

Aynho Parish Council

Invitation To Tender: Grass Cutting Contract

Aynho Parish Council ("the Council") is inviting tenders for its Grass Cutting contract as detailed below.

1. The Grass Cutting Contract will commence from 01-April-2019 for a period of two years (until 31-March-2021), with the option to extend for one further year (until 31-March-2022).
2. Invitations are invited by companies that can demonstrate experience, required hardware and necessary knowledge and compliance with relevant H&S, employment requirements and Public Liability insurance.
3. Tenders should be submitted for all works detailed here.
4. Prospective Contractors should provide quotations on the attached form (page-7) and supporting information (page-8).
5. A cost per 'cut' including strimming for all areas marked as A-G on the maps detailed below at the frequencies and timings specified, is required. The prices submitted must indicate the rate for cutting each area (A-G) individually and should be identified separately.
6. Cost submissions are required to show nett costs (excluding VAT), VAT (if the contractor is registered for VAT) and Totals (as set out in the Proposed Tender on page-7).
7. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligation to be accepted by them, if their tender is accepted.
8. Any queries regarding the interpretation of any part of the Contract document or areas included should be addressed to the Parish Clerk by email no later than five days before the closing date (as 12.c).
9. Prospective Contractors should note that the Council is not bound to accept the lowest tender and that the Council's decision is final.
10. The successful tender, together with the Council's written acceptance and the scope detailed here, shall form a binding agreement in the terms and conditions of the Contract document.
11. Tenders need to be returned by no later than 5pm on Wednesday 27th March 2019, in an enveloped marked 'Tender' to the Clerk of the Council;

**Mr Chris Wilson - Clerk to Aynho Parish Council,
Scholars Corner, 3 School End,
Aynho, OX17 3BS**

12. The process of tender and dates and deadline are:

a. Issue of Tender Documents	:	12 th March 2019
b. Tender question deadline	:	22 th March 2019
c. Deadline for submission of tenders	:	27 th March 2019 (5pm)
d. Evaluation of Tenders by APC	:	28 th March 2019
e. Notifications to applicants	:	29 th March 2019
f. Date of commencement of contract	:	1 st April 2019
g. Date of completion of contract	:	31 st March 2021

13. Extent of Work: Generally, the work will comprise of the cutting of grass on land within the parish of Aynho, in particular;

	Description	Detail	Map Key & Cutting Schedule
A	Village verges and borders	All road verges up-to 30mph limit signs including Play area between Black Path and The Glebe.	A
B	Sports field	Sports field including Play, equipment areas & Pavilion	B
C	Sports field	Amenity Track – outer perimeter	C
D	Souldern Footpath	Public footpath from Croughton Road to village boundary on footpath to Souldern	D
E	B4100 verges	B4100 verge Aynhoe Park Corner to 30mph sign Croughton Road	E
F	B4031 verges	B4031 verge down to Miller Lane	F
G	Sports field	Orchard area on Sports Field	G

The scope of the work may vary during the Contract period which will be discussed and agreed with the Contractor.

14. Frequency of Work:

- a. The frequency and timing of each cut is detailed in the Cutting Calendar on page 4.
- b. In event of sustained drought period the council, with 1 week's notice, reserves the right to delay cuts.
- c. Additional cuts may be requested at the discretion of the Council.
- d. In the event that the works are not carried out within 14 days of the agreed cutting dates and without prior agreement from Aynho Parish Council reflecting adverse weather and ground conditions, then the Council will consider that there has been a breach of Contract, for which the Council may seek remedy.
- e. Any additional cuts must be agreed in advanced with the Council.

15. Workmanship and Equipment

The workmanship must be of an acceptable standard, which will be agreed by a Council member on the first cut of the season. The Contractor is responsible for providing all relevant equipment and maintaining it to a good, safe and legal standard in order to carry out the works.

16. Insurance

The Contractor is required to have professional insurance and Public Liability insurance of at least £1,000,000 for Contracts. A current Certificate of Insurance to this effect must be produced to the Parish Clerk, prior to the commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals, as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party.

17. Health & Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act 1999 and all other Acts and Regulations in respect of the work comprised in this Contract.

18. The contractor will be required to confirm on or before the first Monday of each month the areas and dates that each area has been cut for the previous month. This will allow updates to be confirmed at each monthly Council meeting.
19. Payment to Contractor
The Contractor will submit invoices monthly in arrears throughout the grass cutting season for all works carried out. The Council will aim to settle accounts submitted, by cheque and within 3 days of the invoice being approved at the next available full Council meeting (meetings take place on the first Monday of every month).
20. Duration of Contract
 - a. The duration of the Contract will be two years from the date of this Contract, April 2019 to March 2021. There will be no opportunity to alter the rates tendered during the contract.
 - b. During the second year the Council may opt to extend the contract by a further year and will advise the contractor no later than 31-December-2020 for year April 2021 to March 2022.
21. Termination of Contract
Either party may, without reason, terminate the Contract in writing, giving three month's notice.

Aynho Parish Council

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Map-2: SPORTSFIELD (Areas B, C & G)



- Area-C (Perimeter)
Blue
- Area-G (Orchard)
Green
- Area-B (Sports Field)
All Other Areas

Map-3: Verges & Footpath (Areas D & E)



- Area-D (Footpath)
Blue
- Area-E (Verge)
Green

Map-4: Verges (Areas F)



- Area-F (Verge)
Green

PROPOSED TENDER

24. Grass Cutting Tender: Pricing

Please complete the following form with your proposed costs for each area detailing VAT separately and all totals.

Areas		Price per cut and/or strim	Min No. of Cuts per season	Total Price per season	Total VAT (if applicable)	All Totals
		£		£	£	£
A	Village verges and borders		12			
B	Sports field		12			
C	Sports field (perimeter)		6			
D	Souldern Footpath		3			
E	B4100 verges		6			
F	B4031 verges		6			
G	Sports field (Orchard)		1			
TOTALS						

25. Contractor's Declaration

- a. The Proposed tender reflects the Scope of the Grass Cutting Contract, as detailed in this Tender document.
- b. I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

Signed:
 (By the Contractor)

Date:

Please complete section 26, overleaf.

26. Supporting Information & Background

Please complete the following providing information that helps the Council understand your experience, capabilities, etc.

a. Please give brief details of any relevant experience and any similar works undertaken.
b. Please specify the make, model, age and specification of equipment.
c. Please confirm if the equipment is leased or owned?
d. Please confirm how the equipment is maintained and how often?