

NEW ALRESFORD TOWN COUNCIL 2020 GRASS CUTTING AND MAINTENANCE – REQUEST FOR QUOTE

1. CONDITIONS OF CONTRACT

1.1. Responsible Officer

The Clerk, New Alresford Town Council, The Avenue, Alresford, SO24 9EP

1.2. Site Details

The sites included in this agreement are Arlebury Park, Sun Hill Recreation Ground, Stratton Bates Recreation Ground and Memorial Gardens. They are identified on the plans included the Appendices.

Prior to the submission of an offer, the Contractor is strongly advised to visit the sites concerned in order to understand the environment and the work involved.

1.3. Description of the work

The description of the work is set out in the Specification and Schedule. The Contractor shall physically maintain the whole of the site in accordance with the Specification and Schedules included within this document. The work is to be carried out to a high standard at all times and the Contractor is to arrange his order of work to comply with the Specification. The work to be undertaken may be altered, following the written instruction of the Clerk.

1.4. Additional outside fixtures

The Council may 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.

1.5. Duration of Contract

Initially the duration of the Contract is for one calendar year from March 2020-March 2021. There will be no opportunity to alter the rates tendered during the one-year term. The Contract will potentially become an annual rolling contract up to a total maximum of three years. It will be subject to annual review and can be terminated or altered by New Alresford Town Council or the Contractor at the end of the cutting season in October each year.

1.6. Payment to Contractor

Invoices should be addressed and submitted to the Clerk as above. The invoices must include details of the work that has been completed, the area covered, and the date that the work took place.

1.7. Insurance

The Contractor is required to have a minimum of £5,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Clerk prior to the commencement of works. The Contractor shall be liable for, and shall indemnify the Employer against any expense, liability, loss, claim or proceedings whatsoever in respect of personal injury, death of any person or animals, or damage to property, arising from negligence, poor workmanship or a failure to notify the Council of any action likely to cause injury or damage to a third party.

1.8. Health and Safety

The Contractor shall accept full responsibility for compliance with Health and Safety legislation in respect of the works comprised in this agreement. The Contractor will provide a copy of appropriate risk assessments prior to the commencement of works.

1.9. Value of Works

The prices included in this agreement are for the full inclusive value of the work described, including all profit, taxes, costs and expenses, and all general risks, liabilities and obligations.

1.10. Inspection

A regular inspection will be carried out by the Council throughout the period of this agreement to ensure the work is completed in accordance with the Specification of Works. Grass cutting and maintenance not undertaken to the requirements of the Specification will be redone at the Contractor's own expense.

1.11. Tender conditions

The Council doesn't bind itself to accept any tender in whole or in part, or to be responsible for any

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expense incurred by the Contractor in tendering. The contract will be awarded on the basis of the most economically advantageous offer taking account price, technical merit and value for money.

2. SPECIFICATION OF WORKS

- 2.1.** The Contractor must satisfy himself that the Specification of Works and the sites referred to are fully understood. The Contractor must provide all necessary protection to adjoining buildings, gardens, public and private property, roads and footpaths. Any damage caused while undertaking the works will be made good by the Contractor at their own expense and to the satisfaction of the Council.
- 2.2.** The Contractor must provide all necessary equipment, ladders and protection to execute the work in a competent manner and must comply with the Health and Safety at Work legislation and regulations. The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained as to present no danger to the operator, surrounding structures, vehicles or any person or pets in the vicinity of operations. The Contractor will provide their staff with all safety equipment, (boots, reflective vests etc.), and will ensure that staff use these at all times they are engaged in work on behalf of the Council.
- 2.3.** All persons operating grass and hedge cutting machinery must be satisfactory trained, suitably conversant with Health and Safety legislation and competent in their operating methods. Relevant records to be provided to the Council on request.
- 2.4.** Unless otherwise agreed in writing, the Contractor will use the equipment, or equipment of the same type and similar specification as set out in item 6 below.
- 2.5.** The contractor will at all times during the period of the Contract, ensure that machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut.
- 2.6.** All litter and other debris will be removed from grass areas prior to mowing.
- 2.7.** All grass cutting in and surrounding the Play Areas, and abutting the Skate Park, sub stations and footpaths will be undertaken by Handmowers and Strimmers. Obstructions e.g. street furniture and stone plaques will be strimmed around.
- 2.8.** Mowers / strimmers will not be used within 100mm of tree stems, and nylon filament rotary cutters or other handheld machinery used to avoid damage to bark.
- 2.9.** The four areas of Open Space included in this Contract, encompass areas to be cut as amenity grassland and other areas, where the grass is to be left long and cut twice a year, to encourage the development of wildflower meadows. These are shown in the Maps in Appendix 1-4.
- 2.10.** The amenity grassland areas are to be suitably managed in order to maintain an attractive short grass lawn and facilitate passive recreation. See Schedule of works for frequency of cuts. At Arlebury Park grass cuttings can be deposited on the compost heap at the bottom of the rugby pitch.
- 2.11.** The long grass/ wildflower meadow areas are to be suitably managed in order to maintain an attractive meadow, facilitate passive recreation, and to maximise bio-diversity. These areas will be cut twice, once in March and once in October. All arisings must be raked up and removed.
- 2.12.** The Contractor should ensure that the site is left in a tidy and safe state following the undertaking of works outlined in the Schedules and this shall be at the end of the day of each visit.
- 2.13.** The Contractor shall programme and vary their agreed time of visits to coincide with appropriate weather conditions for carry out of operations, with particular regard for the use of chemicals and the mowing of grass. The mowing of grass during excessively wet weather or following periods of extended rain is strictly prohibited.
- 2.14.** During the period of the Contract no growth regulators or weed killers of any form may be applied to any area without the Contractor having first received written permission from the Clerk. Any application may then only be undertaken by fully trained and certificated staff. Copies of relevant certificates to be sent to the Clerk in advance of any works taking place

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- 2.15.** The contractor will inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.
- 2.16.** All grass will be cut cleanly and evenly and without damaging the existing surface.
- 2.17.** 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.

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3. SCHEDULE & PRICES GRASS CUTTING

Please provide price per item and/ or a total cost

| Area of works | Location plan ref: | Cutting period (see attached programme) * | Estimated No. of cuts | Price per Cut (excl. VAT) | VAT (if applicable) |
|--|-------------------------------|--|--------------------------------------|--|--------------------------------|
| 1. Arlebury Park, The Avenue | Amenity grass areas | March to October 2020 | Approx 22 | | |
| | Long grass areas | March 2020 & October 2020 | 2 | | |
| 2. Memorial Gardens, Ladywell Lane | Amenity grass areas | March to October 2020 | Approx 22 | | |
| 3. Sun Hill Recreation Ground, Derwent Gardens | Amenity grass areas | March to October 2020 | Approx 22 | | |
| | Long grass areas | March 2020 & October 2020 | 2 | | |
| 4. Stratton Bates Recreation Ground, Grange Road | Amenity grass areas | March to October 2020 | Approx 22 | | |
| | Long grass areas | March 2020 & October 2020 | 2 | | |
| TOTAL | | | | | |

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4. SCHEDULE & PRICES ANNUAL MAINTENANCE

Please provide price per item and/ or a total cost

| Area of works | Maintenance | No. of times per year | Price (excl. VAT) | VAT (if applicable) |
|--|---|------------------------------|--------------------------|----------------------------|
| 1. Arlebury Park, The Avenue | Cut beech hedge (Tennis Court) | 1 | | |
| | Flail perimeter hedges | 1 | | |
| | Maintain hedge between path and fence (behind Arle Close) | 1 | | |
| 2. Memorial Gardens, Ladywell Lane | Cut back shrubs | 1 | | |
| | Leaf clearance | 1 | | |
| 3. Sun Hill Recreation Ground, Derwent Gardens | Flail perimeter hedge | 1 | | |
| 4. Stratton Bates Recreation Ground, Grange Road | Flail perimeter hedge | 1 | | |
| | Cut Sub Station hedge | | | |
| TOTAL | | | | |

5. TOTAL PRICES- GRASS CUTTING AND ANNUAL MAINTENANCE

| | |
|----------------------------|--|
| Grass cutting | |
| Annual Maintenance | |
| TOTAL | |
| VAT (If applicable) | |

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6. DETAIL OF EQUIPMENT TO BE USED:

| Type (e.g. cylinder/rotary/flail/trimmer) | Area of works to be used | Make | Age |
|--|-------------------------------------|-------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |

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I/We agree to complete the work in accordance with the terms and conditions set out in this tender document.

I/We understand that New Alresford Town Council is not bound to accept the lowest or any Tender or part thereof 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:

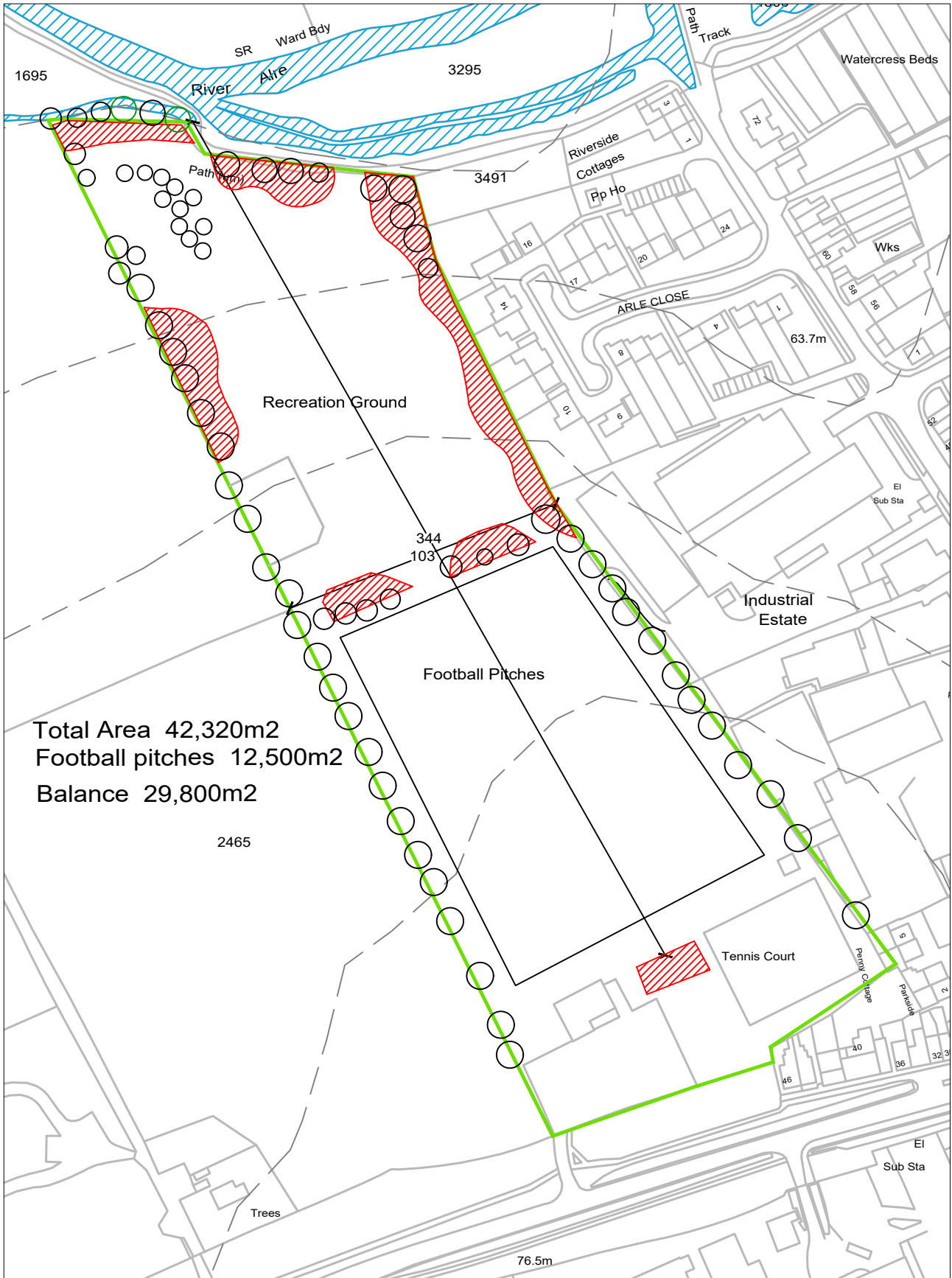
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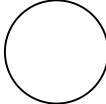
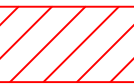
Telephone Contact number:

Email Address:



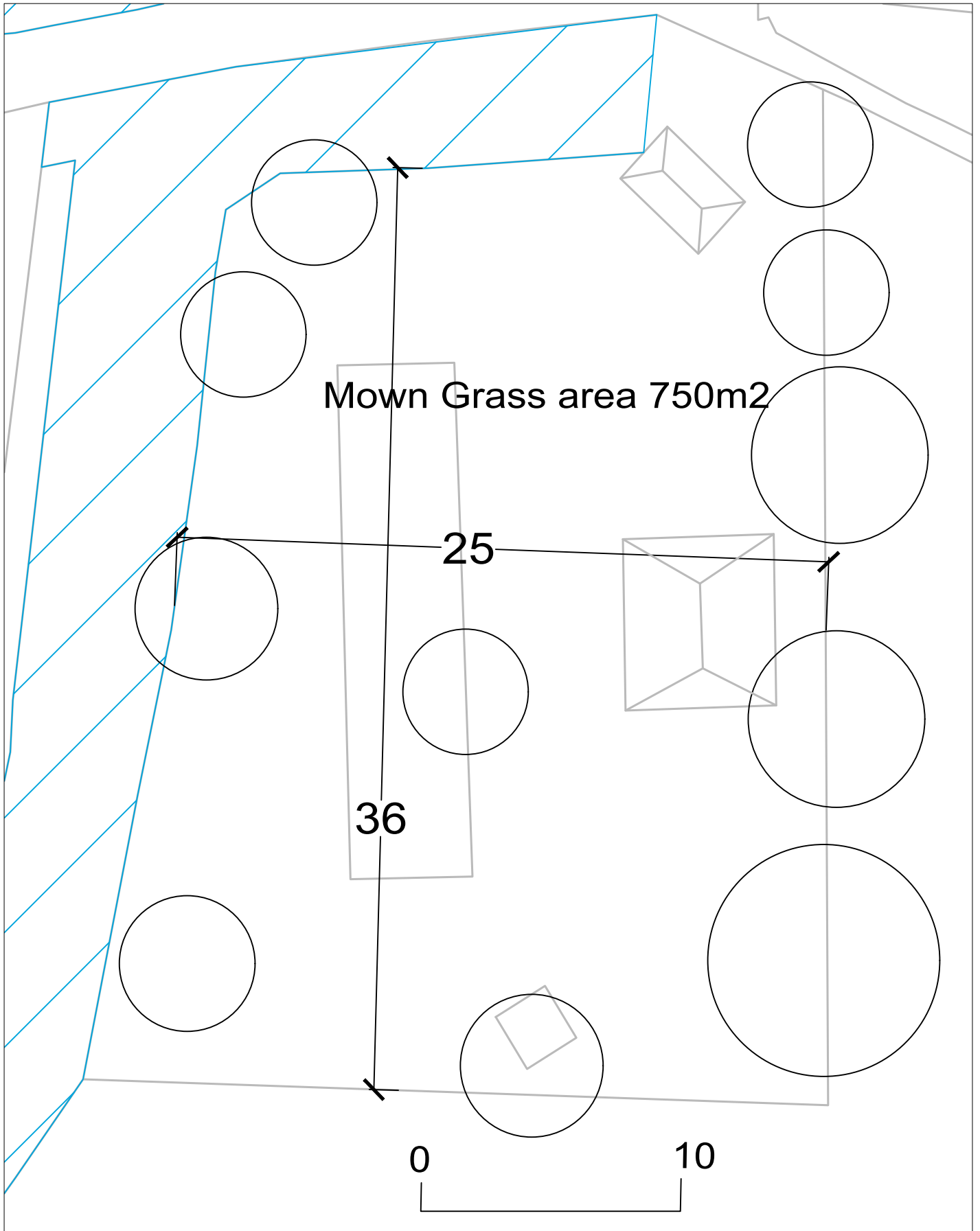
Total Area 42,320m²
 Football pitches 12,500m²
 Balance 29,800m²

OS Licence WCC licence no 100024295 2019

-  Approximate tree positions
-  Long grass areas

Arlebury Park Recreation Ground

Scale 1:2,000



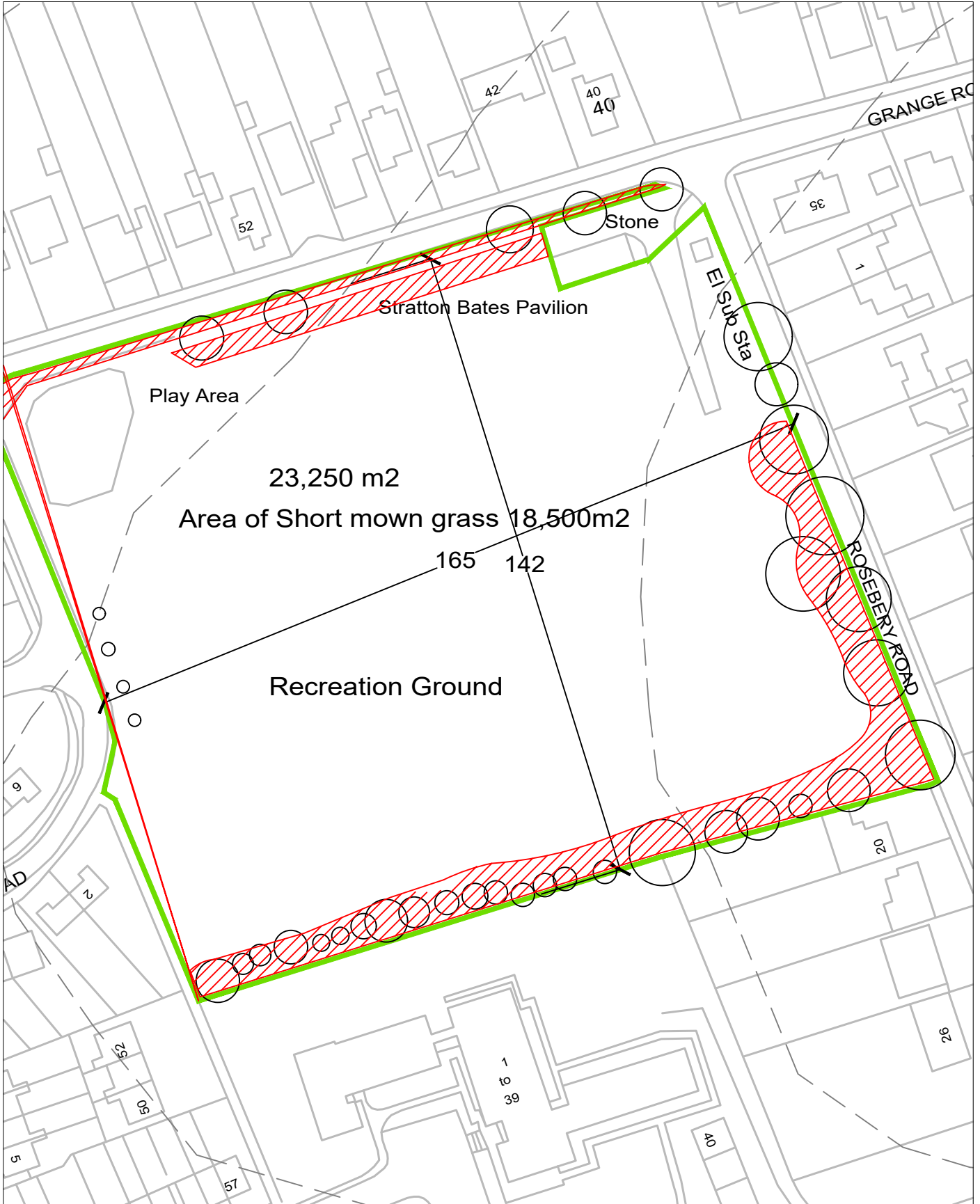
OS Licence WCC licence no 100024295 2019

○ Approximate tree positions

Memorial Garden

▨ Long grass areas

Scale : 1:200



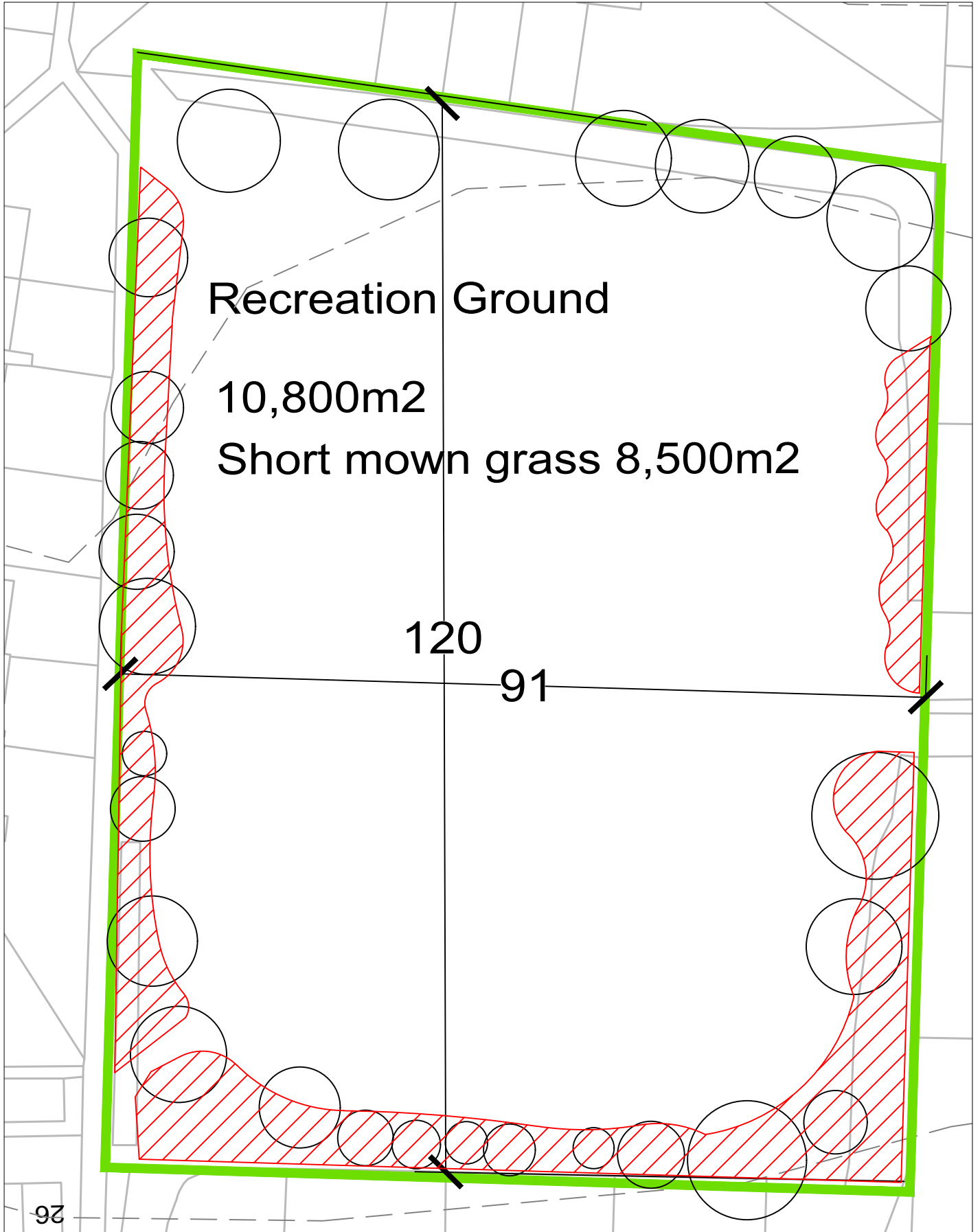
OS Licence WCC licence no 100024295 2019

○ Approximate tree positions

▨ Long grass areas

Stratton Bates Recreation Ground

Scale : not to scale



OS Licence WCC licence no 100024295 2019

○ Approximate tree positions

▨ Long grass areas

Sun Hill
 Recreation Ground

Scale : not to scale