



Stanton under Bardon Parish Council

## **Grounds Maintenance Services Tender Document for Three Year Contract – 2024 - 2026**

### Contract Terms

Stanton under Bardon Parish Council are responsible for the maintenance of various areas of green space throughout the Parish and need to appoint a contractor to conduct these works on behalf of the Council.

The tender should be made on the **Form of Tender**. Please note that it should be completed with no alterations or additions to the published **Schedule of Works** or the tender will be rejected. Tenders should be sent by email (scanned copy), by post or delivered by hand in a sealed envelope marked:

**PRIVATE AND CONFIDENTIAL** Parish Clerk  
Stanton under Bardon Parish Council  
2 St John Cole Crescent  
Stanton under Bardon  
Leicestershire  
LE67 9AE

To arrive no later than **MIDDAY ON TUESDAY 6th FEBRUARY 2024**

### **General Information**

The contract will be for a three-year period covering the grass cutting seasons and greens maintenance for 2024 and 2025. The contract will commence in March 2024 and each season will run from between March and October. The rates detailed in the contract must remain fixed for the term of the contract.

The tenderer is advised to visit the Parish and acquaint themselves with the extent and nature of the proposed works; this will be deemed to have been completed before submitting a tender. Tenderers should seek to clarify any points of doubt or difficulty before submitting a tender.

The tenderer will be required to keep the tender submitted valid for acceptance for a period of 90 day from the date of return of the tender document.

The contractor shall for the duration of the contract be responsible for compliance with all relevant statutory requirements relating to licensing of plant and equipment.

Tenderers are asked to note the level of insurance required is a minimum of £2.5m. A copy of insurance documents should be submitted to the Council annually.

### **Specification Of Works**

The works to be carried out under the contract are set out in the accompanying **Specification of Works**.

The contractor shall cut the grass at all of the named locations at least sixteen times during the growing season.

All cuts will be undertaken with the appropriate equipment such as ride on mowers, hand mowers, strimmer's, with a blow finish where applicable.

Hedge cutting is to be undertaken twice a year in the Spring and Autumn at the named locations using handheld equipment with cuttings removed.

Herbicide application is to be undertaken twice yearly at the named locations.

### **Standard of Work**

All grass shall be mown to a close finish without scalping with an average height not exceeding 6cm, depending on the ground conditions. All grass growing within the cut area around memorial headstones, street furniture, play equipment and signage is to be strimmed. All work shall be to the specification of the Parish Council.

In the event works cannot be carried out on the scheduled date, owing to inclement weather and ground conditions, the Council will expect that the cut be completed as soon as possible, and the contractor will be required to liaise with the Parish Clerk following any delays.

The contract awarded is subject to an annual performance review. The Parish Council may terminate the contract if, following the annual performance review, the work is deemed unacceptable or if midway through the seasons work is unsatisfactory and appropriate attempts have been made to engage and rectify concerns with the contractor. The Parish Council will inform the contractor in writing if work undertaken is unsatisfactory. If works are deemed unsatisfactory, the Parish Council reserves the right to terminate the contract providing a minimum of 4 weeks' notice.

The contractor is to undertake work as soon as practicable in the event of unfavourable weather and/or ground conditions. This is to include extended and/or additional hours as necessary to accomplish the overall total number of cuts as specified in any one season. No additional payment will be made as a result of inclement weather and additional work undertaken to mitigate the effects.

The Parish Council will have all areas of work inspected regularly to ensure that the contract is being complied with.

### **Damage to Private Property**

The contractor shall take care to avoid damage to all footways and all other objects sited on or all the named locations, including private property. The cost of any repairs will be borne by the contractor.

Any damage caused by the contractors' vehicles or workmen shall immediately be notified to both the owner and/or occupier and the Parish Council. The damage shall be remedied as soon as practicable. In the event of the contractor failing to remedy any damage, the Parish Council will arrange for repairs to be carried out and the appropriate amount will be deducted from the next payment to the contractor.

### **References**

The tenderer, as part of this submission, is required to provide the contact information of two references and confirm if the Parish Council have permission to contact those referees.

**Health and safety**

The tenderer will be wholly responsible for the health and safety of any persons working on this contact. The contractor is required to ensure that safety measures are taken to protect those working on or off Parish Council owned land.

The tenderer should have in place rigorous health and safety policies and procedures and risk assessments for work to be undertaken as part of this contact. Copies of such risk assessments should be submitted on request.

The tenderer is required, as part of this tender submission, to submit copies of current liability insurance documents and insurance documents for vehicles to be used. Such documents are to be submitted annual thereafter by the successful tenderer.

Every employee shall wear approved PPE and reflective clothing conforming to British standards.

Without prejudice to other provisions of the contract, the contractor shall ensure that no action by them or their employees or sub-contractors or employees of sub-contractors are executed in such a manner as to cause hazards or safety risks to themselves or members of the public.

## SCHEDULE OF WORKS

Copies of maps and pictures contained in Appendix A correspond with the schedule as detailed below.

### GRASS CUTTING & STRIMMING

Location	Area (m <sup>2</sup> )	Frequency
<b>Stanton under Bardon Recreation Area</b> – Mow and strim grassed areas up to and around trees, boundaries of play areas, fixed obstacles and up to hedgerows leaving cuttings to lie. Blow finish to ensure pathways are clear of grass cuttings.	16,485m <sup>2</sup>	Fortnightly x 16 cuts – March to October
<b>Stanton under Bardon Village Hall</b> - Mow and strim the grassed areas around the perimeter of the building and up to and around trees, fixed obstacles and up to hedgerows leaving cuttings to lie. Blow finish to ensure pathways and car parks are clear of grass cuttings.	495m <sup>2</sup>	Fortnightly x 16 cuts – March to October
<b>St Marys &amp; All Saints Churchyard</b> - Mow and strim the grassed areas within the boundary walls, around the perimeter of the building and up to and around trees, fixed obstacles and up to hedgerows. Blow finish to ensure pathways and car parks are clear of grass cuttings. All cuttings to be removed from site.	980m <sup>2</sup>	Fortnightly x 16 cuts – March to October

### HEDGE CUTTING

Location	Area (m <sup>2</sup> )	Frequency
<b>Stanton under Bardon Recreation Area</b> - To cut back shrubs overgrowing onto pathway highlighted in the yellow section in Appendix A. Remove all cuttings from site.	20m	Twice annually – Spring and Autumn

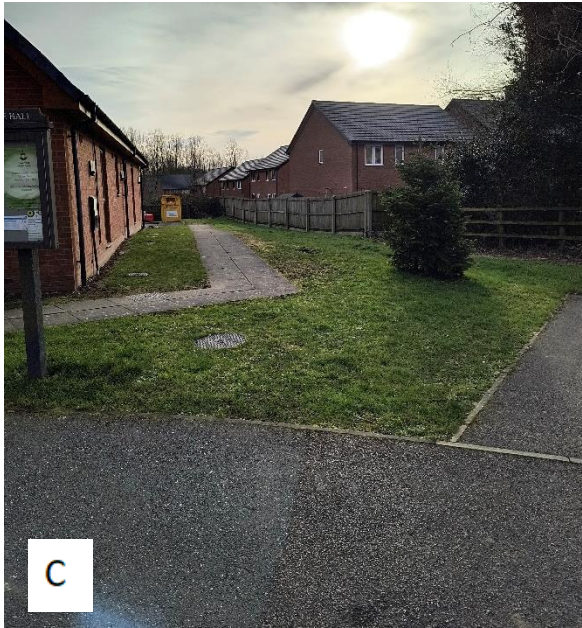
### HERBICIDE APPLICATION

Location	Area (m <sup>2</sup> )	Frequency
<b>Stanton under Bardon Village Hall</b> – Herbicide applications to all pathways around the perimeter of the building and two car parks	75m <sup>2</sup>	Twice Annually – Spring and Autumn



**APPENDIX A – SITE MAPS**

Stanton under Bardon Village Hall, St John Cole Crescent, Stanton under Bardon, LE67 9AE





St Mary's and All Saints Churchyard, Main Street, Stanton under Bardon, LE67 9TN

