

NASEBY PARISH COUNCIL
TENDER FOR GRASS CUTTING SEASONS 2020, 2021 & 2022
VERGES, VILLAGE HALL FIELD, PLAY AREA, CHURCHYARD, PUBLIC OPEN
SPACE, CIVIL WAR MONUMENTS AND VIEWING PLATFORM AND OFF ROAD
FOOTPATHS

Conditions

- Contractors should acquaint themselves with the conditions of work before tendering, and ask all questions by email to the clerk before submitting their bids.
- Tenderers can quote for Items 1 and 2 on the tender form OR one item only but prices must be shown in both boxes.
- 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 in consultation with the contract manager. For the purposes of clarity the expectations under normal conditions are to cut the grass fortnightly as per the conditions set out below. It will be the contractor's responsibility to determine the time to start and finish cutting depending on each season in consultation with the contract manager.
- The required standard of cutting is that it is expected that the grass is cut often enough so as not to leave large amounts of dead grass sitting on freshly cut grass. If conditions require additional cuts to achieve this (particularly in the church yard) then the contract manager should be consulted as early as possible to avoid it.
- Quotations are to be submitted exclusive of VAT.
- The Contractor shall include in the tender price for all equipment, materials and manpower to complete the works to the specification required.
- 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.
- Before the contract can commence, the successful Contractor shall supply a copy of their current public liability insurance policy, a risk assessment and the names or references of clients where similar work has been undertaken to the Parish Clerk.
- The contract for Item 1 (Village Hall Main Playing Field) will run for a period of three years, ie from March / April 2020 until the end of October 2022. The first year will be a probationary period but the Council reserves the right to terminate this work at any time if performance is considered to be unsatisfactory.
- The contract for Item 2 will also be for a period of 3 years ie from March / April 2020 until the end of October 2022. The first year will be a probationary period but the Council reserves the right to terminate this work at any time if performance is considered to be unsatisfactory.
- The Contractor will provide all necessary equipment to cut the grass on the areas coloured on the attached plans, including carefully cutting around all the gravestones. The grass must not exceed 4" in height and large amounts of dead grass lying on the surface of freshly mown areas is not acceptable. In normal weather conditions an average of 2 cuts per month from April to October each year should achieve this.
- Tenderers are invited to provide added value items to their bids to be included in the price per cut. Ie improving areas currently under maintained, additional weed killing, removal of fallen wood/leaves, trimming lime tree growth on trunks, moss treatments or other enhancements to the schedule that will further improve the quality of the churchyard and village in general. Any added value items offered will be added to the schedule/contract and be binding.
- The Council reserves the right to clarify any statements on submitted tenders and specifications with contractors before making any decision.
- The Council reserve the right to offer the contract to the most economically advantageous bid and not necessarily the lowest bid.
- 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.

- 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 £5 million for any one claim for property damage, unlimited for personal injury.
- The Contractor will be expected to provide copies by email of all insurance policies at their renewal anniversary to the clerk to prove continuity.
- 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 increase/reduction where applicable in writing to the clerk. This will then be added to the schedule and be a binding part of the contract.
- 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.

Work Standard

- It is expected that mowing will take place fortnightly but the Contractor must be flexible enough to increase or decrease this work programme for special events or periods of excessive growth or drought. The grass must not exceed 100 millimetres in height and large amounts of dead grass lying on the surface of freshly mown areas will not be deemed as acceptable. In normal weather conditions an average of 2 cuts per month from April to October each year should achieve this.
- To remove the element of doubt the Contractor will be expected to trim grass around all street signs, seats, and trees that are within the areas marked in purple on each cut. In the churchyard any area that is unable to be reasonably cut with a mechanical mower within the boundary of the graveyard must be strimmed at the same frequency as mown.
- Where flowering bulbs are present within the verges the grass immediately around them is to be left uncut until flowering has finished and leaf dieback has occurred.
- In the churchyard it is expected that the Contractor will attempt to improve areas uncut presently to enable routine mowing.
- All due care must be taken whilst mowing or strimming around gravestones monuments and street furniture and any damage caused must be reported to the mowing contract manager/parish clerk immediately.
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- In the interests of health and safety all grass cuttings and strimmings must be removed from church pathways and graves where necessary after each cut (plan 2)
- In the interests of health and safety all grass cuttings and strimmings must be removed from children's play matting surfaces (Plan 4), 88£7 Monument paths (plan 8, 9 & 10) and all roadside footpaths where necessary after each cut.
- The contractor is allowed to use selective weed killers to eradicate brambles, moss, ivy or other invasive weeds where necessary to improve grass quality and clear areas. Example of use ; moss killer on grass
- All due care must be taken when using non-selective weed killers such as glyphosate and only in consultation with the contract manager before its use stating the reasons for its use and location. example of use ; complete scrub clearance/grave edges/brambles.
- Any fallen branches from trees within the church yard are to be removed to the refuse area in churchyard
- The contractor will be able to offer differing methodology to those proposed, subject to approval by the council with an additional quotation in order to provide comparison.

**NASEBY PARISH COUNCIL MOWING CONTRACT SEASONS 2020, 2021 & 2022
SCHEDULE OF WORK**

To be viewed in conjunction with mowing plans attached.

TENDER ITEM 1

All grassed areas within purple/red lines on plans (other than the general field on Plan 3) are to be mown or strimmed as appropriate.

Key Plan General Layout of Village -

- Strim area around Thornby Road Bench, near Oak Farm access, within 1 metre distance around concrete slab base. (Every 2nd Visit Only)

Plan 1 Welford Road & Hall Close

- Verges both sides of carriageway to 1 metre beyond 30 mph signs on Welford road
 - Hall Close verges
 - Coronation Tree green in front of Fitzgerald Arms.
 - Strim around street signs.
- NB plan does not show full extent of Welford Road verges

Plan 2 Church Street to School Lane, School Lane & Church Yard

- Verges both sides of carriageway
- War memorial green
- Strim around edges of memorial bollards and street signs

Church yard area

- Grass immediately adjacent to Church Street/Newlands running along top of masonry retaining wall to distance of 2 metres to be cut with light hand mower to prevent deterioration of wall and in the interests of health and safety.
- Spray paths with weed/moss/algae killer bi-monthly in season
- Sweep off paths
- strim uneven ground or untended graves

Plan 3 Village Hall Area

- Haselbech road – Verges both sides of carriageway to 1 metre past 30 mph signs
- Clipston Road - Verges both sides of carriageway beyond 30mph signs to lay-by opposite obelisk monument. NB - Plan does not show the full length of Clipston Road verges..

Village Hall

- Area beneath trees, between car park and Clipston Road up to post and rail fence

(The following 4 items Every 2nd Visit Only)

- Strim around boundary of tennis courts on 3 sides where marked with red edge
- Strim either side of field entrance on Haselbech Road where marked with red edge (to maintain visibility for drivers entering or leaving the field).
- Strim under and both sides of knee high fence between car park and playing field, marked in red.
- Strim around 3 sides of village hall against wall or edge of verandah, marked in red.

Field Mowing - constitutes Item 2 on the Tender Form (See Later)

Plan 4 Play Area (plan is not an as constructed record)

Access via Haselbech Road field gate or car park then through locked yellow maintenance gate or either of the pedestrian gates.

Toddler Zone -

- Mow and collect using hand controlled mower, avoiding damage to rubber safety matting.
 - Strim and collect over slide/tunnel mound
 - Strim along base of hedge
 - DO NOT Strim around timber support poles to play kit and DO NOT damage safety matting.
 - Weed kill along line of post and rail timber fence once per year.
- Collected cut grass can be deposited between the basket ball net steelwork and the hedge.

Junior Zone -

- Cut and mulch around play equipment including over rubber safety matting.
- Strim along base of hedge including behind basket ball net steelwork
- DO NOT Strim around timber support poles to play kit and DO NOT damage safety matting
- Weed kill along line of steel railing fence and post and rail timber fence once per year.

Plan 5 Church Street, School Lane & Gynwell

- Verges both side of carriageway
- Market Cross green
- Carvells Lane/Church street Green
- High Street/Gynwell Green
- Strim around edges of market cross and road signs

Plan 6 Church Street (south), Cold Ashby Road, High Street (south) & Nutcote

- Verges both sides of carriageway to 1 metre past 30 mph sign on Cold Ashby Road
- Nutcote verges both sides of carriageway
- High Street (south) opposite entrance to allotments
- Verges both sides of carriageway High street
- Strim around village signs
- Grassed area at entrance to allotments from High Street to field gate
- Grass path leading from field gate to kissing gate at northeast corner of allotments.iv

Plan 7 Thornby Road & Cottesbrooke Road

NB see also work to public open space on Plan 13

- Verges on Thornby road and Cottesbrooke Road
- High street/Nutcote Green
- Nutcote/Thornby road green
- Strim around street signs, bench, under tree and 30 mph signs.
- Verges both side of carriageway at Thornby/Cottesbrooke/High Street/Nutcote junction.

Plan 8 Cromwell Monument, Sibbertoft Road

- Grass area within fencing
- Strim sides of access path

Plan 9 The Obelisk, Clipston Road

- Circular grass area around monument

Plan 10 Fairfax Viewpoint, Clipston Road

- Grass area around platform, strim around posts
- Grasscrete surface

Plan 11 Allotment Path (from High Street)

- Grass path entire length of allotments from field gate to footpath kissing gate
[see also footpath works on Plans 15 and 16]

Plan 12 NOT USED

Plan 13 Cottesbrooke Road / Hammonds Mews Public Open Space

- Hand controlled mow public open space from edge of Hammond Mews private road to bottom of steep slope adjacent to Cottesbrooke Road.
- Strim around 6 bollards , 3 trees and under length of knee high timber fence
- Strim into base of hedge up to edge of tarmac turning area

NB - Hammonds Close is a private Road and is. Not to be used for access or parking of vehicles. .

Plan 14 - NOT USED

Plan 15. Public Footpath (south end), Allotments to Cottesbrooke Road (Every 2nd Visit Only)

- Strim or mow path along line marked in purple between kissing gate at point C (south end of allotments) to kissing gate at point D and then on to kissing gate at point E (Cottesbrooke Road adjacent to Catton Close).

Access is available via kissing gates at Points E and Point C for strimming and via Cattton Close and a field gate for mower or strimming access.

The width mowed or strimmed should be approximately 1.5 metres

Plan 16. Public Footpath (north end), Village Hall to Allotments (Every 2nd Visit Only)

- Strim or mow path along line marked in purple between kissing gate at point A (near Village Hall) to kissing gate C (south end of allotments).

Access is available from Point A kissing gate for strimming and from the High Street allotment access for mower or strimming access.

The width mowed or strimmed should be approximately 1.5 metres.

NB Plan 11 shows the length of public footpath within the allotments from High Street to Point B.

TENDER ITEM 2

Plan 3

- Playing field within green edged line.
- Field slitting to improve drainage, subject to contract managers advance agreement (rate per visit required)

- Field rolling, subject to contract managers advance agreement (rate per visit required)

NASEBY PARISH COUNCIL MOWING CONTRACT 2020 - 2022

TENDER FORM

Item 1. All Works identified on the Schedule of Work, the Key Plan, Mowing Plans 1 - 11 and 13, 15 & 16 (Verges, Village Hall minor areas, Play Area, Churchyard, Public Open Space, Civil War Monuments and Viewing Platform, Off Road Footpaths) - DOES NOT INCLUDE MAIN VILLAGE HALL PLAYING FIELD.
(3 year contract)

£ Per Cut ex VAT

Include for all items on the Schedule of Work, the Key Plan, Mowing Plans 1 - 11 and 13, 15 & 16, the Conditions and Work Standards.

Within the overall cut rate, allow for the areas to be cut only every 2nd visit (the Key Plan, parts of Plan 3 and all of Plans 15 and 16) and for weed killing

£.....Increase Per Cut for 2nd Year ex VAT

£.....Increase Per Cut for 3rd Year ex VAT

- Added value items

Included within the cost we are prepared to carry out the following works in order to enhance the appearance of the village ;

Please list items.

Item 2. Plan 3 Village Hall Main Playing Field
(3 year contract)

£.....Per Cut ex VAT

Include for all items related to Mowing Plan 3 on the Schedule of Work, the Conditions and Work Standards.

£.....Per Field Slitting Visit ex VAT

£.....Per Field Rolling Visit ex VAT

£.....Increase Per Cut for 2nd Year ex VAT

£.....Increase Per Cut for 3rd Year ex VAT

Increases for Slitting and Rolling for the 2nd and 3rd years will be agreed in line with the per cut increases.

Please complete in block capitals

NAME OF CONTACT:

COMPANY NAME.....

ADDRESS:

.....

TEL: E-MAIL:

Company reg no. VAT no.....

Tendering Notes ;

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.
- 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).

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

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

**Mrs Josie Flavell,
Clerk and Responsible Finance Officer
36 King Style Close
Crick
Northamptonshire**

**NN6 7ST
United Kingdom
Tel 07471 134931
Email: clerk.nasebypc@outlook.com**

Closing date for receipt of returned bids is 12 Noon on ? January 2020. The winning bid/tender will be announced following the council meeting of 6th February 2020. The contractor will be expected to commence in mid March or thereabouts if conditions demand it.