

BICKLEIGH PARISH COUNCIL

The Council Office, The Woolwell Centre, Darklake Lane, Woolwell, PL6 7TR

Telephone 07508 324699

E-Mail: parishclerk@bickleigh.gov.uk

BICKLEIGH PARISH COUNCIL 2020 – 2023 (3 year Contract)

GRASS CUTTING CONTRACT SCHEDULE OF WORK

REF	DESCRIPTION
1.	<p data-bbox="228 114 580 147"><u>Provision of Service</u></p> <p data-bbox="228 192 1458 259">The contractor will provide grass cutting as laid out in the 'Schedule of Works' section, to Bickleigh Parish Council at the areas as identified in attached maps.</p>
2.	<p data-bbox="228 486 557 519"><u>Schedule of Works</u></p> <p data-bbox="228 564 1458 665">All grass cutting shall take place during the growing season and a minimum of 10 grass cuts shall be carried out in this time, (approximately 1 cut per three weeks, allowing for weather conditions throughout this season.)</p> <p data-bbox="228 698 1458 799">The contractor will also carry out regular inspections of the sites and advise the Parish Clerk of any immediate or recommended action that should be taken in addition to the 'Schedule of Works'; this will then be followed up with a written quotation.</p> <p data-bbox="228 833 1458 934">All work will take place between the hours of 08.30 and 17.00 Monday to Friday. Sometimes work may need to be carried out at weekends (Saturday / Sunday). A senior member of the contractor's staff shall always be present when on site, as per our 'Health & Safety' policy.</p>
3.	<p data-bbox="228 1059 651 1093"><u>Specification of Service</u></p> <p data-bbox="228 1137 1458 1205">All grass will be cut cleanly and evenly, to the agreed heights on each area specified, and without damaging the existing surface.</p> <p data-bbox="228 1238 1458 1339">Soft vegetative growth, such as clover / perennial and annual weeds, will be deemed to be part of the contract where it falls within larger areas of grass and no control other than mowing is required.</p> <p data-bbox="228 1373 1458 1440">Mowing in parts of the areas will take place on the full area to be mown, up to the paving, fencing and other boundaries.</p> <p data-bbox="228 1473 1458 1608">On occasions maintenance schedules will be curtailed by activities on the sites where noise or machinery would be disruptive. Where such an occurrence takes place, the contractor will arrange for any necessary grass cutting to be completed as soon as notification is received that work may recommence in the area before resuming his normal mowing schedules.</p> <p data-bbox="228 1641 1458 1742">It is the contractor's sole responsibility to consider whether the conditions are suitable for grass cutting but at all times shall avoid damaging the surface, levels and contours of the ground and shall not create grass cutting divots from the cutting/rollers etc</p> <p data-bbox="228 1776 1458 1843">Prior to cutting any area, the contractor shall inspect all areas to be mown and will remove all significantly large stones / debris.</p> <p data-bbox="228 1877 1458 2078">In areas that contain bulbs, corns or wildflowers, the contractor will arrange for grass cutting to be either undertaken just prior to the emergence of the leaves in Spring or to mow around these areas until an instruction is received from the Council. All areas where bulbs / wildflowers need to be pointed out so these areas can be successfully managed. Every effort must be made to avoid mowing of bulbs in grass. These areas must be left until 6 weeks after flowering and then the areas cut down.</p>

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	<p>The contractor will remove grass clippings due to mowing from paved areas, mowing margins, channels etc.</p> <p>Fertilisers are not used for the maintenance of grassed areas.</p> <p>No growth regulators or herbicides of any form shall be applied to any area of turf at any time unless instructed by the client.</p> <p>The choice of machinery for grass cutting will be at the discretion of the contractor but must be capable of performing to the minimum specification detailed.</p> <p>The contractor shall 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. At no time shall mowers be adjusted so that 'scalping' takes place.</p> <p>The contractor shall at all times ensure that machines are properly guarded in accordance with the manufacturer's stipulations and maintained so as to present no danger to the operator or any person in the vicinity of operations.</p> <p>All the contractors' staff operating grass cutting machinery are satisfactorily trained, conversant with all Health and Safety legislation, methods, risk assessments, and competent in their operating methods.</p>
4	<p><u>Health & Safety</u></p> <p>All the contractors' staff shall wear hi-visibility waistcoats, uniforms and carry identification. Safety clothing and personal protective equipment shall be used at all times.</p> <p>The on-site team of the contractor will consist of a minimum of two members of staff at all times.</p> <p>All the contractors' staff will have had the required training on all the machinery and equipment in use.</p> <p>Machinery and equipment used will have had the necessary servicing and safety inspections undertaken and made available if requested.</p> <p>Equipment noise shall be kept to a minimum at all times and within guidances.</p> <p>Senior staff are first aid trained and the vehicles are equipped with a first aid kit.</p> <p>All work will be carried out as per the Bickleigh Parish Council Health and Safety Policy.</p>
5.	<p><u>Worksheets</u></p> <p>Upon completion of work at each visit the contractor will fill out a worksheet – a copy to be supplied after each cut.</p>

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6.	<p><u>Review meetings</u></p> <p>Quarterly review meetings shall be agreed and undertaken between the contractor and Bickleigh Parish Council to review the service and also to assess the condition of the grounds. Agreed action points shall then be carried out.</p>
7	<p><u>Insurance</u></p> <p>The contractor must be fully insured to include Public Liability cover and Employers Liability cover. Copies of all insurance details to be provided at the outset of the contract and annually at insurance renewal.</p>
8.	<p><u>Quality Assurance</u></p> <p>The contractor recognises quality as an ongoing and evolving process that facilitates our commitment to continuous improvement by meeting the demands of our customers and the ever-changing marketplace. Through education and training opportunities, we promote teamwork, empowerment, leadership, strategic planning, and personnel development. The quality performance measurement system attributes managed by our staff include reliability, interoperability, availability, responsiveness, effective communication, accuracy, security.</p> <p>To ensure appropriate quality standards are achieved, the following quality control mechanisms are implemented:</p> <ul style="list-style-type: none">• Work is signed off by the after completion• The Grounds Maintenance Supervisor inspects completed work.• Where the quality of the work undertaken is not of the appropriate standard remedial action is identified and instructed. A follow up inspection will be undertaken• Independent ad hoc inspections may be undertaken• Records of these inspections are retained to identify issues and trends where further remedial action may be required• Complaints, compliments and comments are recorded again to identify trends and issues to enable remedial action if required
9	<p><u>Climate Change</u></p> <p>Bickleigh Parish Council has declared a Climate Change Emergency and line with this the contractor will need to demonstrate a commitment to Climate Change.</p>
10.	<p><u>Handling complaints</u></p> <p>In the event of the Council receiving a complaint this will be passed to the contractor within 24 hours of receipt. The contractor will acknowledge the complaint within a further 24 hours and will have a mechanism in place for dealing with these matters. The contractor will investigate and prepare a response to include the findings and recommended actions within 15 working days.</p>

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Tender form

Principal Point of Contact	
Name	
Job Title	
Organisation/Company Name	
Main Address for Correspondence	
Postcode	
Telephone Number	Mobile
Email	
Type of Business (i.e. Sole Trader, Partnership etc.)	
Certification	
Please list any Trade, or Professional Association that you/the organisation belongs to, with names and registration numbers	
What percentage of your workforce holds a current Health & Safety Awareness Certificate?	
Training	
Are you able to provide details of competence, training and/or qualifications held by any of your employees, if required to do so. Yes/No	
Health & Safety	
Who is the appointed Health & Safety Officer?	
If successful, you will be asked to provide a copy of your Health and Safety Policy. Please note if your organisation is successful you will be required to prepare and submit full risk assessments and work safety method statements.	
The organisation agrees to prepare and submit the following if successful:	
Risk Assessment	Yes/No
Work Safety Method Statement	Yes/No
Has the organisation been subject to any formal notices issued by the Health & Safety Executive? Yes/No (If yes, please give details on a separate sheet)	
Insurance	
Public and Employers Liability Insurance Certificate Number _____ (a copy of the certificate will be required with your tender)	

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METHOD STATEMENT (a description of equipment used, number of operatives carrying out the work and a short description on how you intend to fulfil the terms of the contract)

RELEVANT EXPERIENCE

Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. Please ensure the following information is provided: Name of organisation, point of contact in the organisation, email address, description of contract, start and finish date, estimated value of the contract.

1.

2.

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3.

You will need to ensure you have permission to provide this information. Please state whether we can approach the contacts you have provided for a reference.

TENDER PRICE

2020 _____ 2021 _____ 2022 _____

Please retain a copy of this tender for your own records as contractors and their staff will be expected to be fully conversant with the schedule and conditions throughout the period of the contract.

Return one copy to the Parish Clerk at the address below.

POSTAL APPLICATIONS:

For the attention of The Parish Clerk, Bickleigh Parish Council, The Council Office, The Woolwell Centre, Bickleigh, PL6 7TR.

The envelope must be clearly marked 'GRASS CUTTING TENDER'

EMAIL APPLICATIONS:

parishclerk@bickleigh.gov.uk

Please enter 'GRASS CUTTING TENDER' in the subject field.

The closing date for the return of the application is 20th March 2020. The winning tender will be notified after the Council meeting on 26th March 2020.

THE COUNCILS FULL TERMS AND CONDITIONS ARE AVAILABLE ON OUR WEBSITE

<http://www.bickleigh.gov.uk/wp-content/uploads/2020/02/BPC-Terms-and-Conditions-for-contractors-of-goods-and-services.pdf>

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