

## **INVITATION TO BID**

### **GRASS CUTTING ALONGSIDE B1050 (STATION ROAD) NORTHSTOWE 2025 – 2027 SEASONS**

Northstowe Town Council ('the Council') hereby invites bids for the Service of Verge Maintenance in accordance with the Contract documentation below:

All bids must include VAT (if applicable) and clearly indicate the rate for maintaining the specified area.

Contractors must ensure they are familiar with the nature and extent of the obligations expected of them if their bid is accepted.

Any queries regarding the interpretation of any part of the contract documents should be addressed to the Asset & Estate Manager no later than one week before the closing date.

The Council's decision is final and with its discretion, limited feedback may be provided on unsuccessful bids. Contractors should note that the Council is not obligated to accept the lowest or any bid.

The successful bid, along with the Council's written acceptance, shall form a binding agreement under the terms of the contract documents.

The bid shall be submitted on the Bid Template attached as **Appendix A**.

**If, after examining the documents, you wish to submit a bid, you should:**

**(a) Fully complete and return the following documents:**

- **Appendix A – Bid Template**
- **Appendix B – Questionnaire**
- **Appendix C – References**

**(b) Submit your bid and all related documentation to:** FAO: Giuseppe Bernardis (Asset & Estates Manager) **by 5pm Monday 17th March 2025** via email at [estatesmanager@northstowetowncouncil.gov.uk](mailto:estatesmanager@northstowetowncouncil.gov.uk) or by post to the Council's office address.

**(c) Clearly mark packages containing bids as B1050 Verge Maintenance.**

Unless otherwise agreed, late bids might not be considered.

## **1. Description of Works**

Cutting of roadside verges along both sides of the B1050 in the parish of Northstowe.

## **2. Specification of Works**

The works shall consist of grass cutting of verges according to the following schedule, at the locations specified, from March to November 2025 – 2027.

### **2.1 Schedule**

The contractor shall undertake a minimum of 6 and a maximum of 8 cuts per annum for all verges. Cuts are to be carried out from March to November (first cut expected in March and the final cut in November). A minimum of 5 photos must be supplied to the Asset & Estates Manager to evidence each service visit.

Careful strimming is to be undertaken around all obstacles, including trees, shrubs, road signs, fences, lamp posts, bins, benches, reflector posts, or any other wooden, metal, or plastic posts. If the Council or third parties add additional outside fixtures and fittings during the contract period, no application from the Contractor to adjust the contract price will be considered.

In areas where spring bulbs are planted, extra care must be taken. Cutting should be carried out around patches with bulbs. Grass cutting in these areas should only commence four weeks after the flowers have died back in those patches.

The contractor shall cut back all brambles, nettles, and other unwanted weed growth covering the grass areas and responsibly dispose of these cuttings (to be shredded or mulched on-site and/or composted off-site).

Weed-killing chemicals must be avoided at all times; if deemed necessary, they should only be applied where specified and must be applied by certified staff. If contracted out, the Council must be informed of the contractor and relevant certificates provided. Notices should be displayed in areas that have been sprayed. Prior to cutting any area, the contractor will ensure it is free of significantly large stones, paper, tins, bottles, and other debris. The contractor will also inspect each site for ground sinkage, potholes, and potential hazards, informing the Council immediately of any specific hazards.

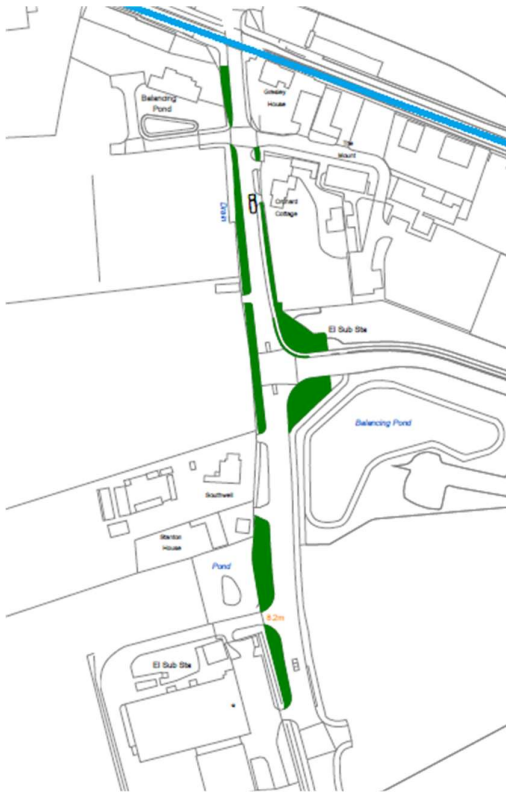
The workmanship must be of the highest standard and shall conform to all relevant Standards, Specifications, and Codes of Practice.

## 2.2 Location

The following drawings show the areas of grass to be cut on every visit (unless otherwise instructed by the Asset & Estates Manager). Roadside verges are defined as strips of grassland abutting road and footpath thoroughfares.



B1050 (Station Road), Northstowe, Cambridgeshire. Blue line: Delineates the Northstowe parish boundary.



Northern part: Between the boundary with Willingham (at busway crossing) and main Northstowe entrance off B1050. Shaded in green are the verges to be maintained.



Southern part: Shaded in green are the verges to be maintained.

### **2.3 Equipment**

All identified verges shall be cut using suitable, approved mowing and strimming equipment. All equipment must be operated in accordance with the manufacturer's instructions and recommendations. Adherence to relevant Health and Safety Regulations in the use and provision of all equipment is mandatory.

### **2.4 Traffic Safety and Management**

The Contractor shall comply with relevant Regulations and suitable PPE to be worn at all times.

Where work is conducted on or adjacent to a highway, the contractor shall ensure that personnel always wear high visibility fluorescent garments. Suitable signs must be displayed to warn traffic on roads, footpaths, and cycleways.

### **2.5 Disposal of Waste Material**

Grass cuttings should be left in situ on grass areas wherever possible, suitably mulched and spread evenly over the cut area. No material is to be stockpiled on verges. If excessive material is deposited on the grass, it should be taken away for responsible disposal (to be composted).

All road surfaces, footpaths, cycle paths, shared paths, and private driveways are to be swept and/or blown clear immediately following a cut. Debris should be blown onto grass areas or, if excessive materials are deposited on the grass, taken away for responsible disposal (composting).

With each verge cut, all litter on the verges shall be picked up and disposed of responsibly off-site. All non-organic waste is to be recycled wherever possible.

## **3. Health and Safety, Liability and Insurance Cover**

The contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other relevant Acts and Regulations in relation to the work specified in this

contract.

All personnel operating the grass cutting machinery must be satisfactorily trained. The Council reserves the right to request proof that operators are well-trained, knowledgeable about Health and Safety legislation, and competent in their operating methods.

The contractor shall maintain an appropriate level of insurance liability cover, with a minimum of £5,000,000 public liability insurance. The current Certificate of Insurance must be presented to the Asset & Estates Manager before the commencement of the contract and upon request at any time.

The contractor shall indemnify the Council against any claims or proceedings for injury or damage to property, persons, or animals resulting from negligence, poor workmanship, or failure to notify the Council of any actions likely to cause injury or damage to a third party.

Any damage caused to trees, signposts, fence posts, reflector posts, milestones, concrete posts, masonry structures, street light columns, private properties, vehicles, or any other structures shall be rectified by the contractor at their expense and reported to the Asset & Estates Manager as soon as possible.

#### **4. Duration of Contract**

The contract duration is three years, commencing in 2025 and ending in 2027.

#### **5. Schedule of Prices**

The contractor shall provide a schedule of prices for each location, along with a price for additional grass cuts as required at all locations.

The prices included in the Bid Template should represent the full inclusive value of the work described, encompassing all profits, costs, expenses, and general risks, liabilities, and obligations.

#### **6. Payment to Contractor**

The contractor shall submit monthly invoices in arrears throughout the cutting season for all work completed.

Invoices presented for payment must include a schedule of the works completed, including the dates of the work.

Account details are required upon contract commencement for invoices to be paid via BACS directly into the contractor's bank account.

## **7. Termination of Contract**

Either party may terminate the contract without providing a reason, by giving three months' written notice.

## **8. General**

Any issues, such as vandalism or maintenance matters noticed during the course of work must be reported to the Asset & Estates Manager within 24 hours, providing suitable evidence, including location data and photographs.

The Council may carry out regular inspections throughout the contract period to ensure the work is completed in accordance with the Specification of Works. Verges not maintained to the Council's satisfaction will be re-cut by the contractor at their own expense.

The Council reserves the right to amend any aspect of this documentation with a three-month notice period for any changes.

## Northstowe Town Council - Verge Maintenance Contract

**Total Cost of Contract: £**

I/We certify that the amount of the bid has not been calculated by agreement or arrangement with any other person, firm, or company and that the amount of the bid has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of bids.

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Email contact: .....

**APENDIX B**  
**Northstowe Town Council - Verge Maintenance Contract**  
**Questionnaire (to be completed by the Contractor)**

- 1. Company Name: .....
- 2. Address: .....
- 3. Telephone number (landline & mobile) .....
- 4. Email address: .....
- 5. Contact Name: .....
- 6. Position in Company: .....
- 7. Nature of Business: .....
- 8. Is it a Subsidiary of another Company? .....
- If yes, please give details: .....
- 9. Date of Business formation: .....
- 10. Please state number of grounds maintenance employees: .....
- 11. Please state which branch the Contract will be serviced from (if applicable): .....  
.....
- 12. Please give any other details, which you feel may be relevant (e.g., contracts in the  
area or for similar authorities: .....  
.....  
.....  
.....

Signed: .....  
Position: .....  
Date: .....



**APPENDIX C**  
**Northstowe Town Council - Verge Maintenance Contract**

**References**

Please provide the contact details for two commercial referees:

***Trade Reference 1***

**Contact Name**

**Company**

**Contact Telephone Number**

**Contact Email**

***Trade Reference 2***

**Contact Name**

**Company**

**Contact Telephone Number**

**Contact Email**