

GRESFORD COMMUNITY COUNCIL GRASS CUTTING CONTRACT

INVITATION TO TENDER

Gresford Community Council currently oversees and is responsible for the maintenance of an area of land known as Allington Park, High Street Gresford, Wrexham, which comprises a play area, football pitch area, and general amenity land, and Gresford Cemetery which is situated off Clappers Lane, Gresford, Wrexham. The Community Council wishes to have in place a contract for grass cutting and grounds maintenance of these areas. It is also possible that in future a further area of land to be negotiated with Wrexham Council, may also form part of such a contract.

Full details of the scope of the contract and contract conditions contract are outlined below: -

Requirements

The Community Council hopes to be in the position to award the contracts for the works by the end of 11th February 2019, with the contract due to commence from the 1st March 2019, subject to the following conditions:

- Evidence of relevant qualifications and training undertaken by staff to be employed on the contract should be submitted.
- A copy of your Certificate of Public Liability Insurance must also be submitted with your tender.
- Risk Assessments and method statements for the works must be submitted along with your tender.
- A copy of your companies' health and safety policy must be submitted along with your quote.
- Include references / testimonials from other organisations or local councils where your company has undertaken similar work in the last 3 years.

Evaluation and awarding of contract

Once the tender has been established, the contract will be awarded to the company that complies with all the written requirements, has satisfactory references and offers the best value for money. We may request further information from tenderers after submission of tenders.

You should state a single point of contact who should be readily contactable to deal with any queries and problems that may arise. This point of contact must be available from the date the contract .

The deadline for receipt of all tenders is 4th January 2019 (extended to 18th January 2019) .The successful contract shall be awarded on the basis of 70% cost and 30% on evidence provided of a quality service. The decision of the Community Council is final. The successful contract will be notified by the 11th February 2019 .

Completed Tender documents can be sent via email to: clerkgresford@gmail.com, or by hard copy to : 19 Marcella Crescent, Marchwiel, Wrexham, LL130RX

If you have any queries or require further information, please contact Serena Baxter on 01978 355135, or email: clerkgresford@gmail.com

Yours sincerely,

S J Baxter

Serena Baxter

Clerk to Gresford Community Council

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Contract Documents.

The contract documents will comprise:

1. Standard Conditions of contract
2. Specification of works
3. Schedule of works
4. Pricing Document /Form of Tender
5. Questionnaire.
6. Area Plans

1. STANDARD CONDITIONS OF CONTRACT.

The Monitoring Officer shall be the Clerk to the Community Council.

Extent of work.

The work shall generally comprise the cutting of grass on land specifically identified within the community of Gresford and Marford. The height of cut shall vary through the year: Spring- Summer and Autumn-Winter.

The work shall include strimming around play equipment and outside furniture, trees, bushes, fences and all other authorised site fixtures and fittings. The work shall include grass cutting at Gresford Cemetery, where specific equipment may need to be used to cut a level surface avoiding any interference, damage or otherwise to grave spaces and memorials.

To include grass removal from all play safety surfaces and footpaths by sweeper and blower.

Any weed control shall be subject to further negotiation on a one-off basis as required.

Feeding of the grassed areas shall also be on a one-off basis as required and subject to negotiation.

Any damage to grassed areas requiring specific attention beyond the normal contractual works shall be notified by the contractor in writing and discussed with the monitoring officer.

A set number of cuts (18) has been set for tender and it is this programme that shall be adhered to. In the event of additional cutting being needed for any reason, the contractor shall notify the Clients monitoring officer (Clerk) or vice versa. The matter shall be discussed, and approval sought from the Council or Chair before going ahead with any additional cutting requirements.

Maintenance of hedge boundaries: The work shall include the maintenance of two hedged areas on the boundaries of Allington Park, specifically the Allington Park boundary to the Balmuir /Texaco garage and the boundary of the Playground /roadside.

The work involved shall be a straightforward cutting back of the boundary to keep growth and height in check. This work shall take place after the end of August, and not during the Spring/Summer when birds are nesting.

Please note that Gresford Community Council takes no responsibility for failure by the appointed contractor to comply with the terms of this contract nor for any damage caused to contractor's machinery as a result of negligence, such as mowing over hazards etc.

Site Details

Gresford Community Council:

The sites are identified on the map attached. Further detail can be provided on request. In the main these encompass Allington Park, and the Gresford Cemetery.

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice. The Contractor shall ensure that all operatives are fully trained in the use of the equipment and on the safety of the public generally while equipment is in use.

Contract Duration

Duration of the Contract shall be two years, with the final decision on the contract duration to be made by the council after the tenders have been received.

Billing and payment

The contractor will submit a monthly account, in arrears, throughout the cutting season for all work carried out. Invoices presented for payment must include a schedule of the works completed including the dates of the work.

Termination of contract

Either party may without reason, terminate the contract, in writing, giving three months' notice.

Amendment to Contract

Notification shall be given to the Contractor and discussion held, by the Monitoring Officer should the circumstances of the contract need to change.

Insurance

The Contractor is required to have a minimum of £5,000,000 public liability insurance. A current Certificate of Insurance to this effect shall be supplied as part of the tender. The contractor shall indemnify the Council against any claim or proceedings for any injury or

damage etc. any property or persons or animals arising from 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 this contract.

Notes to Tenderers

Attention is drawn to the Form of Tender and Standard Conditions of Contract.

These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.

The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.

A price shall be inserted against each item on the Form of Tender for each part of the Contract

No alteration is to be made by the Contractor to any of the text within the Form of Tender.

Concerning the application of any weed killer or lawn treatment, such applications must be agreed beforehand with the Council, and the person applying shall be licensed and trained to do so. The certification of such staff must be provided to the Council beforehand. Similarly, if chemical treatment work is contracted out the Contractor shall ensure the same of any sub-contractor and shall make sure that all certificates are available to the Council beforehand.

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.

2. SPECIFICATION OF WORKS

GRASS CUTTING

1. Prior to cutting any area the Contractor will ensure that it is free of large stones, paper, tins, bottles and other debris. The Contractor will also inspect for areas of significant hazards that have appeared such as potholes or sinkage and will inform the Council immediately of any such.
2. All grass shall be cut evenly cleanly, and without damage to the surface.
3. The Contractor will at all times during the period of the contract ensure that all machines engaged in grass cutting 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.
4. The Contractor will at all times during the period of the Contract ensure that machines and associated equipment and fuel, 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 etc and will ensure that staff use these at all times they are engaged in work for the Council.
5. During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Council sanctioning such an operation in writing in advance.
6. The Contractor will complete one area of grass cutting before moving on to the next. Immediately after cutting a scheduled area, the contractor will ensure that all grass clippings and other arisings are cleared from all paved areas playground equipment safety surfaces, memorial stones, paths and public footways by sweeping or using a blower, and any clippings or debris gathered in this way will be disposed of by the Contractor.
7. Soft vegetative growth such as clover will be deemed to be part of the contract where it falls within large areas of grass.
8. Prediction of the exact number of mowings required in a given period is difficult due to the vagaries of the weather. The Schedule of works specifies the given number of mowings for each area within this contract. The contractor will be paid on a pro rata basis for more or less than this number dependent upon the prevailing weather conditions which will provide the justification.
9. Mowing will take place on the grass at the site as specified, and will include areas up to paving , fencing, and take account of all boundaries and pieces of equipment.
10. Special care and attention is needed by Contractors in regard to the Cemetery grounds. Fixed Memorial stones should not be moved. Items left by grave owners/ relatives shall be respected, and if blown by the equipment shall be put back. The correct equipment for use in the cemetery situation shall be used by the Contractor

and care taken around memorial stones so as not to cause any damage. The grounds shall be cut evenly. The path edgings shall be trimmed.

11. Areas not cut to the satisfaction of the Council will be recut by the Contractor at the Contractor's own expense.
12. In very wet and dry conditions, planned operations to cut the grass should cease if a risk of continuing would incur damage to the grass and other items or result in divots from the machinery. In this case the contractor will speak with the Council's monitoring officer.
13. Should the Contractor cause damage to the surface or levels of the ground, or create divots from the grass cutting operations, the contractor shall at his own expense reinstate such damage to the satisfaction of the Council.
14. Mowing shall be carried out as close as possible to fixed obstructions and objects. Moveable obstructions can be removed to facilitate cutting as long as they are replaced immediately afterwards to the Council's satisfaction.
15. Mowing around obstructions including seats, trees, fence lines, posts, memorial stones, kerbs, gateways, play equipment etc. and in the proximity of margins, shall be undertaken using such methods, tools and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location. If used, trimmers must not damage any trees, shrubs or permanent or removable fittings.
16. All persons operating grass cutting machinery must be satisfactorily trained and the Council reserves the right to ask the Contractor to provide adequate proof that he/she and the operators in the employ of the Contractor, or any sub-contractors are well trained, and conversant with Health and Safety legislation and competent at their operating methods.

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3. SCHEDULE OF WORKS

CONTRACT:

ALLINGTON PARK

Grass Cutting

1. Annually, at least 18 cuts marked on the attached map.
2. The first cut being mid- late March and the final cut in late October/ early November according to the seasonal growth patterns, degrees of wetness etc.
3. The remaining cuts to be at the Contractors' discretion or at the request of the Council Clerk, taking into account the growth of the grass. there should be a minimum of two weeks between cuts.
4. To include strimming around play equipment, benches, paving and other fixed objects.
5. All safety surfaces at play areas to be cleaned off by sweeping or with a blower after each cut/ strim.
6. Grass is to be dispersed evenly over each site and not left in mounds.

Hedge Maintenance

1. In late Summer, after the end of August, to cut back the boundary hedge where it has grown, as identified as specifically the Allington Park boundary with Balmuir Garage/ Texaco Garage where it encroaches towards the trees and land, and the boundary of the Playground area and where it meets the roadside.
2. To cut back those boundary hedges identified with a straightforward cut to keep in check the annual growth to the sides and height of each hedge.
3. This work shall take place during late Summer, after the end of August, and not during the Spring/Summer when birds are nesting

CONTRACT:

GRESFORD CEMETERY

Grass Cutting

1. Annually, at least 14 cuts marked on the attached map.
2. The first cut being mid- late March and the final cut in late October/ early November according to the seasonal growth patterns, degrees of wetness etc.
3. The remaining cuts to be at the Contractors' discretion or at the request of the Council Clerk, taking into account the growth of the grass. there should be a minimum of two weeks between cuts.
4. To include strimming around Memorials, benches, paving and other fixed objects.
5. All path surfaces to be cleaned off by sweeping or with a blower after each cut/ trim.
6. Grass Cuttings are to be collected up and placed in the Composting area as directed.
7. Clear pathways of grass cuttings and fallen leaves.
8. To cut the grass verges along the entrance road to the cemetery as necessary during the growing season so as to maintain smooth access. There shall be no interference with the farmland on either side. This shall only be carried out carefully as required , and after August once the bird's nesting season has passed. This shall only be done to neaten and provide clear access and is not to be extensive, since this is for smooth access only and the verges nor the hedge is the property of the Community Council. Any difficulties or clarity required to be drawn to the attention of the Clerk of the Council in writing or by telephone if urgent.
9. The Cemetery has access to running water if required.

Hedge Maintenance

1. Any hedging is to be trimmed where it encroaches on the grass cutting area. If more than a trim is required to draw attention of the Council Clerk to this.
2. To trim and keep tidy the 8 large box /yew ball hedges in the Centre of the Cemetery once a year in the Spring.
3. To cut the overhanging hedge twigs and small branches along the entrance road to the cemetery as necessary during the growing season so as to maintain smooth access. There shall be no interference with the farmland on either side. This shall only be carried carefully after August once the bird's nesting season has passed, and as required to neaten and provide clear access , and is not to be extensive, since this is for smooth access only and the verges nor the hedge is the property of the Community Council. Any difficulties or clarity required to be drawn to the attention of the Clerk of the Council in writing or by telephone if urgent.

Other Required

1. Remove any large weeds and tidy over any overgrown areas in the Cemetery grounds as seen necessary or in consultation with the cemetery assistant.
2. To undertake the emptying of the three rectangular bins into the large Council refuse bins by the Shelter. Contractor to notify the Clerk or the Cemetery assistant when full.

Points 8 (Grass Cutting) and Point 1-3 (Hedge Maintenance) relate to items of hedge cutting and trimming. Please note that this is only to be carried out in late August , once the bird's nesting season is over.

Please note that this section relevant to the Gresford Cemetery may be subject to some changes as we are awaiting the results of an eco-survey and will need to abide by any recommendations concerning leaving areas fallow, or other specific matters concerning wildlife and botany particular to the Cemetery.

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4. PRICING DOCUMENT

	2019-20	2020-21	2021-22
CONTRACT			
ALLINGTON PARK			
Price per cut and associated work of area marked out on map as per specification			
Price for hedge maintenance			
Total Price for all associated works			
CONTRACT			
GRESFORD CEMETERY			
Price per cut			
Price for associated works such as hedge and shrub trimming, path clearance and bin emptying			
Price for cuts as scheduled.			
Total price for all associated works.			

In setting out the cost of works, we agree to undertake and complete all works specified in accordance with the Invitation to Tender, Standard contract Terms, Specification of works, Schedule of Works and Location Plans.

I/ We understand that Gresford Community Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any costs incurred by us 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.

Signed.....

Name.....

Position.....

Date.....

of...(Company Name).....

Address.....

.....

.....

Telephone Contact.....

Email.....

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GRASS CUTTING CONTRACT

5. QUESTIONNAIRE

Details relating to Prospective Tenderer

Name.....

Address.....

Telephone Number.....

E Mail address.....

Contact Name and Position in Company

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Nature of Business.....

If the Business is a company:

Is it a Subsidiary of another Company?.....

Please give details.....

Are you VAT Registered?

VAT Number.....

Date of Business Formation.....

Please state number of grounds Maintenance employees.....

Please state where(base / depot) you will be operating this contract from.....

.....

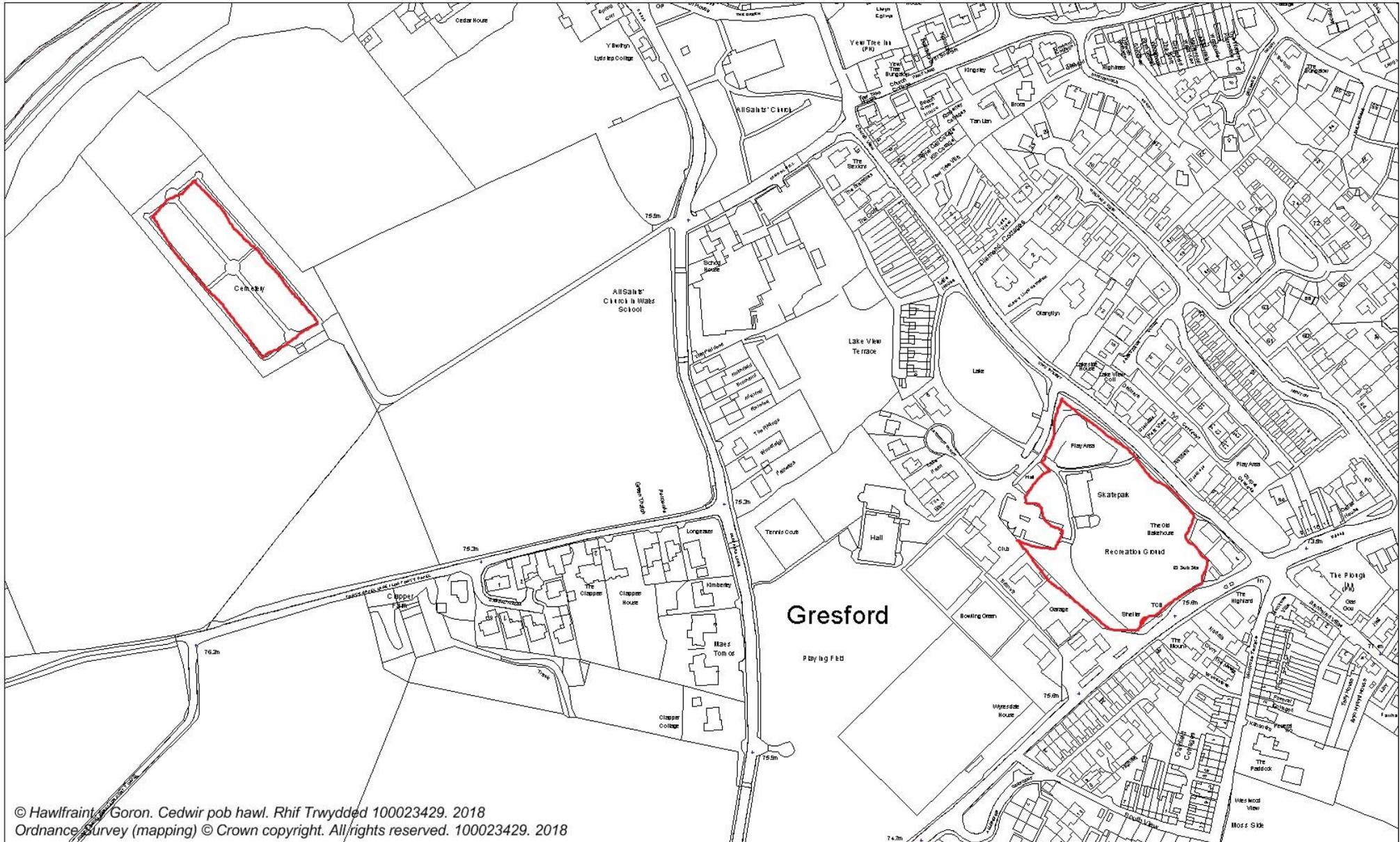
Please confirm Insurance Company in place for Public Liability Insurance and state date of expiry/ renewal

.....

Please confirm Public Liability Insurance amount.....

Please give any other details you feel are relevant, such as similarly worked contracts locally, local knowledge, testimonials etc.

6.SITE MAP



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Stryt Fawr, Gresffordd, Wrexam
High Street, Gresford, Wrexham