**Grass Cutting & Grounds Maintenance Contract**

**2024-2025**

Quotation Form

I/We, having examined the specification for grass cutting and grounds maintenance work in Ivybridge, offer to carry out the specified works in conformity with the said documents upon the terms and conditions, contained or referred to therein, for the per annum sum of:

|  |  |  |
| --- | --- | --- |
| Location | Works description | £ per annum, excluding VAT |
| Across Ivybridge | Cutting of highway verges as per contract specification and plans |  |
| Across Ivybridge | Additional areas of verge cutting, per square metre |  |
| Filham Park | Grass cutting – amenity cut & drop, to include clearance around benches on path around Filham Fishing Lake |  |
| Filham Park | Visibility splay at entrance to path around Filham Fishing Lake from Wadland Lodge track |  |
| Filham Park | Hedges around Filham Fishing Lake |  |
| MacAndrews Field | Grass cutting – amenity cut & drop |  |
| Victoria Park | Grass cutting – amenity cut & drop |  |
| St Peters Way | Grass cutting – longer grass |  |
| St Peters Way | Maintain ‘wildflower’ area throughout season |  |
| **QUOTE FOR TOTAL CONTRACT PERIOD** (not including extras priced for separately below) | **£**Excluding VAT |

**One off/extras**

|  |  |  |
| --- | --- | --- |
| Location | Works description | £ per extra cut/trim, etc, as requested, excluding VAT |
| Filham Park | Road hedge on access track from Godwell Lane to Donkey Centre |  |
| MacAndrews Field | Hedge maintenance |  |
| Victoria Park | Trim of overhanging branches |  |
| Across Ivybridge | Additional areas of verge cutting, per square metre |  |
| Across Parks & Open Spaces | Additional areas of amenity cut & drop, per square metre |  |
| St Peters Way | Additional longer grass cut & drop – price for whole area as per plan  |  |

Compliance

Required – failure to exhibit satisfactory paperwork will result in your quote not being considered

|  |  |
| --- | --- |
| **Item** | **Evidence provided (tick)** |
| Production of a valid copy of Public Liability Insurance of at least £10million  |  |
| Production of a valid copy of Employers Liability Insurance to an amount at least £5million (only if appropriate) |  |
| Production of a copy of your Business Health & Safety Policy |  |
| Production of a Task-Specific Risk Assessment and Method Statements including reference to relevant HSE guidance and safe systems of work, including any other businesses who may be used on a sub-contract basis |  |
| Work-related qualifications and certificates of competence |  |
| Proof of having carried out similar types of work to good standards – this must include as a minimum – two references with examples of work carried out and referees’ contact details |  |
| Certificate of Registration under the Waste (England and Wales) Regulation 2011 to be provided by the main contractor or sub-contractor |  |
| Protective measures in place for staff involved in waste disposal |  |

When assessing quotes for this contract, we will consider:

Price – full and final cost over the term of the contract

Quality – supplier’s ability to perform the contract to the highest standards

Experience – evidence of supplier’s relevant knowledge and experience (years in business and references)

Environment/Ecology – evidence of supplier’s knowledge and experience of environment, biodiversity, ecology, etc

Social Value – evidence of social value for previous clients

I/we understand that Ivybridge Town Council is not bound to accept the lowest or any quote, or part thereof under their Standing Orders and Financial Regulations. By submitting this quote, I/we agree to complete the work in accordance with the Invitation to Quote and Contract Specification, and the terms and conditions contained therein.

Company name ………………………………………………………………………………………

Business correspondence address ………………………………………………………………..

………………………………………………………………………… Postcode …………………..

Landline ………………………………………… Mobile ……………………………………………

Email ……………………………………………………..

Signed ……..………………………………… Print name …………………………………………

Position ………………………………………. Dated ………………………………………………