



TATWORTH AND FORTON PARISH COUNCIL

TENDER DOCUMENT

Grounds Maintenance Contract

1. CONTRACT AND TENDER INFORMATION

- (I) The fixed price contract will commence on the 1st April 2020 and expire on the 31st March 2023

The Parish Council requires the contractor to undertake the following work as set out hereunder.

- (II) To be considered the Tenderers must demonstrate that they possess all of the following:

- a. Public Liability insurance of at least £5,000,000
- b. Adequate resources (staff and machinery) to fulfil the contract
- c. Staff who are trained in the use of herbicides and pesticides AND who are competent to carry out activities with which they are involved.

- (III) The contract is for the services specified in the schedule of A & B

- (IV) Contractors should visit the Parish prior to pricing to avoid doubt regarding location or size.

- (V) The Parish Council is under no obligation to accept the lowest tender or any tender.

- (VI) Prospective contractors must not contact councillors to encourage or support their tender.

- (VII) Tenders by email **WILL NOT** be accepted. Envelopes should be marked **TENDER ENCLOSED** for the attention of the Parish Clerk.

- (VIII) Sealed tenders are to be sent to the Parish Clerk at The Parish Office Tatworth Memorial Hall Kents Road South Chard Somerset TA20 2QA to arrive no later than 12.00 pm on the 31st December 2019.

2. HOW TO TENDER

- (a) Interested parties should propose a net cost for each activity together with the time required for each as well as a net annual cost for the total work required per the Schedule of Work.
- (b) Details of the work required should be broken down on a month by month basis.
- (c) Please send the following documents with your tender
 - (i) Copy of your Public Liability insurance.
 - (ii) Statement of resources (machinery) and staff) required to maintain the contract.
 - (iii) Confirmation of the appropriated insurance for the work tendered, covering personal insurance, damage to property and damage to other parties (legal, accident and health cover).
 - (iv) Confirmation that staff are trained in the use of the machinery required to maintain the contract
 - (v) Confirmation that staff are trained in the use of herbicides and pesticides.

3. HOW WE MAKE PAYMENTS

- (a) Payment will be made on satisfactory provision of the service and an itemised invoice
- (b) Invoices should be sent to the Parish Clerk no later than the 5th working day of the month following the month during which the service was provided.
- (c) Payment will be made by bank transfer one week following the receipt of the invoice.
- (d) We reserve the right to deduct appropriate costs for any substandard work or neglect by the provider.

4. ADDITIONAL INFORMATION.

It is Tatworth and Forton Parish Council's policy that herbicides should only be used when essential

SCHEDULE A

FOOTPATHS & VISIBILITY SPLAYS IN THE PARISH OF TATWORTH & FORTON

1. Footpaths

- To be cut times during the season with approximate dates being beginning of May, end of June, middle of August and beginning of October.
- All paths are to be cut full width and all sides to be trimmed to a minimum of 1.8m width.
- Paths across fields are to be cut to a minimum of 2m width.
- Grass is cut and left to mulch.

Hoskins Lane — Footpath Number CHS/74

From Stockham Farm down to and around rambler gate.

Chilson Common — Footpath Number CHS/72

The enclosed section at the end of the lane including splay up to rambler gate and the right out to the first stile, over this stile then out to the next stile including splay on the left to Bristol gate,

Rivers Lane — Footpath Number CH5/49

From Green End Farm down to railway line including small footbridge across the field on the right upon exiting enclosed section.

Westford — Footpath Number CES/49

From railway line up to river bridge (Dorset boundary). and then out to stile by old milk factory.

Previous Milk Factory Footpath Number CNS/65

The enclosed section running along old milk factory from railway crossing at Chard Junction to stile in Westford Field.

Lace Factory — Footpath Number CH5/5B

From Perry Street opposite Springfield Terrace down to crossroads by the lace factory- In addition leaves to be blown away after cutting. Leaves are also to be blown away 2 or 3 times during Autumn/Winter.

Parrocks Lodge (Byway) — Footpath Number CHS/ IS

The enclosed section at top of Lodge Lane and the enclosed section across the field, NB: Side vegetation to be cut higher than a bridleway.

Bulls Lane — Footpath Number CH5/14

From School Lane to houses off of Fore Street, also 2 paths leading out of Lane to Langdons Way and The path leading from Langdons Way down to Wreath Green (leaves are to be blown from this path)

Witney Lane — Footpath Number CH5/16

The top right hand section up to field entrance, also the 2 water run off drains are to be kept clear along main pathway.

Watermead - Footpath Number CNS/IO

From Kents Lane to Waterlake including visibility splay by farm buildings. Cuttings and leaves to be blown from pathways and again 2 or 3 times during Autumn/Winter,

Perry Street Club (Waterlake Road to Hollies Lane) — Footpath Number 0-15/62

From Under Road to Perry Street Club, the side of the road Perry Street Pond and the top open area of Perry' Street pond. All cuttings to be blown away and again paths are to be cleared 2 or 3 times during Autumn/Winter.

Manor Farm (Forton) — Footpath Number CHS/6

Enclosed section from Gorton bend down to field and grass areas around bus shelter, Pavements to be blown clear. This path to be cut more frequently. approximately 6 times per year, due to encroaching brambles.

Golden Fleece — Footpath Number CHS/18

From the Golden Fleece Pub to Higher Coombses,

2. Visibility Splays etc

- To be cut 4 times during the growing season with approximate dates being beginning of May, end of June, middle of August and beginning of October.
- Grass be cut, edges trimmed and left in situ to mulch
- All cuttings to then be blown from pavements and highways upon completion.

(a) Crossways

The grass bank area opposite 10 Crossways, including side of hedge up to storm drain on main road, and the island in centre of the road junction.

(b) New Lane

The grass verges both sides of the A358 Junction from New Lane.

Towards Chard up to hedgerow (to also cut field side of the fence once hay has been harvested).

Small sections towards Axminster and top right hand side of New Lane.

(c) Common Arch

All of the grass area and side of hedge.

(d) Forton Bend

All of the grass area up to boundary bungalow.

(e) Two Ash

The grass around the bench.

(f) Abbey Close

The area of no man's land around the final bend of Abbey Close. Tatworth Church

The area of grass adjacent to the Church car park by the side of the bus shelter (this to be cut more often approximately monthly)- Trim back the hedge along the main road from the bus shelter running towards Chard up as far as the footpath leading in to Church car park by the dog bin.

SCHEDULE B

TATWORTH CEMETERY

Mow grass on a 3 weekly cycle during the growing season.

- All headstones and gate edges to be strimmed along with the sides of the hedges to a minimum of 5 ft. to prevent encroaching vegetation.
- Visibility splays along roadside to be strimmed, together with the grass banks and inside of hedges in the car park
- Pathways and pavements are to be cleared of cuttings by leaf blowers.
- All shrubs, yews and ornamental trees to be pruned in the Autumn.
- The small privet hedge adjacent to the notice board to be also trimmed midsummer.
- The Garden of Remembrance to be tidied throughout the year, i.e., removing weeds and brushing pathways.
- The lavender hedges around the Garden of Remembrance to be trimmed a year after flowering.
- Car Park hedge to be cut November annually.
- Field hedges surrounding the cemetery to be tidied up after tractors have cut their sides.
- Pathways and Car park are to be kept clear of fallen leaves.
- Rubbish bins to be emptied every week with litter collected from the car park.
- The gully at the bottom of the car park to be kept clear, together with the drain.
- All seasonal Christmas wreaths etc. are to be removed from the cemetery in the first week of February.
- Report any vandalism/damage to the Parish Clerk.
- All cuttings to be removed from the cemetery.
- The spoil heap at the bottom of the cemetery to be removed as and when necessary, and charged to the Parish Council separately.

SCHEDULE C

JUBILEE AND ALLOTMENT FIELDS MAINTENANCE SPECIFICATION

(a) Allotment Field

- All grass in The Allotment Field within the Rabbit Proof Fenced area to be cut on a monthly cycle during the growing season.
- This includes a 2m wide path in the Jubilee Field from School Lane up to the Allotment Field.
- The grass is to be cut and in situ as a mulch.

(b) Jubilee Field

- To cut on monthly cycle with the grass left in situ.
- A 2m perimeter oath, a 2m figure of eight path in the main field and the whole of the bottom dog leg.