

**GROUNDS MAINTENANCE  
CONTRACT**

**2019-2021**

**GROUNDS MAINTENANCE CONTRACT**

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## CAM PARISH COUNCIL

### GROUNDS MAINTENANCE CONTRACT

#### INVITATION TO TENDER

1. Cam Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Grass Cutting in accordance with the Contract documents attached, which comprise:-

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Site Plans
Appendix E	Form of Tender
Appendix F	Questionnaire

2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Parish Clerk by no later than one week before the closing date.
4. The tender shall be submitted on the Form of Tender attached at **Appendix E**.
5. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
6. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.
7. If having examined the tender documents you wish to submit a tender you should:-
  - (a) Fully complete and return the following documents:

Appendix E	Form of Tender
Appendix F	Questionnaire

- (b) **Return tenders and all related documentation to: -**  
**Cam Parish Council Office**  
**4 Noel Lee Way, Cam, Glos**  
**GL11 4EP**

**By 5pm on Friday 1st March 2019**

**Tenders received late will not be considered.**

- (c) **Please note that the package containing the tender must be clearly marked "Tender for grounds maintenance" on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.**

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**STANDARD CONDITIONS OF CONTRACT**

**Contract Documents**

The Contract Documents will comprise:

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Site Plans
Appendix E	Form of Tender
Appendix F	Questionnaire

**Officer**

The Officer will be the Parish Clerk,

**Extent of Work**

Generally, the work will comprise of the cutting of grass and selective weed control where specified on land within the parish of Cam. To include strimming around play equipment, outside furniture, trees, bushes, fences, hedges and all other authorised site fixtures and fittings. To include grass removal from all play safety surfaces and footpaths by sweeping or blower. Works also include periodic improvements to sports pitches and works to trees and hedges across various sites.

**Site Details**

The sites are situated throughout Cam and are identified on the plans enclosed under Appendix D.

Before tendering the Contractor is advised, at their own discretion, to visit the sites to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

**Workmanship and Equipment**

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

**Additional Erection/Installation**

The Council could add additional outside fixtures and fittings during the period of the Contract and no application from the Contractor to adjust the Contract price will be considered.

**Duration of Contract**

The duration of the Contract will be two years from 1<sup>st</sup> April 2019, with the final decision on the duration of the Contract to be made by the Council after the tenders have been received.

Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term.

**Payment to Contractor**

The full contract sum shall be paid in equal monthly instalments throughout the year, on receipt of a monthly invoice from the Contractor.

## **Termination of Contract**

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

## **Insurance**

The Contractor is required to have a minimum of £10,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Parish Clerk prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of 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**

- a) 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.
- b) 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.
- c) A price shall be inserted against each item on the Form of Tender.
- d) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- f) Weed killing chemicals must only be applied where specified and must be applied by certificated staff. Evidence of certification must be provided to the Council.
- g) 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.
- h) Invoices presented for payment must include a schedule of the works completed in that month including the dates of the work.
- i) Contractors are asked to contact the Parish Clerk if any clarification is required.

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**SPECIFICATION OF WORKS**

**1.00 GRASS CUTTING**

- 1.01** (i) Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris.
- (ii) The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.
- 1.02** 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, so as 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.
- 1.03** The Contractor will at all times during the period of the Contract ensure that machines 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, reflective vests, ear defenders etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
- 1.04** 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.
- 1.05** All grass will be cut cleanly and evenly and without damaging the existing surface.
- 1.06** The Contractor will complete one area of grass cutting before moving onto the next, and 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 footpaths, etc. by sweeping or using a blower.
- 1.07** Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
- 1.09** Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.
- 1.10** Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
- 1.11** In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting "divots" from the machine rollers or cutters.

- 1.12** Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Council.
- 1.13** Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting and replaced before the Contractor leaves the site.
- 1.14** (i) Mowing around obstructions including seats, trees, fence lines, posts, and the like, and in the proximity of margins, will be undertaken using 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.
- 1.15** In areas that contain bulbs or corms, the Contractor will ensure that the emergent bulbs are not cut. These areas will not be cut again until four weeks after flowering.
- 1.16** 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 his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.

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**GROUNDS MAINTENANCE CONTRACT**

**SCHEDULE OF WORKS**

**1.0 GRASS CUTTING**

**1.01 Maintain the following areas on a 7-10 day cycle through the growing season (minimum of 20 cuts per year from 1<sup>st</sup> March to 31<sup>st</sup> October); frequency of cuts may fluctuate during the season depending upon weather and growing conditions to keep grass length to reasonable level:**

**Jubilee Playing Field -** Sports pitches  
Children's play area  
Area around climbstones  
Central open area  
Area in path loop

(include strimming/hand mowing around play equipment and along boundary with Jubilee Close homes as required)

**Cam Green Playing Field** (include strimming/hand mowing around play equipment as required)

**Cam Pitch amenities areas** (three areas)

**Lark Rise** (2 areas)

**Jubilee Tree** (3 areas)

**Woodfields Play area**

**1.02 Flail cut 6 x per year (monthly through growing season):**

Jubilee Playing Field - Currently open areas not included in above  
Area in corner near boundary with Jubilee Close

**2.0 STRIMMING, SPRAYING AND TIDYING:**

**2.01 Jubilee Playing Field** – Strim/mow along all path edges monthly through growing season

- Spray path edges and boundary with houses for weeds 2 x per year using chemicals safe for use in public areas
- Tidy all field edges through growing season

**PITCH IMPROVEMENTS:**

**Jubilee Field**

**3.01** Slit spike and roll pitches monthly through the winter period

**3.02** Spray fields for weeds annually

**3.03** Fertilise main field pitches annually



Further pitch improvements, reinstatement of goal areas and so on to be arranged directly with the Football Club

#### **4.0 TREES AND HEDGES**

- |              |                         |  |
|--------------|-------------------------|--|
| <b>4.01.</b> | Jubilee Playing Field   | Trim all boundary hedges once per year<br>Take out low growth on trees throughout the site as needed for safety, ease of mowing and appearance |
| <b>4.02.</b> | Cam Green Playing Field | Trim all boundary hedges once per year<br>Take out low growth on trees throughout the site as needed for safety, ease of mowing and appearance |
| <b>4.03.</b> | Upthorpe Allotments     | Trim roadside boundary hedge once per year   |
| <b>4.04.</b> | Ashmead 1 Allotments    | Trim roadside boundary hedge once per year   |
| <b>4.05.</b> | Ashmead 2 Allotments    | Trim roadside boundary hedge once per year   |
| <b>4.06.</b> | Westend Allotments      | Trim boundary hedges once per year   |
| <b>4.07.</b> | Ashmead grass keep      | Trim roadside boundary hedge once per year   |
| <b>4.08.</b> | Broadmere               | Trim hedge once per year   |
- (All above hedges to be cut both sides where possible and topped as necessary)
- |              |                        |  |
|--------------|------------------------|--|
| <b>4.09.</b> | Cam Pitch Amenity Area | Trim hedge once per year (Top and sides) |
| <b>4.10</b>  | Hedge at Parish office | trim once per year (Top and sides)       |

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**FORM OF TENDER**

	<b>2019</b>	<b>2020</b>		
<b>Grass Cutting</b>				
7 – 10 day cycle	£	£		
Flail cutting	£	£		
<b>Strimming spraying and tidying</b>				
Annual cost	£	£		
<b>Pitch Improvements</b>				
Annual cost				
<b>Hedge and tree work</b>				
Total annual cost	£	£		
<b>TOTAL CONTRACT COST</b>	£	£		

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We understand that Cam Parish Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred 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: .....

Address: .....

Telephone Contact number: .....

**CAM PARISH COUNCIL**

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**QUESTIONNAIRE**

**Details relating to Prospective Tenderer**

1. Name: .....
2. Address: .....  
.....
3. Telephone number: : .....
4. Email address .....
5. Contact Name and Position in Company: .....
6. Nature of Business: .....
7. If the Business is a Company: .....  
Is it a Subsidiary of another Company? .....  
If yes, please give details: .....
8. Date of Business formation: .....
9. Please state number of grounds maintenance employees: .....
10. Please state which branch the Contract will be serviced from: .....
11. Please give any other details, which you feel may be relevant, for example, similar Contracts in the area or for similar authorities, etc:

Signed: .....

Position: .....

Date: .....