration of Contract

The duration of the Contract will be two years from 01 April 2023. Tenders are to be priced on an annual basis – making allowances for inflation, for example. There will be no opportunity to alter the rates tendered during the term itself.

Payment to Contractor

The full contract sum shall be paid in equal monthly instalments throughout the year, on receipt of a monthly invoice from the Contractor –the invoice to be submitted by the 18th of each month.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving three months' notice.

Insurance

The Contractor is required to have a minimum of £10,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Parish Clerk prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship, or failure to notify the Council of any action likely to cause injury or damage to a third party.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract.

MAKER WITH RAME PARISH COUNCIL

Notes to Tenderers

- a) Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.
- b) The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities, and obligations.
- c) A price shall be inserted against each item on the Form of Tender.
- d) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note, or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- e) Weed killing chemicals must only be applied where specified and must be applied by certificated staff. Evidence of certification must be provided to the Council.
- f) A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.
- g) Invoices presented for payment must include a schedule of the works completed in that month including the dates of the work.
- h) Contractors are asked to contact the Parish Clerk if any clarification is required.

SPECIFICATION OF WORKS

1.00 GRASS CUTTING

- 1.01 Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles, and other debris. (ii) The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.
- 1.02 The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles, or any person in the vicinity of operations. The Contractor will provide his staff with all safety equipment, (boots, reflective vests, ear defenders etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
- 1.03 All grass will be cut cleanly and evenly and without damaging the existing surface.
- 1.04 The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure that all grass clippings and other arisings are cleared from all paved areas, playground equipment safety surfaces, memorial stones, paths, and public footpaths, etc. by sweeping or using a blower.
- 1.05 Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
- 1.06 Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.
- 1.07 Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
- 1.08 In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting "divots" from the machine rollers or cutters.
- 1.09 Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Council.

MAKER WITH RAME PARISH COUNCIL

- 1.10 Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting and replaced before the Contractor leaves the site.
- 1.11 Mowing around obstructions including seats, trees, fence lines, posts, and the like, and in the proximity of margins, will be undertaken using methods, tools, and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location.
- 1.12 In areas that contain bulbs or corms, the Contractor will ensure that the emergent bulbs are not cut. These areas will not be cut again until four weeks after flowering.
- 1.13 All persons operating grass cutting machinery must be satisfactorily trained, and the Council reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods

MAKER WITH RAME PARISH COUNCIL

APPENDIX C

SCHEDULE OF WORKS

Grass cutting locations, frequency and dates:

Maintain the following areas on the specified day cycle through the growing season (minimum of (7) cuts per year from April to November:

Ref	Location	Description	Frequency**	Start/Finish*
1	Coombe Park Play Area	Grass cutting of both Play Areas, in and around all installations Grass cutting of perimeter fences inside and out	1 /month	April Nov
2	Coombe End Bus Shelter	Grass cutting & strimming of area immediately around bus shelter	1 /month	April Nov
3	The Green, Kingsand	Grass cutting of grassed area, in and around benches and bins	1 /month	April Nov
4	Cawsand Boat Park	Strimming of banks to South and West of boat park Removal of weeds to tarmac areas and around perimeter fences to North and East	1 /year	June
5	Cawsand Triangle	Grass cutting of grassed area around bus shelter to kerbs on all sides	1 /month	April Nov
6	Rame churchyard	Grass cutting of main footpath from Lychgate to side gate to SW of graveyard Grass cutting of perimeter access path around church	1 /month	April Nov
7	Cawsand War Memorial	Grass cutting of grassed area around war memorial	1 /month	April Nov
8	Maker War Memorial	Grass cutting of grassed area around war memorial	1 /month	April Nov

*excludes the month of May in all cases as per Clause 1.14 'No-Mow-May' (<https://www.plantlife.org.uk/uk/discover-wild-plants-nature/no-mow-may>)

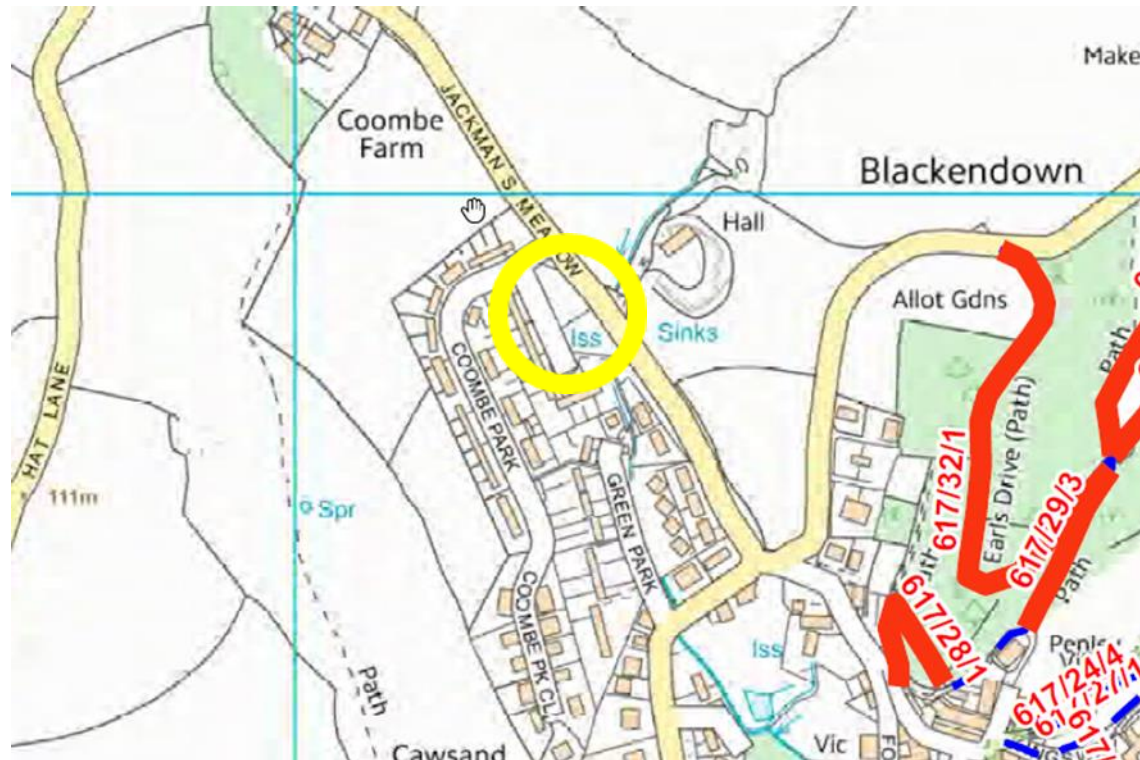
** frequency of cuts may fluctuate during the season depending upon weather and growing conditions to keep grass length to reasonable level:

MAKER WITH RAME PARISH COUNCIL

APPENDIX D

SITE PLANS

1. Coombe Park Play Area:



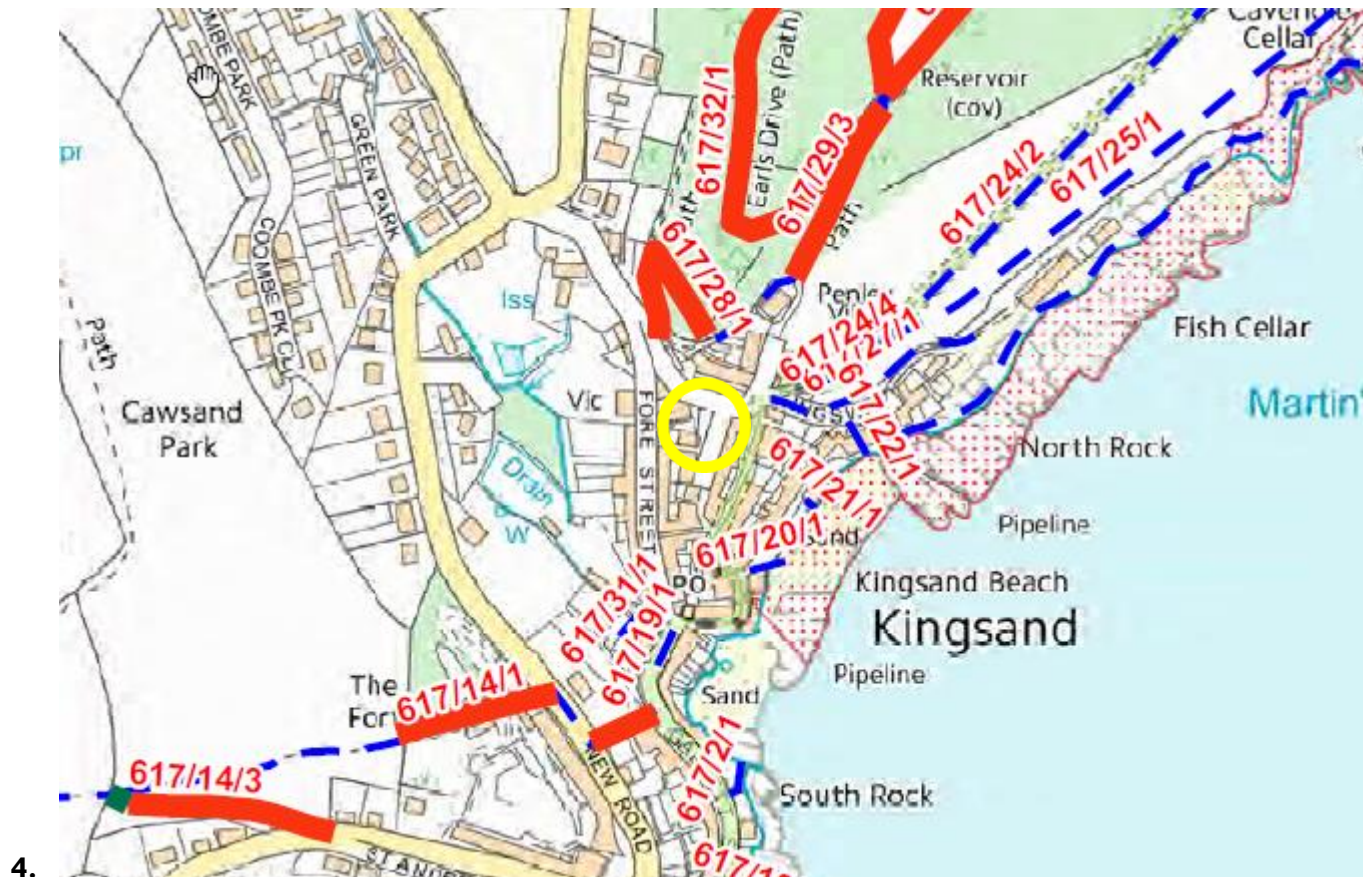
MAKER WITH RAME PARISH COUNCIL

2. Coombe End Bus Shelter:



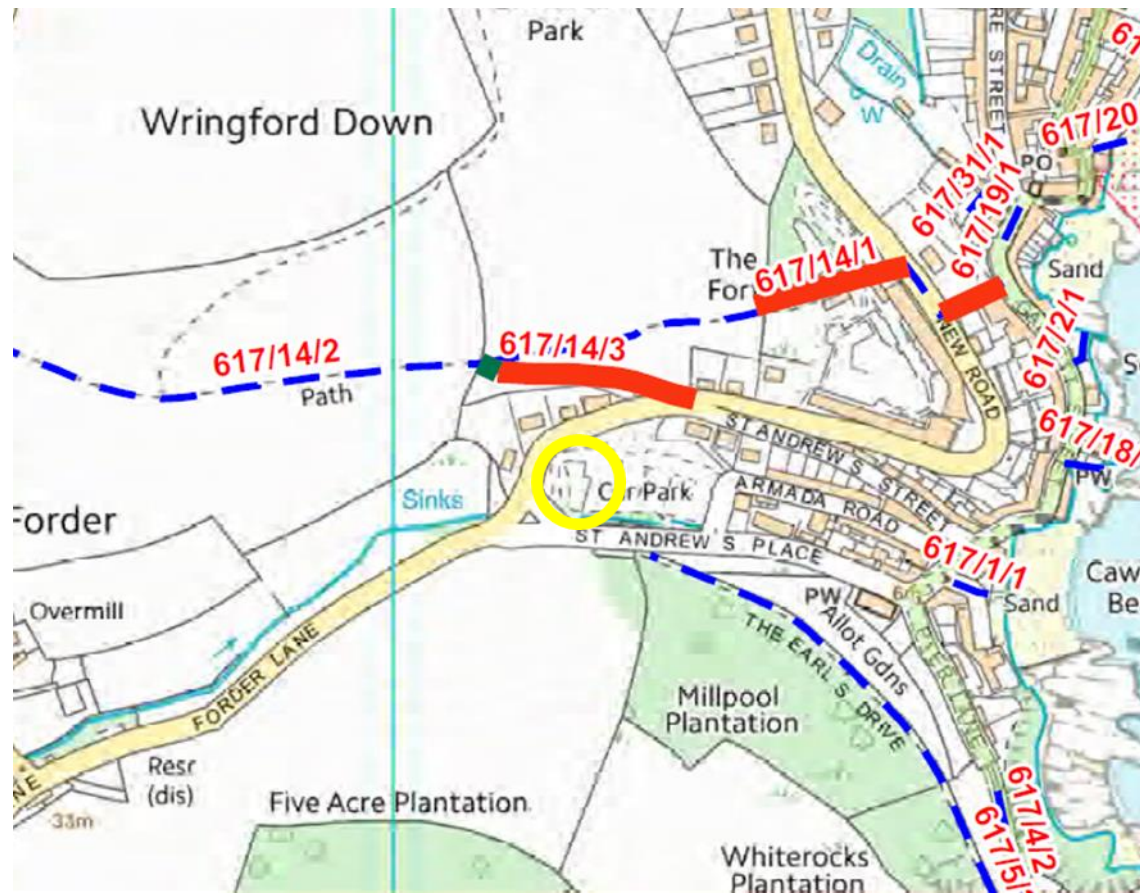
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3. The Green, Kingsand



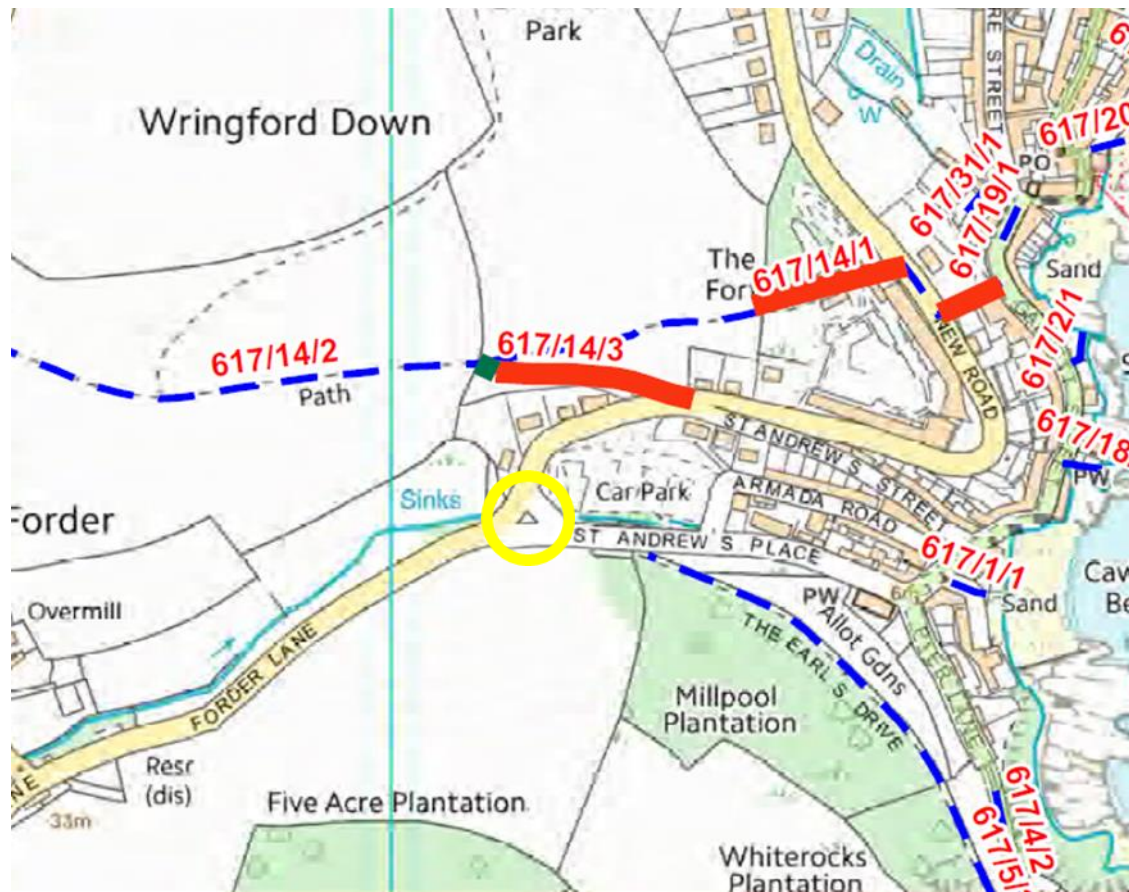
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5. Cawsand Boat Park



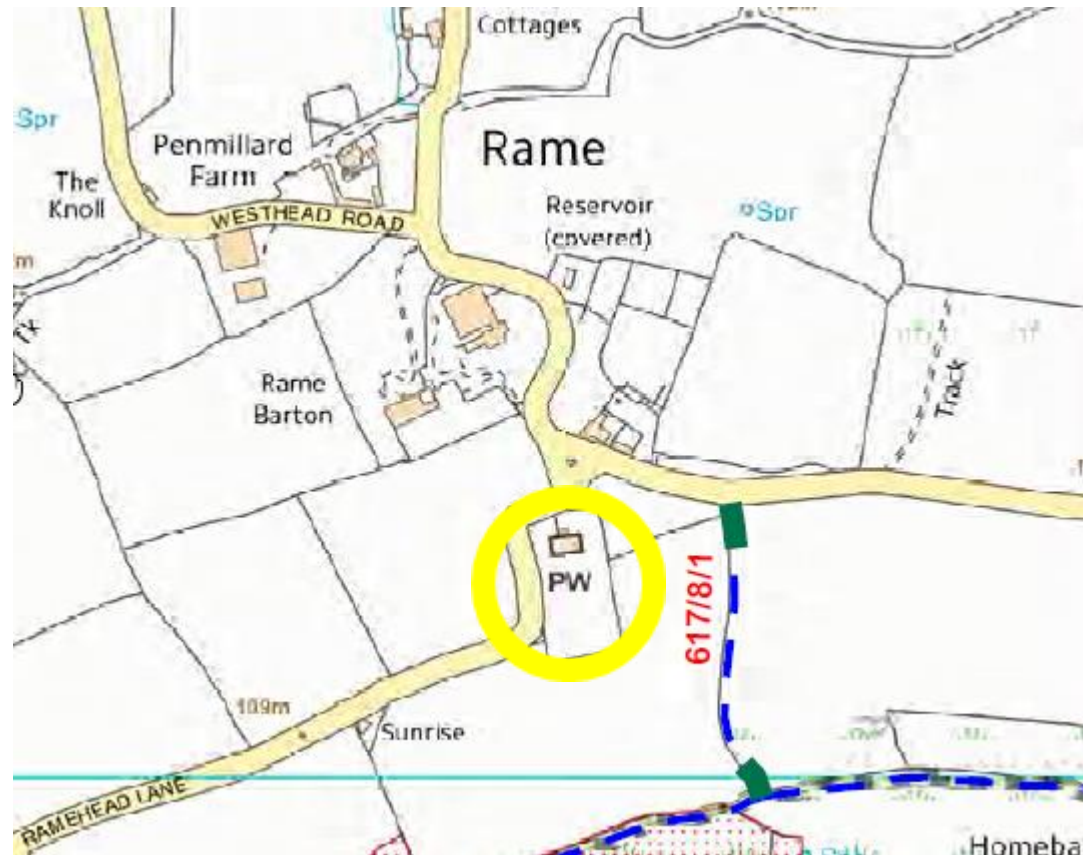
MAKER WITH RAME PARISH COUNCIL

6. Cawsand Triangle



MAKER WITH RAME PARISH COUNCIL

7. Rame Churchyard



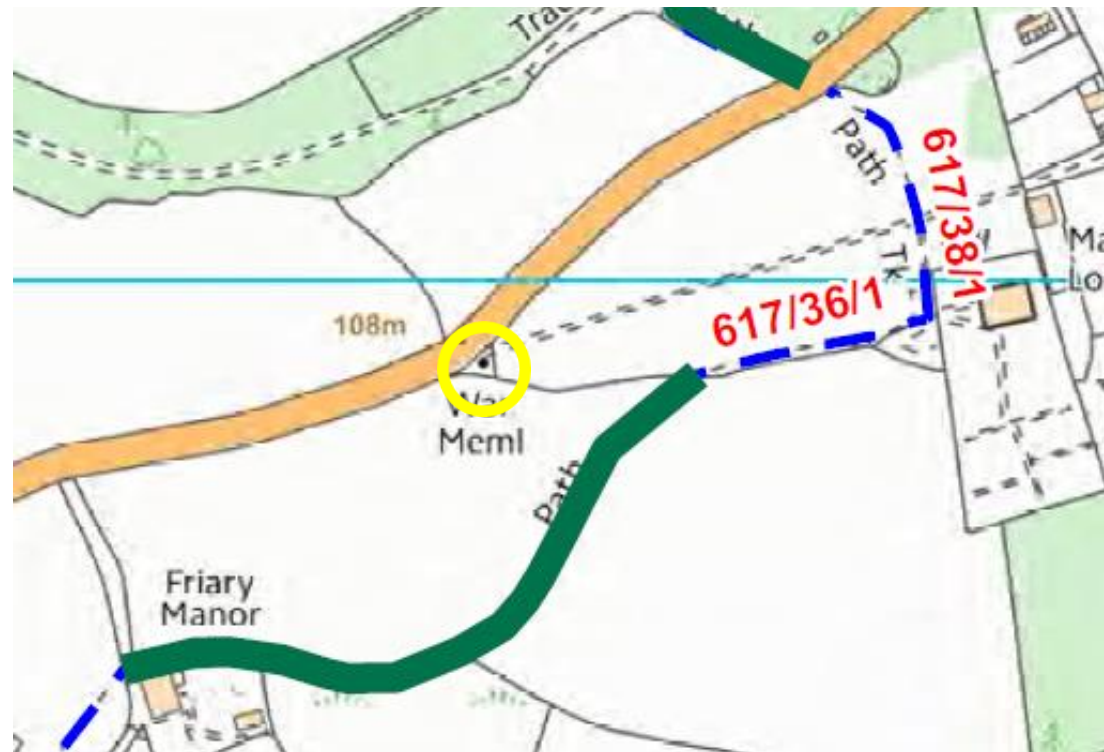
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8. Cawsand War Memorial



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9. Maker War Memorial



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APPENDIX E

GROUND MAINTENANCE CONTRACT

FORM OF TENDER

	2023	2024
	£	£
Grass Cutting		
Strimming and Tidying		
Removal of Arisings (Coombe Park Play Area)		
Total Annual Cost		

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works, and location plans.

I/We understand that Maker with Rame Parish Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm, or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Signed:

Name:

Position: **Date:** / /2023

Company.....

Address:
.....

Telephone Contact number:

QUESTIONNAIRE

Details relating to Prospective Tenderer

1. Name:
2. Address:
.....
3. Telephone number: :
4. Email address
5. Contact Name and Position in Company:
6. Nature of Business:
7. Is the Business is a Limited Company:
8. Date of Business formation:
9. Please state number of grounds maintenance employees:
- 10 Please state which branch the Contract will be serviced from:
11. Please give any other details, which you feel may be relevant, for example, similar Contracts in the area or for similar authorities, etc:

Signed:

Position:

Date: