

# DIDCOT TOWN COUNCIL INVITATION TO QUOTE



## GRASS VERGE CUTTING WITHIN DIDCOT

**Issue Date:** Friday 15<sup>th</sup> December 2023

**Closing Date:** 9am on Friday 19<sup>th</sup> January 2024

**Didcot Town Council is inviting quotations from interested companies for the cutting highway verges within the Didcot Parish. This tender will cover a 36-month period starting April 2024 and ending March 2027. This may be extended for a further year with agreement.**

The total grass area covered by this contract will be approximately 131,000 square metres. This quantity could vary over the duration of the contract due to the development in various parts of the town. It is proposed that the grass will be cut 5 times between April and October, with a further cut the following March making 6 cuts in total.

## **1. SPECIFICATION OF WORKS**

- a) Prior to cutting any area, the Contractor will ensure that the site is clear of litter – litterpicking must take place before grass cutting.
- b) The Contractor will also inspect each verge for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any such potential hazards.
- c) 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.
- d) Operatives must be trained in the use of the equipment and be supplied with all the necessary PPE.
- e) The grass is to be cut using suitable machinery with grass cuttings being left on the sward. All grass cuttings must be cleared from pavement and road areas after cutting.
- f) Grass shall be cut to a height of not more than 40mm without scalping.
- g) Strimmers are to be used for cutting around obstacles and completing a tidy edge to the verges.
- h) Some verges have spring bulbs planted in them – these bulb areas will not be cut until at least 6 weeks after flowering has finished.
- i) Grass to be cut cleanly and evenly without damage to the existing surfaces, trees, and nearby shrubbery.

## **2. REFUSE COLLECTION DAYS**

Companies need to be aware that the collection of refuse is usually undertaken on a Friday in Didcot. This may cause delays in grass cutting on this day.

### **3. OPERATIONS**

- a) The machinery used should be fit for purpose to give a good standard finish to the cut, and to ensure operatives have fully functioning and safe equipment to carry out the work.
- b) The machines should be well maintained and be used with all relevant guards in place.
- c) Operatives must be trained in the use of the machinery and have proper and sufficient PPE to complete the work safely.
- d) During operations, the contractor should ensure that all operatives work safely and respectfully with regards to any interaction with the public. Proper consideration must be taken for cars parked along the highway.
- e) The contractor will be liable for any damage caused to vehicles and property during the grass cutting operation.
- f) Photographs of completed works are essential.

### **4. INSURANCE**

- a) The contractor must supply copies of both public liability and employer insurance cover with their tender application (minimum public liability cover is £10 million). Copies of the certificates must be produced annually thereafter.
- b) The contractor will be liable for any stones or obstacles that 'kick up' because of mowing or strimming, that causes any damage to any vehicle or property within the vicinity of operations.

### **5. HEALTH & SAFETY**

- a) 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 work comprised in this contract.
- b) The contractor shall provide a Risk Assessment and their full Health and Safety Policy with the tender application.

### **6. NON-PERFORMANCE ON CONTRACT/COMPLAINTS**

- a) Where the contractor has failed to perform the services within the contract specified, there will be a period of 14 days to rectify the failure.
- b) If a monthly grass verge cut is missed, the Council could deem this as non-performance within the terms of the contract and could result in the termination of the contract.
- c) Complaints are to be dealt with as they arise and rectified within the monthly cut.

## **7. CONTRACT PAYMENT**

Invoices will be paid monthly in arrears after a cut has taken place.

Maps showing all verges are available to view at **Didcot Town Council Offices, Britwell Road, Didcot, Oxfordshire, OX11 7HN**, or can be emailed over.

Any queries on the tender details, please contact Mike Blake, the Outdoor Services Manager at Didcot Town Council, on 01235 812637 or email [mblake@didcot.gov.uk](mailto:mblake@didcot.gov.uk)

## **8. SUBMISSION OF TENDER**

When returning your tender, please ensure that all documentation is properly enclosed and the deadline by which the tender must be returned, is complied with. Emailed tenders are acceptable but must be password protected. The password should be sent to the Town Clerk, Janet Wheeler, at [jwheeler@didcot.gov.uk](mailto:jwheeler@didcot.gov.uk)

**Responses to be received in confidence, no later than 9am on FRIDAY 19<sup>th</sup> JANUARY 2024** marked for the attention of Mike Blake, Outdoor Services Manager, Didcot Town Council Offices, Britwell Road, Didcot, Oxfordshire, OX11 7HN.

**Any tender received after the deadline, will not be considered.**

All tenders will be opened at noon on Friday 19<sup>th</sup> January 2024 for review by the Finance and General Purposes Committee on Monday 22<sup>nd</sup> January 2024.

The contract will start from April 2024.

**Lucy Blake**  
**Deputy Town Clerk**