

Invitation to tender for:

Grass cutting contract for South Marston Parish Council (April 2018 – March 2019)

South Marston Parish Council invites offers for the supply of grass cutting services within the parish of South Marston.

Your tender must be submitted in compliance with the following documents which accompany this invitation to tender:

- Instructions to Tenderers
- Details of tender
- Tender submission form

It is the responsibility of the tenderers to ensure that offers are received by **10.30am on Friday 17th November 2017**. Tenders received after this time shall not be considered.

Tenders can be sent via post to Claire Penny at the address at the foot of this letter or via email.

Please acknowledge receipt of this Invitation to Tender by emailing Claire.Penny@Southmarston.org.uk, confirming whether you intend to offer. Tender submissions can be sent to the same address.

Should you have any queries, or wish to arrange for a tour of the locations included in the tender, please contact me as soon as possible.

Yours faithfully

Claire Penny
Clerk & Responsible Financial Officer
South Marston Parish Council

Instruction to tenderers

1. Confirm receipt of the tender by emailing Claire.Penny@SouthMarston.org.uk confirming your intention to tender.
2. Review the tender details.
3. Address queries to Claire Penny and request site tour if required.
4. Complete tender submission form with prices for each item and details of your organisation. You may add any additional notes and comments on technical experience and equipment that you feel will be appropriate.
5. Send via post or electronically to arrive by 10.30am on Friday 17th November 2017

All tenders will be reviewed by the Clerk to ensure there are no omissions. Identifying details of your company such as name, will be removed before presentation to the Parish Council.

The Parish Council will review all tenders and select based on price, skill, technical experience and company stability.

The successful company will be notified shortly afterwards and will receive a contract for signature the following month. Unsuccessful companies will be notified shortly afterwards also and their details kept on file for future tenders.

Details of tender

Background:

South Marston Parish are a semi-rural village with a population of around 700. We have a mix of green spaces – from community woodlands to grass football pitches. The Parish Council are responsible for the management of these spaces, whether through direct ownership or via agreement with the owners.

This tender will meet the current grass cutting requirements within the village from April 2018 to March 2019. The successful applicant will be expected to deliver a high standard of service whilst maintaining a positive, proactive working relationship with the Council.

The successful applicant will be expected to communicate regularly with the Council Clerk or the Council's Open Spaces Working Group on issues or recommendations they may have for areas under their care.

Service standards:

The successful Company will not subcontract any part of this work without the agreement of South Marston Parish Council.

All cuttings and strimming's to be taken away except where stated below.

All representatives of the successful company will behave in a respectful and considerate manner whilst working near members of the public.

The Parish Council retains the right to request additional services from the successful company during the term of the contact. The successful company retains the right to price this accordingly for the Parish Councils consideration.

The successful company will submit an invoice monthly for the services delivered in the month previously, unless otherwise agreed. Invoices must be received by the Council Clerk by the second of week of the month to receive payment that month. Payment will be by electronic bank transfer.

All invoices must include a detailed breakdown of the areas maintained (as below) and the dates work was done.

Service specifics:

Area & reference	Service required and regularity needed
PC1: Front Churchyard, Old Vicarage Lane, South Marston	Grass to be cut once in March and November and twice a month, April to October Path edge around church to be maintained via strimmer when needed
PC2: Back Churchyard, Old Vicarage Lane, South Marston	Grass to be cut once in March and November and twice a month, April to October Path edge around church to be maintained via strimmer when needed
PC3: Oak Tree Corner, Highworth Road, South Marston	1 metre strip to be cut in grass either side of the path and the central area around Wayfarer tree twice a month from May to October and once in November. This is to allow spring bulbs to die back after flowering.

	All grass cuttings to be left in pre-allocated 'eco mounds' at rear of site.
PC4: Grassed area by slip road opposite St. Michaels Cottage, Thornhill Road, South Marston	Mow and/or strim area once a month from March to November
PC5: The Orchard Meadow, The Orchard, South Marston	Grass in narrow entrance to be cut once a month March and November and twice a month, April to October. Recommended that hand mower is used. All other grass, with the expectation of the wild flower area under the trees, to be cut once a month March and November and twice a month, April to October. Recommended that non-hand mower is used. All grass cuttings to be left in pre-allocated 'eco mounds' to be established in the meadow.
PC6: Greenfields, South Marston	Cut grass at: <ul style="list-style-type: none"> • entrance corner (opposite number 13) • garage entrances • end of cul-de-sac in front of houses • Large central verge once a month March to November
PC7: Highworth Road, South Marston	Cut grass at verge at: <ul style="list-style-type: none"> • verge on Highworth Road at entrance to Greenfields (opposite side of the road to the letterbox) • from Greenfields corner up to opposite Byron Court • the verge outside Quarrybrook and Quarryfarm • garage entrances (access via path near allotment entrance) once a month March to November
PC8: Thornhill Road, South Marston	Cut grass at verge on corner of Ash Gardens once a month March to November
PC9: Recreation Ground frontage with Thornhill Road, South Marston	Cut grass verge between footpath and hedge once a month in March and November and twice a month April to October.
AL1: Allotments, Highworth Road, South Marston	Cut the main grass areas on the allotment site four times during the main growing season. This will not include the narrow paths between the plots or the new allotment site.
AEE1: Sevor Solar Farm, Nightingale Lane, South Marston	Cut grass along the permissive footpath (alongside the security fence) at least once per month April to October. Recommended that non-hand mower is used. Strim weed/nettle growth on the bridge and kissing gate entrance off Nightingale Lane as required.

Additional services:

The Parish Council are considering meeting to costs of services under the care of another village organisation. This decision will be made in November. Please quote separately for the following services to assist with this.

Should the Parish Council decide to provide the services then they will be added to the contract of the successful tenderer. If they decide not to, then the quoted prices will be passed to village organisation for their consideration.

Area & reference	Service required and regularity needed
SMRA1: Village Hall, Old Vicarage Lane, South Marston	Grass to be cut twice a month from March to November Roadside verge to be cut via strimmer twice a month from March to November Paths within village hall boundary to be sprayed with weed killer (non-harmful to animals and humans) or similar twice a year.
SMRA2: Recreation Ground, Old Vicarage Lane, South Marston	Strim once a month in March and November, and twice a month April to October: <ul style="list-style-type: none"> • area between play equipment, shelter and hedge • around seats and play equipment • to east side of path between Thornhill Road and the school To spray with weed killer (non-harmful to animals and humans) twice a year, around: <ul style="list-style-type: none"> • play equipment (but not the goalposts) • 5 seats such that they will not be damaged by strimming • along the path abutting the school fence

Grass cutting: Tender submission form

For the provision of grass cutting services for South Marston Parish Council:

Having examined the terms and conditions stipulated in the Tender Invitation Letter we,
_____, hereby offer to provide all services for the total sum detailed below.

Company detail:

Company name:	
Address:	
Contact name:	
Contact email:	
Contact telephone:	
Does your company have public liability insurance?	
How long as your company been established?	
Is your company equipped to handle electronic payments (Bank transfer)?	

Services quotation:

Area & reference	Price per visit	Total price for the year
PC1: Front Churchyard, Old Vicarage Lane, South Marston		
PC2: Back Churchyard, Old Vicarage Lane, South Marston		
PC3: Oak Tree Corner, Highworth Road, South Marston		
PC4: Grassed area by slip road opposite St. Michaels Cottage, Thornhill Road, South Marston		
PC5: The Orchard Meadow, The Orchard, South Marston		
PC6: Greenfields, South Marston		
PC7: Highworth Road, South Marston		
PC8: Thornhill Road, South Marston		
PC9: Recreation Ground, Old Vicarage Lane, South Marston		
PT2: Recreation Ground frontage with Thornhill Road, South Marston		
AL1: Allotments, Highworth Road, South Marston		
AEE1: Sevor Solar Farm, Nightingale Lane, South Marston		

Additional services quotation:

Area & reference	Price per visit	Total price for the year
SMRA1: Village Hall, Old Vicarage Lane, South Marston		
SMRA2: Recreation Ground, Old Vicarage Lane, South Marston		

Additional notes and comments on technical experience and equipment:

Declaration:

We agree to abide by this Tender for a period of 45 days from the date of submission (signed below) and that it may be accepted at any time before the expiry of that period.

We understand that the Employer is not bound to accept the lowest or any tender he may receive.

Signed:

Name:

Company:

Date: