



Lancing Parish Council
Invitation to Tender

To provide Grass Cutting and Pitch Maintenance services to
Lancing Parish Council's Recreation Grounds

Deadline for tender submissions: 13th March 2023

11th January 2023

Version 1

Invitation to tender

Introduction	3
Conditions of Tender.....	3
Specifications	3
Budget	4
Scoring And Evaluation Criteria	5
Conditions of Contract	5
Health And Safety	6
Hourly Rate for Additional Work	6
Communication/Instructions	7
Terms of Payment	7
Contract Term	7
Tender Timescale	7
Site Meeting	8
Site Maps.....	8

Introduction

Lancing Parish Council are inviting invitations to tender for a grass cutting contract. Lancing is situated on the South Coast between Worthing and Brighton. With around 27,000 residents and covering 3.65 square miles, Lancing is often referred to as the largest village in England.

Conditions of Tender

This tender document is issued for and on behalf of: Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

All contractors tendering will ideally have at least 3 years previous experience as a grass cutting contractor for an organisation with grass based sports facilities e.g. football/ cricket clubs.

All tenders must be signed by a company director or the named sole trader or partnership, dated and returned in a sealed envelope to the above address by either post, courier or delivered by hand no later than 5pm on 13th March 2023 Any tenders delivered by hand must be in a sealed envelope, marked 'grass cutting and pitch maintenance tender' and signed as received by one of the Parish Office staff.

This tender should be read in conjunction with the areas listed in this document and on the accompanying maps.

The Contractor is recommended to visit all the areas in the accompanying maps (organised visits listed below) and shall be deemed to have made all necessary allowances in the Tender Price for access, storage, arising disposal etc.

Bidder's must provide copies of the last three years of audited accounts.

Specifications

1. Description of works

Grass cutting at Lancing Beach Green and Lawns, Monks Recreation Ground, Croshaw Recreation Ground (except for the football pitch) and East Lancing Recreation Ground.

Pitch maintenance at Monks Recreation Ground (2x adult pitches, 3 x junior pitches) and East Lancing (1 x adult pitch) Recreation Grounds as follows:-

- Aeration – slitting during playing season (star slitter, not agricultural slitter).
- Decompaction – autumn and spring.
- End of season renovations works including, top dressing, scarification, overseeding, aeration.

2. Height of cut

The height of the grass should be maintained between 25mm-40mm. Cuttings do not need to be collected. The direction of mowing should be alternated at Monks and East Lancing Recs.

3. Site clearance

Prior to commencing a cut, general site inspections must be undertaken, and where necessary, remove any obstructions to the satisfaction of the contractor to avoid damage to the grass cutting and other machinery.

4. Cutting edges

Grass cutting will be within 500mm of the straight edge of any site and to within 1500mm of any corner. Where immovable objects project out into the site, such as goal posts, the contractor can operate around the obstacle to a maximum of 500mm.

5. Frequency of cuts

26 cuts are required between 1st April to 31st October and the interval between cuts should not be less than 6 days and no more than 10 days during prevalent growing conditions.

6. Personnel

The contractor shall provide a list of approved operatives and their experience and shall confirm how the works will be carried out during staff holidays or, sick leave.

7. Cost of Service to also include:-

- Labour;
- transportation of machinery;
- maintenance of relevant machinery;
- ability to have 'back-up' machinery to ensure continuity;
- supervision of operatives to complete work to an accepted standard; and
- associated administration.

The Contractor shall provide all necessary equipment, plant, machinery and consumables as required to carry out the contract at their own cost. It is the responsibility of the Contractor to choose the equipment most appropriate to the specific function and as part of the tender the contractor must provide a detailed specification of all equipment to be used for each function.

Budget

The Parish Council has agreed an annual budget of circa £10, 000 for the project. All pricing should be exclusive of VAT and in GBP(£). Pricing should be valid for a minimum of 90 days from the due date of the response. Prices will be fixed for the duration of the contract.

Prospective contractors are prohibited from contacting councilors or staff to encourage or support their tender outside the prescribed process.

Scoring And Evaluation Criteria

Bidder responses will be scored against the following criteria -

Service Delivery Quality	Compliance with specification. Ability to be flexible and reactive with changing climate.	30%
Local Business	Finding and supporting local companies.	30%
Experience and Capability & Sustainability of Company	Demonstrated previous experience delivering work in this area, financial checks and customer feedback.	15%
Price/Value for money	Value for money offered.	15%
Equipment	Quality of equipment used, control measures in place if equipment fails.	10%

The scoring and evaluation process will be used to identify the most suitable contractor to provide the best service via a shortlist, after which consultations will take place and the appropriate contractor selected.

Conditions of Contract

- 1) The contract shall be between the contractor and Lancing Parish Council and no Sub-Contracting is permissible.
- 2) The prices quoted on the Tender Form shall be fixed for the 3 year term of the contract which shall be 1st April 2023 to 31st March 2026.
- 3) The Contractor must keep noise to a minimum, especially when working early in the mornings and no mechanical equipment is to be used before 7.00am.
- 4) During the contract period all equipment must be maintained according to the manufacturer's instructions and shall meet the current Health and Safety, Road Traffic and Environmental Health requirements. Maintenance records of all equipment must be documented and available for inspection on request.
- 5) The Contractor must take notice of weather and grass condition before driving on any of the open spaces and must take due care and attention to ensure, as far as is possible, that the ground is not damaged by vehicles. Any tractor must be fitted with grassland tyres and no other vehicle or mechanically driven machinery except for grass cutting machinery is permitted onto the village greens unless on written instructions from the Clerk or Operations Manager.
- 6) The grass shall not be cut in periods of drought, excessive rainfall or laying snow and the contractor will report to the Clerk/ Operations Manager to advise why it has not happened.
- 7) The grass shall not be cut when vehicle tracks are likely to mark the village green.
- 8) Omitted cuts MUST be reported to Clerk and shall not be reprogrammed without the agreement and consultation with the Clerk/Operations Manager. This may reduce the number of cuts made and payments due in any one year.
- 9) Any damage caused during the grass cutting will be put back to previous condition by the contractor at the contractors cost.
- 10) The contract will be monitored by the Council. Following inspection by the Council, any work deemed not to have been carried out, or not to have been carried out satisfactorily will be reported to the contractor who will be given the opportunity to rectify the work within 48 hours. If the work is not rectified within the given timescale, payment for that work will not be made.
- 11) All bidder's must provide the following with their tender:
 - 1) Evidence of Public Liability Insurance of no less than £10 Million;
 - 2) Professional Indemnity Insurance of no less than £10 Million;
 - 3) The Company's Health and Safety Policy statement and plan for the contract;
 - 4) A risk assessment of the schedule of works;
 - 5) Details of the equipment to be used; and

6) Continuity Plan to cover personnel sickness/leave.

The contract shall be subject to termination by either side giving 3 months' notice in writing after the first 3 month period of the contract has expired. Neither party shall be required to give a reason for such termination.

Under no circumstances is any equipment to be stored on any land owned by the Parish Council without their express permission.

Health And Safety

Prior to the commencement of the contract, the successful contractor shall confirm the Health & Safety Plan that will be employed in the public spaces and must not commence work until this has been approved in writing by the Council. The following minimum Health and Safety conditions shall apply and are not intended to limit what further arrangements may be appropriate to the circumstances, which are for the Contractor to decide upon :

- 1) The contractor will ensure that all relevant legislation pertaining to the Health and Safety at Work Act 1974, Control of Substances Hazardous to Health (COSHH) Regulations 1989 and any other applicable legislation which comes on the Statute Book during the course of this contract, is adhered to.
- 2) It is the Contractor's responsibility to ensure that all staff are provided with suitable safety clothing for the tasks that they are undertaking and that site users' safety is maintained as a priority at all times.
- 3) It is the Contractor's responsibility to ensure that when working on site proper signage is in place to warn both operatives and public of the work in progress in order to ensure that safety is maintained as a priority at all times. Orange hazard lights must be used on all mechanically propelled machinery weighing more than 150kgs and a speed limit of 5mph must be observed at all times when on site.
- 4) Before starting work the Contractor must make a visual check for, and first remove, any litter or debris which could be picked up by and propelled from the mower such as bottles, cans, wire and stones.
- 5) Where there is any conflict, site users' safety should always have priority and the Contractor should refer any such matter to the Clerk/ Operations Manager as soon as possible after any event in writing. The Contractor must ensure that machinery is not left lying around during employee rest periods and such machinery must be returned to the Contractor's vehicle.
- 6) The Contractor must ensure that at all times during the course of the contract that adequate insurance is held, both employers and Public Liability (as detailed above) and that the Certificate of Insurance must be shown to the Council prior to commencement of the contract. The Council is to be notified of the policy excess. Should the insurance lapse then the Contractor must show the Council the new Certificate. A copy of the current Certificate is to be supplied with the quotation.
- 7) Where any substances to be used are covered under COSHH Regulations, then a copy of the COSHH Assessment must be produced and provided to the Council.
- 8) A copy of the relevant risk assessments carried out by the Contractor should be supplied in relation to all works in order to ensure that safety is being both maintained and updated should the need arise.
- 9) The Council reserves the right to ask the Contractor not to allow an employee of the Contractor to re-appear, should that employee cause danger, demonstrate bad or abusive conduct, or other problems.
- 10) All mowers, strimmers etc. must be fitted with appropriate guards and be in excellent working order. Maintenance records should be kept and confirmation is required that these records are available on request.
- 11) Where equipment is to be refuelled, this must be carried out on an area of hard-standing and not on grass and in line with 3 and 7 above.

Hourly Rate for Additional Work

The contractor shall provide as part of the tender, an hourly rate for additional specified work as required by the Clerk.

Communication/Instructions

The contractor shall during the term of the contract only communicate with and accept instruction from the Clerk or Operations Manager. In the absence of the Clerk or Operations Manager, this responsibility will be delegated to the Deputy Clerk in conjunction with Chair or Vice-Chair of the Parish Council.

Terms of Payment

The Contractor shall submit monthly invoices substantiated with confirmation of the areas cut in accordance with the schedule or instruction from the Parish Clerk and any additional authorised chargeable works.

The terms of payment shall be 30 days from receipt of invoice for the months' work including any authorised additional chargeable work at the agreed hourly rate.

The Parish Council reserve the right to make deduction from the invoice sum for any work deemed not have been completed or to the required standard.

Contract Term

Subject to the termination provision, the term of the contract shall be from 1st April 2023 until 31st March 2026

Tender Timescale

Published Date: 11th January 2023

Tender Returns: 5pm on 13th March 2023

Parish Council to consider applications: 22nd March 2023

Preferred Bidder Announcement: 24th March 2023

Contract Start: 1st April 2023

Contract End Date: 31st March 2026

Bidders must provide a suitable Point of Contact (PoC) for clarification questions during the period between the Tender Return and Preferred Bidder Date; and bidders must also provide a PoC for the preferred Bidder announcement if different.

Clarifications and queries must be addressed to: oliver.last@lancingparishcouncil.gov.uk

Bidder tender returns should be submitted in writing in a sealed marked envelope addressed to Oliver Last, Lancing Parish Council, Lancing Parish Hall, 96-98 South Street, Lancing, West Sussex, BN15 8AJ

Site Meeting

There are opportunities to attend a site meeting with the Operations Manager, along with other interested contractors on the following dates:

Wednesday 1st February 2023

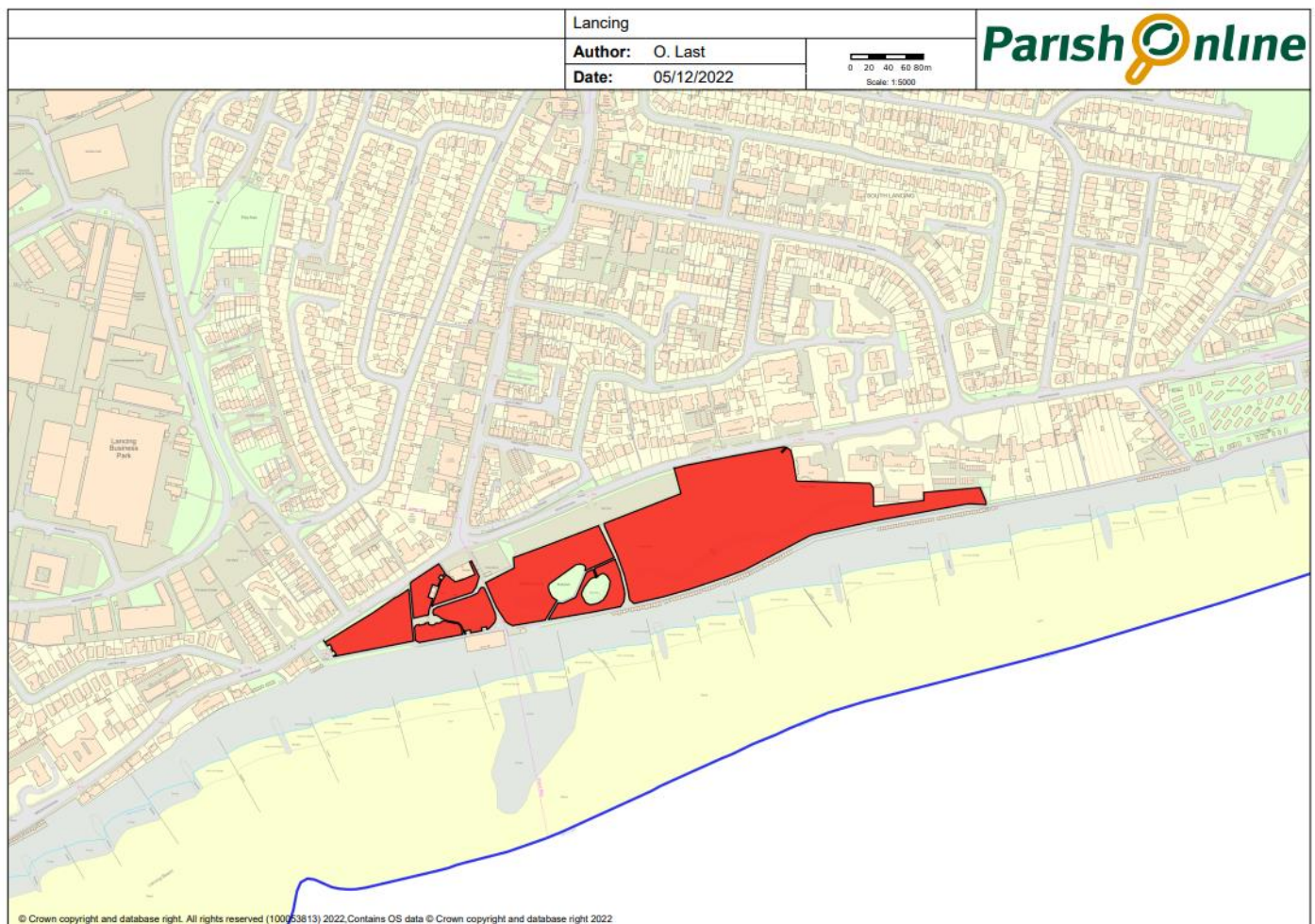
Tuesday 21st February 2023

Otherwise contractors are welcome to visit the site at their own convenience. This is not mandatory.

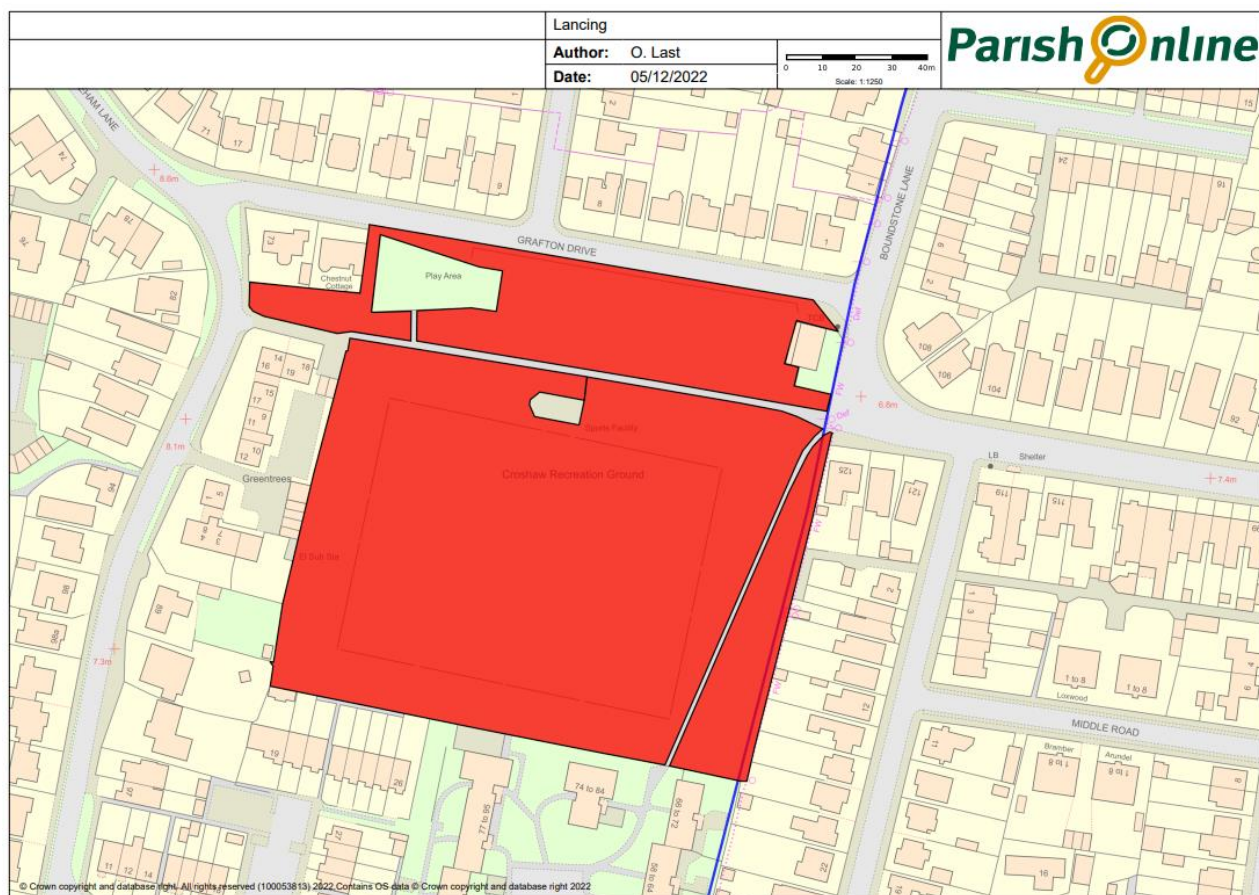
If you would like to book a site visit with the Operations Manager, please email oliver.last@lancingparishcouncil.gov.uk

Site Maps

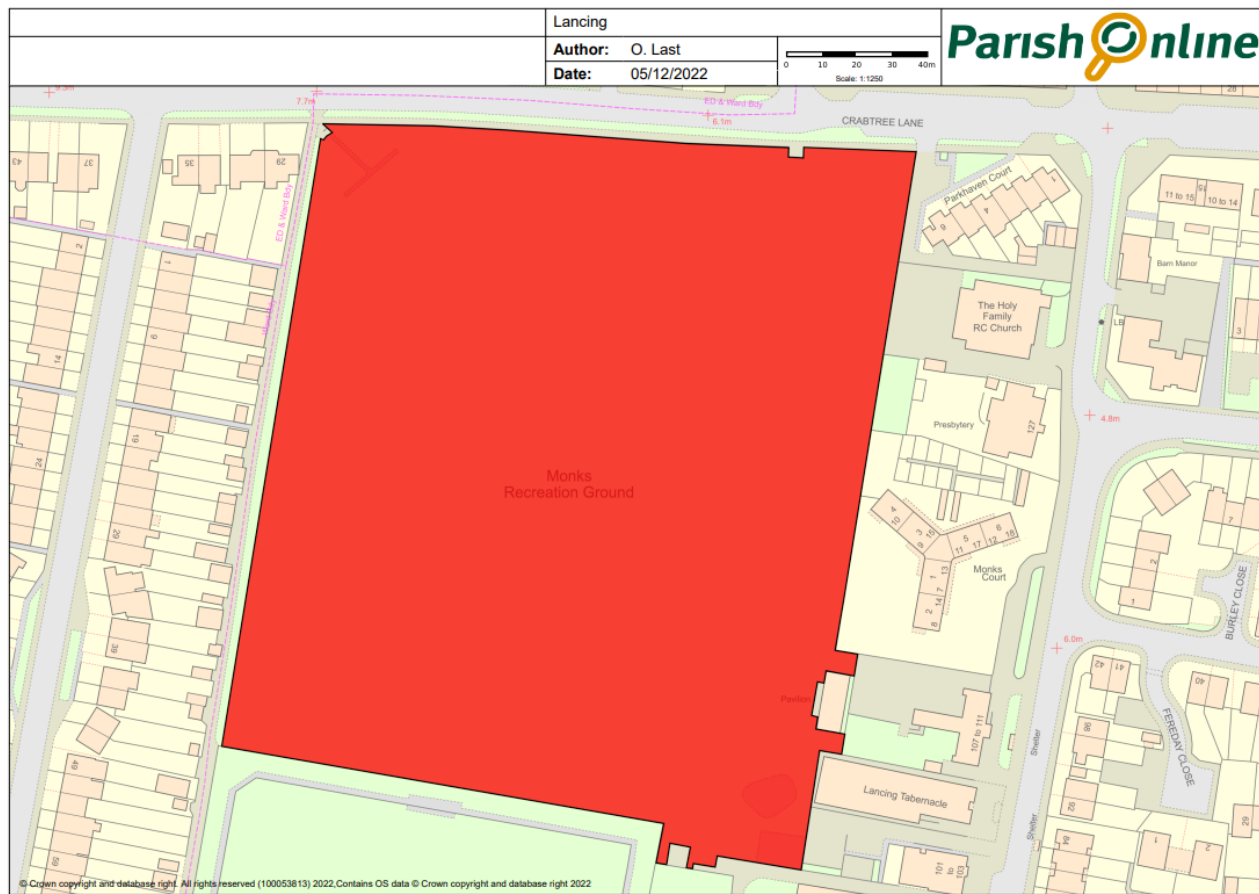
Beach Green



Croshaw



Monks Recreation Ground



Orient Road

