



## **TENDER**

### **Public Open Space Grass cutting for 2022 to 2024, Wroxham, Norfolk.**

Wroxham Parish Council (WPC) has taken responsibility from Norfolk County Council Highways for maintaining the majority of the grass verges and a number of footpaths in the Parish. In addition, WPC leases a large informal open space bordering the River Bure called Caen Meadow which needs regular cutting.

WPC is looking for a contractor for the next three years, with an option to extend for an additional year. This includes the right by either party to break the contract with a three-month notice period.

The contract commences on the 1<sup>st</sup> March 2022 and finishes on the 31<sup>st</sup> October 2024, subject to weather and ground conditions. The contractor is expected to use the defined number of cuts as a guide, weather conditions permitting. WPC expects the areas to look tidy and well maintained during the cutting season. Please note that there are three areas where we require the grass to be swept or blown off the footpath. Please account for the fact that many of the verges are planted with bulbs.

WPC is in the process of adopting the public open spaces on the Wherry Gardens estate to the south of the village. All details have been agreed and the legal transfer is currently underway. It is estimated that WPC will adopt the site in May 2022. Please quote for the whole season but note that this area will not come on stream until later in 2022 and this season would be pro-rata'd accordingly.

Invoices are paid monthly, with the exception of August when the Council takes a summer break. If possible, WPC would prefer a single annual invoice to reduce the administrative burden all round and would prefer to receive these electronically.

### **To complete the tender:**

Please submit the following by email. For points 2 to 6 brief statements are fine:

1. three prices for the areas as shown on the form (excel spreadsheet).
2. some information about your company.
3. why you are interested in working with WPC.

4. how you protect your employees and the general public from risks associated with this work and evidence of your public liability cover.
5. how you are working to adapt your business in response to the climate emergency.
6. how you are working to adapt your business in response to energy price rises.

If you have any queries, please do not hesitate to contact the Clerk. If you would like to make an appointment to walk the areas, please make contact in good time before the closing date.

Please note that these documents form the contract and contractors must be familiar with the nature and extent of the obligations to be accepted by them. WPC is not bound to accept the lowest or any tender. WPC's decision is final and no correspondence will be entered into.

**Closing date: Thursday 3<sup>rd</sup> February at 12 noon.**

Clare Male, Clerk, WPC

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Working hours Monday - Thursday 9am - 3pm.