**Millbrook Parish Council   
Grass Cutting & Maintenance Contract**

**for 2022-23, 2023-24 & 2024-25**

# Schedule of Work

|  |  |
| --- | --- |
| Playing Fields | All grassed areas on plan (1) in accordance with the grass cutting specifications  set out in this document, areas A to F. |
| Graveyard | All grassed areas on plan (2) marked A |
| Hounster Hill | All grassed areas on plan (3) marked |
| Mill Road & Southdown Road | All grassed areas on plan (4) marked A & B |
| Annual Lake Flail | 2 metre perimeters of the lake to be flailed between 1st October & 15th November |
| **Area adjacent to  Millbrook Pharmacy** | All grassed areas on plan (5) |

# Tender requirements for grass cutting & maintenance in Millbrook Village including the Burial Ground (new section)

1. Contractors should acquaint themselves with the conditions of work before tendering and ask all questions by email to the clerk before submitting their bids.
2. The Contractor will be expected to cut the grass at their discretion if the grass does not grow due to drought or grows faster than normal due to wet and warm conditions. The expectations are to cut the grass as per conditions below and it will be the contactor’s responsibility to determine the time to start and finish cutting depending on each season in consultation with the Parish Clerk.
3. Quotations are to be submitted exclusive of VAT.
4. The Contractor shall include in the tender for everything necessary to complete the works.
5. The Contractor shall comply with the Health and Safety at Work regulations and all other statutes and regulations. If working alone, they will be expected to notify a supervisor, line manager, work colleague or family member of their whereabouts and expected duration of the work. Any operative employed by the Contractor must be suitably trained and qualified for the work.
6. Before the contract can commence, the successful Contractor shall supply to the Parish Clerk a copy of their current public liability insurance policy, a risk assessment and two references from clients of similar standing. The latter is not required where contractors are known to the Parish Council. It is expected that contractors will be able to provide references from clients with whom they have similar contracts.
7. The contract will run for a period of three years, i.e., from April 2022 until April 2025. There may be an option to extend this contract at the same value if the council are satisfied with the standard of work after this period.
8. The Contractor is to provide all necessary equipment to cut the grass on the area coloured on the attached plans, including carefully cutting around all the gravestones, and under and around seats, benches and tables. The grass must not exceed 15cm in height, except in rewilding areas shown on the plan and or as agreed writing with the Council.
9. 30cm band width to be left around all trees.
10. No growth regulators are to be used.
11. In the interests of health and safety all grass cuttings and strimmings must be removed from pathways and children’s play hard surfaces. Any clippings left on grass areas must be evenly distributed.
12. The Council reserves the right to clarify any statements on submitted tenders and specifications with contractors before making any decision.
13. The Council reserves the right to offer the contract to the most economically advantageous bid and not necessarily the lowest bid.
14. The Contractor must provide all necessary personnel to perform the job and provide method statements to cover all aspects of Health and Safety regulation.
15. The Contractor shall at all times maintain in force such policies of insurance, with reputable insurers or underwriters approved by the Council, as shall fully insure against such risks as the Council in its absolute discretion may require, and indemnify the Council against any damage, loss or injury which may occur to any property or to any person by or arising out of or in connection with the provision of the service in the minimum sum of £5million for any one claim for property damage, unlimited for personal injury.
16. The Contractor will be expected to provide copies by email of all insurance policies at their renewal anniversary to the Clerk to prove continuity.
17. The Council reserves the right to add or remove areas to be cut during the period of the contract and the Contractor will be invited to provide a cost/reduction where applicable in writing to the Clerk. This will then be added to the schedule and be a binding part of the contract.
18. The Council will not be liable for any damage or loss to equipment incurred by the Contractor during the period of the contract howsoever caused. The Contractor is expected to survey each area before cutting commences to ensure no obstacles or stones are present.

# Grass Cutting Specification – Millbrook Village / Recreation Park

## PLAN (1)

### Area A

From the New Road southern entrance (nearest the village centre) to the kingfisher bank, between the path and the lake.

* Left uncut between April and October apart from 2m margin to the tarmac path.
* Informal paths to the lakeside, benches and tables to be cut to 1m width.
* The areas around the benches and tables to be cut.
* Lakeside vegetation to be cut to a height enabling vistas to be maintained.
* The area of brambles behind the kingfisher bank to remain.

### Area B

From kingfisher bank to dam, between path and lake.

* Only cut 2 metre band along the edge of the path, remainder left uncut until flailed once in the autumn.

### Area C

From New Road southern entrance to the dam i.e., the other side of the path to Areas A and B.

* Left uncut between April and October apart from 2m margin to the tarmac path.

The Orchard

* Left uncut until the final cut of the year, but maintaining two 2-metre-wide access paths as indicated on the map, which join and link to the main playing field.

Main Playing field

The main playing field extending to the path from the northern entrance to New Road to Mill Road.

* A mosaic of short and long grass to be maintained in an informal design subject to discussion with the Clerk.
* Paths through the bramble patches to be maintained with short grass and ensuring overhanging foliage does not interfere with the safe use of the path.

However, wildlife areas should be left uncut. These include:

* a 6-metre band along the edge of the bramble patch and existing islands of long grass
* a 6-metre band along the fence adjoining New Road

### Area D

The Children’s Play Area, ‘Tractor Park’

* Grass cut between April and October to maintain a maximum height of 10cm.

### Area E

Junior football field and area around tennis court

* Grass cut between April and October to maintain a maximum height of 10cm

### Area F

Lower Anderton Road, from the bridge by the doctors’ surgery (nearest the village centre) to the dam, between the road and the south side of the lake.

* Grass cut between April and October to maintain a maximum height of 15cm.
* No rewilding areas along this section apart from bankside vegetation.

# Grass Cutting Specification - The Graveyard

## PLAN (2)

### Area A - Open graveyard

* Grass cut between April and October to maintain a maximum height of 10cm.
* Paths to be maintained all round the grave plots.
* Grave plots to be left uncut.

### Area B - Closed graveyard. Do not cut. This is cut by Cormac.

# Grass Cutting Specification – Hounster Hill

## PLAN (3)

* Grass cut between April and October to maintain a maximum height of 15cm.

# Grass Cutting Specification – Verges at Southdown

## PLAN (4)

### Area A - between the football pitch fence and Mill Road

* Grass cut between April and October to maintain a maximum height of 15cm.

### Area B - Verge along Southdown Road between its junctions with Mill Road & Parsons Court

* Grass cut between April and October to maintain a maximum height of 15cm.

# Tender form

Price to include all items in conditions 1 – 18 (pages 1 & 2)

(Note if you are completing the form online there is no need to fill in this section).

|  |  |  |
| --- | --- | --- |
| **Tender price for 2022 - 2023** | **Tender price for 2023 - 2024** | **Tender price for 2024 - 2025** |
| £ | £ | £ |

# Company / Personal information

Please complete in block capitals

|  |  |
| --- | --- |
| Name of contact |  |
| Company name (if applicable) |  |
| Address |  |
| Telephone |  |
| Email address |  |
| Company website |  |

# Submission requirements

1. All tenders are to be either:
2. completed online via the Council’s website.
3. marked in a plain envelope for the attention of the Parish Clerk and clearly marked **‘Grass Cutting Tender’** on the top left-hand corner
4. sent to the Clerk by email: ‘Grass Cutting Tender’ should be stipulated in the subject line.
5. You should also enclose / attach the following:
6. Method statements (description of equipment used, number of operatives carrying out the work, short description of how you intend to fulfil the terms of the contract).
7. Completed Council’s contractor application form (any successful contract will be subject to the Council receiving satisfactory references).

3. Applicants may be asked to submit a presentation to the Asset & Open Spaces Task Group.

Please retain a copy of this tender for your own records as contractors and their staff will be expected to be fully conversant with the schedule and conditions throughout the period of the contract. Return one copy to the Parish Clerk at the address below.

**Millbrook Parish Council, Village Hall, The Parade, Millbrook, Cornwall. PL10 1AX.**

**Email: theclerk@millbrook-pc.gov.uk.**

Closing date: **31st January 2021.**