

## Grass Cutting & Hedge Maintenance Contract 2023 - 2025

### INVITATION TO TENDER

1. Plaistow and Ifold Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Grass Cutting.
2. The Prices submitted must indicate the rate for each cut.
3. 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.
4. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Clerk by no later than one (1) week before the closing date.
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:
    - i. Tender Form
    - ii. Declaration & Company Details Form
  - b. Return tenders and all related documentation by WEDNESDAY 1<sup>ST</sup> MARCH 2023 – [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

*Tenders received late will not be considered.*

Please clearly mark the tender email as "Tender for grass cutting contract"

# STANDARD CONTRACT CONDITIONS

**Officer:** The Officer will be the Clerk.

**Extent of Work:** The work will comprise of the cutting of grass and cutting of hedges as set out in points 1 – 7 of Appendix A, Specification of Works.

**Grass Cutting:** The height of cut to be appropriate for the use of each space. To also include strimming around play equipment, outside furniture, path edges, trees, bushes, fences, hedges and all other authorised site fixtures and fittings. To include grass removal from all play safety surfaces as well as footpaths and seating areas by sweeping or blower. Although a specific number off cuts has been set for the tender these may be varied according to seasonal grass growth and by agreement with the Officer Only.

**Site Details:** The sites are detailed in points 1 – 7 of Appendix A, Specification of Works: -

1. The Village Green, Plaistow
2. Jubilee bench, Ifold
3. Grass verge between the noticeboards and Plaistow Stores, Plaistow
4. Coxes Pond, Plaistow
5. Hedge along the cricket field, Plaistow
6. Plaistow Preschool garden, Plaistow
7. Grass verge outside The Sun Inn (around bus shelter), Plaistow

Before tendering, the Contractor is advised, at his/her 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. Contractors are asked to contact the Clerk if any clarification is required.

**Site Access:** Sites 1 and 6 require access to secure gates. Upon commencement of the contract the contractor will be issued with the code/keys for access purposes. The contractor will return any keys to the Officer at the termination of this agreement. Contractor employees/sub-contractors accessing site 6 whilst the Preschool is in session will present themselves to the Preschool Manager and sign into the visitor's book before commencing work. However, where possible, work at site 6 will be conducted outside the hours of 09.00 and 15.00 (Mon to Friday) to minimise the disturbance to the Preschool during opening hours; however, it is accepted that this may not always be possible. It is up to the contractor to form a good working relationship with the Preschool Manager during the term of this contract. If the Preschool Manager does not permit entry then the contractor must adhere to this, notify the Officer and return at a time as agreed with the Preschool Manager. The contractor is only permitted to access the sites for the performance of this contract and for no other purpose without seeking prior permission from the Officer.

**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 may at any time add or remove outside fixtures and fittings (play equipment, benches, planting etc.) during the period of the Contract and no application from the Contractor to adjust the Contract price as a consequence will be considered.

**Duration of Contract:** The duration of the Contract will be THREE (3) YEARS commencing MARCH 13<sup>th</sup> 2023 to DECEMBER 31st 2025 inclusive (3 cutting seasons). There will be no opportunity to alter the rates tendered during the full term of the contract.

**Payment to Contractor:** The Contractor will submit a monthly account, in arrears, throughout the cutting season for all work carried out which will be paid by electronic transfer after the following Council meeting. Invoices presented for payment must include a schedule of the works completed including the dates of the work. Any invoices presented more than 3 months in arrears may not be paid.

**Termination of Contract:** Either party may, without reason, terminate the Contract, in writing, giving no less than Three Months' Notice.

**Insurance:** The Contractor is required to have a minimum of £5,000,000 public liability insurance for Contracts. A current Certificate of Insurance to this effect must be produced to the Clerk prior to commencement of the Contract and annually thereafter. 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 all relevant statutory requirements (including Health and Safety at Work Legislation) at all times in carrying out the services described in this agreement. All works will be carried out in accordance with the Safety at Street Works and Road Works: Code of Practice 2013.

**Notes to Tenderers:**

- a. Attention is drawn to the Standard Contract Conditions and Form of Tender (Appendix B). These documents must be read in conjunction with Appendix A, Specification of Works. Contractors are advised to carefully read all documentation.
- b. The prices to be included in the Form of Tender (Appendix B) are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations, but EXCLUDING VAT (if applicable).
- c. A price shall be inserted against each item on the Form of Tender (Appendix B) for each element of the contract tendered for.

- d. No alteration to the text of the Form of Tender (Appendix B) 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. 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 (Appendix A).
- f. Invoices presented for payment must include a schedule of the works completed including the dates of the work.
- g. Contractors are asked to contact the Officer if any clarification is required.

## APPENDIX A – SPECIFICATION OF WORKS

1. The exact timing of the cuts the Council would like to leave to discretion of contractor.
2. All grass cuttings are to be collected and disposed of off-site.
3. Prior to cutting or trimming any area, the Contractor will ensure that the site is free of any significantly large stones and all paper, tins, bottles and other debris on the cutting area.
4. The Contractor will notify the Officer immediately of any potential hazards at the sites e.g., ground sinkage/pothole, drug paraphernalia.
5. The Contractor will, at all times, during the period of the Contract, ensure that all machines engaged in grass cutting and maintenance operations are sharp and properly set, 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.
6. 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.
7. All grass will be cut cleanly and evenly without damaging the existing surface and with sufficient overlap between passes of the cutter.
8. The Contractor will ensure, where applicable, that all grass clippings and other arising's are cleared from all paved areas, playground equipment safety surfaces, paths and public footpaths, etc., by sweeping or using a blower.
9. Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
10. Mowing will take place on the full area of grass at the site, up to all path edges, fencing, play equipment, obstacles and any other boundaries.
11. Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
12. 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.
13. 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.
14. 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.

15. Mowing around obstructions including seats, trees, fence lines, posts, stones and kerbs and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate to ensure neat edges to paths etc.
16. If used, strimmers must not be allowed to damage any trees, shrubs etc. or permanent or removable fittings; particular attention should be paid to the wooden supports for play equipment (e.g. Zip Wire)
17. All persons operating grass cutting machinery must be appropriately 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.
18. All arising's from grass cutting, where collection is required, are to be removed from site and correctly disposed of.

**NOTE:** None of the sites have access to toilets or running water – so contractor will need to make their own arrangements for their staff welfare.

## SITES

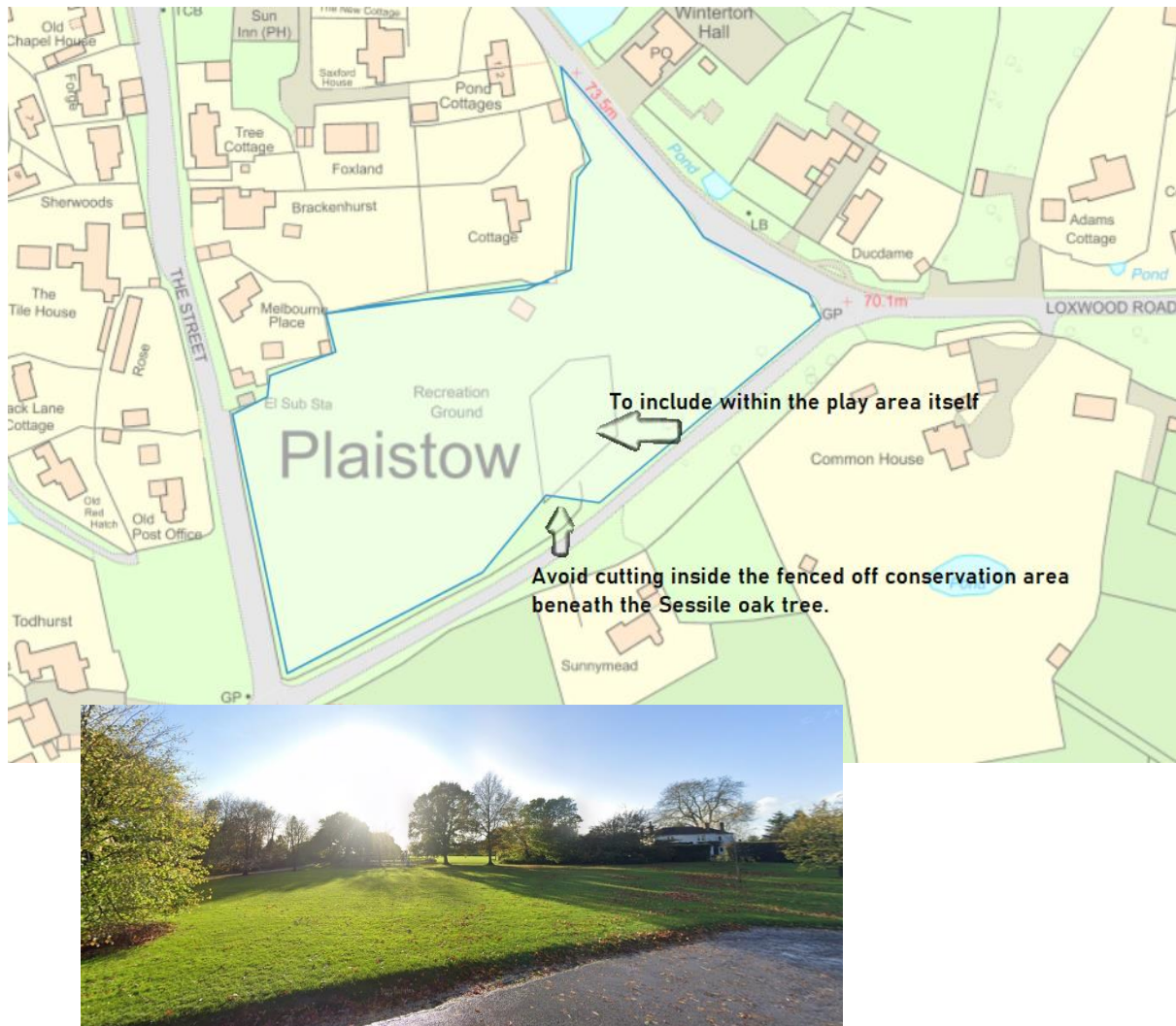
### **1. The Village Green, Plaistow (both upper and lower greens and play area)**

Plaistow Village Green is situated opposite the village shop in the centre of Plaistow village and comprises of the upper green (the section closest to the shop) and cricket field (lower green). The area also includes the Lady Hope Playpark (within the fenced off play area). Access to the play area for cutting machinery is via a locked gate - combination lock code available from the Clerk.

Avoid cutting within the (low) fenced-off area beneath the Sessile Oak tree on the lower green, which is a wild conservation area dedicated to the Late Queen Elizabeth II.

[Googlemaps link](#)

**2 cuts per month from March to October**



## 2. Jubilee bench, Ifold

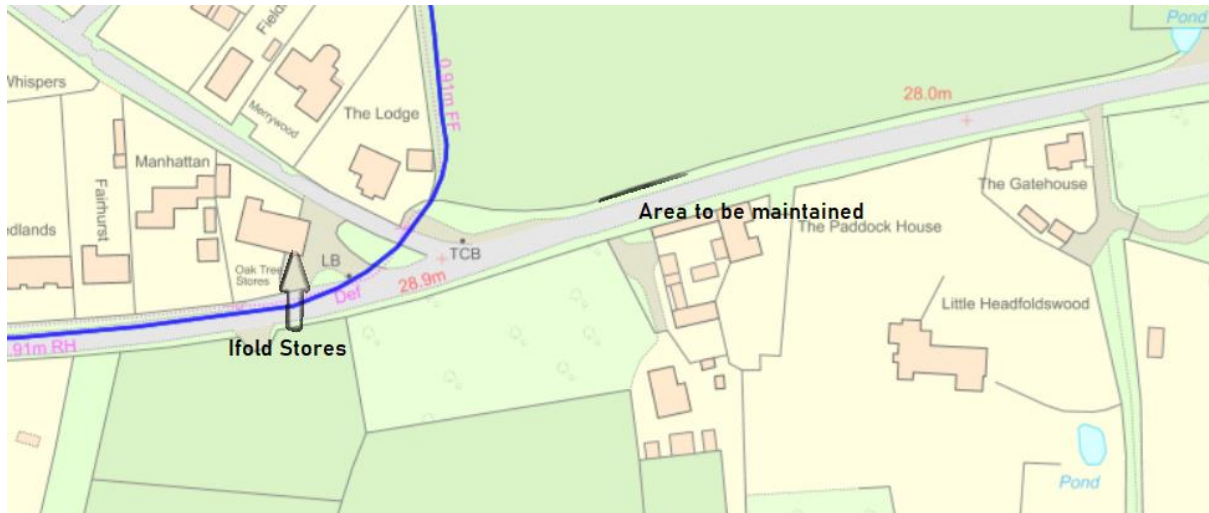
To maintain the small grass verge and hedge, between the Jubilee bench and the Ifold village entrance gate, just down from Ifold Stores and the phone box.

[Googlemaps link](#)

**2 cuts per month from March to October**

**Cut hedge behind the Jubilee bench annually.**





### 3. Grass verge between the noticeboards and Plaistow Stores, Plaistow

To maintain the grass verge opposite the village green, alongside the pavement and maintain the hedge.

[Googlemaps link](#)

**2 Cuts per month from March to October**

**Cut hedge annually.**





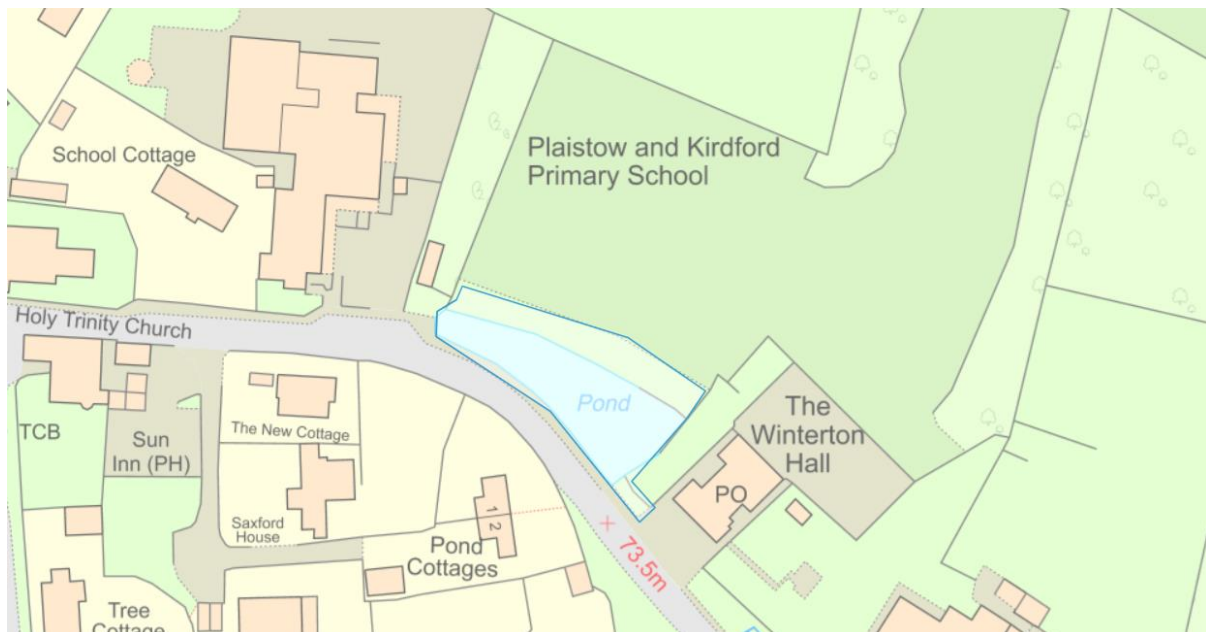
#### 4. Coxes pond, Plaistow

The pond is situated between the school and Winterton Hall. The grass to be maintained runs along the sides / back of the pond. The shrubs/hedge runs along the back of the pond and along the bank that runs alongside the road.

[Googlemaps link](#)

**2 cuts per month from March to October**

**Cut back shrubs around pond annually.**



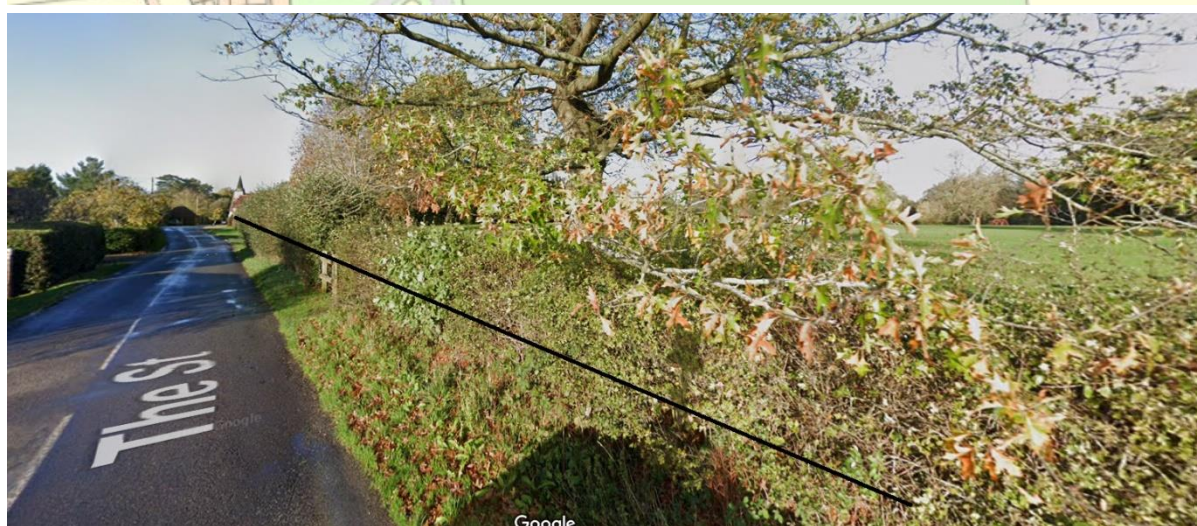
#### 5. Hedge along the cricket field, Plaistow

The hedge runs along the top of the field (lower green), parallel with The Street and runs along Common House Lane down the side of the cricket field to the play area.

[Googlemaps link](#)

**Once annually**





## 6. Plaistow Preschool garden, Plaistow

The Plaistow Preschool garden is beside the Winterton Hall, and the grass is inside the small fenced-off area. Access to the secure garden via combination lock code available from Clerk.



All cuts to be undertaken outside the hours of 0830 – 1530 Monday-Friday, when the Preschool is in session.

[Googlemaps link](#)

**2 Cuts per month from March to October**

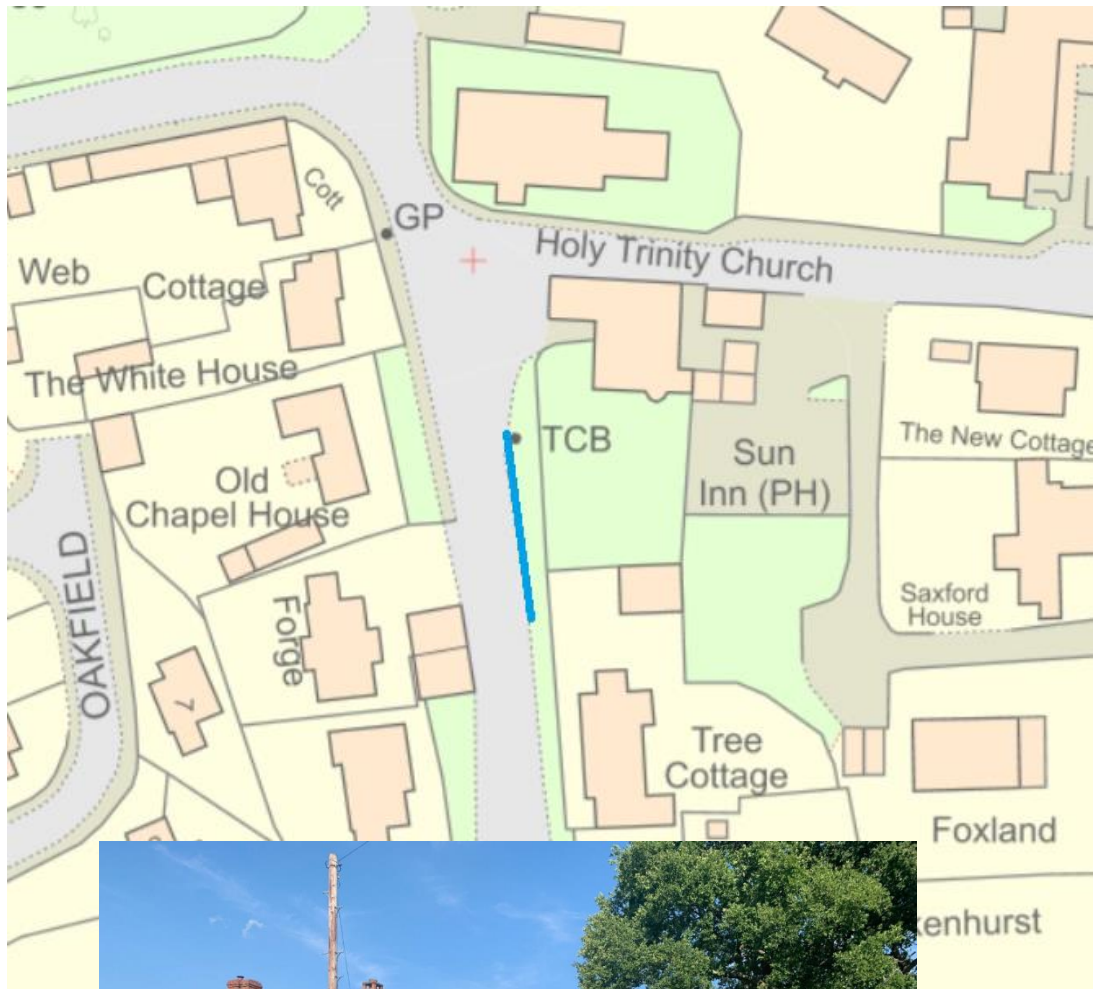


#### **7. Grass verge outside The Sun Inn (around bus shelter), Plaistow**

The grass verge outside The Sun Inn hosts a BT phone box, salt bin and bus shelter. The small grass verge area (between the pub carpark/road and next driveway) is to be maintained by the Parish Council.

[Googlemaps link](#)

**2 Cuts per month from March to October**



## APPENDIX B – FORM OF TENDER

To be submitted to the Council via email: [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

Please complete and sign the Form of Tender and Declaration & Company Details and return to the Officer by 1<sup>ST</sup> MARCH 2023

PRICES QUOTED ARE TO BE EXCLUSIVE OF VAT

Area	Number of Cuts	QUOTED PRICE PER CUT	TOTAL PRICE
(1) The Village Green, Plaistow	16		2023 2024 2025
(2) Jubilee bench, Ifold	16 Annual (1) hedge cut		2023 2024 2025
(3) Grass verge between the noticeboards and Plaistow Stores, Plaistow	16 Annual (1) hedge cut		2023 2024 2025
(4) Coxes Pond, Plaistow	16 Annual (1) hedge/shrub cut		2023 2024 2025
(5) Hedge along the cricket field, Plaistow	1		2023 2024 2025
(6) Plaistow Preschool garden, Plaistow	16		2023 2024 2025
(7) Grass verge outside The Sun Inn (around bus shelter), Plaistow	16		2023 2024 2025

If you have not been previously used by the Council in the performance of a similar contract then please provide details of 2 references who can be contacted to provide support for your application:

Referee 1, Name		Referee 2, Name	
Position		Position	
Company Name		Company Name	
Contact Number		Contact Number	
Contact Email		Contact Email	

#### DECLARATION & COMPANY DETAILS FORM

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

I/We understand that Plaistow and Ifold Parish Council is not bound to accept the lowest or any Tender or part thereof 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.

Company or Business Name:	
Business correspondence address	
VAT Reg No. (if applicable)	
Contact details (landline / mobile / email)	

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained therein and, if successful are willing to be bound to the contract as expressed therein.

Signed: .....

Print Name: .....

Position: .....

Dated: .....



## EVALUATION OF TENDER

Bids will be evaluated in accordance with Plaistow and Ifold Parish Council's Financial Regulations using the following criteria and weighting:

<b>Criteria</b>	<b>Possible Score</b>
<b>Price</b> The full and final cost over the full term of the contract. To take into account affordability and the commercial stability of a reasonable return for the supplier.	Max 50 points out of 100
<b>Quality</b> The supplier's ability to perform the contract to the highest standards. Evidence of the supplier's relevant knowledge and experience. Feedback received from References.	Max 50 points out of 100
<b>Compliance</b> The supplier's compliance with all Health & Safety and employment laws and regulations	Max 25 points out of 100