



**GRASS CUTTING
AND GROUNDS MAINTENANCE
CONTRACT**

2024 - 2028

MOUNTSORREL PARISH COUNCIL

GRASS CUTTING AND GROUNDS MAINTENANCE CONTRACT

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MOUNTSORREL PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

INVITATION TO TENDER

1. Mountsorrel Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Grass Cutting and maintenance in accordance with the Contract documents attached, which comprise of:-

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Commercial Information
Appendix E	Form of Tender
Appendix F	Declaration

2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Parish Manager by no later than one week before the closing date.
4. The tender shall be submitted on the Form of Tender attached at **Appendix E**.
5. Prospective Contractors should note that the Council is not bound to accept the lowest, 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.
6. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.
7. If having examined the tender documents you wish to submit a tender you should:-
 - (a) Fully complete and return the following documents:

Appendix D	Commercial Information
Appendix E	Form of Tender
Appendix F	Declaration
 - (b) **Return tenders and all related documentation to: -**

**Parish Manager
Mountsorrel Parish Council
2a Little Lane
Mountsorrel
Leics LE12 7BH**

By 12 noon on Friday 12 January 2024.

Tenders received late will not be considered.

- (c) **Please note that the package containing the tender must be clearly**

marked “Confidential: - Tender for grounds maintenance” on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.

MOUNTSORREL PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

STANDARD CONDITIONS OF CONTRACT

Contract Documents

The Contract Documents will comprise:

Appendix A	Standard Conditions of Contract
Appendix B	Specification of Works
Appendix C	Schedule of Works
Appendix D	Commercial Information
Appendix E	Form of Tender
Appendix F	Declaration

Officer

The Officer will be the Parish Manager.

Extent of Work

Generally, the work will comprise of the cutting of grass, strimming, hedge trimming and selective weed control where specified on land within the parish of Mountsorrel. To include strimming around play equipment, street furniture, trees, bushes, fences, hedges and all other site fixtures and fittings. To include grass removal from all play safety surfaces and footpaths by sweeping or blower.

Site Details

The sites are all located throughout Mountsorrel.

Before tendering, the Contractor is advised, at his own discretion, to visit the sites to satisfy himself as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant industry standards.

The Contractor is to provide all tools, cutting machinery and plant together with fuel etc. The Council will not be liable for any damage to any contractor's equipment caused by carrying out these works. The contractor is to provide any equipment including transport which is required to carry out the work.

Additional Erection/Installation

The Council could add additional outside fixtures and fittings during the period of the Contract and no application from the Contractor to adjust the Contract price will be considered.

Duration of Contract

The duration of the Contract will be from 1 April 2024 until 31 March 2028, with the final decision on the duration of the Contract to be made by the Council after the tenders have

been received. Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term.

Payment to Contractor

The full contract sum shall be paid in equal monthly instalments throughout the year, on receipt of monthly invoice from Contractor.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving three months notice.

Insurance

The Contractor is required to have a minimum of £10,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Parish Manager prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract.

Notes to Tenderers

- a) Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.
- b) The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.
- c) The Contract is capable of being split into the following: (if prospective Contractors would like to tender for only part of the contract)
 - 1. Grass Cutting & Grounds Maintenance – Quotations 1 – 10
 - 2. Hedge Cutting – Quotation 11
 - 3. Litter Collection Cover – Quotation 12
- d) A price shall be inserted against each item on the Form of Tender.
- e) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- f) Weed killing chemicals must conform to Council policy and must only be applied where specified and must be applied by certificated staff. Evidence of certification must be provided to the Council.
- g) A regular inspection will be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.

- h) Invoices presented for payment must include a schedule of the works completed in that month including the dates of the work.
- i) Contractors are asked to contact the Parish Manager if any clarification is required.

MOUNTSOREL PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

SPECIFICATION OF WORKS

1.1 GRASS CUTTING

- 1.2** (i) Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris.
- (ii) The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.
- (iii) The Contractor must be mindful of safety at all times as some areas may involve children playing and dog walkers.
- 1.3** The Contractor will 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. Any damage or areas of grass not cut to the approval of the Council from such lack of maintenance will be made good by the Contractor at his own expense and to the satisfaction of the Council.
- 1.4** The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations. The Contractor will provide his staff with all safety equipment, (boots, reflective vests, ear defenders etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
- 1.5** During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Council sanctioning such an operation in writing, in advance.
- 1.6** All grass will be cut cleanly and evenly and without damaging the existing surface.
- 1.7** The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure that all grass clippings and other arisings are cleared from all paved areas, playground equipment safety surfaces, memorial stones, paths and public footpaths, etc., by sweeping or using a blower.
- 1.8** Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
- 1.9** Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.
- 1.10** Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.

- 1.11** In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting “divots” from the machine rollers or cutters.
- 1.12** Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Council.
- 1.13** Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting, and replaced before the Contractor leaves the site.
- 1.14** Mowing around obstructions including seats, trees, fence lines, posts, and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location.
- 1.15** In areas that contain bulbs or corms, the Contractor will ensure that the emergent bulbs are not cut. These areas will not be cut again until four weeks after flowering.
- 1.16** All persons operating grass cutting machinery must be satisfactorily trained, and the Council reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.

Cemetery Standards

- 1.17** When working in the cemetery, it is the contractor's responsibility to be aware of any activities taking place therein. No mechanical equipment will be used whilst any burial service is taking place.
- 1.18** The contractor and staff working in the cemetery will stay out of sight whilst a burial service is taking place.
- 1.19** Care must be taken when using heavy machinery within the burial grounds, so as to avoid the collapse of any underground grave or vault. Should a grave or vault collapse, the contractor should notify the Parish Manager immediately. The contractor will make good at his own expense any damage caused by the use of inappropriate equipment.
- 1.20** After cutting an area, the contractor will wipe / blow off any grass cuttings that have been deposited on any monument, headstone or similar feature and pick up the arisings and carry them offsite.
- 1.21** The areas to be mown include grass around the graves, grass paths, grave mounds and grass / vegetation on kerbed memorials.
- 1.22** Care must be taken to ensure that there is no interference with floral tributes / plants or containers placed on the graves. Damage caused by the contractor to memorials / grave surrounds are to be advised immediately to allow the Parish Council to arrange inspection and checks. Failure to report the damage will result

in a full cost of reinstatement being paid for by the contractor. Heavy machinery must not be used near to graves to prevent any damage occurring.

- 1.23** The contractor must ascertain for themselves the extent to which larger pedestrian controlled machinery can be utilised.
- 1.24** All grass cuttings and strimmings that land on grave memorials must be removed immediately and not allowed to “dry on”.
- 1.25** All arisings will be removed from paths, gutters and surrounds associated with grass areas as mowing progresses.
- 1.26** No damage must occur to paths / roads due to heavy equipment being driven over them.
- 1.27** Mowers and strimmers must not be allowed to damage or mark the surface of the turf or any adjoining paths and grave stones.
- 1.28** Refuelling of mowers must not be carried out on grass areas. Any spillages must be cleared up and the Parish Manager informed immediately.
- 1.29** Any paper or rubbish etc shredded during the mowing operation must be cleared before the area is left and taken off site. The frequency of cutting may be extended, omitted or delayed, at the discretion of the Parish Manager, e.g. extended due to excess growth or for a specific purpose, omitted or delayed due to drought conditions.
- 1.30** Where raking up is required to be done due to the contractor’s failure to comply with the work programme, it will be carried out at the contractor’s expense.

MOUNTSORREL PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

SCHEDULE OF WORKS

QUOTATION 1

MOUNTSORREL CEMETERY, LEICESTER ROAD,

Fortnightly During period February to November inclusive

1. Box mow and **remove grass from all areas** (offsite) **Garden of Remembrance and Interment of Ashes area**, and the area to be kept short and neat at all times.
2. Mow over grave areas with 18" mower or equivalent.
3. Edge up around grave areas including Garden of Remembrance and Interment of Ashes area with **a trimmer** and remove all grass arisings from memorials.
4. Chemical spraying, including around fencing and perimeters as and when necessary.

QUOTATION 2

LOUGHBOROUGH ROAD PLAYING FIELD

1. To cut grass fortnightly during March to October including all necessary detailed work.
2. Strim up to the **FULL** perimeter of the field at least once a month during March to October.
3. Strim around seats and play equipment at least once a month during season.
4. Chemical spraying, including around fencing and perimeters as and when necessary.

QUOTATION 3

HALSTEAD ROAD PLAYING FIELD

1. To cut grass on the entire playing field (including new areas shown on map titled **3B***) which includes one football pitch, on a fortnightly basis during March to October inclusive.
2. To include at least one pre-season cut.
3. Strim up to **FULL** perimeter of the field at least once a month during March to October.
4. Strim around pavilion, car park and all seats at least once a month during March to October.
5. Chemical spraying, including around fencing and perimeters as and when necessary.
6. **Car Park** - weed and tend shrub beds, spray weeds in car park with chemical spray but not the hedgerows on a quarterly basis during March to October.
7. Copse around BMX track and skateboard ramp - flail mow at least once a month during March to October.
8. Where pitches are involved cutting should be no later than **THURSDAY** preceding weekend matches.
9. Mow small grass area inside the play area after first securing the site from users.
10. To cut the wildflower verge on the eastern side of Area 1 on Map 3B once per annum (usually in October as this must be done after flowering).

*Please note that the sections identified as Area 1 (half of this on the eastern side to be left as a wildflower area), 2 and 3 as shown on the map titled **3B** will be applicable from the commencement of the contract.

The sections identified as Area 4 and the Future Areas on the map titled **3B** will require quoting for but will not be applicable from the commencement of the contract and are more likely to be applicable from Year 3 of the contract onwards.

QUOTATION 4 **WAR MEMORIAL PLAYING FIELDS, LITTLE LANE**

1. To cut grass on the entire playing field to include all football pitches **BUT NOT THE CRICKET PITCH**** on a fortnightly basis during the period March – October inclusive
2. Cricket pitch outfield - to be double cut. Fortnightly during the season but **no earlier** than Thursday preceeding weekend matches.
3. Cricket Square - **This is NOT to be touched.**
4. To include at least one pre- season cut.
5. Strim around seats, play equipment and up to **FULL** perimeter of the field at least once a month.
6. Chemical spraying, including around fencing and perimeters as and when necessary.
7. To box mow, collect and strim the grass in the play area and car park once a fortnight during the season.
8. Where football pitches are involved, cutting should be **no later** than **THURSDAY** preceding weekend matches during August to May.
9. Grass to be cut in the week before the Mountsorrel Revival event (this takes place on the second Sunday of August).
10. To strim all three footpaths leading onto the Playing Fields.

** Please note that the references to the Cricket Pitch are likely to alter from Year 3 of the contract onwards when the location of cricket is moved to Halstead Road (as referenced at Quotation 3).

QUOTATION 5

THE GREEN, MOUNTSORREL

Fortnightly During period February to November inclusive

The Green is considered to be one of the most attractive areas in Mountsorrel and it is the wish of the Parish Council that it be maintained to present the area at its best.

1. To cut grass both sides of the road.
2. To strim around seats and posts.
3. To cut grass on verges on the corner of Rothley Road and under the rocks opposite Christ Church.
4. To sweep paths after mowing and remove all leaves from grass and take them away after the autumn fall.
5. Bulbs have been planted in the grass and so should be avoided until they have died down sufficiently.
6. Chemical spraying, including around fencing and perimeters as and when necessary.

QUOTATION 6

THE PEACE GARDEN, SILEBY ROAD, MOUNTSORREL

Fortnightly During period February to November inclusive

1. Box mow and **remove** grass from **all** areas (offsite) and the area to be kept short and neat at all times.
2. To trim around seats.
3. To clear paths as necessary after mowing and remove all leaves from grass and take them away after the autumn fall.
4. Bulbs have been planted in the grass and so should be avoided until they have died down sufficiently.
5. Chemical spraying, including around fencing and perimeters as and when necessary.

QUOTATION 7

BARONS WAY, MOUNTSORREL

To trim the spinney behind the wall, the area at the bottom of the road and the footpath to the gate – and to blow pathways afterwards to keep neat and tidy at least once a month (March to October).

Chemical spraying, including around fencing and perimeters as and when necessary.

QUOTATION 8

THE ALLOTMENTS, HALSTEAD ROAD

To cut both areas of grass in the car park – box mow and collect at least once a month during the season (March to October)

Chemical spraying, including around fencing and perimeters as and when necessary.

QUOTATION 9

MOUNTSORREL GRASS VERGES & VEGETATION MAINTENANCE

Attached at **Annex A** (page 17) is a list of the roads in Mountsorrel with grass verges and vegetation that require cutting / maintenance every six weeks during April to October and 2 cuts between November and March.

To cut the wildflower verge on Granite Way once per annum (usually in October as this must be done after flowering).

QUOTATION 10

CASTLE HILL, MOUNTSORREL

All work to be undertaken five times during March to October but preferably late March, May, July, September and end of October. Please note that this area has a steep cliff edge.

Mowing and Strimming of: -

1. Flat top around the Memorial .
2. To cut large areas of grass at the top of Watling Street and area on The Navins and to collect the grass.
3. To clear six foot approximately each side of path, Watling Street (snowberry area) and to collect the grass.
4. Six foot each side of the Navins down to Rothley Road and to collect the grass.

Weed spraying of paths in the following locations: -

1. Long path at the rear of Leicester Road flats.
2. Steps from Watling Street to flat top (Memorial).
3. Around the big rocks down to the Navins.

Removal of Ragwort.

QUOTATION 11

MAINTENANCE AND PRUNING OF HEDGES / SHRUBS / BUSHES / SMALL TREES

- To cut hedges and small trees to an accepted horticultural standard with particular reference to the nesting season and to hibernating animals.
- To trim overgrown vegetation.
- The Contractor shall cut back the current growth to the point of the previous cut, and the hedge shall be trimmed, pruned back to the same height, width and general shape as that which existed at the completion of the last trim.
- The Contractor shall be responsible for disposing of all material cut back and pruned and for leaving all sites in a tidy condition.
- Any major cutting back to be done after the nesting season.
Twice a year in August/September and February/March.

Key Aims: -

- To provide neat managed hedges to an agreed height.
- To prevent hedges / small trees etc affecting footpaths or vision splays.
- To ensure that footpaths are wide enough to allow access for wheelchairs and pushchairs.

We recognise that work on site is weather dependent.

Timing of work to be notified in advance to the Parish Manager.

LOUGHBOROUGH ROAD PLAYING FIELD

- 1) General tidying of overhanging trees and verges.

HALSTEAD ROAD PLAYING FIELD

1. Hedges and brambles etc surrounding the entrance and right round the perimeter of the car park need to be cut right back, open up footpaths and clear around gates. Some cutting back of the central area.

2. The pathway from the entrance near to Churchill Road
3. The pathway leading up to the entrance from Glebe close.

MEMORIAL PLAYING FIELD, LITTLE LANE

1. Hedges/bushes at the entrance and pathway from Little Lane before and after the gate needs height maintaining.
2. Both entrances from the Leisure Centre car park, cutting back to permit access.
3. The other footpath entrance in top left-hand corner, cutting back bushes to widen entrance.
4. Cutting back underneath the trees adjacent to Little Lane properties on the War Memorial Playing Field.
5. Little Lane on the left facing towards Leicester Rd, between the car park and Vision Projects building.
6. Little Lane car park bushes at entrance and around the edges.

CASTLE HILL

1. The footpath that leads up to Castle Hill Memorial from the bottom of Watling St. Weeding of the steps and clearing, low shrubbery
2. All the scrubland surrounding the War Memorial, brambles and bushes need cutting back.
3. Removing self-set trees on the banks and top of Castle Hill.
4. Ground between Rock Apartments boundary fence and public footpath to make sure footpath is accessible, hedges are at reasonable height, remove brambles.
5. Hedges at the junction of Crown Lane/Watling St/The Navins on the bend in the road.

THE PEACE GARDEN, SILEBY ROAD, MOUNTSORREL

1. Maintain trees and bushes at the bottom by the river and along the side.

BARONS WAY, MOUNTSORREL

1. The trees and undergrowth in the Spinney on the left entering Barons Way to be maintained, grass strimmed and rubbish removed.
2. Keep the footpath to the War Memorial Playing Fields clear.

THE ALLOTMENTS, HALSTEAD ROAD

1. General tidying of area around the car park.

THE MEMORIAL CENTRE (MMC)

1. Hedge to the left of the MMC (when facing) by the bin store needs to be kept under control and its height managed.
2. Hedge along the boundary with the Baptist Chapel to be kept under control and its height managed.
3. Trees within the MMC car park to be maintained to manage their height.

COUNCIL OFFICES LITTLE LANE

1. General tidying, cutting back hedges and shrubs.

NEW HALSTEAD ROAD CRICKET PITCH AREA

1. All hedges surrounding the fields where they intrude on footpaths etc.
2. Hedges in the site that we are responsible for (see map titled **Quotation 3B**) (Areas 1, 2 and 3 to be included from the start of the contract whilst Area 4 and Future Areas marked are likely to be required from Year 3 of the contract).

QUOTATION 12

LITTER COLLECTION COVER

Litter collection cover to be implemented at varying times during the year to cover employee annual leave.

Areas to be litter picked and where litter bins / dog bins are to be emptied are as follows: -

1. Castle Hill Memorial (please note that this area has a steep cliff edge)
2. Halstead Road playing field
3. Loughborough Road playing field
4. War Memorial Playing Fields, Little Lane
5. Mountsorrel & Rothley Community Heritage Centre, Swithland Lane
6. Walton Way / Halstead Road junction
7. Speedwell Road / Leicester Road junction

Litter collection includes removal of dog fouling to ensure all areas are clean and well maintained.

GRASS CUTTING – AREAS INCLUDED IN SLA – 19,200 SQUARE METRES

Balmoral Road	Orchid Close
Barnard Way	Partridge Close
Beeches Avenue	Rochester Close
Belvoir Close	Rockhill Drive
Boundary Road	Rockingham Road
Caernarvon Close	Rosslyn Avenue
Carisbrooke Road	Speedwell Road
Castle Road	Stirling Close
Cross Lane	Swallow Close
Crown Lane	The Green
Dover Close	The Homestead
Edinburgh Way	The Navins
Field Crest	Walton Way
Fort Road	Watling Street
Grange Lane	Waughs Drive
Halstead Road	West Cross Lane
Hawthorn Road	Willow Grove
Heron Close	Windmill Close
Highfields Road	Windsor Close
Iris Close	
Kenilworth Close	
Kingfisher Road	
Leicester Road	
Loughborough Road	
Mallard Road	
Marigold Lane	
Meadow Road	
Mountsorrel Lane	
Orchard View	

MOUNTSORREL PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

COMMERCIAL INFORMATION

Part A

Commercial Information

A.1. Company/Organisation identity –

A.1.1. Company name of organisation submitting the tender:

A.1.2. Contact name and position in organisation:

A.1.3. Company address:

A.1.4. Contact telephone number:

A.1.5. Contact e-mail Address:

A.1.6 Company Web Site Address:

A.1.7 Company Registered Address if different from above:

A.2 Areas of Business

A.2.1 Please indicate below the principle areas of business activity of your organisation:

A.2.2 Please indicate which elements if any of the services your organisation anticipates may be sub-contracted:

A.3 Insurance

A.3.1 Please provide a copy of your organisation's insurance certificates and provide the required information regarding your company/organisation's insurance cover:

Public Liability Insurance Min £10,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	
Employers Liability Insurance £5,000,000	
Insurer	
Policy Numbers	
Expiry Date	
Limits of indemnity (per occurrence and aggregate)	
Excess (if any)	

A.4 Health and Safety

A.4.1 Please supply the name and designation of the person responsible for the implementation of the organisation's Health and Safety Policy and Risk Assessments.

- A.4.2 If you employ 5 or more employees, please enclose a copy of your current Health and Safety policy.

- A.4.3 If you employ less than 5 employees, please tell us how you ensure that your Health and Safety measures are put into place and practiced within your organisation.

A5 Environmental Sustainability

- A.5.1 Please enclose a copy of any environmental management certification that your organisation holds. If you do not have any certification, please detail how your organisation complies with environmental legislation.

Part B

TECHNICAL CAPABILITY

B.1 Previous Experience

- B.1.1 Please provide information of your organisation's technical capacity and expertise and experience over the past five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies.

- B.1.2 Please detail below any problem/delay that has been encountered by your organisation when implementing new contracts such as this. If problems / delays have been encountered, please explain how the situation was resolved.

-
- B.1.3 Bidders must have existing experience of all the equipment that is currently in use in order to ensure that they can deal with faults from the start of the contract.

B.2 Staff Skills and Development

- B.2.1. Please indicate below whether any operatives you employ and would expect to engage on this contract have specific skills/qualifications related to the range of requirements set out in the specification.

Skill / qualification	Number of operatives

- B.2.2 Please provide details of your current training policy/procedures (including any health and safety training), and describe how you ensure that skills are maintained.
Max 400 words

--

C.1 References – please provide 2 references

Please provide details of two companies for which you have delivered similar projects that will provide reference. The Authority will take up two references.

Reference 1

Company Name	
Company Address	
Contact name	
Contact Phone Number	

Contact e-mail address	
Website details	
Contract start / end dates	
Value of contract	
Brief description of contract including use of sub-contractors if applicable	

Reference 2

Company Name	
Company Address	
Contact name	
Contact Phone Number	
Contact e-mail address	
Website details	
Contract start / end dates	
Value of contract	
Brief description of contract including use of sub-contractors if applicable	

Part D

TECHNICAL PROPOSAL

D.1 Service Requirements

D.1.1 Please detail below the format in which your organisation can receive Service Requests

--

D.2 On-site Arrangements

D.2.1 What arrangements does your organisation have for the removal and recycling of any rubbish and debris accumulated during the supply of the services?

D.3 Quality of work and Supplier conduct

D.3.1 Please detail the checks that your organisation will make to ensure that the services will be carried out by a suitably trained and competent team / member of staff:

D.4 Sub-Contracting

D.4.1 Please detail your organisation's methodology for employing sub-contractors and ensuring that sub-contractors if used on this contract are fully compliant with the terms and conditions of the Framework Agreement.

Appendix E

MOUNTSOREL PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

FORM OF TENDER

	2024-25	2025-26	2026-27	2027-28
Quotation 1	£	£	£	£
Quotation 2	£	£	£	£
Quotation 3	£	£	£	£
Quotation 4	£	£	£	£
Quotation 5	£	£	£	£
Quotation 6	£	£	£	£
Quotation 7	£	£	£	£
Quotation 8	£	£	£	£
Quotation 9	£	£	£	£
Quotation 10	£	£	£	£
Quotation 11	£	£	£	£
Quotation 12	£	£	£	£
Cost for Quotations 1 – 12 inclusive	£	£	£	£

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We understand that Mountsorrel Parish Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Signed:

Name:.....

Position:

Date:.....

Of:
.....

Address:
.....

Telephone Contact number:

Declaration

I certify that the information supplied is accurate to the best of my knowledge and belief.

I understand that Mountsorrel Parish Council may contact anyone to verify this information, and that false or misleading information could result in my/our exclusion from the select tender list.

I also understand that it is a criminal offence, punishable by imprisonment to give or offer to give any gift or consideration whatsoever as an inducement or reward to any servant or member of a public body. In addition, your specific attention will be drawn to the clause in the proposed contract empowering the Authorities to cancel the contract and to recover any loss from the contractor if the contractor has offered any gift or inducement of any kind in relation to obtaining the contract.

Signed

Position held

For and on behalf of

Date

Before returning this application form, please ensure that you have: -

- Answered all questions.
- Enclosed all relevant documents.
- Completed the above declaration.