



## **CONTRACT NOTICE 2017-2020**

### **GRASS-CUTTING**

**(Value from £22,800 for 3 years)**

The Spetchells Centre  
58 Front Street  
Prudhoe  
Northumberland  
NE42 5AA  
Tel: (01661) 835487

This notice describes the scope of work in the procurement of a contract for '**Grass-cutting**'.

### **SCOPE OF WORK**

The Town Council has responsibility for the following grassed areas which are the subject of this contract and are located at (1) sites along B6395 Front Street / West Road (2) sites on C255 Station Road (3) sites at or near to the Station Roundabout (junction of A695 Prudhoe bypass with C255 Station Road) (4) sites at the junction of the B6395 West Road with the A695 Prudhoe bypass, and (5) Highfield Park, all as set out in the table accompanying this document. The Council is the body responsible for the maintenance of these locations, save in respect of any statutory responsibility for grass cutting lying with Northumberland County Council as the Highway Authority.

Those tendering are encouraged to stipulate the number of cuts they recommend, if this is different from the cuts specified.

All work will be carried out within the town of Prudhoe (NE42).

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### **PROCUREMENT**

All procurement documents are available on-line at <http://www.parish-council.com/prudhoe/index.asp?pageid=658260> or can be collected from the Town Council Office or will be posted out to interested parties.

The Council's Financial Regulations require the Council to ensure that value for money is obtained in respect of all contracts for the supply of goods and services, and to ensure that set procedures for the obtaining of tenders and quotations are adhered to.

The Council's Standing Orders require all decisions and resolutions by the Council, including those agreeing to the award of contracts, to be taken by the public meeting of the meeting of the Council in a form prescribed by law.

The Council will award the 'Grass-cutting' contract based on 'Cost' and 'Quality'.

### **PROCUREMENT/AWARD TIMESCALE**

30<sup>th</sup> September – Contract Notice posted

28<sup>th</sup> October – Contract Return date

w/c 31<sup>st</sup> October – Procurement Group to open and review tenders, with recommendation to go out with Extra-Ordinary Meeting Papers on 3<sup>rd</sup> November 2016

9<sup>th</sup> November – Extra-Ordinary Meeting to endorse and agree Contract offer

11<sup>th</sup> November - Contract offered and unsuccessful tenders notified following acceptance