

INVITATION TO TENDER

GRASS CUTTING ALONGSIDE B1050 (STATION ROAD), NORTHSTOWE – 2024 SEASON

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

Tenders should be submitted for all parts of the contract. The Prices submitted must indicate the rate for carrying out the area specified.

Prospective Contractors should ensure that they are familiar with the nature and extent of the obligations to be expected of them, if their tender is accepted.

Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Town Clerk no later than one week before the closing date.

Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into the reasons why a tender has been rejected.

The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.

The tender shall be submitted on the Form of Tender attached as **Appendix A**.

If having examined the tender documents, you wish to submit a tender you should:

(a) Fully complete and return the following documents:

Appendix A - Form of Tender

Appendix B – Questionnaire

Appendix C - References

(b) Return tenders and all related documentation to:

The Town Clerk, by 5 pm on Monday 18th March 2024 – via:

townclerk@northstowetowncouncil.gov.uk ; or by post addressed to the Town Clerk at the Council's office address in the heading of this document.

Tenders received late will not be considered.

(c) Please note that a package containing the tender must be clearly marked "Tender for Verges Maintenance" on the outside.

1. Description of Works

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

2. Specification of works

The works shall consist of grass cutting of verges carried out as per the following schedule, to the below locations from the months of March to November 2024.

2.1. Schedule

The contractor shall undertake a minimum of 8 cuts per annum for all verges.

Cuts are to be carried out on a regular basis, from the months of March to November (depending on weather conditions expected first cut around the middle of March and expected final cut around the middle of November).

Where grassed areas are being cut by nearby residents or landowners the contractor will not be required to cut those areas; the contractor is nevertheless to provide photographic evidence of such situations to the Clerk.

Careful strimming is to be undertaken around all obstacles, in particular around trees and shrubs, but also around road signs, fences, lamp posts, bins, benches, reflector posts or any other wooden, metal or plastic posts. NB: Were the Council or third parties to add additional outside fixtures and fittings during the period of the Contract no application from the Contractor to adjust the Contract price can be considered.

Where there are spring bulbs planted in grassed areas extra care needs to be taken and cutting needs to be carried out around patches with bulbs; grass the start to cutting areas with bulbs can be only after four weeks following the flowers having died back in those patches.

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

Weed killing chemicals are to be avoided at all times; where deemed necessary, these must only be applied where specified and must be applied by certificated staff (if this is to be contracted out then the Council needs to know who it is contracted out to and see relevant certificates). Where areas have been sprayed, relevant notices should be displayed.

Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris. The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.

The workmanship must be of the highest standard and shall conform to all relevant

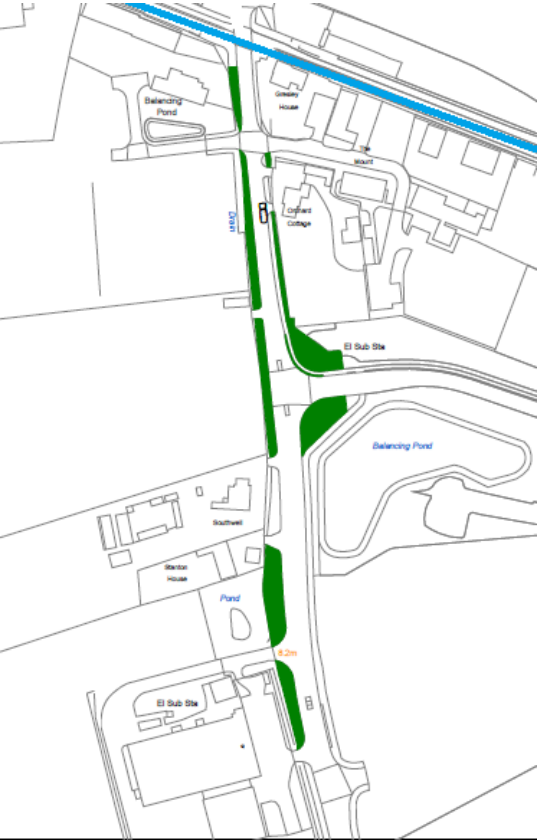
Standards, Specifications and Codes of Practice.

2.2. Location

The following drawings show the areas of grass to be cut on every visit (unless otherwise instructed by the Town Clerk):



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



Northern part, showing in green the verges to be maintained.



Southern part, showing in green the verges to be maintained.

2.3. Equipment

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

2.4. Traffic Safety and Management

The Contractor shall comply with relevant Regulations.

Suitable PPE/body protection shall be worn at all times.

Where work is conducted on or adjacent to a highway the Contractor shall ensure that personnel shall, at all times, wear high visibility fluorescent garments, and have suitable signs displayed to warn passing traffic on roads and foot and cycleways.

2.5. Disposal of Waste Material

All grass cuttings are to be left in situ on grass areas where this is possible, wherever possible suitably mulched and spread evenly over the cut area. No material is to be stockpiled on verges. Where otherwise too much material is deposited on the grass this is to be taken away for responsible disposal (to be composted).

All road surfaces, footpaths, cycle paths, shared paths and private driveways are to be swept up and/or blown clear immediately following a cut – this is to be blown onto grass areas, or taken away for responsible disposal (composting) where otherwise too much materials is deposited on the grass.

With each verges cut all litter on the verges shall be picked up and disposed of off-site responsibly; 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 Acts and Regulations in respect of the work comprised in this

Contract.

All persons operating grass cutting machinery must be satisfactorily trained, and the Council reserves the right to ask the Contractor to provide adequate proof that their operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.

The Contractor shall hold an appropriate level of Insurance liability cover; the Contractor is required to have a minimum of £5,000,000 public liability insurance. The current Certificate of Insurance to this effect must be produced to the Town Clerk prior to commencement of the Contract and upon request at any time.

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.

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

4. Duration of Contract

The duration of the Contract will be one year initially, for the 2024 season (March – November). It is the Town Council's intention, following this first year, to go out for tender for three-year periods thereafter.

5. Schedule of Prices

The Contractor shall provide a schedule of prices for each location together with a price for additional grass cuts as and when required at all locations.

The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profits, costs and expenses, and all general risks, liabilities and obligations.

6. Payment to Contractor

The Contractor will submit either a monthly or quarterly account, in arrears, throughout the cutting season for all work carried out.

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

All invoices will be paid directly into the Contractor's bank account (BACS payment only) and account details will be required upon commencement of contract.

7. Termination of Contract

Either party may, without providing a reason, terminate the Contract; this must be provided in writing, giving three months' notice.

8. General

Any problems, such as vandalism, maintenance matters, etc. that are noticed during the course of work being undertaken, are to be reported to the Town Clerk within 24 hours, with location data and photographic or other suitable evidence.

Regular inspections may be carried out by the Council throughout the period of the Contract to ensure the work is completed in accordance with the Specification of Works.

Verges not maintained to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.

The Town Council reserves the right to adjust and amend any element of this tender, giving three months' notice of changes to be made.



Northstowe Town Council
Clerk: Mr. M. Nokkert
c/o The Cabin; 1, The Green, Pathfinder Way,
Northstowe, CB24 1FD
Email: townclerk@northstowetowncouncil.gov.uk
Tel.: 077245 88949

APPENDIX A
Northstowe Town Council - Verge Maintenance Contract

Form of Tender - 2024

Price per cut (as per areas marked on maps): £

Total Cost of Contract £

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We understand that Northstowe Town Council is not bound to accept the lowest or any Tender and that the Council will not be responsible for any expense incurred in preparing this Tender.

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: Name:

Position: Date:

Company:

Address:

.....

Telephone Contact number:

Email contact:



Northstowe Town Council
Clerk: Mr. M. Nokkert
c/o The Cabin; 1, The Green, Pathfinder Way,
Northstowe, CB24 1FD
Email: townclerk@northstowetowncouncil.gov.uk
Tel.: 077245 88949

APENDIX B
Northstowe Town Council - Verge Maintenance Contract

Questionnaire

Details relating to Prospective Tenderer

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, for example, similar contracts in the area or for similar authorities, etc.:

.....
.....
.....

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