# The Havens Community Council

# Grass Cutting Contract 1 April 2024 – 31 March 2025

Tender Documentation

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| --- | --- |
| Issue Date | 16 February 2024 |
| Closing Date | 1 March 2024 |
| Closing Time | 4.30pm |
| Result issued | 5 March 2024 |

**Important:**

Please return documents by email with the subject line of

**GRASS CUTTING TENDER 2024**  to the following email address:

Email [Clerk@havenscommunities.org.uk](mailto:Clerk@havenscommunities.org.uk)

**If you have not received a confirmation of receipt within 24 hours, please contact the Clerk on 01646 839271 to confirm receipt.**

**Proof of sending is not proof of receipt.**

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## LITTLE HAVEN

## Little Haven Village Green

* Cut grass and strim all borders.
* To be carried out fortnightly from April - October.
* Ensure paths and furniture are left free of grass.
* Inspect and advise Clerk by email on condition of grass at the end.

## Mill Head, Blockett Lane

* Cut grass and strim all borders.
* To be carried out fortnightly from April to October inclusive.
* Ensure the bench is left free of grass.

## The Point

* Clear all overgrowth in the area/over the wall outside The Swan.
* To carried out at the beginning of June and August.

**BROAD HAVEN**

## Boundary Fence between Peasey Park and Gardens to the rear of Puffin Way

* Clear all growth encroaching onto and under the entire boundary fence.
* Clear ground for one metre from the boundary fence.
* To be carried out during the first week of May.
* Legally dispose of all weeds, foliage and any litter found.

## Seating/spectator area to the north and east end of Peasey Park

* Cut and clear grass on the seating areas and the sloping banks.
* To be carried out monthly April to October inclusive.
* Legally dispose of all weeds, foliage and any litter found.

## Play Parks at Atlantic Recreation Area

* Cut all grass areas and strim all borders.
* To be carried out fortnightly from April to November inclusive.
* Clear around all the rides, installations and seats at the beginning of December, February and April
* Ensure all equipment and posts are protected from further strim damage.

## BROAD HAVEN CONTINUED

## Trafalgar Terrace Car Park

* Cut and strim back to all natural borders around parking area.
* Where no obvious border clear three metres from parking area.
* To be carried out beginning of April and the beginning of August.
* Cut, strim and clear around front and sides of both entrances to Boardwalk.
* Environmentally friendly weed killer may be used where necessary.
* Legally dispose of all weeds, foliage and any litter found.

## Boardwalk Picnic Area

* Cut and strim the Boardwalk Picnic Area (wild life bank not included).
* Cut and strim the access path and hedge from Cross Village Lane to picnic area.
* Cut and strim both sides of the Cross Village Lane from Old Coastguards house to the picnic area.
* To be carried out the beginning of May, June, July and September.
* Legally dispose of all weeds, foliage and any litter found.

## War Memorial

* Cut and weed area mid-October and again prior to Remembrance day(s).

## Grass Banks opposite Londis/Galleon

* Cut and strim banks monthly April to October.

## Advise Clerk by email

* of any incidence of Japanese Knot Weed.
* if any of the dates have to be moved due to weather, etc.
* condition of Little Haven Green at the end of the cutting season.
* condition of Trafalgar Terrace Car Park after each cut with regards to pot-holes etc.

## Ensure you/staff members

* Legally dispose of all weeds, foliage and any litter found at each area.
* Ensure areas are left tidy at the end of every visit.
* Submit monthly invoices.

## Important

* Make sure you include all works specified in your tender price as no additional monies will be available for any work itemised in the specification.
* Ensure you visit all areas included in the tender and discuss any ambiguities in the specification with the Clerk.

# Supplier Details

|  |  |
| --- | --- |
| Trading Name | …………………………………………………….......... |
| Address | …………………………………………………………… |
|  | …………………………………………………………… |
| Telephone Landline | ……………………………………………………........... |
| Mobile Number | …………………………………………………………… |
| Email | …………………………………………………………… |
| Contact Name | …………………………………………………………… |
| Relevant Skills/Exp | …………………………………………………………… |
|  | …………………………………………………………… |
| Reference\*\* | …………………………………………………………… |

Preferred method of contact …………………………………………………….

*\*\* only required if you have not worked for the Community Council before.* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate response by deleting where necessary.

Legal Status of organisation Sole Trader / Partnership / Ltd / PLC / Other

I have full Public Liability Insurance: yes / no

I am not the subject of a bankruptcy order yes / no

I have a Health and Safety Policy which I

and my employees adhere to yes / no

# Quotation

I have visited all the areas outlined in the tender to assess the work involved.

I have costed all work outlined in the tender.

I confirm staff are available to carry out the work on the dates required. (There can be some flexibility but this must be agreed with the Community Council Clerk before-hand.)

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I will ensure any member of staff carrying out the work on my behalf will be fully briefed on the requirements specification provided and be checked for satisfactory work on a regular basis.

My quotation for the Contract is £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ excluding VAT.

Please add any additional information you wish to supply here.

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# Terms and Conditions

Contractors are required to use their own equipment and machinery which must meet relevant health and safety requirements laid down by law.

Invoices should be submitted monthly for completed work and will be paid during the first week of the following month.

Where it is considered that work has not been completed to the specification provided discussions will be held with the contractor with a view to rectifying this.

Contractors should not collude with any other bidders or discuss the contract with any members of the Community Council with the exception of the Clerk.

Evaluation of the contract may not be restricted to cost alone and the final decision will be made by the Community Council and notified after the Community Council Meeting in January 2023.

The Community Council reserves the right to terminate the contract at any time.

Tenders received after the closing time and date are late and cannot not be accepted for consideration.

Contractors must agree to take all reasonable steps to safeguard their own health and safety and that of any persons who may be affected by their actions whilst providing the services covered in this contract.

Contractors who have not worked for the Community Council previously are asked to provide two references related to similar types of work.

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I understand that the information I have provided will only be used for the purpose of this tender and not shared with any third party.

By participating in this tender, I am agreeing to be bound by the terms and conditions set out above.

Name …………………………………………

Signature ………………………………………… Date ............................................