

Walton Parish Council

Clerk: Sarah Kyle
Hill House
Walton
Brampton
Cumbria, CA8 2DY
Tel: 016977 2769

Chairman: Cllr. Dr. J Evans

email: clerk@waltonparish.co.uk
www.waltonparish.co.uk

Tender for Grass Cutting

1. Contractors should acquaint themselves with the conditions of work before tendering, and ask all questions by email to the clerk before submitting their bids.
2. The contract will be for three years with the expectation of up to 12 cuts per year between the months of March and October.
3. The area to be cut and associated notes are included in the Schedule of Works.
4. The contractor will be expected to cut the grass at his discretion if the grass does not grow due to drought or grows faster than normal due to wet and warm conditions. The expectations under normal conditions are to cut the grass fortnightly as per conditions detailed in this document. It will be the contractor's responsibility to determine the time to start and finish cutting depending on each season in consultation with the Clerk.
5. Quotations are to be submitted exclusive of VAT.
6. The price should be submitted for 2015. An increase in price may be requested by the Contractor at the start of each year in writing to the Clerk. The increase in price will be at the discretion of the Council and will not exceed the RPI.
7. The Contractor shall include in the tender for everything necessary to complete the works.

Terms and Conditions

1. The Contractor shall include in the tender for everything necessary to complete the works.
2. The Contractor shall comply with the Health and Safety at Work regulations and all other statutes and regulations. If working alone, he/she shall be expected to notify a supervisor or line manager of his/her whereabouts and the likely length of time. This can be a relative or a work colleague.
3. The Contractor must provide all necessary equipment and personnel to perform the job, and provide method statements to cover all aspects of Health and Safety.
4. Before the contract can commence, the successful Contractor shall supply a copy of the current public liability insurance policy, a risk assessment and two references of clients of similar standing to the Parish Clerk. The latter is not required where contractors are known to the Parish Council. It is expected that contractors will be able to provide references from clients with similar contracts.
5. The Contractor shall at all times maintain in force such policies of insurance, with reputable insurers or underwriters approved by the Council, as shall fully insure against such risks as the Council in its absolute discretion may require and indemnify the Council against any damage, loss or injury which may occur to any property or to any person by or arising out of or in connection with the provision of the service in the minimum sum of £5million for any one claim for property damage, unlimited for personal injury.
6. The contract will run for a period of three years, ie from April 2015 until October 2017. There will be an option to extend this contract at the same value if the council are satisfied with the standard of work after this period. However any extension will be for 12 month periods only and terminable at the end of each growing season.
7. The council reserve the right to add or remove areas to be cut during the period of the contract and the contractor will be invited to provide a cost/reduction where applicable in writing to the clerk. This will then be added to the schedule and be a binding part of the contract.
8. The council will not be liable for any damage or loss to equipment incurred by the contractor during the period of the contract howsoever caused. The contractor is expected to survey each area before cutting commences to ensure no obstacles or stones are present.
9. The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.
10. 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 Schedule of Works.
11. The Contractor will submit a monthly account, in arrears, throughout the cutting season for all work carried out. The Council will pay bi-monthly.
12. Either party may, without reason, terminate the Contract, in writing, giving three months notice.
13. Contractors are asked to contact the Parish Clerk if any clarification is required.

2. 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.
3. The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass not cut to the approval of the Council from such lack of maintenance will be made good by the Contractor at his own expense and to the satisfaction of the Council.
4. 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 etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
5. During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Council sanctioning such an operation in writing, in advance.
6. All grass will be cut cleanly and evenly and without damaging the existing surface.
7. Since it is not possible to predict accurately the precise number of mowings which may be required on any site in any one year, the Schedule of Works includes a given number of mowings, but the Contractor will be paid on a pro-rata basis for more or less than this number, dependent upon the prevailing weather conditions through the growing season. Note that additional cuts will need prior consent of the Clerk.
8. Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.
9. Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
10. Grass is not required to be collected. The Council may request the grass to be collected and disposed of by the Contractor as an exception to the contract.
11. 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.
12. 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.
13. 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.
14. Mowing around obstructions including seats, trees, fence lines, posts, memorial stones, 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.
15. 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.

Tender form

Item	Price (£)
12 cuts per year as detailed in the Schedule of Works	
Additional cut	
Additional cut with grass collection	

Please complete in block capitals

NAME OF CONTACT:

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COMPANY NAME (if applicable):

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ADDRESS:

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TEL:

E-MAIL:

All tenders are to be marked in a plain envelope for the attention of the parish clerk and 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 employers liability insurance should be submitted with the tender document.
- Method statement (Description of equipment used, number of operatives carrying out the work, short description of how you intend to fulfill the terms of the contract).

Please return this tender form to: Sarah Kyle
Hill House
Walton
Brampton
CA8 2DY

Closing date for receipt of returned bids is 12 Noon on 20th October 2014. The winning bid/tender will be announced following the council meeting of 10th November 2014.