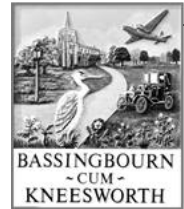


Bassingbourn-cum-Kneesworth Parish Council



Invitation to tender

Quote Title: BKPC GRASS CUTTING

Quote Reference Number: BKPC04/2023-2026

Closing date/time for submission of quotations: **Monday 23rd January 2023 at 5.00pm**. No quotes will be accepted after this deadline. Quotations can be submitted earlier than the above date. All quotations received by the deadline will be opened on 24th January 2023.

Quotations should be submitted in a plain sealed envelope for the attention of the Parish Clerk to the address provided, marked with only the quote title and reference number.

OVERVIEW OF BASSINGBOURN-CUM-KNEESWORTH

Bassingbourn cum Kneesworth is in the South Cambridgeshire district of Cambridgeshire, England, 14 miles south-west of Cambridge and just north of Royston, Hertfordshire. Since the 1960s the parish contains the villages of Bassingbourn and Kneesworth.

Bassingbourn-cum-Kneesworth Parish Council (hereafter BKPC) is responsible for the direct provision and management of village facilities, including services to the community, many of which are provided through contractors.

OUTLINE CONTRACT SCOPE AND CONTEXT

Prospective contractors must not contact councillors or staff to encourage or support their tender outside the prescribed process. If a contractor is found to have done this, they will be removed from the tender process.

BKPC reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid. Tender bids will be treated as private and confidential.

BKPC reserves the right to publish the cost of the winning tender.

Any responses to queries raised by bidders will be included in a document entitled 'Additional information for bidders'. This will be found with the tender documentation in a tenders section of the Parish Council's website and will be updated regularly.

Invitation To Quote - KEY INFORMATION

Quotation No:	BKPC04/2023-2026
Quotation Title:	Bassingbourn-cum-Kneesworth Grass Cutting & Play Equipment Inspections
Quotation Availability date:	15 th December 2022
Quotation latest return date & Time:	23 rd January 2022 not later than 5.00pm <i>Tenders can be returned before this date</i>
Quotation return address:	Parish Clerk The Old School Community Centre 53 High Street Bassingbourn Herts SG8 5LD
Contact Officer (Proper Officer)	Mrs Valerie Tookey
Contact Officer Telephone:	parishclerk@bassingbournparishcouncil.gov.uk
Contact Officer E-mail:	07549 209330
Number of copies required:	(1)
Expected Tender Decision Date:	February 2023
Contract Start Date:	1 st April 2023

CONTENTS

Bassingbourn-cum-Kneesworth Parish Council's requirements:

Section 1. Information for Bidders and Terms

This section contains information on how the bid will be assessed, together with BKPC contract terms and expectations. Bidders should read and accept these terms before bidding.

Section 2. Quotation, Bidder's Information and Declarations

This section details the information to be provided to describe the aspects of the bidder's organisation that are important in the evaluation of the bid.

Section 3. Schedule of Works Required, Methods of Work and Safety

This section contains the detailed specification of the work and requires the bidder to set out how the work is to be done (Method statements) and how safety is to be assured (Risk Assessments)

Section 4. Cost and Quality Competencies Information Sheet (Bid Return Form)

This section needs to be fully completed and returned for the bid to be accepted.

Section 1

Information for Bidders & Terms

BKPC is looking for a suitably qualified and experienced contractor to provide complete grounds maintenance and play area inspections for village areas, as specified in this Invitation to Tender, contract commencing on 1st April 2023.

The contract is for a 3-year term.

BKPC requires a level of liability insurance to the value of £10,000,000. Bidders are required to confirm adherence to this level and enclose a copy of their insurance certificate at the time of bid submission. Failure to provide this evidence, may result the bid being rejected.

BKPC requires the contractor to hold a RoSPA Playground Safety Inspection Certificate. Bidders are required to confirm adherence to this and enclose a copy of their certificate at the time of bid submission. Failure to provide this evidence, may result the bid being rejected.

Submission and evaluation of quotations will be a single stage process.

Potential bidders may ask questions or seek clarification of the contract terms during the bidding period. Any questions or clarification needed should be put in writing to the Parish Clerk (parishclerk@bassingbournparishcouncil.gov.uk) and their questions will be answered in writing. It should be noted that questions and answers to those questions will be posted on the Parish Council's website. In addition, any potential bidder who wishes to take advantage of a tour of the village and area in question may meet with the Parish Clerk and a Councillor on 7th January at 10.30am. To join the tour please email the Parish Clerk.

The contractor will complete and return the 'Bid Return Form' along with supporting information requested. Any omission in the detailed costs or supporting information required may result in the bid being rejected.

The evaluation scheme is described below. Bidders' responses to the method statements will be scored out of a possible maximum of 3 marks.

Depending on the questions the statements will be scored on either of the following bases: -

Scoring method A (SMA)

Scored 0 – Not answered or evidence submitted.

Score 1 – Answered and/or evidence submitted but does not meet the requirements.

Score 2 - Answered and/or evidence submitted partly meets the requirements.

Score 3 - Answered and/or evidence submitted meets or exceeds the requirements.

Scoring method B (SMB)

Score 0 – No

Score 1 – Yes

Scoring method C (SMC)

Score 1 – No

Score 0 – Yes

Mrs V Tookey, Clerk to Bassingbourn-cum-Kneesworth Parish Council

Email: parishclerk@bassingbournparishcouncil.gov.uk - Telephone: 07549 209330

The price will carry 40% of the score. The lowest bid price will score full marks. The other offers will then receive scores expressed as an inverse proportion of the lowest price. *The formula used will be lowest bid price/bidder's price) x 40 = bidder's price score.*

It should be emphasised that BKPC are not bound to accept the lowest price:

Evaluation Criteria	Percentage
Quality	60%
Of which,	
Risk assessments & method statements for all contract sections.	20%
H&S and staff competencies	10%
Certificates and Membership	5%
Additional services	10%
References	10%
Equalities	5%
Cost (completion of all parts of the cost schedule)	40%

The schedule in section 3 sets out tasks required by BKPC. These tasks have been agreed by BKPC and the successful contractor must follow the schedule without exception.

BKPC Councillors and officers will undertake regular and random inspections of the areas listed in schedule 3. If necessary, photographic records will be used to illustrate problems to Bassingbourn-cum-Kneesworth Parish Council.

BKPC reserves the right to terminate the contract if it finds fault or non-compliance with the schedule of work or any other area of dissatisfaction.

By this is meant:

- a. Quality and standard of work
- b. Customer service
- c. Conduct of staff
- d. Any changes to those items listed below.
- e. The Parish Council does not tolerate any form of bullying or harassment (Please refer to their harassment & Bullying policy)
- f. A period of 21 days will be given to enable the contractor to rectify any issues made known to the contractor by BKPC. If issues are not rectified, then 14 days' notice of cancellation of contract will be given in writing.

Monies paid to the contractor will only be paid on submission of a monthly invoice. BKPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.

BKPC expects the contractor to be diligent, trustworthy and, most importantly, proactive in the execution of the contract.

If for any reason the contractor finds they are unable to fulfil the contract in any way at any part through the contract term, BKPC "reserves the right to terminate the contract forthwith and seek a new contractor at no

additional costs to BKPC. (Monies will only be paid to the contractor for work done and not for the remaining contract period).

BKPC will not be liable for any monetary loss by the contractor under any circumstances.

An inspection of the areas to be cut and/or maintained will take place before the contract is issued to which the successful contractor will be invited. This inspection is to ensure that the contractor fully understands the contract scope and both contractor and BKPC agree that any existing damage to stock, plants or village fabric is understood and documented clearly and not the fault of either the contractor or BKPC. Non-attendance to meet or failure to agree the inventory process will see the contract null and void. BKPC will then look for a new contractor. By default, the contractor at fault will be excluded from bidding.

BKPC reserves the right to levy payment for reimbursement against the contractor, if it is found that the contractor or any employee of the contractor are found to have caused damage or loss to any of the tree stocks, planting etc. or the Village 'fabric', this includes tree guards, tree supports, fencing, gates, low level planting. This reimbursement will be payable immediately or the damage made good (to the satisfaction of BKPC) whichever is the most convenient to BKPC. BKPC reserves the right to withhold any monies due to the contractor in lieu of damage not reimbursed.

Should additional areas of work be identified during the life of the contract these will be separately negotiated.

Section 2

Bassingbourn-cum-Kneesworth Parish Council – Quotation & Contractor Information

To: Bassingbourn-cum-Kneesworth Parish Council
 The Old School Community Centre
 53 High Street Bassingbourn SG8 5LD
 United Kingdom

Company name:	
Contact name:	
Date:	
Company address:	
Telephone no:	
Email:	

In order only to compare quotes from different bidders, you are required to complete the bid return form and provide supporting information requested.

If successful, you will submit monthly invoices that reflect one twelfth of the total bid price entered into the box below. This will commit you to carrying out the maintenance to the frequency standards as set out in the bid document.

QUOTATION FOR: BKPC04/2023-2026

I/ We the undersigned, having examined the specifications and schedule of works set out in Section 3 are willing to execute the whole of the work required, based on estimated visit frequencies in this document, for the sum of:

£	The breakdown of this quotation has been completed on the BKPC04/2023-2026 bid return form.
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Declaration and Contractor Quotation Approval

I / We understand that:

- (a) This bid shall be returned in a plain sealed envelope for the attention of the Parish Clerk to the address provided only marked with the quote title and reference number not later than 5.00pm 23rd January 2023.
- (b) We accept the information and conditions set out in Section 1 of this document.
- (c) We accept the terms as set out above, namely that the quotation value is derived from individual job-area visit costings and estimated visit frequencies defined in Section 3 of this document.

Mrs V Tookey, Clerk to Bassingbourn-cum-Kneesworth Parish Council
 Email: parishclerk@bassingbournparishcouncil.gov.uk - Telephone: 07549 209330

- (d) Bassingbourn-cum-Kneesworth Parish Council will not necessarily accept the lowest or any quotation, and no allowance or payment will be made for participation in the bidding process. All costs arising during the preparation of the quotation are to be borne by the bidder.
- (e) We have examined and agree to the quotation, have submitted only one bid and agree to the contract terms.
- (f) We understand that it is our responsibility to ensure that the contract documents have been completed correctly.
- (g) This is not an order. If your quotation is accepted, an official purchase order will be raised. The order will be subject to the terms and conditions.

Authorised signatory of the contractor: -

Signature:	
Name & position:	
Telephone:	
Email:	

Section 3

Specifications & schedule of works required

Contract reference:	BKPC 01 (BKPC04/2023-2026)
Contract title:	Verge cutting (between the village speed limits)
Contract:	To maintain the grass verges in a tidy condition along specified roads within the 30-mph speed limit area of Bassingbourn-cum-Kneesworth.
Scope:	To maintain the grass verges on the specified lengths of Fen Road, Guise Lane, North End (to include corner between the Fillance and North End), Mill Lane, Church Close, Brook Road, South End, High Street, Spring Lane, The Causeway, Old North Road and Chestnut Lane within the 30-mph speed limit area of Bassingbourn-cum-Kneesworth. Definitive maps are held by the Clerk to the Parish Council and are available for inspection. (For information the Cambridgeshire County Council cut the remainder)

Detailed Outline of Work:

1. To maintain the grass verges in a tidy condition in the areas outlined in the scope as indicated above. Where grassed areas are cut by residents the contractor will not be required to cut these areas.
2. The Parish Council arranges the cutting of the verges as an agent of Cambridgeshire County Council. The work and the scope of work are conditional upon the agency agreement with the County Council.
3. Area to be maintained and cut a minimum of **6x per** year according to the growth requirements. In general, all grass cutting shall be carried out from mid - March to late November unless a mild winter necessitates a mid-winter, early spring cut.
4. The Parish Council Clerk will authorise any additional cuts requested, either by the council or contractor.
5. The contractor must take every care to prevent mowing identifiable clumps or drifts of naturalising spring bulbs until six weeks after the bulbs have flowered, or other agreed date subject to prevailing weather conditions.
6. The contractor must also ensure that pavements are left clear of debris.
7. Detailed timesheets including dates of work completed are to accompany invoices. BKPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
8. Bassingbourn-cum-Kneesworth Parish Council does not expect contractors to exceed authorised work on a voluntary basis.
9. Any queries regarding the above work should be addressed to the Parish Council Clerk.

Minimum 6 cuts - Mid - March to late November (unless a mild winter necessitates a mid-winter, early spring cut)	
Per visit cost:	£
Per annum cost for visits:	£

Contract reference:	BKPC 02 (BKPC04/2023-2026)
Contract title:	The Cemetery
Contract:	To maintain the areas within the cemetery (excluding the buildings), The Causeway, Bassingbourn-cum-Kneesworth.
Scope:	To maintain the grassed areas around all the graves and surrounding areas within the cemetery boundary.

Detailed Outline of Work:

1. To maintain the trees along the avenue, the avenue drive, and all shrubs within the cemetery area, including the hedge fronting The Causeway. It is anticipated this work would be undertaken at least 4 times a year.
2. To cut back hedges on the east, west and north boundaries of the cemetery to a height of 2.3 metres removing all debris, on an annual basis.
3. To maintain the grass in a tidy condition.
4. To notify the Clerk immediately on any health and safety issues relating to the memorials or grave areas. BKPC does not expect the grounds maintenance company to move memorials without first obtaining the authorisation of the Clerk.
5. Detailed timesheets including dates of work completed are to accompany invoices. BKPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
6. Bassingbourn-cum-Kneesworth Parish Council does not expect contractors to exceed authorised work on a voluntary basis.
7. Any queries regarding the above work should be addressed to the Parish Council Clerk.

Anticipated that this work will be undertaken at least 4 times a year.	
Per visit cost:	£
Per annum cost for visits:	£

Contract reference:	BKPC 03 (BKPC04/2023-2026)																									
Contract title:	The Designated Village Footpaths, Byways and Bridle Ways – Contractors Responsibility																									
Contract:	The maintenance of the Designated Village Footpaths, Byways and Bridle Ways in the parish of Bassingbourn-cum-Kneesworth (Statutory Minimum widths: <u>Field Edges</u> – Footpaths <u>1.5 metres</u> , Bridleways <u>3 metres</u> , Bye Ways <u>3 metres</u> . <u>Cross Fields</u> - Footpaths <u>1 metre</u> , Bridleways <u>2 metres</u> , Bye Ways <u>3 metres</u>)																									
Scope:	To maintain the designated footpaths outlined below to the required legal width: <table><tr><td>i.</td><td>Footpath 2 (350 metres)</td><td>From Fen Road by the side of the farm</td></tr><tr><td>ii.</td><td>Footpaths 4 & 5 (1015 metres)</td><td>From Brook Road bridge down Mill Lane/ Shedbury Lane end</td></tr><tr><td>iii.</td><td>Footpath 6 (1120 metres)</td><td>‘Backside’ High Street to Guise Lane</td></tr><tr><td>iv.</td><td>Footpath 9 (180 metres)</td><td>Section of footpath from the Southern Boundary of the Recreation Ground across the land known as The Rouses to Footpath 11</td></tr><tr><td>iv.</td><td>Footpath 7 (310 metres)</td><td>Saddleback Lane to footpath 6</td></tr><tr><td>v.</td><td>Footpath 11 (490 metres)</td><td>From South End to Spring Lane</td></tr><tr><td>vi.</td><td>Footpath 12 (780 metres)</td><td>Section of footpath from benchmark on electricity distribution pole at National Grid Reference TL 3411 4358 for a distance of 390 metres in a generally Northerly direction and then in a Westerly direction to Spring Lane</td></tr><tr><td>Vii</td><td>Footpath Allotments</td><td>Footpath along the boundary of the allotments Saddleback Lane</td></tr></table>		i.	Footpath 2 (350 metres)	From Fen Road by the side of the farm	ii.	Footpaths 4 & 5 (1015 metres)	From Brook Road bridge down Mill Lane/ Shedbury Lane end	iii.	Footpath 6 (1120 metres)	‘Backside’ High Street to Guise Lane	iv.	Footpath 9 (180 metres)	Section of footpath from the Southern Boundary of the Recreation Ground across the land known as The Rouses to Footpath 11	iv.	Footpath 7 (310 metres)	Saddleback Lane to footpath 6	v.	Footpath 11 (490 metres)	From South End to Spring Lane	vi.	Footpath 12 (780 metres)	Section of footpath from benchmark on electricity distribution pole at National Grid Reference TL 3411 4358 for a distance of 390 metres in a generally Northerly direction and then in a Westerly direction to Spring Lane	Vii	Footpath Allotments	Footpath along the boundary of the allotments Saddleback Lane
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Detailed Outline of Work:

1. To maintain the grass and **overhanging shrubs** along these paths to the required width and length. Debris to be removed. (footpaths to be maintained at least 1.5 m wide and please refer to the minimum widths as above for remainder)
2. The above work to be carried out twice per summer period.
3. The contractor must take every care to prevent mowing identifiable clumps or drifts of naturalising spring bulbs until six weeks after the bulbs have flowered, or other agreed date subject to prevailing weather conditions.
4. Detailed timesheets including dates of work completed are to accompany invoices. BKPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
5. Bassingbourn-cum-Kneesworth Parish Council does not expect contractors to exceed authorised work on a voluntary basis.
6. Any queries regarding the above work should be addressed to the Parish Council Clerk.

Anticipated that this work will be undertaken twice per summer period	
Per visit cost:	£
Per annum cost for visits:	£

Contract reference:	BKPC 04 (BKPC04/2023-2026)
Contract title:	Village Maintenance: The Main Village Green, the grass triangle at the entrance to Elm Tree Drive, the Small Green opposite the Old School House, the War Memorial surrounds, and the Churchyard
Contract:	To maintain the grass and grass verges, hedges and shrubs the areas indicated in the Scope.
Scope:	<p>To maintain the grass and grass verges, hedges and shrubs in a tidy condition in the following areas:</p> <ul style="list-style-type: none"> i. The Main Village green, Bassingbourn-cum-Kneesworth ii. The small Village Green by the stream opposite the Old School House, the High Street, Bassingbourn-cum-Kneesworth iii. The grass triangle at the junction of The Causeway and Elm Tree Drive (shown on title CB7463) iv. The War Memorial surrounds and War Memorial Green v. The churchyard of St. Peter's and St. Paul's Church, Bassingbourn-cum-Kneesworth

Detailed Outline of Work:

1. To maintain the grass, verges, hedges and shrubs in a tidy condition in the areas specified in the scope as indicated above.
2. All litter, dead leaves, weeds and other debris and vegetation are to be removed from hedge bases and taken to an authorised tip on each occasion that the hedge is cut.
3. Maintenance in the other specified areas to be carried out a minimum of 6x per year to maintain good order and tidiness.
4. The War Memorial surrounds to be tidied additionally in preparation for the Remembrance Day service.
5. Detailed timesheets including dates of work completed are to accompany invoices. BKPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
6. Bassingbourn-cum-Kneesworth Parish Council does not expect contractors to exceed authorised work on a voluntary basis.
7. Any queries regarding the above work should be addressed to the Parish Council Clerk.

Minimum 6 cuts per year	
Per visit cost:	£
Per annum cost for visits:	£

Contract reference:	BKPC 05 (BKPC04/2023-2026)
Contract title:	The Willmott Recreation Ground
Contract:	To maintain the Willmott Recreation Ground, South End, Bassingbourn
Scope:	<u>Grass cutting</u> To cut the grass within the Recreation Ground and the Rouses extension. <u>Peripheral Areas and Play Area</u> To strim the perimeter of the recreation ground including the area to the side of Rivendell House and all areas inaccessible to the tractor. To cut the grass within and around the Play Area. To collect and dispose of litter within the Recreation Ground area and within the Play Area.

Detailed Outline of Work (Grass cutting):

1. To cut the grass within the recreation ground and the pathway through the Rouses extension. Work to be carried out weekly during the growing season (April-September) and monthly in the winter (October – March): 28 cuts.
2. Additional cuts may be required beyond the specified 28 cuts but are subject to authorisation by the Parish Council Clerk prior to the work being carried out. (Does the contractor charge for these?)
3. Prior to grass cutting the contractor will be expected to clear all areas of rubbish/litter, irrespective of its source, which should be placed in the litter bins provided or taken off-site to an authorised tip if too large
4. The contractor should make arrangements to flatten molehills present prior to mowing.

Detailed Outline of Work (Peripheral Areas and Play Area):

1. To cut the grass within the fenced play area. To strim or cut the grass around the entire perimeter of the recreation ground, including the area to the side of Rivendell House. To strim or cut the grass around trees, bins, benches, the pavilion, wooden bollards and any other area that cannot be accessed by other methods. Proof of a Waste Management License will be needed. In the summer months (April – September) this is to be carried out fortnightly. In the winter months (October – March) there will need to be a minimum of three cuts.
2. To collect and dispose of litter in the bins provided within the Recreation Ground area and the Play Area. This to be carried out on a weekly basis.
3. To maintain the hedge bordering the western edge of the recreation ground along South End. This will require at least three cuts per annum and three rubbish and weeding sessions. All debris to be removed from site. (This hedge had overgrown to include the streetlight on the pavement side, and the rubbish bin on the recreation ground side of hedge. BKPC wish to reduce the width gradually)
4. Detailed timesheets including dates of work completed are to accompany invoices. BKPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
5. Bassingbourn-cum-Kneesworth Parish Council does not expect contractors to exceed authorised work on a voluntary basis.
6. Any queries regarding the above work should be addressed to the Parish Council Clerk.

Willmott Recreational Ground - Grass cutting weekly season (April-September) and monthly in the winter (October – March) Anticipated 28 cuts.	
Per visit cost:	£
Per annum cost for visits:	£

Peripheral Areas and Play Area – Grass cutting summer months (May – September) fortnightly. In the winter months (October – April) a minimum of three cuts – Anticipated 14 cuts	
Per visit cost:	£
Per annum cost for visits:	£

Recreational Play Areas – Collect and dispose of litter in the bins weekly – Anticipated 52 collections	
Per visit cost:	£
Per annum cost for visits:	£

Hedge bordering the western edge of the recreation ground – Anticipated three cuts, rubbish collections and wedding sessions.	
Per visit cost:	£
Per annum cost for visits:	£

Contract reference:	BKPC 06 (BKPC04/2023-2026)
Contract title:	Open Space: Elbourn Way, Fortune Way, and Park Close Recreation Grounds
Contract:	To maintain the grass, shrubs and trees in the Elbourn Way, Fortune Way and Park Close Recreation ground areas, Bassingbourn-cum-Kneesworth.
Scope:	<p>To maintain the grass, boundary hedges and trees in the following areas:</p> <ul style="list-style-type: none"> i. Elbourn Way recreation ground both outside and inside the play areas. ii. Fortune Way recreation ground both outside and inside the play areas. iii. Park Close recreation ground both outside and inside the play areas iv. Trees at Rear of Elbourn Way.

Detailed Outline of Work:

1. To cut the grass within the boundaries of the designated areas and within the fenced play area. Areas to be maintained and cut a minimum of every two weeks during the growing season and more frequently if requested by the Clerk. In general, all grass cutting shall be carried out from April to late November unless a mild winter necessitates a mid-winter, early spring cut.
2. To maintain the boundary hedges within the designated areas annually, removing debris.
3. Detailed timesheets including dates of work completed are to accompany invoices. BKPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.
4. Bassingbourn-cum-Kneesworth Parish Council does not expect contractors to exceed authorised work on a voluntary basis.
5. Any queries regarding the above work should be addressed to the Parish Council Clerk

A minimum of cuts every two weeks April to late November – Anticipated 16 cuts	
Per visit cost:	£
Per annum cost for visits:	£

Maintain the boundary hedges – Anticipated annually	
Per visit cost:	£
Per annum cost for visits:	£

Contract reference:	BKPC 07 (BKPC04/2023-2026)
Contract title:	Conservation Areas
Contract:	To maintain the conservation areas in the village.
Scope:	To maintain the conservation areas in the following areas: <ul style="list-style-type: none"> i. Between the War Memorial and in line with the rear entrance of No. 10 North End ii. Within the Churchyard as defined

Detailed Outline of Work:

To undertake a first cut at appropriate time of growing season (leaving debris to lay to allow seeds to settle)

To undertake a second cut approximately 3 – 4 weeks later removing debris from the area.

Detailed timesheets including dates of work completed are to accompany invoices. BKPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.

Grass cutting – Anticipated twice per year	
Per visit cost:	£
Per annum cost for visits:	£

Contract reference:	BKPC 08 (BKPC04/2023-2026)
Contract title:	Health and Safety Inspections of the Recreation Grounds
Contract:	To carry out weekly health and safety inspections of play areas in the parish of Bassingbourn-cum-Kneesworth using the designated inspection documents attached to this tender document. To report the findings of the inspections to the Parish Council Clerk.
Scope:	<p>Inspections to be carried out in the following areas:</p> <ul style="list-style-type: none"> i. The Elbourn Way Recreation Ground ii. The South End Recreation Ground (Wilmott) iii. The Fortune Way Recreation Ground iv. Park Close Recreational Ground

Detailed Outline of Work:

1. The Contractor will visually inspect play equipment and associated infrastructure in the above areas for obvious safety hazards once per week.
2. Contractor staff that are responsible for the play equipment inspection must complete an approved play equipment inspection course and supply copies of certificates, or any other evidence given by the course provider, to demonstrate that they are competent to inspect play equipment.
3. The Contractor must physically test all moving parts of play equipment to check for abnormal operation and/or need for lubrication. The Contractor must also check the equipment for obvious signs of vandalism, graffiti and excessive wear and tear.
4. The Contractor shall cordon off with appropriate warning tape and, if possible, immobilise any equipment that appears to be in a dangerous condition and must then notify the Clerk immediately.
5. The Contractor is not responsible for any maintenance and repairs but only for checking the equipment is safe for use, cordoning off/immobilising dangerous equipment and reporting defects/problems to the Clerk. Some remedial work may be offered to the Contractor.
6. Reports of the inspections are to be recorded on the attached inspection form. These should be submitted to the Parish Clerk. (See Play Inspection Appendix)
7. Detailed timesheets including dates of work completed are to accompany invoices. BKPC has a 60-day settling of invoices policy, however every effort will be made to accommodate a 30-day time frame.

Inspections are required weekly.	
Per visit cost:	£
Per annum cost for visits:	£

ITT approved at BKPC Full Council meeting 13th December 2022.

Mrs V Tookey, Clerk to Bassingbourn-cum-Kneesworth Parish Council
Email: parishclerk@bassingbournparishcouncil.gov.uk - Telephone: 07549 209330