



**Gamlingay Parish Council Grass cutting and maintenance contract,  
commencing April 1 2025**

Gamlingay Parish Council is inviting tenders for a 1,3 or 5-year contract as set out in the enclosed documents.

*Please ensure you have read the specification of work (pages 3-5) and referred to the separate description of types of grass cutting by area, calendar of events and reference maps before completing the tender documentation.*

**Please return the following in a plain sealed envelope marked “Private and confidential, grounds maintenance tender” to:**

Parish Clerk, Gamlingay Parish Council, the Eco Hub, Stocks Lane, Gamlingay , SG19 3JR by 10am on Wednesday 8th January 2025. Any tenders received after this time will not be considered.

1. Completed tender form
2. Evidence of insurance

Evaluation criteria:

- Evidence of adequate insurance
- Locality – distance from Gamlingay
- Best value (not necessarily the cheapest)
- “green” credentials
- Experience of maintaining a variety of areas – for e.g. football pitches/wildflower meadow/cemeteries

The Council will look to appoint by the 15<sup>th</sup> January 2025.

If you have any queries on the tender information, please contact the clerks by email- [clerk@gamlingay-pc.gov.uk](mailto:clerk@gamlingay-pc.gov.uk), noting that the office is closed between 23<sup>rd</sup> December 2024 – Monday 30<sup>th</sup> December 2024 and on public holidays). We will endeavour to get back to you as soon as we can.

If you would like to provide additional information regarding how your company can reduce carbon emissions and undertake efficiency measures about travel /trip frequency and distances travelled, and any other carbon reduction policies/ performance measures that you have, please provide a separate covering letter (not to be included in the sealed envelope).

Parish Clerk ..... Date.....



### **General requirements and further information**

- All sites are open and accessible to view without prior permission
- All tenders should be submitted on the form provided
- Evidence of public and employers liability to at least £5 000 000 must be provided
- Risk assessment and method statement documents must be provided for all activities, including COSHH assessments and pesticide certificates as appropriate prior to the contract start date.
- We may request two references from customers prior to the contract start date
- All staff must be adequately trained and equipped in the use of all equipment used.
- Flexibility for add hoc work may be required. This would be paid at the fixed contract rate for the required task or a quotation will be requested for other work.
- No sub contractor may be used without prior consent from Gamlingay Parish Council
- Council will require the contractor to submit confirmation of areas cut and date completed per visit for monitoring purposes.
- Payment for services will be made upon receipt of a satisfactory VAT invoice, detailing the areas cut and dates.



## Specification of work

1. The contractor shall ensure that all machines engaged in grass cutting operations are sharp and properly set to produce a true and even cut. All grass shall be cut to the level/height specified on each site or type of area without damaging the existing surface. Mowers should have a registration plate in order to be road legal.
2. The contractor shall ensure that machines are properly guarded and maintained to present no danger to the operator or to any person in the vicinity of the operations. The contractor should provide all staff with relevant safety equipment and ensure this is always used when they are engaged in work. Traffic movement (including pedestrians) along roads and footways must be always maintained. Warning signs should be used as appropriate at the contractor's own expense.
3. The contractor shall make good at his own expense any damage caused to furniture, fences, paths, roadways, shrubs, trees or other property during ground maintenance operations by its machinery or staff.
4. During normal weather conditions the contractor will be required to keep to the standards within this specification.
5. During very wet conditions all grass cutting operations should cease and resume immediately once conditions improve sufficiently to allow operations to continue without damaging the surface. Any damage caused should be reinstated to the satisfaction of the parish council. If inclement weather prevents the contractor from meeting the required standard, the clerk shall be advised. After any period of wet conditions, the contractor may be required to make additional cuts to areas of exceptional growth to restore such areas to a required standard. Such cuts shall be undertaken on advice from the clerk and will be paid at rates specified.
6. Where arisings/mud are thrown or spill onto roads, footpaths or graves, they shall be swept or blown back on to the grassed areas forthwith to prevent unsightly conditions and to prevent a slip or trip hazard.
7. Mowing should be carried out as close as possible to fixed obstructions. Movable obstructions can be removed to facilitate cutting and replaced by the contractor. Care should be taken when cutting around obstructions such as trees, shrubs, benches and memorials to ensure that no damage is done. The contractor will rectify or replace at his own expense, anything on site damaged because of grass cutting



or associated works. Cutting and strimming around obstacles should be the same height as that mown within the area.

8. The contractor will allow in his rates for grass cutting rough, sloping or uneven ground with appropriate machinery.
9. The contractor will be required to re cut any area deemed by the clerk to be unsatisfactorily mown.
10. Any vehicles and trailers used by the contractor are to be parked in a manner to cause no or least obstruction to road or footway users. Warning and hazard lights to be used as appropriate.
11. Contractors working on or near the highway may require NRSWA qualifications. The contractor is responsible for ensuring the safe operation and management of works on the highway.
12. Waste carrier licence – the contractor is responsible for ensuring the appropriate waste carrier licence is in place if they will be transporting or disposing of any green waste/cuttings.

#### Conditions of contract

1. Assignment and sub-letting. Shall only be permitted with the written consent of the Parish Council and such consent shall not relieve the contractor from any liability or obligation under the contract.
2. Indemnities and insurance. The contractor shall indemnify and keep indemnified the Parish Council against all losses, claims, demands, proceedings, damages, costs, charges and expenses in respect of or in connection with the injury to or death of any person (including a person employed by the contractor) and loss of or damage to property real or personal including property belonging to or in possession of a person or persons employed by the contractor happening consequent upon or in connection with the carrying out of the contract. The contractor shall effect and maintain insurance which provide both the parish council and the contractor with full cover in respect of any relevant liability. Such insurance shall be effected with an insurer in terms approved by the parish council and the contractor shall produce certified copies of the said insurance policies whenever so required. If the contractor fails to effect and keep in force the relevant insurance then the parish council may cancel the contract.
3. Precautions against pollution. Subject and without prejudice to any other provisions of the contract, the contractor shall take all reasonable precautions:
  - a. Any rivers, streams, waterways, watercourses, lakes and the likes to prevent silting, corrosion of their beds and banks, pollution of the water so as to adversely affect the quality or appearance thereof or cause injury or death to animal or plant life.
  - b. Underground water resources to prevent any interference with the supply to or abstraction from such sources. Pollution of the water to affect adversely the quality thereof.



4. Workmanship. No payment will be made for work not carried out to the satisfaction of the parish council.
5. Health and safety. The contractor shall comply with the current Health and safety at work regulations and ensure that all employees and sub contractors adhere to these policies.
6. Termination of contract. The contract may be terminated by Gamlingay Parish Council giving no less than one months' notice in writing or by the contractor giving no less than three months' notice in writing.



## Gamlingay Parish Council grass cutting and maintenance contract

### 1.Name and contact details of contractor/company

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2. Are you interested in tendering for 1,3 or 5 years (please circle all that apply).

3. Do you have public liability and employers liability insurance to a minimum of £5 000 000?

Yes/No (please circle as appropriate)

Please submit a copy of your certificate with this tender.

4.Are you able to undertake adhoc work as and when required? For example an additional cut of the recreation field or other amenity land prior to an event (at rates as specified in the contract).

Yes/No (please circle as appropriate)



## Tender document

Rough cut = to 50mm approx.

Fine cut = to 30mm approx.

Section A- Rough. ( 1 or 2 cuts). Price per cut.

Area	Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
A 1	Chapel fields rough cut to the back of the estate -early March & September					
A 2	Millbridge Brook Wildflower					
A 3	Millbridge bank of brook (riparian channel)					
A 4	Copse undergrowth (LF and STMF)					
A 5	Lower Field excl. "tiny forest" and wildflower area (cut and flail) Feb – to be advised and September					
	Totals per year					

Section B- Rough Cut (7 cuts). Price per cut

Area	Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
B1	Village Outer verges ( NO CUT to wildflower verge sections on Station Rd section and Mill Hill between end Feb and mid Sept ) (7)					
B2	Log field grass (7)					
B3	Strim 1m either side of hard pathways on MBM and Lower Field hard pathways including Rec Field (7)					
B4	Removed – now with D5					
B5	MBM all general amenity grass areas (7). Note – picnic areas cut more frequently – D4 and D5					
B6	Northfield Close Open space (around trees) (7)					
B7	Baptist Chapel, Stocks Lane(around gravestones and trees) (7)					
	Totals per year					



### Section C-Fine cutting (10 cuts).Price per cut

Area	Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
C1	The Pitt, Waresley Rd, around trees and benches (10)					
C2	Chapel fields football square, central green and mown path accesses (10). Access path on to recreation field marked with posts max of 5.5 wide					
	Totals per year					

### Section D- Fine Cutting (15 cuts). Price per cut.

Area	Description	Yr 1	Y r2	Yr 3	Yr 4	Yr 5
D1	Village Inner verges including Murfitt Way ,Manor Rd, Avenells Way/Grays Rd verges					
D2	QE2 Recreation Ground					
D3	The Butts Play area Stocks Lane					
D4	MBM and Lower Field picnic areas					
D5	MBM and Lower Field grass pathways					
	Totals per year					





### Section E- Fine cutting Stocks Lane (open Cemetery). Price per cut

Area	Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
E1	Stocks Lane Cemetery-around all gravestones 20 cuts minimum					
E2	Strim Stocks Lane Cemetery (20)					
E3	Hedge cutting all boundaries surrounding Stocks Lane cemetery and holly hedge within (1)					
E4	Path edging to correct width (1)					
E5	Weedkiller on hard paths (2) & under railings					

### Section F-Fine cutting St Marys Field Cemetery (open Cemetery)STMF. Price per cut

Area	Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
F1	STMF-grass cutting around graves, CR and lawn (15)					
F2	STMF rough cut access pathways (wildflower) central section (15)					
F3	Rough cut to the bottom section of field inside cemetery boundary fence (phase 2 section) and section outside cemetery boundary fence leading down to the brook with the Peace bench on it adjacent to path ("butterfly field")2)					
	(F4 Removed)					
F5	STMF-Path edging-hard paths (1)					
F6	STMF-Weed killing hard paths, car park, entry/exit roadway (2)					
F7	STMF-Hedge cutting Beech hedge alongside side path and					



	all hedges on perimeter of cemetery (2)					
	Totals per year					

### Section G- General Maintenance tasks (numerous).Price per cut

Area	Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
G1	Firebreak rough cuts Chapel field and Lower Field (1) 11 ft/3.35m width – on request					
G2	Weedkilling on banks of the Butts Play Area & Hub car park (2)					
G3	The Pitt Vegetation cut back north corner (1)					
G4	Removal of lime suckers -base of trees (The Pitt)(1)					
G5	Northfield Close OS, edge strim, bramble/bindweed & nettle control (2)					
G6	MBM/LF weed treat shrub beds (x1) and paths (x3)					
G7	Various closed churchyards- clearance of weeds, spraying (2)					
G8	Cinques Common-trim trees and shrubs-3 areas (1)					
G9	Dogwood and thicket trimming MBM (1)					
G10	BMX Annual tidy (1)					
	Totals per year					

### Section H- St Marys Churchyard Biodiversity. Price per cut

Area	Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
H1	Blue areas formal contract -around church and either side of hard path (12)					
H2	New mown paths- March onwards (12)					
H3	Orange areas- June onwards north of church (7)					
H4	Pink areas- cut early March and then August/September-S&W (5)					
	Totals per year					



## Section J- Hedge cutting (General). Price per cut

Area	Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5
J 1	Green End allotment hedge outside and top trim (1)					
J 2	Chapel field shrub prune central area (1)					
J3	Cut and shape hedge fronting Stocks Lane play area (1)					
J4	St Marys churchyard hedge (east side cut)St Marys Church Hall (1)					
	Totals per year					

## Total contract price (sections A-J)

Yr 1	Yr 2	Yr 3	Yr 4	Yr 5

Signature.....

Company.....

Date.....

END