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Assistant Clerk: Mrs L. Bendall

Lydney Town Council

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INVITE TO TENDER FOR GRASS CUTTING

Overview of the Specification

Lydney Town Council hereby invites tenders for the carrying out of the Grass Cutting Services in accordance with details as stated within this specification.

Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, should their tender be accepted.

Any queries regarding any part of this specification should be addressed to the Clerk no later than two weeks before the closing date.

The successful tender submission together with the Council's written acceptance shall form a binding agreement as set out within this specification.

Prospective Contractors should note that the Council is not bound to accept the lowest price, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.

All tenders and any related documentation must be submitted by Friday 6th December 2024 via the Government Procurement Portal.

This specification sets out:

- Duration of Contract
- Schedule of work
- Site Details
- Quality Standards
- Safety Requirements
- Environmental Considerations
- Reporting and Communication
- Penalties for non-compliance
- Criteria for assessing quotations
- Timeline for the assessment

Duration of Contract

The duration of Contract will be four years commencing on 1st April 2025.

The Contract will be reviewed annually and there will be no opportunity to alter the rates tendered without prior discussion with and approval of the Council.

There may be an opportunity to extend the contract for a further 12 months, as part of contingency arrangements, by mutual consent.

Schedule of Work

The work involves the regular cutting and maintenance of identified road verges and the 'gateways' to Lydney.

Road Verges

- There are a total of 29 grass verges situated over 7 locations.
- Total of 12 cuts required per year, plus provision for 4 ad-hoc cuts if so directed.
- All grass areas of verges to be cut, strimming up to fences and boundary walls.
- Strim around all signs, benches, bins, lamp posts etc.
- All grass is to be removed immediately after each cut, or mulched, to reduce the environmental impact and promote biodiversity.
- Flexibility must be allowed for variance of cuts to include key markers (e.g. start of season, Bank Holiday, start of school terms, vegetation growth etc.)

The Gateways

- Total of 8 cuts required per year, plus provision for 2 ad-hoc cuts if so directed.
- Cut grass and remove all undergrowth from the road edge (A48) to boundary fences by strimming up to both sides of the road.
- Cut all seedlings and thin unwanted/unsightly self-seeded trees as necessary
- Do not cut wildflower areas (identified by pegs); during early spring/summer cut around wildflowers and daffodils until they have gone over (or according to Council instruction).
- In October, cut down any saplings and any dead and unsightly growth back to the boundary fences to ensure that the early spring wildflowers/daffodils are given the best possible opportunity to display.
- Areas are to be cut in their entirety before operatives move on to other areas.
- All grass is to be removed immediately after each cut, or mulched, to reduce the environmental impact and promote biodiversity.
- Flexibility must be allowed for variance of cuts to include key markers (e.g. start of season, Bank Holiday, start of school terms, vegetation growth etc.)

Site Details

Please see attached maps for precise site details.

Road Verges

Area 1 – Woodland Rise (approx. 100m²)

One area. Cut grass area, strim up to hedges, strim around any posts/trees (take care not to ring-bark trees). All cut grass is to be removed immediately after each cut.

Area 2 – Alderdale (approx. 128m²)

One area. Cut grass area, strim up to fences and boundary wall. All cut grass is to be removed immediately after each cut.

Area 3 – Plyers Way (approx. total area 362m²)

Two areas. Cut grass areas, strim up to fences and boundary wall. All cut grass is to be removed immediately after each cut.

Area 4 – Kimberley Drive (approx. total area 261m²)

Three areas. Cut grass areas, strim up to hedges, strim around any posts/trees (take care not to ring-bark trees). All cut grass is to be removed immediately after each cut.

Area 5 – Windsor Drive/Allaston Road (approx. 77m²)

Two areas. Cut grass areas, strim around road sign posts and litter bin. All cut grass is to be removed immediately after each cut.

Area 6 – Centurion Road (approx. total area 531m²)

Two areas. Cut grass, strim up to fence and wall, around lamp post and two green telephone cabinets. All cut grass is to be removed immediately after each cut.

Area 7A – Naas Lane (Youth & Community Centre End) (approx. total area 1432m²)

Twelve areas. Cut grass, strim up to fences and walls, around lamp posts and other street furniture. All cut grass is to be removed immediately after each cut.

Area 7B – Naas Lane (River Children's Centre End) (approx. total area 1063m²)

Six areas. Cut grass, strim up to fences and steps, around lamp posts and other street furniture. Strim around trees (Take care not to ring-bark trees). All cut grass is to be removed immediately after each cut.

The Gateways

Please see attached maps for precise site details

Bream Road - Top end to Lydney School

High Street (B4231) Taurus Crafts to police station junction including roundabout

Church Road junction to roundabout

Highfield Road by by-pass junction to town

For each Gateway; cut grass and remove all undergrowth from the road edge to boundary fences by strimming up to both sides of the road.

Quality Standards

- Prior to cutting any area, the Contractor will ensure the site is free of any significantly large stones and other debris.
- Grass clippings should be collected and removed.
- No visible clumps of grass should remain on the surface after mowing.
- Areas around obstacles, including trees, signs, and benches, must be neatly trimmed.
- Grass cutting should not be carried out during periods of heavy rain or when the ground is waterlogged to prevent damage to the turf.
- All grass clippings and other debris must be removed from hard surfaces, including paths and roads, immediately after cutting.

Safety Requirements

- Operatives must wear appropriate personal protective equipment (PPE) at all times, including high-visibility clothing, safety boots, and hearing protection.
- The Contractor will be responsible for providing, maintaining and running all necessary transport, machinery and equipment required to fulfil the Contract.
- All machinery must be regularly maintained and operated in accordance with manufacturer guidelines and health and safety regulations.
- Warning signs must be placed in areas where grass cutting is taking place to inform the public.

The council, from time to time, may ask for records relating to the Safety Requirements. These are to be supplied within 14 working days of the request.

Environmental Considerations

- Care should be taken to avoid disturbing wildlife, particularly during the nesting season (March to August).
- Environmentally sensitive areas, such as wildflower meadows, should be clearly marked and maintained according to specific guidelines (e.g., cut after flowering).

Reporting and Communication

- The contractor or staff must report any damage to council property or any issues encountered during grass cutting operations immediately.
- Any complaints received from the public must be logged and reported to the council within 24 hours.
- A representative from the council will undertake contract reviews to ensure the work meets the standards required.

Penalties for Non-Compliance

- Failure to meet the standards outlined in this specification may result in deductions from payments, termination of the contract, or other penalties.
- Non-compliance includes:
 - Failure to maintain standards expected within the contract work
 - Leaving areas unsightly
 - Delays in completion of work
 - Poor communication
 - Use of substandard materials to complete the work required
 - Failure to provide necessary documentation
 - Non-adherence to environmental and bio-diversity guidelines

Criteria for Assessing Quotations

Quotations for this grass-cutting contract will be assessed based on the following criteria:

1. Cost (50%)

- The overall price of the quotation, including any potential additional charges.
- Value for money, considering the scope of work and quality of service proposed.

2. Quality of Service (20%)

- Quality of equipment proposed for use (e.g., type, age, and maintenance plan of mowing machinery).
- Proposed methods for ensuring high standards of grass cutting and maintenance.

3. Environmental Considerations (20%)

- Approach to minimising environmental impact, including strategies for waste disposal.
- Proposals for protecting wildlife and managing environmentally sensitive areas.
- Maintenance schedules for machinery and equipment.
- Insurance, Public Liability amount of cover obtained.
- Waste Carriers Licence held.
- Use of eco friendly machinery from petrol to rechargeable machinery.

4. Experience (10%)

- Demonstrated experience in providing similar services to other councils or organisations.

Timeline for Assessments

The timeline for the assessment of quotations and awarding of the contract is as follows:

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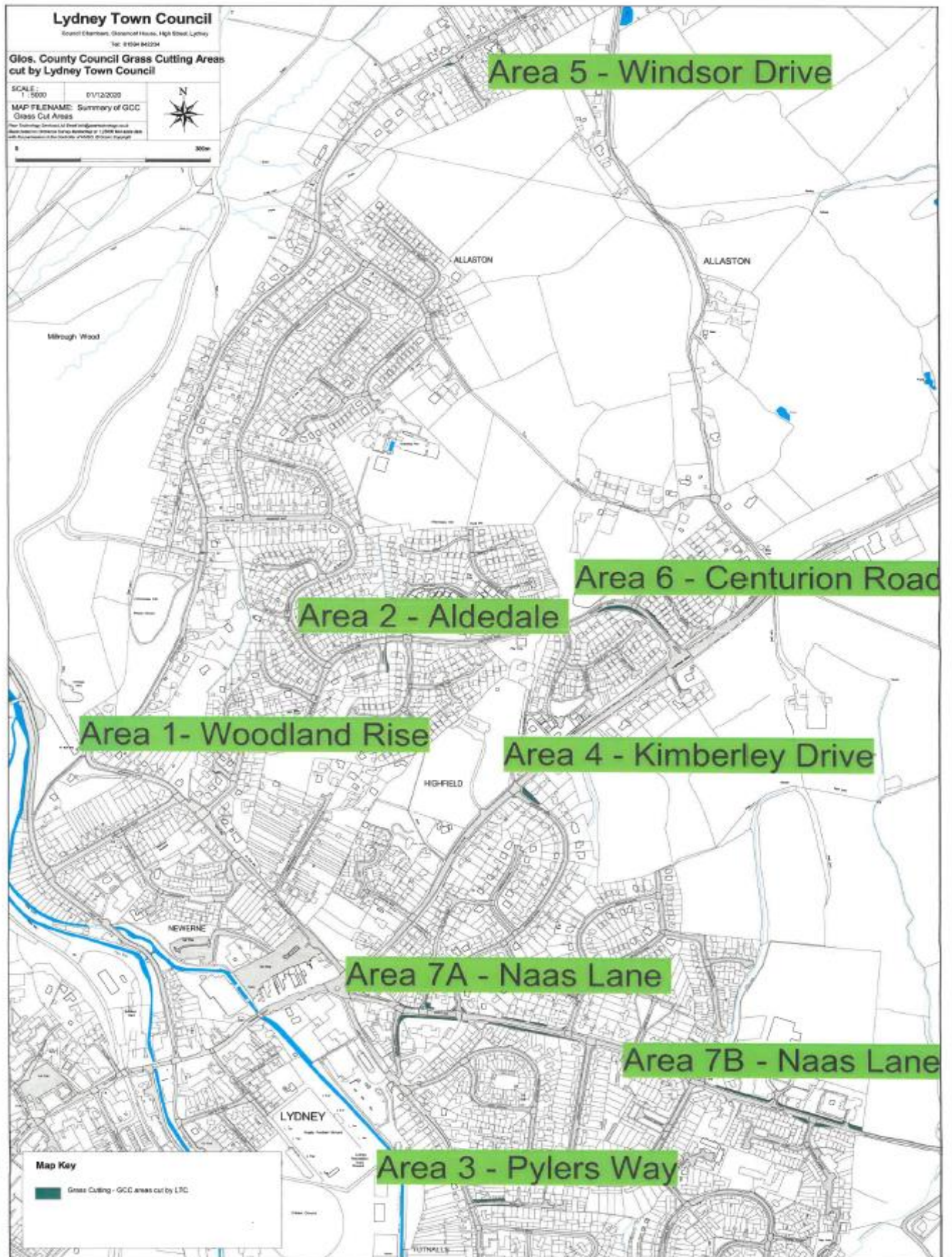
1. **Invitation to Tender Issued:** Monday 16th September 2024
2. **Deadline for Submission of Quotations:** Friday 6th December 2024
3. **Notification of Award:** w/c 20th January 2025
4. **Contract Start Date:** 1st April 2025

Conclusion

This specification is designed to ensure that all grass cutting and maintenance within Lydney Town Council is carried out to a high standard, providing safe, clean, and aesthetically pleasing public spaces for residents and visitors.

Road Verges Maps

Overview of all verges



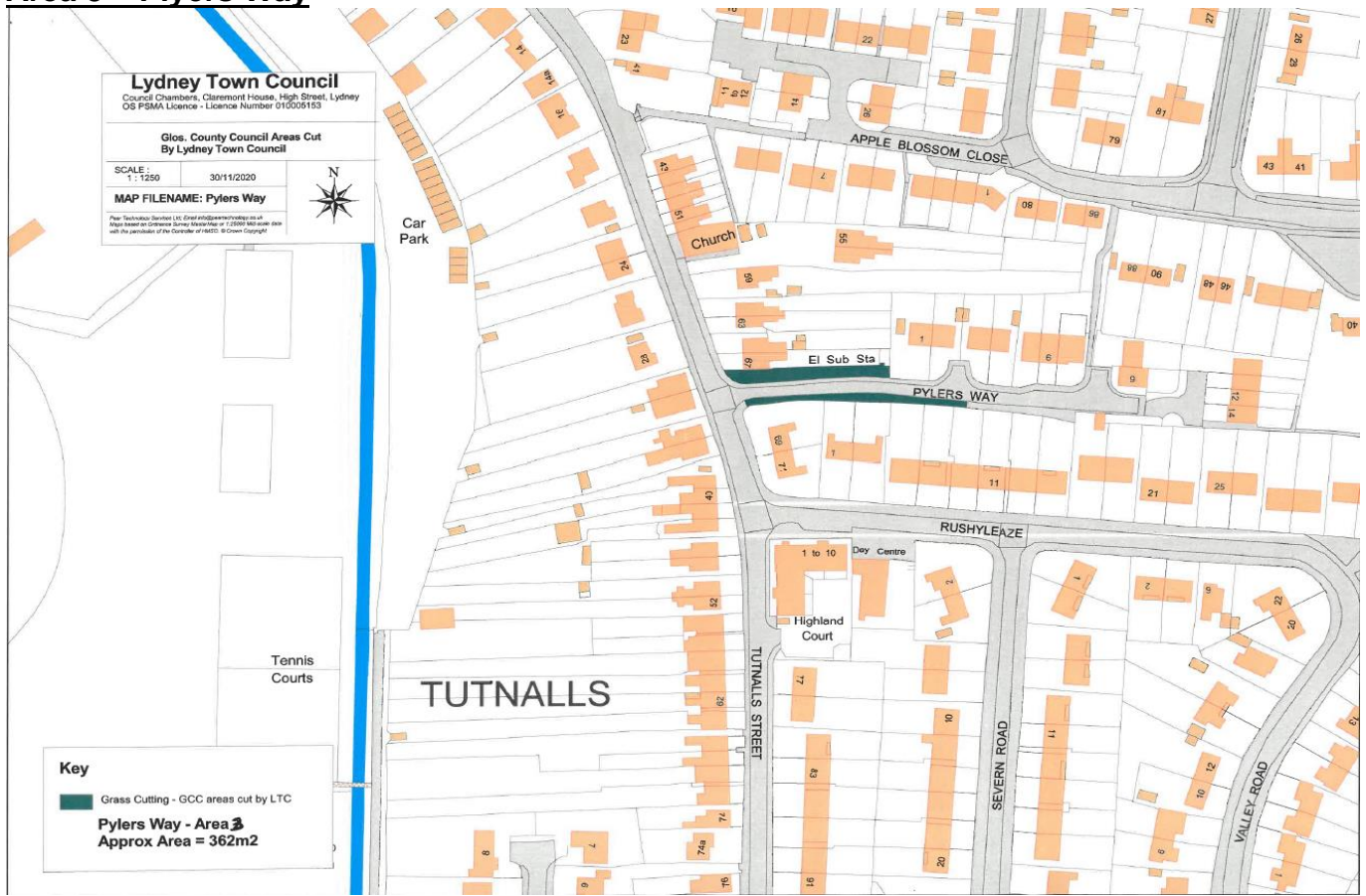
Area 1 - Woodland Rise



Area 2 - Aldersdale



Area 3 – Plyers Way



Area 4 – Kimberley Drive



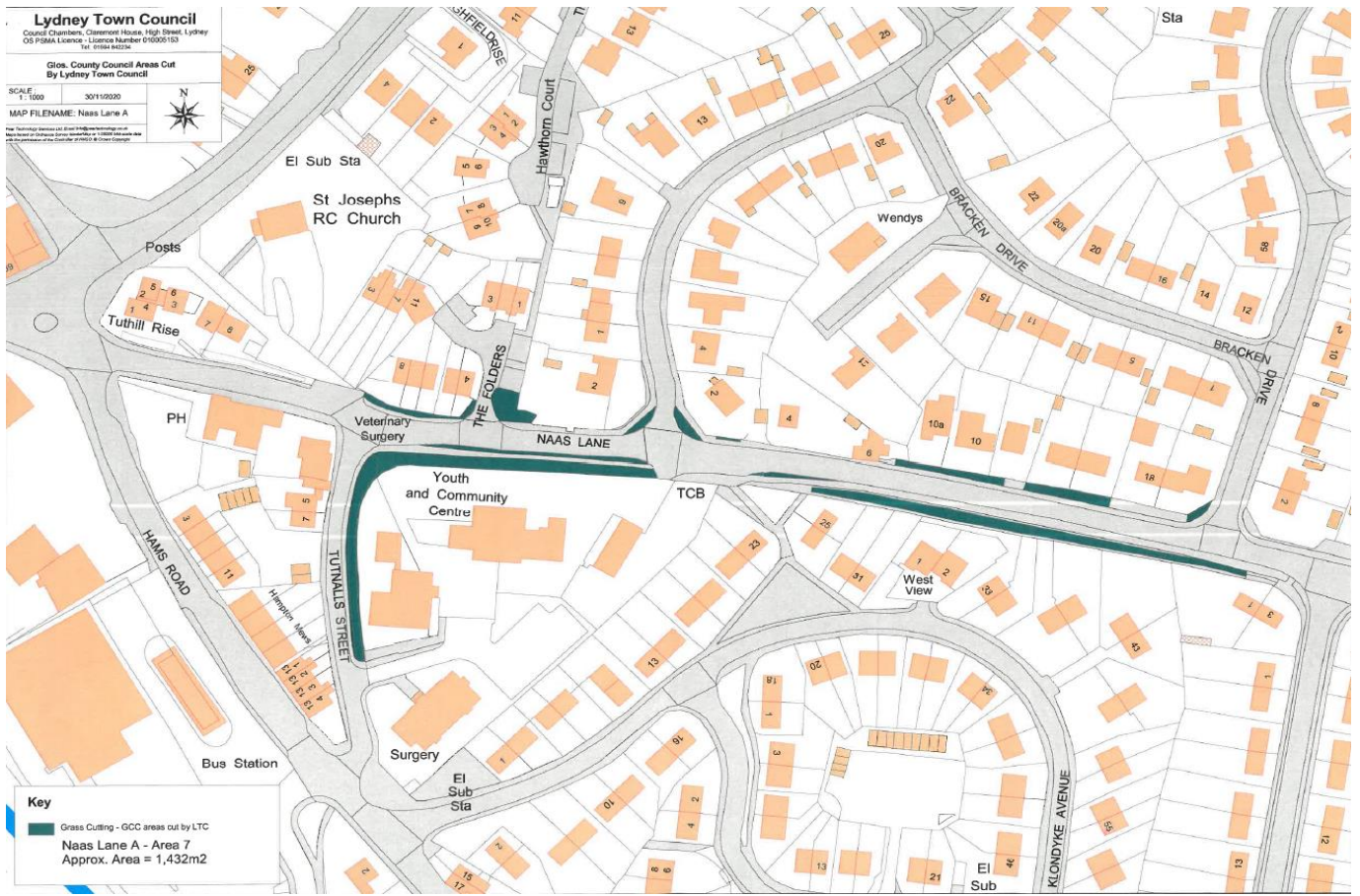
Area 5 – Windsor Drive



Area 6 – Centurion Way



Area 7A – Naas Lane

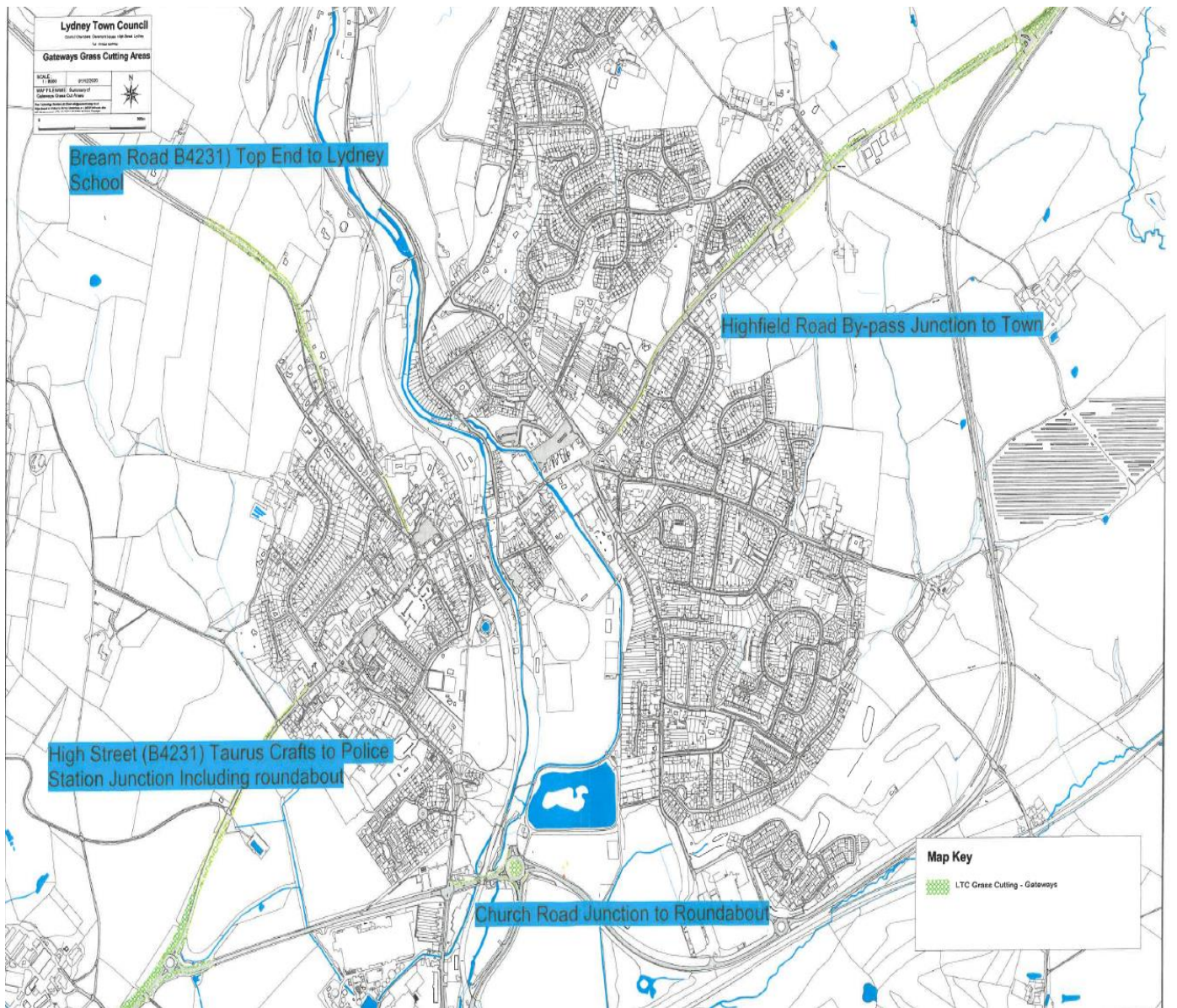


Area 7B – Naas Lane



Gateways Maps

Gateways Overview



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Council Chambers, Claremont House, High Street, Lydney
Tel: 01594 842234

Gateways Cutting

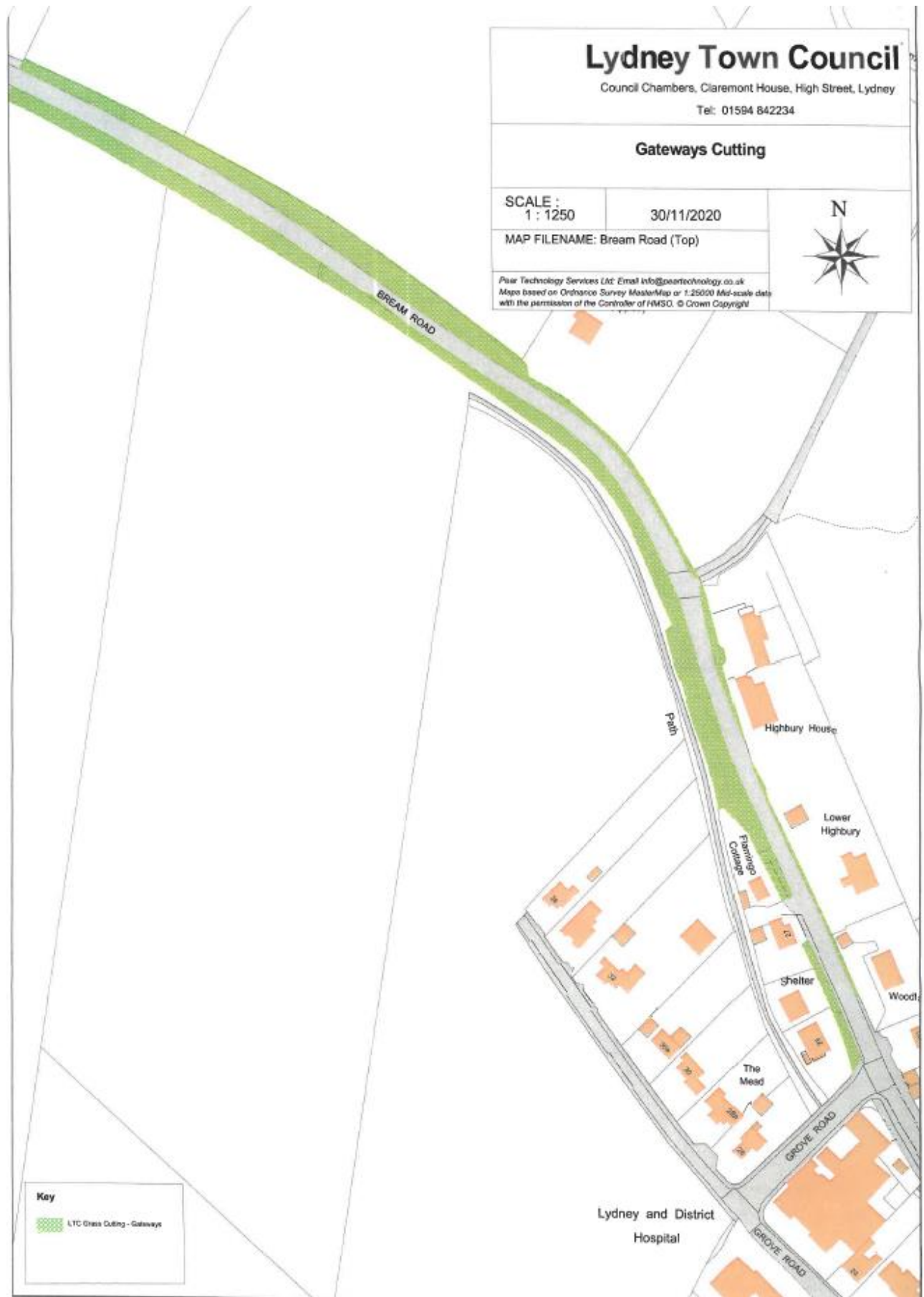
SCALE: 1 : 1250
30/11/2020
MAP FILENAME: Bream Road (Lydney School)

Pear Technology Services Ltd. Email info@pearotechnology.co.uk
Maps based on Ordnance Survey MasterMap or 1:25000 Mid-scale data with the permission of the Controller of HMSO. © Crown Copyright

Key
LTC Green Cutting - Gateways

The map shows a residential area with streets including Bream Road, Stanford Road, High Street, and Victoria Road. Landmarks include Lydney C of E Community School (VC), Cavendish Buildings, and the Lydney Railway (disused). A green cutting area is highlighted along Bream Road.

Bream Road (Top)



High Street



Church Road Junction (By-pass Roundabout)

