

GATEFORTH PARISH COUNCIL

3rd February 2021

INVITATION TO TENDER FOR GRASS CUTTING CONTRACT 2021

Gateforth Parish Council is inviting tenders from interested parties/ companies for its grass cutting and strimming contract, which is due for renewal in March 2021. This is a four-year contract.

Location

The areas of work include the following locations:-

1. The grass on the Village Green, which is situated in the centre of Gateforth Village and essentially comprises three areas of grass intersected by paths (see copy of map attached)
2. The verges inside the village boundary along with some other areas outside the village (as specified on the attached map). This includes verges from Rein House/top of Morton Lane, down Pale Lane to Haddlesey banking and then to Fox Lane to the West of the village. This excludes Landing Lane as this is cut as part of the village green cut.

Scope

Village Green

The contract covers cutting of the grass and strimming round benches, trees and other items located on the Green.

The grass will be cut neatly and evenly and without damaging the existing surface. Cutting height will be determined by the Clerk and notified to the Contractor.

The contractor is invited to tender for the following number of cuts, which will be carried out between the end of March and the end of October:

- a) 10 cuts;
- b) 14 cuts; and
- c) 17 cuts.

The first cut will be undertaken before the end of the first week of April each year. Remaining cuts will take place at equal intervals depending on the season. The only exception to this is when there is to be an event held in the vicinity of the Village Green in which instance, the Clerk will specify the date/time frame for cuts in advance of the event. Variations due to wet or dry weather will be agreed with the Clerk. The Contractor will ensure that all areas will subsequently be brought up to the required standard within 5 working days of being informed that cutting may commence. The Contractor will provide sufficient manpower and machinery to catch up if there is a substantial amount of mowing time lost through bad weather.

The Contractor will ensure that all grass clippings and other vegetation/items are cleared from all mowing margins, paths etc. in a manner approved by the Council and will be removed from the site.

Soft vegetation growth, such as clover, will be determined to be part of the Contract where it falls within areas of grass.

Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.

Areas where bulbs have been planted are not to be cut until 6 weeks after the flowers have died back.

Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense within 7 days.

Should the Contractor cause damage to the surface or levels of the ground, or create divots during the grass cutting operations, the Contractor will, at his own expense, reinstate such damage forthwith to the satisfaction of the Council.

The Contractor will be aware that should his methods of cutting be unsuccessful in preventing damage to trees, there will be no additional payments made to cover the cost of changes required to his maintenance methods.

In conditions of drought, the Contractor will ask the Clerk to stipulate the frequency and height of cut required on each site.

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.

Verges

The contract covers cutting the verges at the location specified above, three times between June and October.

Methodology

Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions will be removed to facilitate cutting, and replaced before the Contractor leaves the site.

Strimming round obstructions including seats, trees, fence lines, posts, hedges and the like, and in the proximity of the 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.

Particular attention will be paid at each mowing visit to ensure that tree bases are clean, tidy and weed free. Cutting of grass and other vegetation round the bases of trees must be done so that no tree is damaged, i.e. bark ringed fully or partially. The Contractor will have, therefore, included this associated work in his rates.

The successful tender will be required to submit proof of adequate Public Liability Insurance and appropriate certification for use of power tools, if required.

Health and safety

All health and safety is the responsibility of the contractor. Any contract resulting from this invitation will be with you as an independent contractor, and you will be required to arrange and evidence appropriate insurance cover. A Risk Assessment will be required prior to work commencing. It will be the responsibility of the Contractor to provide and maintain adequate PPE for the duration of the contract.

Submission of Tenders

Tenders are to be submitted on the Form of Tender attached at Appendix A either by hard copy or by email to Graham Earnshaw at the following address:

Gateforth Parish Council

c/o 14 High Farm Meadow
Badsworth
West Yorkshire
WF9 1PB

Email: gateforthpc@gmail.com

By 5.00pm on Wednesday 5th March 2021.

Submissions received after this date and time will not be considered.

Gateforth Parish Council reserves the right not to award any contract as a result of this tender process and is not bound to accept the lowest bid.

For further information, please contact Graham Earnshaw using the contact details above.

Tender bids will be treated as private and confidential.

Bids for this contract will be opened on Friday 7th March 2021 in accordance with the Council's Standing Orders and Financial Regulations.

GATEFORTH PARISH COUNCIL GRASS CUTTING CONTRACT

FORM OF TENDER

CONTRACT

I/We, the undersigned hereby offer to carry out the whole of the works required to be done in the execution of the above mentioned works including the provision of materials, tools and plant implements and labour in accordance with the specification/schedule of works outlined in the Invitation to Tender document,

for the sum of:

a) 10 cuts:-

b) 14 cuts:-

c) 17 cuts:-

Any additional cuts will be provided at a cost each of:-

.....

I/We hereby offer to execute, where so required, a Contract under seal for the due performance of the above mentioned works in a form prepared by Gateforth Parish Council subject to terms and conditions contained in the specification/schedule of works.

I/We agree to the above Tender price being valid until the first day

of.....

I/We understand that Gateforth Parish Council are 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.

Dated this day of 2021

Signed Position

Of

Address

.....

Telephone Number

Witness Signature

Witness Name and Address

.....

.....