

TENDER FOR GRASS CUTTING

COGGESHALL PARISH COUNCIL

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 his discretion if the grass does not grow due to drought or grows faster than normal due to wet and warm conditions. The expectations under normal conditions are to cut the grass a certain number of times, spread over the year as per the schedule. It will be the contractor'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 shall hold the relevant Health and Safety certificates. If working alone, he/she shall be expected to notify a supervisor or line manager of his/her whereabouts and the likely length of time. This can be a relative or a work colleague.
6. The Contractor shall hold in place a relevant written Health and Safety Policy and a copy should be provided with the tender submission.
7. The Contractor should provide with the tender submission a copy of their current public liability insurance, a risk assessment and two references of clients of similar standing to the Parish Clerk. 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 similar contracts.
8. 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 £5 million for any one claim for property damage, unlimited for personal injury.
9. The contractor will be expected to provide copies by email of all insurance policies at their renewal anniversary to the clerk to prove continuity.
10. The Contractor shall comply with Control of Waste regulations and hold a valid Certificate of registration under the control of Pollution Act 1989
11. The contractor will provide all Personal Protective Equipment. All strimmer operators should hold a recognised certificate of training. (NPTC or LANTRA certificate)

12. The Contractor must provide all necessary equipment and personnel to perform the job, and provide method statements to cover all aspects of Health and Safety
13. The contract will run for a period of three years, i.e. from March 2019 until October 2021. There will be an option to extend this contract at the same value if the council are satisfied with the standard of work after this period. However any extension will be for 12 month periods only and terminable at the end of each growing season.
14. The Contractor agrees to provide all necessary equipment to cut the grass on the areas coloured on the attached plans, including carefully cutting around all the gravestones in the churchyard. The grass must not exceed 4" in height.
15. Tenderers are invited to provide added value items to their bids to be included in the price per cut. I.e improving areas currently unmaintained, weed killing, collection of refuse in red areas, fallen wood/leaves, trimming lime tree growth on trunks, moss treatments or other enhancements to the schedule that will further improve the quality of the churchyard and village in general. Any added value items offered will be added to the schedule/contract and be binding. In the event of two bids being within 15% of each other the council reserve the right to use added value items offered as a method of determining the winning bid.
16. The council reserves the right to clarify any statements on submitted tenders and specifications with contractors before making any decision.
17. The council reserve the right to offer the contract to the most economically advantageous bid and not necessarily the lowest bid.
18. The council reserve 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.
19. 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.
20. The successful tender together with the Council's written acceptance shall for a binding agreement in the terms of contract document.

PLEASE SEE THE ATTACHED SCHEDULE AND MAPS FOR PRICING

TENDER RETURN DATE IS MONDAY 28TH JANUARY 2019

Indicative timetable

Stage in the Procurement	Deadline
Deadline of return of Tenders to Coggeshall Parish Council	Monday 29th January 2019
Evaluation of Tenders	Monday 4 th February 2019
Report to Full Council	Monday 11 th February 2019
Award of Contract	Tuesday 12 th February 2019
Contract Start Date	Friday 1 st March 2019

Debbie Morgan
Clerk to Coggeshall Parish Council
01 December 2018

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