

# BICKLEIGH PARISH COUNCIL

Woolwell Community Centre Darklake Lane Woolwell Plymouth PL6 7TR

[parishclerk@bickleigh.gov.uk](mailto:parishclerk@bickleigh.gov.uk)

07832966859

31<sup>st</sup> January 2023

Dear Sir or Madam,

Bickleigh Parish Council invites you to tender for all grass cutting shown on the maps (attached).

The successful tenderer will be responsible for providing and maintaining necessary machinery, hold any necessary certificates for the work undertaken, and will fully indemnify the Parish Council for any claim whatsoever arising from the work. Please also confirm that you have approval from Devon County Council to work alongside the highway, ie Chapter 8 training.

Please quote for six cuts between April and October inclusive for all areas - and the cost of a one-off additional cut should it be needed during the season. Please state whether the price includes VAT. If your company is able to undertake weed spraying, please include a separate price for weed spraying pavement and road edges once a year.

The Parish Clerk will need notification of each cut being completed within 3 working days of completion of the cut, by email or phone. The successful applicant must produce a copy of their employer's liability insurance and public liability insurance annually.

Please could you also inform us of efforts you are making for net carbon zero.

If it would help to have someone go around the area with you, please do not hesitate to ask. I would be most grateful if you could return the tender to me by 5pm on Friday 3<sup>rd</sup> March 2023.

If you have any enquiries, please do not hesitate to contact me.

Yours faithfully

*Helen Broughton*

Mr Helen Broughton  
Clerk to Bickleigh Parish Council

## Bickleigh Parish Council 'Grass Cutting' Proposed Costs / Service / Works etc 2023

Ref	Description
1.	<p><b>Provision of Service ...</b></p> <p>The contractor will provide Grass Cutting as laid out in the 'Schedule of Works' section, to Bickleigh Parish Council at the areas as given below.</p> <p>1) The Woolwell Estate (Map 1)  2) Roborough - Cut around Parish Sign Post / Monument in Tavistock Road. (Map 2)  3) Roborough -Cut Green / Park area adjacent to Leat Walk. (Map 2)  4) Roborough - Cut grass area in Blackeven Close. (Map 2)  5) Roborough - Cut area at Jump Close (Map 2)  6) Roborough - A386 to Tavistock (Map 3)  7) New Road, Bickleigh – Cut visibility splays at junction of New Road with A.386 (Map 3)  8) New Road, Bickleigh – Cut verges in New Road from the junction of Old School Cottages to Bickleigh village (Map 4)  9) Bickleigh – cut area at Hele Close (Map 4)</p>
2.	<p><b>Schedule of Works ...</b></p> <p>All grass cutting shall take place between <b>April</b> and <b>October</b> (inclusive), and 6 grass cuts shall be carried out in this time.</p> <p>Grass cutting - Tractor mounted mowers (up to 40hp) / Rotary mowers will be used for grass cutting. Petrol trimmers will be used for grass edges and verges.</p> <p>The contractor will also carry out regular inspections of the sites and advise the Parish Clerk of any immediate or recommended action that should be taken in addition to the 'Schedule of Works'; this will then be followed up with a written quotation.</p> <p>All work will take place between the hours of 08.30 and 17.00 Monday to Friday. Sometimes work may need to be carried out at weekends (Saturday / Sunday). A senior member of the contractor's staff shall always be present when on site, as per our 'Health &amp; Safety' policy (<i>detailed separately</i>).</p>
3.	<p><b>Specification of Service ...</b></p> <p>All grass will be cut cleanly and evenly, to an agreed appropriate height on each area specified, and without damaging the existing surface.</p> <p>The contractor will follow and keep to an approved system of cut to ensure that all areas are cut on a rota basis where applicable. Bickleigh Parish Council must approve any rota. The contractor will complete one area of grass cutting before moving onto the next.</p> <p>Soft vegetative growth, such as clover / perennial and annual weeds, will be deemed to be part of the contract where it falls within larger areas of grass and no control other than mowing is required.</p> <p>Mowing in parts of the areas will take place on the full area to be mown, up to the paving, fencing and other boundaries.</p> <p>On occasions maintenance schedules will be curtailed by activities on the sites where noise / machinery would be disruptive. Where such an occurrence takes place, the contractor will arrange for any necessary grass cutting to be completed as soon as notification is received that work may recommence in the area before resuming his normal mowing schedules.</p>

	<p>If any part is required to be re-cut under the Parish Council's instruction – this will be an added extra.</p>
	<p>If inclement weather prevents the contractor from its duties of mainly mowing, we will quickly resume grass cutting once the conditions become more suitable again. In conditions of drought, the contractor will ask the client to stipulate the height he wishes the height of cut to be raised to on each area. In very wet conditions, all operations involving grass cutting, bank work etc., shall cease, until conditions allow operations to continue without:</p> <p style="text-align: center;"><i>Damaging the surface, levels and contours of the ground. Creating grass cutting 'divots' from the cutting blades / rollers etc.</i></p> <p>If the wet conditions persist and additional operations are required to cut the grass and remove risings, then the contractor will agree with Bickleigh Parish Council a fair and reasonable rate for dealing with the excess growth</p> <p>Mowing shall not be carried out when frost is on the grass.</p> <p>If it is deemed that considerable damage to the surface or levels of the ground, or create divots during grass cutting operations, the contractor shall reinstate such damage to the satisfaction of Bickleigh Parish Council.</p> <p>Prior to cutting any area, the contractor shall inspect all areas to be mowed, will remove all significantly large stones / debris. If the amount required is considered excessive by the contractor, he will inform Bickleigh Parish Council immediately, who will be asked to consider each site on its individual merit and agree the works as an extra, where all costs will be invoiced as a separate item.</p> <p>In areas that contain bulbs, corns, wild flowers, the contractor will arrange for grass cutting to be either undertaken just prior to the emergence of the leaves in Spring or to mow around these areas until an instruction is received from Bickleigh Parish Council. All areas where bulbs / wildflowers need to be shown / pointed out so these areas can be successfully managed. Every effort must be made to avoid mowing off bulbs in grass. These areas must be left until 6 weeks after flowering and then the areas cut down.</p> <p>The contractor will remove grass clippings due to mowing from paved areas, mowing margins, channels etc. by a method approved by Bickleigh Parish Council being either brushing or using a blower.</p> <p><b>Fertilisers are not used for the maintenance of grassed areas</b></p> <p>No growth regulators or herbicides of any form shall be applied to any area of turf at any time unless instructed by Bickleigh Parish Council.</p> <p>Hand held mechanical cutters may be used where grass or meadow areas are inaccessible to vehicles or wheeled mowers or are too steep, too small, too uneven or obstructed to be cut using other machines. Where instructed, rough grass areas shall be cut using a flail-mower or equivalent machine</p> <p>The choice of machinery for grass cutting will be at the discretion of the Contractor but must be capable of performing to the minimum specification detailed</p> <p>The contractor shall at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. At no time shall mowers be adjusted so that 'scalping' takes place.</p> <p>The contractor shall at all times ensure that machines are properly guarded in accordance with the manufacturer's stipulations and maintained so as to present no danger to the operator or any person in the vicinity of operations.</p> <p>All the contractors' staff operating grass cutting machinery are satisfactorily trained, conversant with all Health and Safety legislation, methods, risk assessments, and competent in their operating methods.</p>

4.	<p><b>Health &amp; Safety</b></p> <p>All the contractors' staff shall wear hi-visibility waistcoats, uniforms and carry identification. Safety clothing and personal protective equipment shall be used at all times.</p>
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	<p>The on-site team of the contractor will consist of a minimum of two members of staff at all times. All the contractors' staff will have had the required training on all the machinery and equipment in use.</p> <p>Machinery and equipment used will have had the necessary servicing and safety inspections undertaken.</p> <p>Equipment noise shall be kept to a minimum at all times.</p> <p>Senior staff are first aid trained and the vehicles are equipped with a first aid kit.</p>
5.	<p><b>Review Meetings ...</b></p> <p>Quarterly review meetings shall be agreed and undertaken between the contractor and Bickleigh Parish Council to review the service and also to assess the condition of the grounds. Agreed action points shall then be carried out.</p>
6.	<p><b>Additional Work ...</b></p> <p>Any additional work required to the site will be assessed and a quotation provided. On authorization by and upon receipt of a signed purchase order the contractor will provide a separate invoice for each purchase order upon completion of work.</p>
7.	<p><b>Insurance ...</b></p> <p>The contractor must be fully insured to include Public Liability cover and Employers Liability cover. Copies of all insurance details are available upon request.</p>
8.	<p><b>Quality Assurance</b></p> <p>The contractor recognizes quality as an ongoing and evolving process that facilitates our commitment to continuous improvement by meeting the demands of our customers and the ever-changing marketplace. Through education and training opportunities, we promote teamwork, empowerment, leadership, strategic planning, and personnel development. The quality performance measurement system attributes managed by our staff include reliability, interoperability, availability, responsiveness, effective communication, accuracy, security.</p>
9	<p>To ensure appropriate quality standards are achieved, the following quality control mechanisms are implemented:</p> <ul style="list-style-type: none"> <li>• <i>Work is signed off by the Council after completion</i></li> <li>• <i>Where the quality of the work undertaken is not of the appropriate standard remedial action is identified and instructed. A follow up inspection will be undertaken</i></li> <li>• <i>Complaints, compliments and comments are recorded again to identify trends and issues to enable remedial action if required</i></li> </ul>

Ref	Description
10.	<p><b>Time line for Transition ...</b></p> <p>The contractor will schedule a synopsis of the transition tasks and expected timing of these tasks starting from the award date (if given). Comprising of the following ...</p> <p><b>Initiation and familiarization</b></p> <p><b>Resources</b></p> <p><b>Project Plan</b> - explicitly addresses critical tasks to ensure successful implementation of the Grounds Maintenance operation. We will work to a detailed project plan to ensure all objectives are met. This project plan will include all major tasks/subtasks, duration, resources, and dependencies.</p> <p><b>Task Descriptions</b> – The contractor is to provide an overview description of the major programme/</p>

works responsibilities that the contractor must successfully perform to meet the objectives.

**Staffing and Organization** - The contractor will ensure that it's experienced, motivated team and knowledgeable staff are available for successful implementation. Appropriate staffing for implementation will ensure that personnel resources are used effectively and efficiently.

**Monitoring, Control, and Change Management** – The contractor's project monitoring and control processes will be established to ensure that high performance standards are met at both participant and project levels and to rapidly identify and address any issues or concerns that may arise during the contractors Contract. Monitoring and control objective will be to ensure that the activities of all participants are focused on achieving the contractor's project goals and requirements. The contractor will control process follows the major steps in submitting, analyzing, approving, and completing a change control request.

**11. Handling of complaints ...**

Complaints are recorded and within 3 working days an acknowledgement letter sent informing the complainant that they will receive a response within 15 working days from receipt of the complaint. An appointed officer will make contact with the complainant, investigate the complaint and prepare a report to include the findings and recommend remedial action.

On completion of the report a letter will be sent to the complainant notifying them of the findings, details of action to be taken, their right to appeal and an apology if appropriate,

**12. Monitoring and Review of the Customer Charter ...**

The monitoring mechanisms are shown above in terms of quality control.

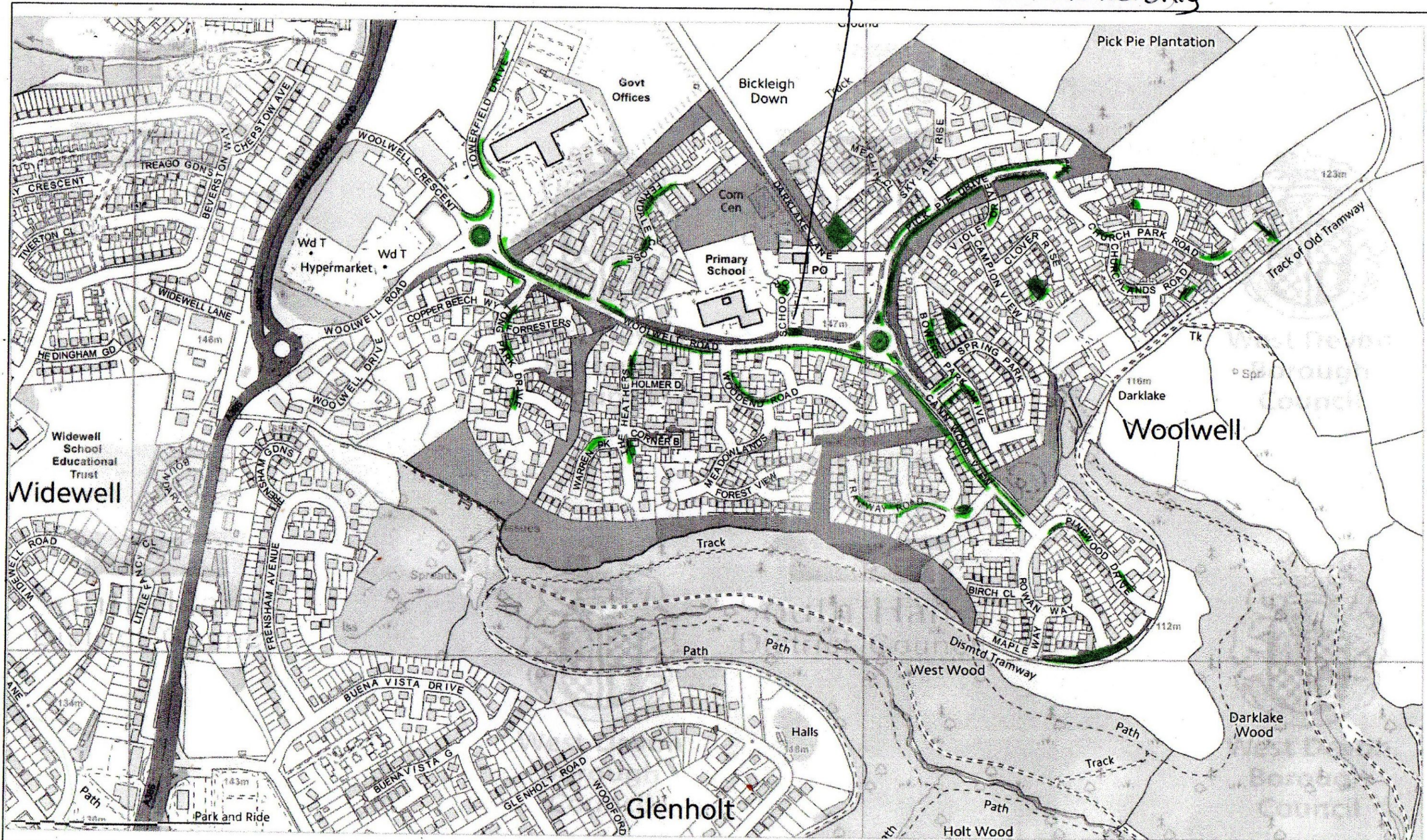
Further to this the Parish Council/ members of the public report maintenance issues and the Employees of the contractor are to actively monitor maintenance standards, reporting urgent issues as required, and more general issues at their regular monthly meeting which are attended by a representative from the Client / Contractor.

**13. Cancellation of Contract**

After consultation with the contractor, the Council holds the right to cancel the contract with one months' notice if it feels that the work is not being completed to a satisfactory standard.



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**GIS Data**

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**1:5000**

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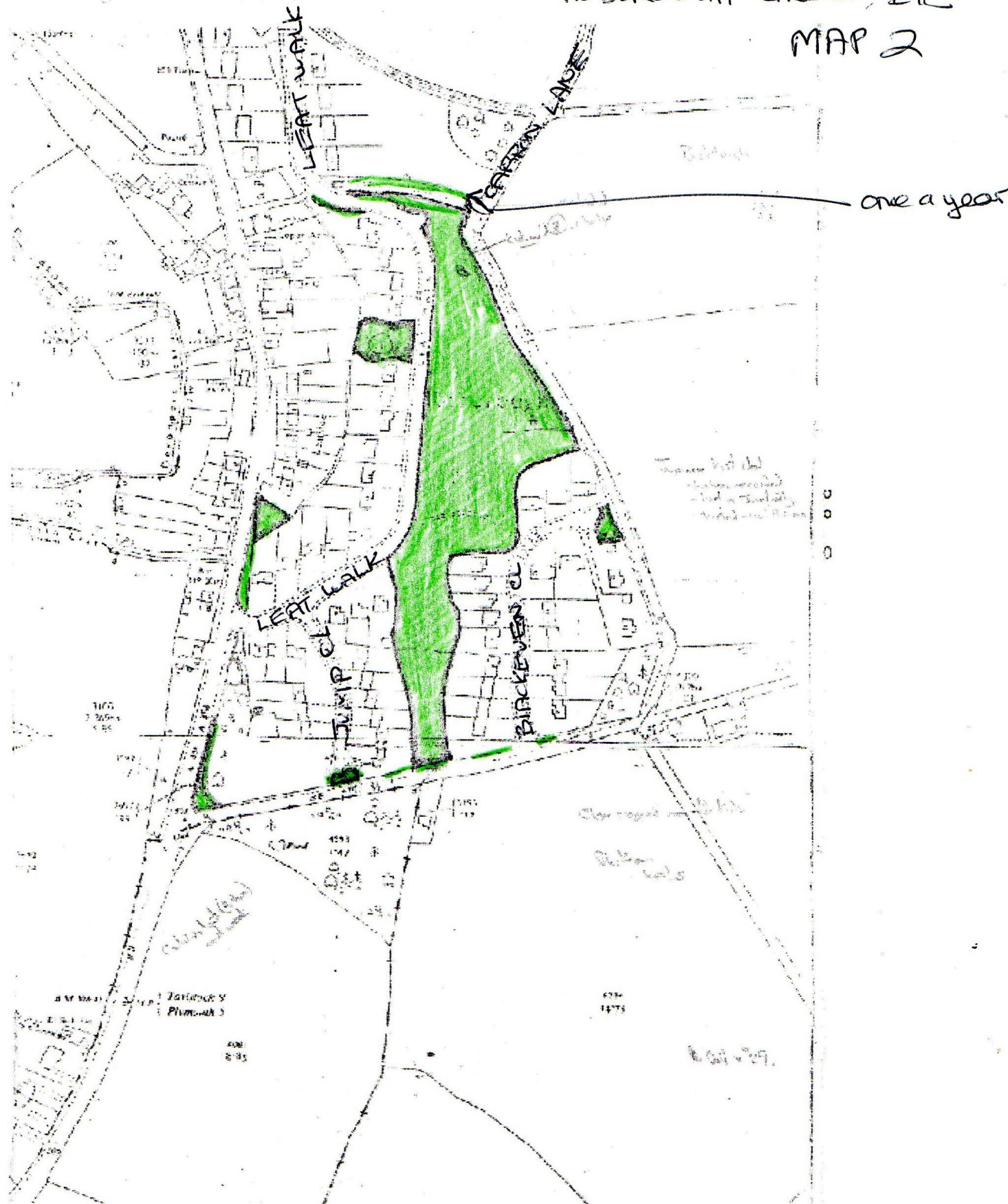
**Woolwell**

Ownership  
 Pink - SHDC    Blue/green - DCC verges  
 Purple - PCC    Red - Unknown

**CIVICA**



ROBOROUGH GREEN, ETC  
MAP 2

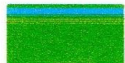




# Legend

## Urban Verges

<all other values>



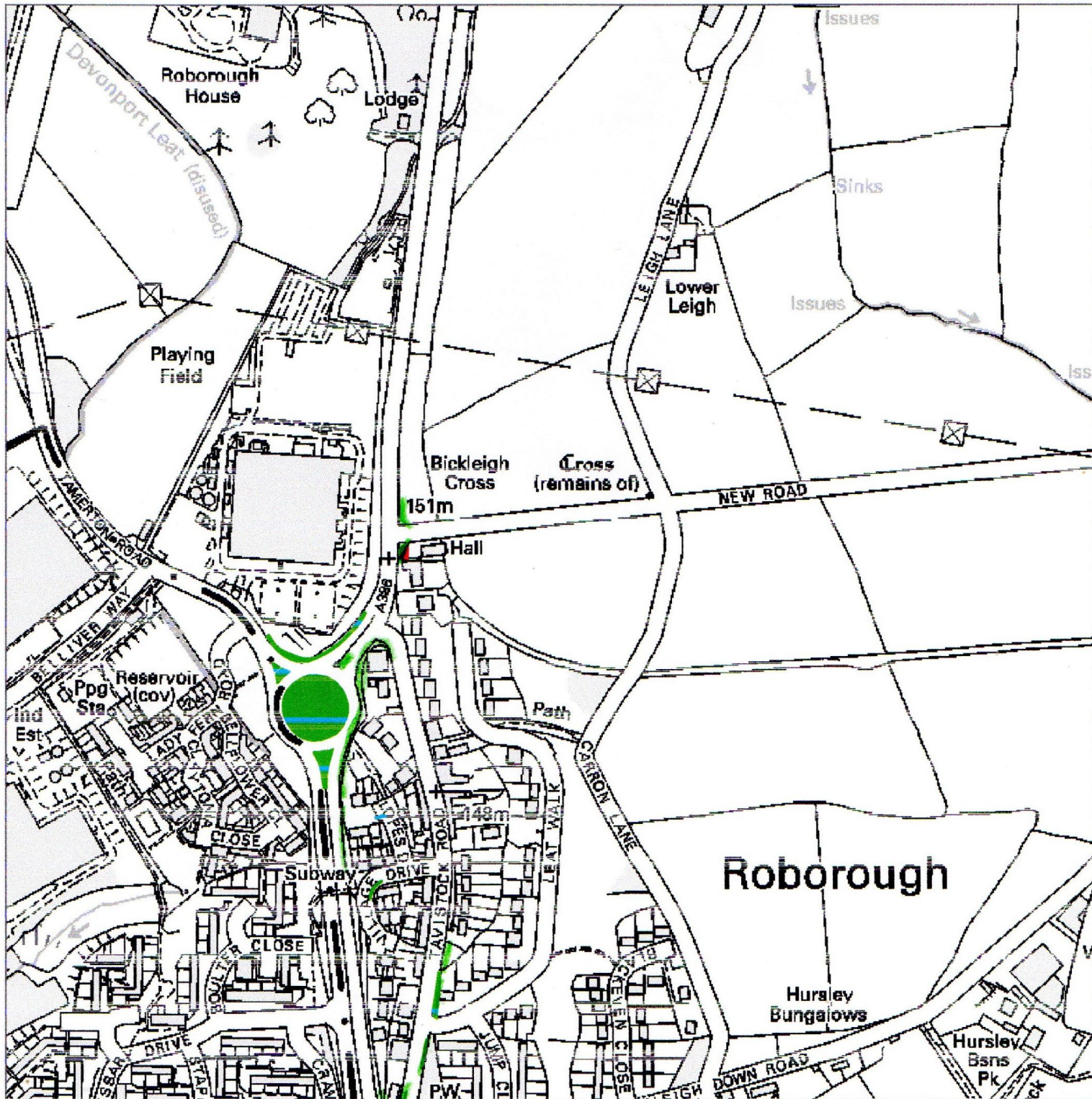
Visibility



Non Visibility

ROBOROUGH

MAP 3



Urban Vis verges in Bickleigh CP (South Hams) at SX5062

ESRI ArcGIS Plot

Drawing Number: <Text>

Date: 17/11/2017

Scale: 1:3,580

Author: Rowan Hooper

File: <Text>

Place

Devon County Council

Lucombe House, County Hall

Exeter, EX2 4QD

Tel: 01392 382104

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Email: [environment@devon.gov.uk](mailto:environment@devon.gov.uk)

Heather Barnes

Strategic Director Place



# Legend

## Urban Verges

<all other values>

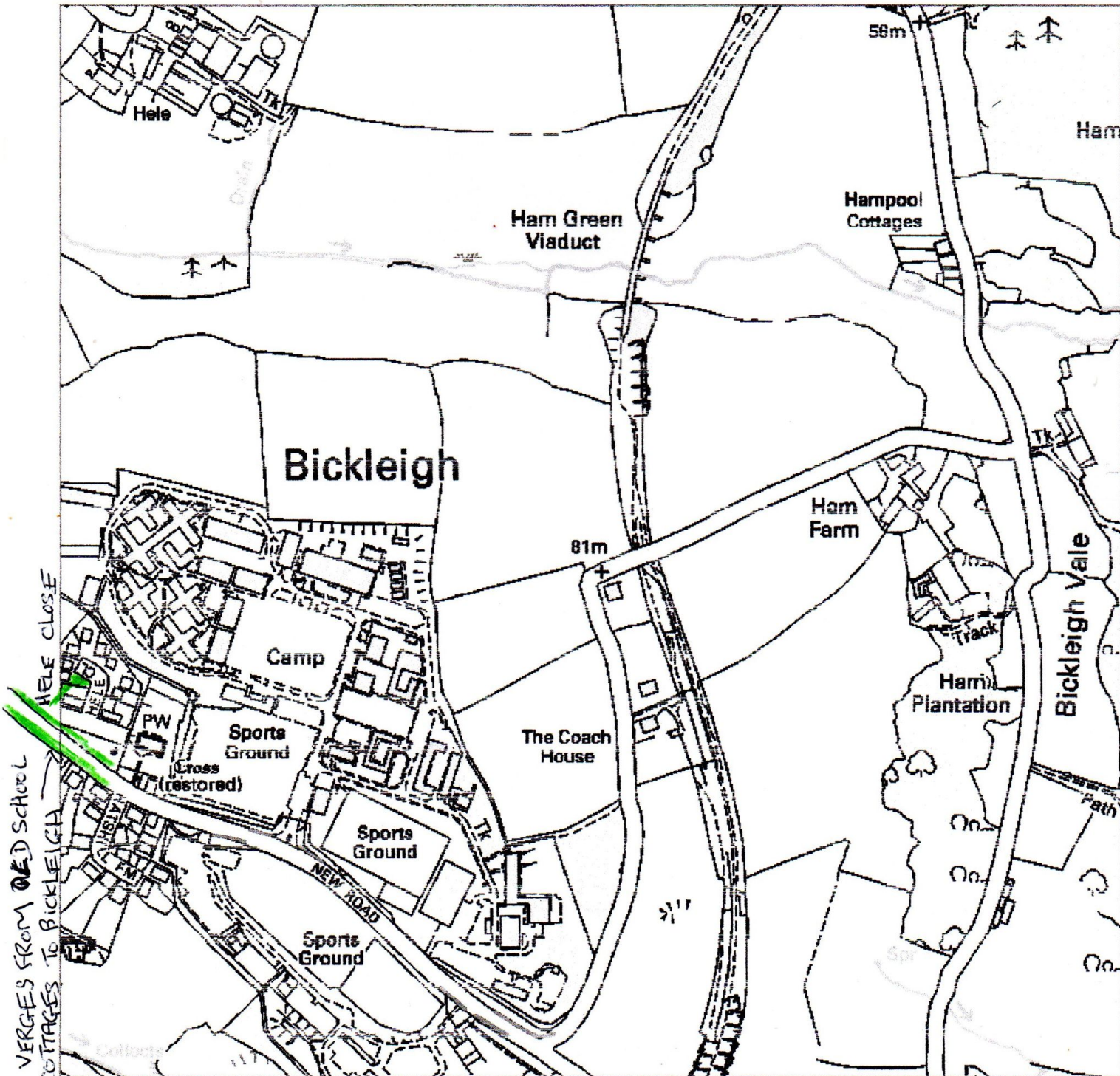


Visibility



Non Visibility

MAP 4



Urban Vis verges in Bickleigh CP (South Hams) at SX5262

ESRI ArcGIS Plot

Drawing Number: <Text>

Date: 17/11/2017

Scale: 1:3,580

Author: Rowan Hooper

File: <Text>

Place

Devon County Council

Lucombe House, County Hall

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Strategic Director Place



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