



A Tender for Grass Cutting and Management at Springfield Road

Contact	Mrs Sarah Haydon, Chief Officer
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Closing Date	Friday 8 September 2017, midday.

1. INTRODUCTION

1.1	<p>Biddulph Town Council is responsible for a piece of land on Springfield Road, approximately 4,440 SqM (map attached). During 2017 this area has been cleared and undergone a process of hydroseeding.</p> <p>Biddulph Town Council is seeking an appropriately qualified individual or company to complete regular grass cutting and management on this site.</p>
1.2	<p>This tender document is for two areas of work:</p> <p><u>Part A</u> Whilst the new grass seed consolidates, the contractor will strim the site and complete a process of weed-killing. It is envisaged that this will happen twice in 2017, in September and October. Grass clippings will be removed to ensure no detrimental effect on the new growth.</p> <p><u>Part B</u> When the grass has established, the successful contractor will complete regular cuts throughout the growing season. This will be for a period of three years: 2018/19, 2019/20 and 2020/2021.</p>

2. THE SPECIFICATION

2.1	<p><u>Part A</u></p> <p>Two visits are required during 2017, during September and October. These may be at the organisation's discretion and dependent on weather conditions. Due to the hydroseeding work, advice received suggests that heavy machinery should not be used until the top soil and grass has established a firm root system. The aim for the remainder of 2017 is to keep the grass at a manageable length and to control the weed growth. Grass clippings will be removed to ensure no detrimental effect on the new growth.</p>
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	Please provide one price that incorporates two cuts and the treatment of weeds.
2.2	<p><u>Part B</u> Regular fortnightly visits, at approximately 14 day intervals. Areas to be cut April- September, 13 cuts. Additional cuts may be considered, dependent on conditions, at the discretion of the Chief Officer. After mowing, grassed areas should be even and neat in appearance. Grass clippings can be left on site, evenly distributed over the area. Biddulph Town Council is considering the installation of boulders along the periphery of the site. Please be aware that cutting round these will require additional strimming. One annual feed and weed treatment should take place at the start of the growing season. Please provide a price per year (2018/19, 2019/20 and 2020/21) to incorporate all mowing and feed and weed treatments.</p>
2.3	Payment will be made by cheque on receipt of an invoice, on a monthly basis.
2.4	The grass cutting contract may be terminated by either party giving three month's notice in writing. However, in the event of poor performance, the Council reserves the right to terminate the contract with immediate effect.

3. REQUIREMENTS OF THOSE WISHING TO TENDER FOR THIS WORK

3.1	<p>The following information must be provided:</p> <ol style="list-style-type: none"> 1. A summary of how the service would be provided (a methodology). The Council will reserve the right to confidentially discuss these statements with the Contractor. 2. Details of any relevant qualifications, experience and competency for individuals that will complete the work. 3. It is a legal requirement that people are adequately trained and competent to do their job safely. The Health and Safety at Work Act 1974 and the Management of Health and Safety Work regulations 1999 place general duties on employees and the self-employed to provide health and safety information and training. Please enclose a copy of your organisation's Health and Safety Policy, demonstrating compliance with current Health and Safety Legislation and details of how compliance is measured. Please consider appropriate usage of chemicals for the management of weeds. 4. Confirmation that all relevant tools, equipment (including warning signs and cones/ spills kits, PPE, first aid kits, etc.) and consumables will be provided to allow safe working practice to occur. 5. Details of your organisation's insurance protection in relation to employer's liability, public liability and professional indemnity. 6. An example of a Risk Assessment completed for a similar project. 7. What is the status of your organisation? (e.g. sole trader, limited liability partnership, public limited company, private limited company, charity etc.) Date of formation of organisation. 8. Are there any court actions and/or industrial tribunal hearings outstanding against your organisation? Has your organisation been
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	<p>involved in any court action and/or industrial tribunals over the last three years?</p> <p>9. Please enclose details for at least two references for current or recent contracts/provision of services. The Town Council may contact these referees as part of the evaluation immediately following receipt of tender and our permission to do so will be assumed.</p> <p>10. Rates and Prices; exclusive of VAT including all travelling time and expenses (no additional payment will be made in respect of any changes in the cost to the contractor of labour, materials and plant employed in carrying out the work). Please include separate costs for Part A and Part B, bearing in mind that this will be for three years.</p>
3.3	The Town Council is not bound to accept any tender.
3.4	Your submission should be sent to the contact details at the top of this document; a confirmation of receipt will be provided.