

## **1. Tender Enquiry for Grass Cutting**

### **1.1. Introduction**

Ilmington Parish Council (the Employer) wishes to procure the services of a suitably experienced contractor/(s) to undertake the mowing of grassed areas within the village (the Works).

This document describes the Works and forms an invitation to tender.

The Works are divided into three (3) Parts. Tenderers may submit prices for any one package and/or all three packages combined. The Council will consider tenders submitted by parties proposing to undertake the Works in combination.

The contract shall be for an initial service period of three (3) years, commencing at the beginning of March 2022 and extend over three cutting seasons to the end of October 2024. There will be an option to extend for a further two (2) years in 12 month increments at the sole discretion of the council.

## **2. Tender**

### **2.1. Information provided by the Employer**

Drawing titled "Ilmington Mowing Areas" showing the extent of the Works

### **2.2. Contract**

Any Agreement to undertake the Works shall incorporate the Responsibilities of the parties set out below. The Tender Sums should include for all costs arising from those designated the responsibility of the Contractor.

Responsibilities of the Employer shall include:

- Afford reasonable access to the sites of the Works
- Following receipt of invoice, pay the agreed sums provided the Works have been carried out to its reasonable satisfaction

Responsibilities of the Contractor shall include:

- Provide all labour, plant, materials and services to undertake and complete the Works
- Ensure that activity is managed and controlled so that it proceeds safely at all times, with proper regard to the safety and convenience of the public and in accordance with relevant Health and Safety legislation
- Carry out the Works in compliance with the Specification and good practice.
- Maintain all appropriate insurances including Contractors' All Risks, Public Liability for a minimum of £5 million and Employer's Liability where this is required by law. Evidence of cover shall be provided to the Employer's Clerk on request.
- Make application for payment following completion of each tranche of the Works.

The Employer may vary the Works by giving one month's notice of the change/(s) required or otherwise by mutual agreement. Where appropriate, the contract rates shall be used to value change/(s).

Otherwise, the contractor shall submit a priced proposal within one week of receiving notice of the proposed change/(s).

Instructions other than those varying the Works may be given verbally by the Employer's Clerk or a nominated Councillor. Instructions to vary the Works shall only be in writing issued by the Clerk. No Instructions issued by other parties shall be valid.

This contract can be terminated by the Employer giving three month's written notice to the last known address of the Contractor.

### 2.3. Constraints

The Tenderer shall allow for the following constraints in his pricing:

- Working hours shall be within 08.00 to 18.00, Monday to Friday. Cutting/mowing shall not take place on a week-end without the prior written permission of the Employer.
- All machinery shall be operated with their covers/ guards/mufflers functional and in place.
- No radios or other entertainment devices shall be audible when undertaking the Works.

### 2.4. Scope of the Works

The term “mowing” shall mean all actions necessary to provide a neat cut finish to the height specified of the relevant grassed area including removal of grass cuttings where specified. This shall include cutting the grass up to and around fences, walls, play equipment, street furniture and all similar items mounted on supports within or at the perimeter of the cut area and trimming back footpath edges. Mowing shall be carried out at regular intervals to maintain grass length within the stated specification.

The contract will run from the first week of March 2022 to the last week of October 2024. The mowing season in each year shall be from March to October.

The areas of operation are shown on the attached Drawing and are shaded **PINK, GREEN, YELLOW, BLUE** and **ORANGE**.

Mowing of the **ALL** areas will be carried out at approximately two-week intervals, more frequently if required during the season, to not exceed a total of **twenty** cuts in that season. It is anticipated that weekly cuts will be required during the peak growing season of May-June.

Certain parts of the **YELLOW** area have been set aside for wild flowers. The Contractor shall obtain the Employer’s prior consent to proceed with the first cut in each season so that wild flowers on these areas are allowed to flower and set seed.

The total number of cuts stated for each area in each season shall not be exceeded unless specific written instructions to do so are given by the Employer.

### 2.5. Specification

#### *Generally*

Prior to each cut, the Contractor shall carry out preliminary inspections of areas to be mown and shall remove and properly dispose of litter, stones and other debris which might cause damage or create a hazard. Any molehills shall be spread and levelled and stones brought to the surface removed and suitably disposed of.

Grass shall be cut even, regular and free from ribbing. Once grass cutting has commenced on an area, it shall be completed without delay. Cutters of all machines shall be sharp, properly set and shall cut the sward cleanly and evenly. Mowers shall have their height of cut so adjusted that at no time does “scalping” occur.

Grass cutting equipment shall be appropriate for the size of the area being maintained. Inaccessible margins, corners and the like, together with grass against walls and fences, street furniture and such, around obstructions and overhanging vertical edges of ditches, mounds and the like shall be cut by suitable equipment and means at the same time as the main area, leaving a neat finished work area. Where grass abuts a hard horizontal surface, the contractor shall cut it back to the inside of the hard surface. Grass cuttings shall be removed from adjoining areas of paths, roads and hard-standings.

### *Pink and Green Areas*

These areas comprise the sports surfaces at the Playing Fields (shaded pink) and Lower Green on Front Street near the Howard Arms public house (shaded green).

Grass shall be cut to an approximate height of 25mm and maintained so that its height does not exceed 70mm. Grass cuttings shall generally be removed from the mown area unless they are of such size and volume they can be left in situ without adversely affecting appearance or planned use of the surface.

It is anticipated that mowing shall be required at frequency of two-weekly intervals, more frequently if required, but on no account to exceed a total of **twenty cuts in the season**. Strimming around play equipment, benches, posts etc. shall be undertaken consistent with that noted above.

### *Yellow Areas*

These comprise Upper Green and areas adjoining Foxcote Hill (shaded yellow).

The Contractor shall obtain the Employer's prior consent to proceed with the first cut in each season so that wild flowers on certain parts of the areas to be mown are allowed to flower and set seed.

Grass shall be cut to an approximate height of 40mm and maintained so that its height does not exceed 70mm. Grass cuttings may remain on the mown areas.

The mowing of Upper Green shall incorporate the maintenance of the existing footpaths (2No) across the Green by taking grass growth down to a height of 25mm on the occasion of each mowing.

It is anticipated that mowing shall be required at two-weekly intervals during the season, but on no account to exceed a total of **twenty cuts in the season**. Strimming around benches, posts etc. shall be undertaken consistent with that noted above.

### *Blue Area*

This comprises the playing field and adjoining roadside shaded "Blue". It includes the roadside strip to the foot of the hedge and the perimeter strip inside that hedge, a strip around the Pavilion building and the area adjacent to the site entrance.

Grass shall be cut to an approximate height of 50mm and maintained so that its height does not exceed 80mm. Grass cuttings may remain on the mown areas.

It is anticipated that mowing shall be required at two-weekly intervals during the season, but on no account to exceed a total of **twenty cuts in the season**. Strimming around benches, posts etc. shall be undertaken consistent with that noted above.

### *Orange Area*

This comprises the verges around the village shaded "Orange". It includes roadside verges within the speed restricted area in the village (Front Street, Back Street, Armscote Road etc) and Middle Street.

Grass shall be cut to an approximate height of 40mm and maintained so that its height does not exceed 70mm. Grass cuttings may remain on the mown areas.

It is anticipated that mowing shall be required at two-weekly intervals during the season, but on no account to exceed a total of **twenty cuts in the season**. Strimming around benches, posts etc. shall be undertaken consistent with that noted above.

## 2.6. Payment

Payment shall be made within 30 days of the submission of a valid, undisputed invoice for work undertaken. Invoices shall clearly identify the work area, season and sequence number of the cut/s which is the subject of the invoice. Where VAT is chargeable this should be shown separately on the invoice.

Payment shall be by internet bank transfer. The Contractor's bank account details should be provided by written hard copy. On request a remittance advice showing the amount and payment date will be sent by email or post to the Contractor's advised address.



3.2. Offer

**Part 1**

We hereby offer to undertake the Works described above as Part 1 for the Sum of:

£.....per annum

**Part 2**

We hereby offer to undertake the Works described above as Part 2 for the Sum of:

£.....per annum

**Part 3**

We hereby offer to undertake the Works described above as Part 3 for the Sum of:

£.....per annum

**Parts 1, 2 and 3**

We hereby offer to undertake the Works described above as Part 1, 2 and 3 for the Sum of:

£.....per annum

This offer remains open for acceptance for a minimum period of three months after the latest date for the submission of tenders.

We understand that Ilmington Parish Council is not bound to accept this or any other tender.

We agree that in the event the number of cuts in respective areas are increased or reduced, the rates quoted per cut may be used to determine an appropriate valuation of such changes.

Signed..... Date.....

Name..... Position.....

Company.....

VAT registered? YES / NO

Address: .....

Telephone: .....

E-mail: .....

#### 4. Tendering Notes

Any enquiries as the nature of the Work or aspects of the Tender Enquiry may be addressed by email or telephone to the Clerk to the Parish at [ilmingtonpc@outlook.com](mailto:ilmingtonpc@outlook.com) or 01451 885189.

Once completed a signed copy of the Tender Enquiry document should be returned by post in a plain envelope for the attention of the Clerk to arrive no later than **5pm on Friday 12 November 2021**. (Indicative timetable below).

The envelope should be clearly marked GRASS CUTTING TENDER in the top left-hand corner, so that the tendering process will not be prejudiced.

You should also enclose the following:

- Copies of public and employer's liability insurance.
- References or contact names of contracts held for works of similar nature.
- Method statement (description of equipment used, number of operatives carrying out the work, description of how you intend to fulfil the terms of the contract and resources in case of mechanical breakdown).

Return one copy to the parish clerk at the address below:

[Address on application]

Please retain a copy for your own records as the Contractors and their staff will be expected to be fully conversant with the schedule and conditions throughout the period of the contract.

#### Indicative timeline

Stage in the Procurement	Date
Tender published	Monday 4 October 2021
Deadline for Return of Tenders	<b>5pm on Friday 12 November 2021</b>
Report to Ilmington Parish Council	Thursday 25 November 2022
Award of Contract	Friday 26 November 2022
Contract To Start	Tuesday 1 March 2022