

TILEHURST PARISH COUNCIL

Invitation to tender for grass cutting at various sites belonging to Tilehurst Parish Council

Three-year contract to commence 1 April 2022

The initial contract will be for a three-year period from 1 April 2022 to 31 March 2025.

The contract may be extended for a further period of three years on agreement with both parties. A full review to be carried out at least three months' prior to the expiry of the initial contract.

Either party may terminate the contract on giving three months' written notice.

Either party may terminate the contract by giving written notice if the other party has committed a breach of the contract and has failed to remedy the breach (where possible) within 14 days of being required to do so.

The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstance dictate.

Any changes or additions to the agreed schedule of works must be agreed by both parties in advance of the work being carried out.

Any additional work required will be carried out at the same rates as those agreed in the initial contract.

Prices quoted should include costs of labour and materials where appropriate.

All prices quoted should be exclusive of VAT.

Prices quoted should indicate whether there is any expected variation over the life of the contract.

The agreed price of the contract will be divided into 12 equal parts to be paid at the end of each calendar month on receipt of an invoice.

All work will be paid one month in arrears of work being completed.

Insurance – the contractor is required to have a minimum of £10 million of Public Liability Insurance. Details of the contractor's insurance will be provided to the Parish Council prior to the commencement of the contract, and every year on renewal.

Risk assessments – the contractor will produce a risk assessment for each site and provide them to the Parish Council prior to the commencement of the contract. Failure to follow the requirements of the risk assessments may result in termination of the contract. Risk assessments will be provided to the Parish Council upon request.

Staff using machinery to carry out any work for the Parish Council will be suitably trained and qualified. The contractor is required to have all necessary licences and certificates, including but not limited to for waste disposal, weedkilling, use of chainsaw.

When awarding this contract, preference will be given to local companies which employ local people.

It would be preferred if chemicals used were safe for animals and children, and if weedkillers were glyphosate free.

Tender process

The contact for all aspects of this tender and the following contract is Miss Jacky Major, Clerk to the Council, Parish Office, Highview, Calcot, Reading RG31 4XD.

The sites are all open and accessible should contractors wish to visit them independently. The Clerk will also be available to go around the sites on Wednesday 23 February. Anyone wishing to attend should advise the Clerk by Monday 21 February.

Bids may be submitted by post or by e-mail to clerk@tilehurstpc.co.uk

The closing date for submitting bids is Monday 28 February 2022.

All tenders submitted will be considered against the information contained in this document and on the pricing schedule and will be considered by Full Council at its meeting on Tuesday 8 March. The chosen contractor will be notified following the meeting.

All applicants will be informed as to the situation by the end of March 2022.

Information to be provided to the Parish Council at the same time as the bid and pricing schedule are submitted:

- Company details and bid contact details
- Bank account details
- Copies of the Public Liability Insurance certificate, all other relevant insurance documents and any licences and certificates
- Examples of work (previous and current)
- Details of two referees to be taken up if successful
- Any further information the company feels might be relevant, including types of work it is unwilling or unable to undertake

BACKGROUND

Tilehurst Parish is situated to the west of Reading and extends from the A4 in the south to a few metres short of the A329 in the north. The Reading boundary forms the eastern border, whilst its western border follows the line of the Sulham escarpment.



Tilehurst Parish is outlined in red on map above

This contract includes four recreation grounds and two smaller, standalone play areas owned and managed by Tilehurst Parish Council.

GENERAL CONTRACT INFORMATION

The information below is standard across all sites. Specific details for each site are given on the following pages.

This contract is only for grass cutting and for rolling/slitting of football pitches; all other grounds maintenance is covered under a separate contract.

Grass cutting:

- Mowing grass, including strimming where necessary, within the boundaries of each site
- Grass under benches, bins, etc, must be strimmed on each visit
- There will be a minimum of eight cuts per site per year, usually one cut per month March to October (weather permitting)
- Any scheduled cut(s) it has not been possible to carry out as scheduled – for example because of excessively dry or wet weather – will be rearranged as appropriate
- If additional cuts are necessary, they will be agreed, in advance, with the Clerk

Football pitch maintenance:

- Rolling and slitting of pitches to be carried twice each year on alternate months, ie rolling in August and March, slitting in September and April

Additional information:

The appointed contractor should report any issues or potential risks, such as overhanging branches, etc, from neighbouring properties, to the Clerk.

Any damage caused by the appointed contractor must be reported to the Clerk as soon as possible; if there are repeated incidents, costs of repair might be passed on to the contractor.

SITES AND DETAILS

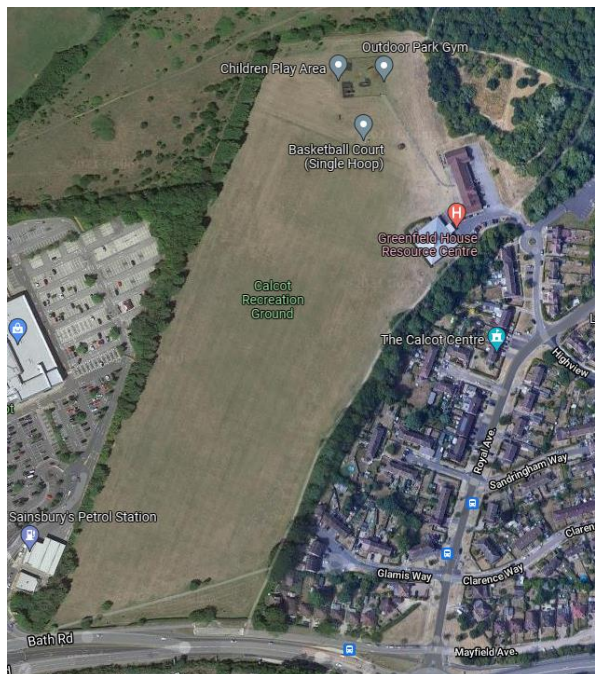
Calcot Recreation Ground and Turnhams Farm Recreation Ground



Calcot Recreation Ground

North of A4 at Calcot, accessed via Highview (off Royal Avenue) RG31 4XD

There is a play area, a ball wall, and several football pitches of different sizes which are used by local clubs during the playing season from 1 September to 30 April each year.



Grass cutting

The main recreation ground, perimeter cuts, and lower fence line

Strim including under benches and bins, etc

Children's play area and strim around the trim trail

Car park bank and area around parish council buildings

Upper area of recreation ground

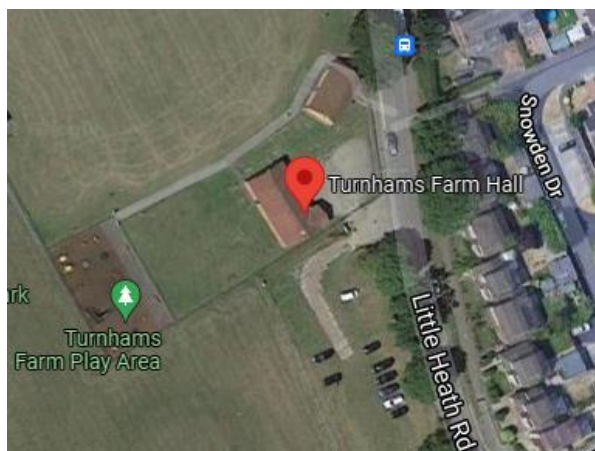
Pitch maintenance

Roll and slit pitches – twice a year

Turnhams Farm Recreation Ground

Little Heath Road, Tilehurst RG31 5TX

There is a football pitch as well as a children's play area, ball wall and skatepark.



Grass cutting

Main areas, around play area, skate park and perimeter fence line, car park

Strim including under benches and bins, etc

Pitch maintenance

Roll and slit pitches – twice a year

Cotswold and Cornwell Recreation Grounds



Cotswold (Westwood Farm) Recreation Ground

Downs Way, off Cotswold Way, Tilehurst RG31 6SL

The field has one full-sized football pitch which is used by local clubs from 1 September until 30 April each year. There is also a children's play area, a basketball hoop, ball wall, and "goal end".

The sports centre on the site is leased to West Berkshire Council who are responsible for some of the maintenance.



Grass cutting

Main recreation ground including perimeter
Area around sports centre, tennis court, bank, outside swing area/back of homes
Strim including under benches and bins, etc

Pitch maintenance

Roll and slit pitches – twice a year

Cornwell Recreation Ground

Homecroft, off Clements Mead, Tilehurst RG31 5WJ

There is a car park and community hall, and a recreation ground with a play area, a large grassed area, a basketball hoop, and a ball wall

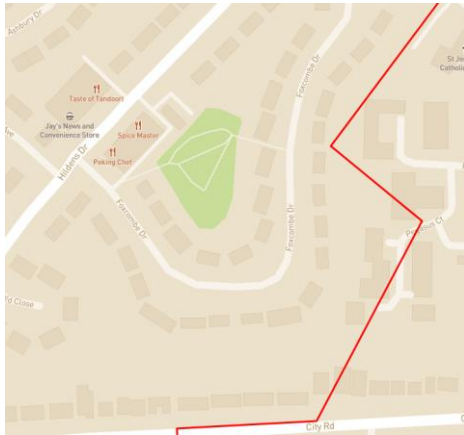


Grass cutting

Main grassed areas, around play area, car park, perimeter including both sides of the black fence
Strim including around the entrance and under benches/bins, etc

Hildens Drive Recreation Area

Hildens Drive (adjacent to 1 Foxcombe Drive), Tilehurst RG31 5HY



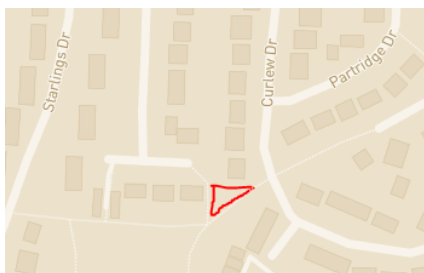
Grass cutting

Main areas and strimming, including around play equipment, under bins and benches, and at two entrance gates

Curlew Drive Play Area

Curlew Drive, Tilehurst RG31 4TA

This is an unfenced grassed area on the footpath between Starlings Drive and Curlew Drive.



Grass cutting

Main grassed area

Strim including under benches and bins, etc