



GRASS CUTTING SCHEDULE 2019 – INVITATION TO TENDER

Landulph Parish Council ('the Council') hereby invites tenders for the carrying out of the service of grass cutting in accordance with the Contract document attached.

1. Tenders to be submitted are for all the works as set out under the 'Extent of Works' in the Contract.
2. Prospective Contractors should provide quotations on the attached form, and on the following basis:
 - a. A cost per cut and trim - to include where possible collecting, removing and disposing of grass cuttings and overgrown shrubbery from the areas in accordance with any relevant legislation.
3. The prices should specify:
 - a. A price exclusive of VAT
 - b. Any VAT applicable
 - c. The total cost (as set out in the Form of Tender attached).
4. 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.
5. Any queries regarding the interpretation of any part of the Contract document should be addressed to the Parish Clerk by no later than three days before the closing date.
6. Prospective Contractors should note that the Council is not bound to accept the lowest tender. The Council's decision is final.
7. The successful tender, together with the Council's written acceptance, shall form a binding agreement in the terms of the Contract document.
8. **Return tenders by no later than 5pm on Monday 11th February 2019 to the Clerk to Landulph Parish Council, addressed in the subject line 'Tender for Grass Cutting', by email: clerk@landulph.org.uk**

EXTENT OF WORKS

The work will comprise of the cutting and strimming of grass on land within the parish of Landulph in the following areas:

- a. Penyoke Recreation Ground: cutting and strimming of grass on the main playing field; cutting and strimming around the play equipment, fencing and any other permanent fixtures and fittings on the Recreation Ground; cutting back and tidying up any overgrown shrubbery; cutting between the fence and hedge; and the top of the embankment.
- b. Penyoke Recreation Ground: Cutting and strimming the face of the grass bank (embankment) on an annual basis in the month of October to a maximum of 40mm in length **and to remove all cut grass from site.**
- c. Ellbridge Bus Shelter: cutting and strimming of grass surrounding the Bus Shelter, cutting back and tidying up of any overgrown shrubbery.
- d. Spraying weedkiller around the base of the fence posts and play equipment at Penyoke Recreation Ground.

FREQUENCY OF WORK

- a) Every two weeks between March to November (18 cuts in total) at Penyoke Recreation Ground, to include: the playing field; the areas between the fence and the hedge; and the top of the embankment.
- b) Cut and strim in October (1 cut in total) at Penyoke Recreation Ground, of the face of the grass embankment.
- c) Between March to November 12 cuts at Ellbridge Bus Shelter.
- d) Spraying weedkiller around the base of the fence posts and play equipment at Penyoke Recreation Ground once during the year.

QUALITY OF WORK AND EQUIPMENT

The quality of work must be of a good, acceptable standard, which will be verified on the first cut by a member of the Council. The Contractor is responsible for providing equipment and maintaining it to a good standard in order to carry out the work.

INSURANCE

The Contractor is required to have professional insurance, and public liability insurance of at least £5million for Contracts. 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 the Contract.

PAYMENT TO THE CONTRACTOR

The Contractor will submit an account every two months in arrears throughout the cutting season for all works carried out. After receiving the Contractor's invoice, this will be raised at the subsequent Council meeting and, upon confirmation that the agreed cutting schedule has been complied with and the works have been carried out to a good standard, the Council will pay the Contractor by cheque.

DURATION OF CONTRACT

The duration of the Contract will be from March 2019 to November 2019. There will be no opportunity to alter the rates tendered during this Contract period.

At the conclusion of this Contract, the Contract may be renewed, provided that the parties to the Contract are in agreement with any amended terms.

TERMINATION OF CONTRACT

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

Approved at Landulph Parish Council

Date:

Signed:

Name in capitals:

Contractor

Date:

LANDULPH PARISH COUNCIL

QUOTATION AND DECLARATIONS – GRASS CUTTING SCHEDULE 2019

Please read the information and documents in this tender pack, complete each of the sections, and email your completed quotation to clerk@landulph.org.uk by **Monday 11th February 2019**.

CONTACT DETAILS	
Name of organisation/contractor (in CAPITALS)	
Name of person applying on behalf of the organisation (in CAPITALS)	
Signature	
Contact telephone	
Contact email	
Address and postcode	
Registered office if different from above	

DECLARATIONS	YES / NO
£5 million Public Liability Insurance Certificate - please send a copy	
Valid training certificates or certificates of competency for the use of powered tools, where needed (for example Brush cutter and chainsaw etc) and for use of weedkiller - please send a copy	
Permit to work on a highway, where needed (for example National or Regional qualification for working on the Highway CH8, NRASWA UNIT 2/10, NHSS 12D)	
All equipment complies with the Provision and Use of Work Equipment Regulations.	

CONTRACT – GRASS CUTTING SCHEDULE IN THE PARISH OF LANDULPH 2019		
	Price per job (£)	VAT (if applicable)
Grass Cutting/Strimming at Penyoke Recreation Ground		
18 cuts at Penyoke Recreation Ground – playing field; between the fence/hedge; at the top of the embankment.		
1 cut at Penyoke Recreation Ground at the face of the embankment to a height of 40mm and to clear any grass cuttings		
1 spray per year - Weed spraying around play equipment		
TOTAL PRICE FOR PENYOKE RECREATION GROUND		
Grass Cutting/Strimming at Ellbridge Bus Shelter – 18 cuts		
TOTAL PRICE FOR ELLBRIDGE BUS SHELTER		
TOTAL QUOTE OF CONTRACT		