



Tender Form

FORM OF TENDER

Tender for Contract: (Name of Project)	Grasscutting Maintenance Contract
Supplier Name:	

I/We the person named below hereby offer and agree on the acceptance of this Tender or any part thereof by the Council to provide the Services to the Council as described in and in accordance with the Invitation to Tender

I/We hereby offer to provide the said Services for the sums properly due under the Contract as calculated in accordance with the Pricing Schedule attached.

Tendered Total Cost (in GBP): £.....
(Please attach breakdown of costs)

I/We confirm that:

- (a) I/We are fully conversant with all the contract documentation included in the Invitation to Tender; and
- (b) This tender is submitted strictly in accordance with that contract documentation and is without any conditions or qualifications whatsoever; and
- (c) On being called upon to do so by the Council, I/We shall execute the form of Agreement acknowledging our willingness to be bound by the Contract.

Person authorised to submit the Tender:

Name:

.....

Position:

.....

Dated:



Appendix B Declarations

DECLARATIONS

Tender for Contract:	GRASSCUTTING MAINTENANCE CONTRACT
Supplier Name:	

CONFLICT OF INTERESTS, CANVASSING & COLLUSIVE TENDERING

1 In consideration of the Council accepting our tender we undertake and agree to advise the Council immediately upon becoming aware of any conflict of interest or potential conflict of interest that may arise either during the term of the Contract or for a period of two years after its termination. ;

2 I/We further hereby undertake that I/We will not in the future canvass or solicit any Member, Officer, Employee or Professional appointed by the Council in connection with the award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf will do any such act.

3 I/We certify that

(a) this is a bona fide Tender, intended to be competitive, and that I/We have not fixed or adjusted the amount of the Tender (or the rates and prices quoted) by or under or in accordance with any agreement or arrangement with any other person.

(b) I/We have not canvassed or solicited any Member, Officer, Employee or Professional appointed by the Council in connection with the preparation or award of this Tender or any other Tender or proposed Tender for the provision of the Service and that no person employed by me/us or acting on my/our behalf has done any such act.

(c) that I/We have not done and undertake that I/We will not do at any time before the hour and date specified for the return of this Tender any of the following acts:

(i) Offer or give or agree to give any Member, Officer, Employee or Professional appointed by the Council any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure.

(ii) Communicated to any person other than the Council the amount or approximate amount of the proposed Tender (other than in confidence in the circumstances and to the persons described in the Instructions to Tenderers).

(iii) Enter into any agreement or arrangement with any person as to the amount of any proposed tender or that the person shall refrain from tendering.

Person authorised to submit the Tender:

Name:

Position:

Dated:



Appendix C 1. References

1. References				
Please provide details of three recent contracts that are relevant to Town and Parish Council's requirements. Where possible, at least one should be from the public sector. If you cannot provide three references, please explain why.				
		Reference 1	Reference 2	Reference 3
1	Organisation Name:			
2	Contact Name: Telephone Number: Email:			
3	Date Contract Awarded:			
4	Date the project was completed / launched			
5	Contract reference and brief description of provision:			



Appendix E

SUPPLIER QUESTIONNAIRE

(Where certificates or documentation is required the preferred medium is electronic)

1. <u>General Details of Company</u>			
1.1 Company Name:			
1.2 Address:			
1.3 Post Code:			
1.4 Email Address:			
1.5 Website Address:			
1.6 Contact:		1.7 Contact Telephone No:	
1.8 Company Telephone No:		1.9 Fax No: if applicable	
1.10 Company Registration No:		1.11 How long has your company been in business?	
1.12 Managing Director / Senior Partner:		1.13 Total number of staff in company:	
1.14 Ultimate parent Company / Sole trader:		1.15 Country of Registration:	
1.16 List of Companies within the group			
2. <u>Finance and Tax Information</u>			
2.1 Turnover last financial year:			



FRAMPTON COTTERELL

P A R I S H C O U N C I L

2.2 VAT Registration No.:			
2.3 Bank Sort Code:		2.10 Bank Account No.:	
2.4 Bank Account Name:			
2.5 Bank:			
2.6 Bank Address:			
2.7 Remittance contact details: (Phone, fax and email)			



3. Environment

In this document the meaning of the term 'Environmental' shall include all aspects associated with any detrimental effect on the environment, as well as economical and social impact in areas such as working conditions, ethical behaviour etc. As per the The Environmental Damage (Prevention and Remediation) (England) Regulations 2015 "environmental damage" includes damage to the following:

- a protected species or natural habitat, or a site of special scientific interest;
- surface water or groundwater;
- marine waters; or
- land

If applicable due to the nature of your work, please provide an Environmental Sustainability Appraisal. This appraisal negates the requirement to complete Section 5 of this questionnaire.

3.1 Are there any environmental permits/licences (e.g. from the Environment Agency) required? If so, please provide details

3.2 If using herbicides/pesticides, provide details of certification for usage and provide details on run off prevention. Pesticides must be used in line with the councils pesticide policy.

3.3 Does your organisation have an Environmental Policy and/or Environmental Action Plan?
YES / NO
If 'yes' please enclose a copy

3.4 Do you know the locations of the facilities that produce your products and do you take steps to ensure that social, environmental and ethical compliance is achieved in these facilities?
If 'yes' please outline how this is achieved, YES / NO



3.5 Outline the environmental impacts and risks associated with your products / services and what steps are being taken to minimise them.

3.6 Will any of the work be sub contracted and if so what processes do you have in place to ensure third party control. Please reference below:

Do you subcontract works? Y/N

If so list processes:

How do you control third party sub- contractors?

4. **Business Ethics & Code of Conduct**

It is expected that Frampton Cotterell Parish Council employees and members will conduct their business to the highest standards of honesty & integrity, which includes non-acceptance of business gifts or hospitality. Suppliers should support this policy by acknowledging opposite

Acknowledge Y / N



7. Date Questionnaire Complete by Supplier: / / .

Signature:

Telephone No:



FRAMPTON COTTERELL
P A R I S H C O U N C I L

I understand that by submitting a proposal permission is given to Frampton Cotterell Parish Council to store the above information on its secure computer system, held under the Limitation Act 1980 (as amended) for a period of 6 years for audit purposes on the town council secure computer system.

**Thank you for completing the questionnaire
Please return to**

finance@framptoncotterell-pc.gov.uk

Site Grasscutting Specification and Programme of Works

SITE	CUT HEIGHT	LEFT FIELD	RIGHT FIELD	CUTTING SEASON	ESTIMATED CUTS TO LEFT FIELD	ESTIMATED CUTS TO RIGHT FIELD
The Park, School Road						
Whole Park Cut	25/35mm Letting cut raise to 35mm after cricket is over	Fortnightly	Fortnightly	Start early March	16	16
Cricket Outfield x 2 number During Season	25mm Letting cut raise to 35mm after cricket is over	Alternate Fortnightly	Alternate Fortnightly	Start early March Bring down to	11	9
*(see below)		Cut within Cricket boundaries	Cut within Cricket boundaries	25mm by 1 st April		
Football Pitches	25/35mm			Between March & October	8	8
Rugby Pitches	25/35mm			Between March & October	8	8
HEIGHT VARIATION SCHDULING PLEASE LIASE WITH THE ESTATES OFFICER ON GROUND CONDITIONS AND GRASS.						

Perimeter / Carpark Play Area	Entire perimeter of both fields- carpark- play area		Between March & October	8 8	Note * Conservation areas are not to be cut.

	LEFT FIELD	RIGHT FIELD
* CRICKET SEASON	Begins 3 rd Saturday in April Ends 1 st Saturday in September	Begins 1 st Saturday in May Ends 2 nd Saturday in August
FOOTBALL SEASON	To be advised	To be advised
RUGBY SEASON	To be advised	To be advised

BEESMOOR RD PARK PLAY AREA			Estimated Cuts
Field cuts	Grass height 25/35mm	Fortnightly Between March & October	16
Perimeter	15 / 25mm	Fortnightly Between March & October	8
Play area	25/35mm	Fortnightly Between March & October	8
RIDINGS RD PLAY AREA			
Grass area	25/35mm	Fortnightly Between March & October	16
Fence lines	15/25mm	Fortnightly Between March & October	8

THE INTENTION OF THE PROGRAMME IS TO MAINTAIN THE GRASS TO A SATISFACTORY CONDITION BEARING IN MIND THE USE TO WHICH EACH PARTICULAR AREA IS PUT, IF ADDITIONAL WORKS ARE REQUIRED THIS SHOULD BE AGREED WITH THE COUNCIL PRIOR TO UNDERTAKING,

	January	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov
Zone A			Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	
Football 2			Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	SR Fertilizer	Grass Cut	
Zone A	Verti D		Earthquake	seed 35grm		Selective	Fertilizer		Earthquake		Verti D
	Quadraply		SR Fertilizer	Quadraply		Herbicide			Seed 20 grms		
									SR Fertilizer		
Football 3			Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	
Zone B	Verti D		Earthquake	seed 35grm		Selective	Fertilizer		Earthquake		Verti D
	Quadraply		SR Fertilizer	Quadraply		Herbicide			Seed 20 grms		
									SR Fertilizer		
Football 4			Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	
Zone B	Verti D		Earthquake	seed 35grm		Selective	Fertilizer		Earthquake		Verti D
	Quadraply		SR Fertilizer	Quadraply		Herbicide			Seed 20 grms		
									SR Fertilizer		
Grids			Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	
	Verti D		Earthquake	seed 35grm		Selective	Fertilizer		Earthquake		Verti D
	Quadraply		SR Fertilizer	Quadraply		Herbicide			Seed 20 grms		
									SR Fertilizer		
Rugby 1			Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	
Zone A	Verti D		Earthquake	seed 35grm		Selective	Fertilizer		Earthquake		Verti D
	Quadraply		SR Fertilizer	Quadraply		Herbicide			Seed 20 grms		
									SR Fertilizer		
Rugby 2			Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Verti D
Zone B	Verti D		Earthquake	seed 35grm	Fertilizer	Selective	Fertilizer		Earthquake		
	Quadraply		SR Fertilizer	Quadraply		Herbicide			Seed 20 grms		
									SR Fertilizer		
Grids			Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Verti D
	Verti D		Earthquake	seed 35grm		Selective	Fertilizer		Earthquake		
	Quadraply		SR Fertilizer	Quadraply		Herbicide			Seed 20 grms		
									SR Fertilizer		

Cricket 1			Quadraply	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut
Zone B			Roll Out Field	Roll Out Field		Selective	Fertilizer		Roll Out Field	Verti D
			Grass Cut	Quadraply		Herbicide			Seed 20 grms	
									SR Fertilizer	
Cricket 2			Quadraply	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut
Zone A			Roll Out Field	Roll Out Field		Selective	Fertilizer		Roll Out Field	Verti D
			Grass Cut	Quadraply		Herbicide			Seed 20 grms	
									SR Fertilizer	
Beersmoor Rd			Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut
Ridings Rd			Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut	Grass Cut

KEY:

	Basic
	Moderate
	Improvements

[illegible]

Quadruply
Quadruply

Grounds Maintenance Working Specifications

Materials and Operational Methods.

Material Profiles

SR – Slow-release fertilizer (Autumn)

20.6.8 (6 month)

Formulated from a blend of three different granules to give a **phased release** of nutrients over a **six-month period**.

- One application will give a **full season of nutrients**.
- Apply from March to September
- A balanced fertiliser which will **fertilise your grass for six months**
- Contains coated granules which **degrade at different rates**
- Phased release on nutrients over a six-month period or as advised?
- Contains NPK at a ratio of 20.6.8
- Recommended coverage: 20kg per 575sqm. **Apply at 35g/sqm**

SF – Straight Fertilizer

Fine Turf Fertilizer (12:0:9 1%Mg 1%Fe Seaweed Products) is a mini-granular spring/summer Fertilizer containing 15% organic nutrient, iron, magnesium and Seaweed Products. **Apply at 35g/sM**

Grass Seed

A balanced of 3 selected Perennial Rye Grass cultivars that are within the top 10 of the STRI list of that season.

Selective Herbicide

To be used in accordance with national guidelines and amenity classification in conjunction with FCPC Pesticide Policy.

Fungicides

To be used in accordance with national guidelines and amenity classification in conjunction with FCPC Pesticide Policy.

Mechanical Profiles

Please Note

All operations taking place on site must use the appropriate turf / balloon or suitable industrial hybrid tyres, approved by a council officer.

All operations we be when ground conditions allow as to not cause damage – If in doubt contact the clerk clerk@framptoncoterell-pc.gov.uk

MOB NO. 07925130149

Earthquakes – Deep Decompaction machinery must have all safety guards in place with no oil leaks present

TheEarthquake

"Working at its maximum depth of around 250mm, produces better quality and deeper rooting grasses with excellent resistance to drought."

Verti Drain Aeration machinery must have all safety guards in place with no oil leaks present

Verti-draining working to a maximum depth of 400mm in the Autumn with 10mm solid tines at a spacing of 70mm. This action allows gentle heave of the soil profile allowing minor surface adjustment – water percolation – oxygenation and gaseous exchange – a d aiding deeper root growth which aids drought tolerance.

Quadra Play all-in one-way groomer machinery must have all safety guards in place with no oil leaks present

The SISIS Quadraplay **multiple**-purpose, single-pass maintenance incorporates a mounted frame for up to four implements such as grooming rakes, spikers, slitters, rollers and brushes. The implements can be fitted to the mainframe in any order and can be independently adjusted to achieve the desired effect.

Drill Seeder machinery must have all safety guards in place with no oil leaks present

Turf Drills are true direct drills. The single disc and boot opener creates a narrow slit and places the seed at a precise predetermined depth via depth rings fitted to the discs, this enables greater germination rates and reduces lost seed from pests.

Flat rolling machinery must have all safety guards in place with no oil leaks present

When ground conditions are advised by the council rollers maybe used for surface level reinstatements

Grass Cutting machinery must have all safety guards in place with no oil leaks present

Grass cutting will be undertaken as per specification and schedules, blades must be sharp to reduce plant disease and damage

Sand Dressing or topdressing mixes

As part of any additional works programmes and in accordance with the specification provided by the Parish Council.



White – Cricket Pitches

Yellow – Rugby Pitches

Green – Football Pitches

Grids are not fixed

Area A = 30,962 sqM (grass)

Area B = 27,806 sqM (grass)

Play Park = 121 sqM

Tennis Courts 185 sqM

Rugby Club Senior pitches

Should be overall a minimum of

1. 1 x 106m x 68m

2. 1 x 106m x 68m

Rugby Club Junior pitches

3. 2 X 44M X 28M

4. 2 X 20M X 12M

5. 1 X 38M X 20M

Football Club pitches

3 11v11 100m x 64m

2 & 4 7v7 &/or 9v9 73m x 46m

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Google Earth



Chemical Pesticide Policy

1. Introduction

- 1.1 The term 'pesticides' is intended as a generic term to include herbicides, insecticides and fungicides.
- 1.2 It is the policy of Frampton Cotterell Parish Council to reduce and aim to eliminate the use of chemical pesticides in the management of all public spaces for which the Council is responsible.
- 1.3 Its employees, contractors and all those responsible for the maintenance of open spaces owned by the Council are required to use non-chemical and mechanical alternatives wherever applicable.
- 1.4 To date, the Parish Council have used chemicals at its open spaces to remove species considered weeds. The increased use of chemical pesticides, herbicides and fungicides can be linked to contaminating water supplies, a reduction in biodiversity and may cause problems with public health.
- 1.5 The Council is dedicated to significantly reducing with the aim to eliminate the use of pesticides on Council owned land and to encourage the reduction of its use across the entire parish.

2. Aims and Objectives

- 2.1 To reduce public exposure to the potentially harmful effects of chemical pesticides in all public spaces owned by the Parish Council.
- 2.2 To reduce the harmful effects of pesticides on biodiversity across the parish.
- 2.3 To improve habitats for wildlife across the parish through chemical reduction/elimination.
- 2.4 To reduce, with the aim to eliminate, the use of pesticides on Council owned land.
- 2.5 To communicate with parishioners, landowners and organisations to encourage use of alternatives to pesticides across the parish.

3. Pesticide Use Conditions

- 3.1 Blanket spraying of pesticides shall not be undertaken on any open space owned by the Parish Council.
- 3.2 Areas around posts, bins and fence lines are to be controlled by strimming. A full health and safety check must be undertaken prior to strimming to ensure no stones or objects are hidden within the vegetation.
- 3.3 All staff, contractors, sub-contractors or volunteers to the Council shall not use pesticides on Council owned land without prior permission and reasoning.
- 3.4 Hand pulling of weeds will be the preferred method of weed control. Where hand pulling is not possible, alternative measures to pesticides should be trialled where budget allows, including hot foam, vinegar, heat control, wire brush and any other alternatives.
- 3.5 Chemical herbicides are not permitted in open spaces for vegetation clearance prior to planting wildflowers. Areas for wildflowers must be harrowed/cleared by machine or by hand in order to clear bare ground for planting.

- 3.6 Where time and budget allow, alternative measures will be trialled and reviewed by Estates Officer and Project Officer. Successful alternatives shall replace any limited pesticide use currently used by the Council with the aim to become pesticide free.
- 3.7 Any contracts involving open spaces must include reference to this policy and contractors to be made aware of the Council's stance on reduction and elimination of pesticides.
- 3.8 Weeds on sports pitches are to be regularly reviewed and hand pulled to reduce infestation.
- 3.9 The Council should consider alternatives to pesticides with the aim to fully eliminate chemical control. The most successful alternative trialled by Glastonbury Town Council is hot foam. As the equipment is expensive, the Council should consider engaging with neighbouring Town and Parish Council to joint purchase and share equipment with the collaborative aim of becoming pesticide free.

4. Exceptions for Pesticide Use

- 4.1 If weeds are not controllable via hand pulling/stimming on sports pitches and alternatives to chemicals are not viable, spot treatment permission may be sought from the Parks and Recreation Committee as a last resort if weeds are causing health and safety and quality issues for sports use. If urgent, the Clerk shall have delegated authority to authorise the use of pesticides but must inform the Parks and Recreation Committee.
- 4.2 At the discretion of the Climate and Nature Committee, spot treatments of weeds on hard standing surfaces, including car parks and pavements where budget and time does not allow for alternative methods may be permitted.
- 4.3 This policy will not affect the Council's obligation to eliminate the presence of Japanese knotweed or other invasive species where there is a duty to do so and where there is no other known means of control. In this instance only stem injection or targeted spot application will be permitted to avoid wider contamination. Prior permission must be sought from the Climate and Nature Committee.
- 4.4 Where alternatives to chemical control are not applicable, chemical control may only be permitted as a spot treatment, stem injection or controlled flat nozzle, such as on hard surfaces in car parks and pavements where weed overgrowth could pose a health and safety risk and permission from the Climate and Nature Committee must be sought prior to application.

5. Community and Stakeholder Engagement

- 5.1 The Council staff shall share content on reducing and eliminating the use of pesticides on social media, the Council website and within the Frome Valley Voice newsletter to encourage residents to reduce pesticide use across the parish.
- 5.2 Councillors and office staff shall engage with local organisations and businesses to encourage them to reduce and/or eliminate pesticide use.
- 5.3 Communications with the community shall state how many weeds are wildflowers that are beneficial to pollinators and biodiversity.
- 5.4 Communications highlighting the Council stance on pesticides to be shared online and via the Frome Valley Voice.