COWLING PARISH COUNCIL

PO Box 579, Keighley, BD21 9FP

GRASS CUTTING CONTRACT 1ST APRIL 2010 – 31ST MARCH 2023

1. CONDITIONS OF CONTRACT

1.1 The extent of the Contract

The Contractor is to provide all equipment, labour and other items to carry out the work described below. The Council will not provide any assistance, service or equipment whatsoever.

1.2 **1ST QUOTE** - ***The work will consist of cutting grass on a cut and fine mulch drop basis,*** at all the sites named below. To include strimming around benches on the sites.
Also strimming around bench at Nan Scar and strimming around the bench at the end of the allotments by the Collinge Road Play Area.

1.3 **2nd QUOTE** – ***The work will consist of cutting grass on a cut and full removal basis at all the sites named below.*** To include strimming around the benches on the sites.
Also strimming around bench at Nan Scar and strimming around the bench at the end of the allotments by the Collinge Road Play Area.

SITES INCLUDED IN THIS CONTRACT – MAPS ARE ATTACHED:

Collinge Road Play Area
Main Recreation Ground including Memorial Garden and Childrens Play Area
Nan Scar Amenity Site
Middleton Recreation Ground
Hartley Memorial Field
To Include strimming around benches found on these sites and not named above.

1.4 The work above to be undertaken 10 times per year at regular intervals commencing April 2020.

2. SPECIFICATION

2.1 Litter should be picked from all areas to be mown at the start of each visit
2.2 Please see attached schedule for the frequency of cuts required
2.3 The grass is to be cut at intervals appropriate to the number of cuts in each month
2.4 In all cases the height of cut shall be with the cutter blade set as low as possible appropriate to the ground conditions
2.5 All sites must be left in a tidy condition after each cut, eg pavements swept, etc

3. HEALTH & SAFETY

3.1 A number of the areas to be cut are next to highways and public rights of way
3.2 The contract will include cutting the grass in children's play areas and as such the safeguarding of children should be taken into consideration
3.3 The contractor will be responsible for ensuring that they are satisfied they are working within a safe working environment
3.4 The contractor will be responsible for ensuring that all materials and equipment are under their control and in safe keeping at all times and are not accessible to unauthorised persons
3.5 The contractor will be required to prepare and keep up to date risk assessments for the work and also to prepare a method statement for each element of the work
3.6 Any use of Chemical Herbicides and Pesticides must be approved of by the Council prior to use

3.7 The contractor will be expected to comply with all current safety legislation including that which is deemed necessary to ensure safe working practices in the highway to ensure that the wider community is not exposed to unmanaged risks

3.8 The contractor will be responsible for providing employee liability insurance and public liability insurance (to include damage to property), with minimum cover of £5million for any one claim

4. DURATION OF CONTRACT

The contract shall run for a three year period from 1st April 2020 to 31st March 2023 with a review after each year

5. TENDER

5.1 The tender shall be for the cost per cut for the work at each site with a total cost for each site. It should be clear whether the price includes or excludes VAT

5.2 The tender must detail the type of equipment it is proposed to use in each area

6. SUBMISSION OF INVOICES

Invoices to be presented each quarter on 1st July, 1st October, 1st January, 1st April in each year of the contract on the basis of four equal payments for the relevant years fixed cost

7. OTHER CONDITIONS

7.1 If the Contractor is unable to meet his commitments he shall immediately inform the council which will make alternative arrangements. The cost of making such alternative arrangements will be deducted from the sums owing to the Contractor, of if no sums are owing to the Contractor shall be recovered from the Contractor

7.2 If the Contractor fails to carry out any cut the annual charge for the uncut area will be reduced by 7%

7.3 The Contractor will carry out additional cuts required by the Council and the annual charge will be increased by the cost per cut

7.4 Changes to the contract (for example to the frequency of cut, preparation for gala days or other Council led events) both temporary and permanent shall be evidenced in writing before the change takes place

7.5 The Contractor must understand that whilst carrying out the above work, that they are representing the Councillors and Cowling Parish Council and as such must be polite and courteous to members of the public at all times.

8. INSURANCE

The Contractor shall provide evidence that he has public liability insurance cover of at least 5 million pounds

9. DEADLINE FOR RECEIPT OF TENDER

Tenders should be sent to Cowling Parish Council, PO Box 579, Keighley, BD21 9FP.
The envelope should be marked “Grass Cutting Tender” in the top left corner, to arrive no later than 12 noon 14th February 2020