



## **ST MEWAN PARISH COUNCIL INVITATION TO TENDER – GRASS CUTTING AND ASSOCIATED WORKS CONTRACT**

### **Introduction**

Tenders are invited for the cutting of grass on various sites managed by or belonging to St Mewan Parish Council.

### **Contract Term**

The contract is for a three-year period, running from 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2021.

### **Submission of tender**

Tender documents should be submitted in a sealed envelope, clearly marked "GRASS CUTTING TENDER" and must be received **no later than noon on the 20<sup>th</sup> October 2017**. They should be sent to:

The Clerk of St Mewan Parish Council  
Kerenza  
The Chase  
Sticker  
St Austell  
PL26 7HL

Tender documents should consist of:

- Completed Form of Tender
- Completed Contractor Information Form
- Copy of Public Liability Insurance Certificate

### **SCOPE OF WORK**

#### **Geographical Areas**

The nine sites are spread across the parish of St Mewan and are highlighted on the enclosed location map. Different cutting requirements, as follows:

#### ***Specification A***

Sticker Activity Park  
Polgooth Playing Fields  
The Goffin (adjacent to Polgooth Playing Fields)

Trewoon Playing Field (adjacent to Trewoon Play Area)  
 Trewoon Play Area  
 Lower Sticker Playing Fields  
 St Mewan Church Cemetery (New)

**Specification B**

St Mewan Church Cemetery (Old)

**Specification C**

Sticker Dog Field (adjacent to Sticker Activity Park)

**Specification**

Grass/Strimming areas to be cut:

Specification A	<ul style="list-style-type: none"> <li>▪ Regular fortnightly visits on a designated day from March to October.</li> <li>▪ Grass height no more than 5cm</li> <li>▪ One cut in Feb and Nov or at Council’s discretion in these months</li> <li>▪ Strimming at perimeter fence/boundary at no less than four weekly intervals</li> </ul>
Specification B	<ul style="list-style-type: none"> <li>▪ To cut prior to the spring flowers coming through and assess. In May to cut again when the flowers have died back.</li> </ul>
Specification C	<ul style="list-style-type: none"> <li>▪ As Specification A but to leave lower part of scrubland</li> </ul>

- Grass cut frequencies are influenced by weather conditions and increased visits may be required, with prior agreement of the Parish Clerk.
- After mowing, grassed areas should be even and neat in appearance.
- Grass clippings can be left on site, evenly distributed over the area.
- Adjacent paved and tarmac areas must be left clean and tidy at the end of each visit.

**St Mewan PC Playground Safety** is a very important aspect of the Contractor’s work in this area and attention needs to be paid to allowing children to play in a pleasant and clean environment.

1. All wet pour and safety surfaces to be brushed/blown, and kept clear of moss growth or similar growth especially during wet periods.
2. Any overhanging branches or brambles posing a risk to members of the public reported to the Clerk.

3. If spraying is required the Clerk should be contacted.
4. Reporting to the Clerk of any vandalism, dumped rubbish, safety issues or defects noticed during works.

**St Mewan Cemetery (New)** requires special attention to keep this area attractive for relatives of the deceased. Note that memorials are the responsibility of the relatives.

1. Grass around headstones/vases to be clear of cuttings
2. Weed kill on boundary for invasive growth - to be advised
3. Strim to boundary

### **Special Instruction**

1. When cutting or strimming, care is to be taken around the bases of Play Equipment. Any damage caused will be the responsibility of the contractor and liability will be that of the contractor.
2. Coded access gates are to remain confidential and must not be divulged to other parties or members of the public.

**Note:** In addition to the regular grass cutting, an annual weed and feed treatment may be carried out at the start of the growing season. Additional prices should be provided for this work, as requested and forms part of this Tender, but would only be carried out when specifically requested by the Clerk or in the first instance reported by the Contractor to the Clerk.

The successful contractor must:

- Deploy competent and experienced employees with relevant qualifications, ability, experience and competency.
- Comply with all relevant statutes, e.g. the Health and Safety at Work Act, COSHH Regulations and other agreements in respect of safety, health and welfare.
- Take all necessary measures for the protection of work people, the public and adjoining properties.
- Have Public Liability Insurance with a minimum cover of £5million.
- Provide the Parish Council with a written Risk Assessment, prior to commencing the contract.
- To produce a valid Spraying Certificate to the Clerk who will be carrying out this type of work

The contractor shall not assign the contract nor sub-contract any part of the work, without the Council's prior consent.

### **Payment**

This contract is made between St Mewan Parish Council and name ("the Contractor")  
The sum may be varied by mutual agreement at each anniversary should there be a change in specification schedule.

Any ad-hoc maintenance work that proves necessary during the duration of this Contract shall be paid for by prior agreement between the Council and the Contractor at the rate of £xx per hour. Any specialist equipment needed on hire to be paid at cost.

Payment will be made by cheque or bank transfer on receipt of an invoice. The contractor must submit invoices monthly, listing all relevant visit dates and work covered in that period.

**Termination**

This Contract runs from 1st April 2018 to 31st March 2021 unless terminated by either party.

2. This Contract may be terminated early within 28 days of notification of that fact in writing by St Mewan Parish Council, or by the Contractor.

3. If the Council considers the work of the Contractor to be unsatisfactory, the Parish Council shall give a written warning and the Contractor shall remedy the situation within 14 days of such warning.

5. If the Contractor fails to comply with such notice or fails to carry out work to the terms of this Contract within 28 days of the written warning, the Parish Council may terminate this Contract with immediate effect as stated in Item 2 above, and deduct payment proportionally.

Signed ..... Date ..... Parish Clerk On behalf  
of St Mewan Parish Council

Signed ..... Date ..... Contractor