

BOTTESFORD TOWN COUNCIL

Request for Quotation

Project Brief

Grass Cutting Services

Appendix A

1. Introduction

Bottesford Town Council (the Council) is inviting quotations to Provide Grass Cutting Services in accordance with the attached plans and specification

2. Duration of the contract

- 2.1** The Framework Arrangement is expected to commence on 1.4.2024 and shall be effective initially for a period of 12 months to 31.3.2025

3. Specification

- 3.1** Note: Maximum height of grass immediately after cutting to be no more than 20-30mm above mean ground level.
- 3.4** The contractor shall not be allowed to work in instances of poor visibility, adverse weather conditions or outside normal daylight hours or if conditions become unsuitable for the operation to be performed safely and effectively. If in doubt the contractor should contact the Town Clerk for advice.
- 3.6** In certain areas flowering bulbs have been planted or have become naturalised, the locations of which will be obvious at the first cut of the season. On such areas the Contractor shall not cut the grass until a minimum period of 6 weeks have elapsed after completion of flowering, this being agreed with the Town Clerk prior to cutting. Similarly, areas shall not be left uncut for more than 12 weeks after flowering has finished. The contractor shall cut such areas in order to immediately return them to the standard as found in the surrounding area.
- 3.7** On stretches of carriageway where one breed is to be cut, the verge shall be cut to give a minimum mown width of 1.2 metres (wherever possible) from the edge of the carriageway or hard strip including hardened verges and rear of footways. Where 'metalled' footways or cycle ways are present, the full width of the grass between road and path shall be cut as well as on breed behind the footpath/cycle way.
- 3.8** The Contractor shall take care to prevent damage to property and shall obtain permission from the owners of adjoining property to gain access, if necessary, to undertake work. The Contractor shall indemnify the council for any damage or accidents arising from the undertaking of this contract.
- 3.9** Care should be taken to cut as close as possible to fixed obstructions (e.g., street furniture, trees etc.), without causing damage to either the obstruction or the cutting equipment being employed. Moveable/temporary obstructions should be removed and replaced in the exact

same position on the same day once cutting has been carried out. Debarking or other damage to trees or plants by machinery or tools must be avoided.

- 3.10** All permanent obstructions shall be hand trimmed at each and every cut and the Contractor shall include this within his rates. The hand cutting around permanent obstructions will give a maximum length of growth around obstructions to match that of the surrounding area. Care should be taken not to damage the obstruction, and strimmers should not be used around trees. Hand cutting will be carried out within 24 hours of the main area being cut.
- 3.11** At no time shall the contractor allow any vehicle, other than equipment used for this contract, except where specifically agreed by the Town Clerk onto any grassed area or otherwise cultivated land.
- 3.12** Any grass cutting shall be completed as per the schedule of work agreed with the Town Council (unless it is deemed to be a Health and Safety issue in which case the Contractor will respond within 24 hrs.). Any extra work requested by the Town Council shall be undertaken within the timescale agreed between both parties and carried out by the Contractor within one week of receiving the "official order". Payments for such work will be at the rate specified within the approved quotation or agreed prior to the commencement of such works. Payment will be made within 30 days of receipt of invoice.

4. Pricing

- 4.1** Quantities and values within this document are provided in good faith.
- 4.2** Please ensure that the rates provided are "per cut" as described in the pricing schedule and inclusive of all the necessary costs to the required specification. All prices submitted should be inclusive of travel and delivery.
- 4.3** The amount stated as due in an invoice shall be in accordance with the Schedule of Prices contained in the Quotation.
- 4.4** Should the council exercise any call off or any requirements for additional pricing or quotations then all conditions will apply within this quotation and all special prices must be based on the conditions set out in this contract.

5. Cutting Requirements

- 5.1** Any damages incurred by undertaking the service in any capacity will be the Contractor's responsibility to resolve. Any damage must be reported to the council and an appropriate repair agreed. Repairs in the main must be done within 48 hours, if agreed with the council the repair can be made at the end of the cutting season.
- 5.2** The Contractor will need to:
- Have adequate equipment to carry out the tasks required.
 - Demonstrate the ability to carry out the work within the required timescales.
 - Exercise a required level of skill, care, and diligence in the discharge of its obligations under this agreement.
 - Commence the cutting at short notice (within 48 hrs) if required and dependent on growth rates and/or special requirements.
 - Cut grass with an overlap to ensure area is uniform in height.
- 5.3** Grass cutting that has been carried out which is found not to be to the required standard must be cut again and completed within 48 hrs of the instruction given where practicable. The council will monitor the quality of the work provided on an ongoing basis.
- 5.4** Sites will be inspected as appropriate to inspect progress of the work, quality of the work and to determine that value for money is being obtained.

- 5.5** All sums due from the council will only be paid upon the above instructions being followed and carried out to the supervising officer's satisfaction and the Contractor's submission of invoice. Invoices are to be submitted on a monthly basis and will be checked against the requirements of the site.

6. Performance Standards

- 6.1** The contractor will be monitored on the following key elements of service performance:
- Adherence to an agreed grass-cutting programme.
 - Adherence to an agreed grass cutting specification.
 - Standards of vehicle maintenance.
 - Driving standards, including reported complaints and accidents.
 - Breakdowns and delays in service.

	Key Performance Indicators	Target
1	Late in responding to a specific instruction within the stated timescales.	0
2	Breakdowns in service (lasting more than 48 hrs)	0
3	Complaints upheld against driver re: driving, damage, unsafe working, not complying with Chapter 8 etc.	0
4	Failure to strim around obstructions within 24 hrs of cutting	0
5	Complaints about the length of grass/visibility/road safety etc.	0
6	Complaints about the length of grass on roadside verges and roundabouts.	0

7. Remedies for Non- Performance

- 7.1** The performance of the Contractor will be monitored by the Town Clerk, using the Key Performance Indicators above as the measure of compliance.
- 7.2** Where there is evidence of non-compliance, the council will advise the Contractor on the details in writing, by facsimile transmission or by electronic messaging service, within 7 days of the event occurring.
- 7.3** Where the Contractor can supply an explanation satisfactory to the council, or prove that there was no reduction in standards, no further action will be taken.

8 Environmental

- 8.1** The Contractor shall comply with the provisions of Sections 60 and 61 of the Control of Pollution Act 1974.
- 8.2** The Contractor shall enclose sources of noise as far as possible, site noisy equipment away from noise sensitive areas and use specific measures to reduce noise from machinery in accordance with guidelines laid down in BS 5228.
- 8.3** The Contractor shall prohibit the playing of audio equipment by persons carrying out work associated with the contract.

- 8.4** The council is conscious of the need to protect and enhance the natural environment and in co-operation with local conservation or volunteer groups may, during the term of the contract, designate areas for their involvement in redevelopment projects or routine care and maintenance. The Contractor shall co-operate both with the council and the groups to ensure the success of such schemes.

9 Health & Safety

- 9.1** The Contractor must ensure that all operations carried out on, or adjacent to, the highway, comply with ALL relevant Road and Traffic Regulations, and in accordance with the requirements of the current Department of Transport Code of Practice "Safety at Street Works and Road Works" and HSE Avoiding Danger From Overhead Cables Guidance note GS6 <http://www.hse.gov.uk/pubns/gs6.pdf>
- 9.2** The Contractor must ensure that all vehicles are in a roadworthy condition at all times, being taxed, insured and in possession of a current MOT certificate, as appropriate.
- 9.3** The Contractor must ensure that all machinery being used for grass cutting purposes complies with the relevant legislation regarding "signing" (keep right arrow etc.) and "lighting" (rotating beacon etc.) as appropriate.
- 9.4** The Contractor shall be required to recognise situations, which may involve any actual, or potential, danger of personal injury to any person at any site. To make safe such situations, where possible, without personal risk, and immediately to report such situations to the council's staff as identified as a point of contact.
- 9.5** The Contractor shall inspect all areas to be mown, and shall remove all items and obstructions, which might cause damage or injury, or interfere with mowing (to include litter), all such items being collected and removed from site for proper disposal.
- 9.6** The Contractor shall 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 or any person in the vicinity of operations. The Contractor shall provide its staff with all appropriate safety equipment (reflective hi-vis clothing, hard hats, ear defenders, boots etc.) and shall ensure that staff use these at all times they are engaged in work on the council's sites.

10. Award Criteria

- 10.1** 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.

11. Instructions for the submission of quotations

- Quantities provided may differ from those requested at quotation stage.
- Any costs incurred by the supplier in the preparation and submission of this quote will be borne by the supplier and not the customer.

12. Any other information

Please provide any further information you feel will help form the Councils decision.