

# ST MEWAN PARISH COUNCIL INVITATION TO TENDER – GRASS CUTTING, FOOTPATHS, BRIDLEWAYS, STILES, HIGHWAY VERGES AND ASSOCIATED WORKS CONTRACT

## Introduction

Tenders are invited for the cutting of grass on various sites and to include identified Footpaths, Bridleways, Stiles and Highway Verges that are managed by or belonging to St Mewan Parish Council

## Contract Term

The contract is for a three-year period, running from 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2026

## Submission of tender

Tender documents should be submitted in a sealed envelope, clearly marked "GRASS , FOOTPATHS, BRIDLEWAYS, STILES & HIGHWAYS CUTTING TENDER" and must be received **no later than noon on the 4<sup>th</sup> November 2022** They should be sent to:

The Clerk of St Mewan Parish Council  
Tre - Bethan  
The Chase  
Sticker  
St Austell  
PL26 7HL

Tender documents should consist of:

- Completed Form of Tender
- Completed Contractor Information Form
- Copy of Public Liability Insurance Certificate
- Copy of invoice with Vat number if applicable

## SCOPE OF WORK

### Geographical Areas

All areas of tender are spread across the parish of St Mewan. Location maps for Specification A, B and C. Individual Footpath and Bridleway meterage information for Specification D and E. Highway verge sq meterage information for Specification F.

### **Specification A**

Sticker Activity Park, St Stephens Rd, Sticker PL26 7HA  
Polgooth Playing Fields, Chapel Hill, Polgooth PL26 7BU  
The Goffin Open Space, Trelowth Rd, Polgooth PL26 7BA  
Trewoon Playing Field (adjacent to Trewoon Play Area) PL25 5TB  
Trewoon Play Area PL25 5TB  
Lower Sticker Playing Fields, Modus Lane, Sticker PL26 7HQ  
St Mewan Church Cemetery (New) PL26 7DP

### **Specification A – Grass/Strimming areas to be cut as specified in list**

|                                 |  |
|---------------------------------|--|
| Specification A                 | <ul style="list-style-type: none"><li>▪ Visits on a designated day from March to October (weather permitting)</li><li>▪ Grass height no more than 5cm</li><li>▪ Strimming at perimeter fence/boundary during cutting season, at time of cut.</li><li>▪ 8 (Eight) cuts with the provision that additional cuts will be accommodated by the contractor at the clerk's request with advance notice to the contractor.</li></ul> |
| <b>To cost per area exc Vat</b> |  |

### **Specification B - St Mewan Church Cemetery (Old)**

|                                 |  |
|---------------------------------|--|
| Specification B                 | <ul style="list-style-type: none"><li>▪ To cut prior to the spring flowers coming through and assess. In May to cut again when the flowers have died back.</li></ul> |
| <b>To cost per area exc Vat</b> |  |

### **Specification C- Sticker Open Space (known as a dog field) (adjacent to Sticker Activity Park)**

|                                 |  |
|---------------------------------|--|
| Specification C                 | <ul style="list-style-type: none"><li>▪ 6 (Six) cuts but to leave lower part of scrubland in Sticker Open Space (known as a dog field)</li></ul> |
| <b>To cost per area exc Vat</b> |  |

**Specification D-** Gold Public Footpaths, Bridleways and Stiles identified as per numbering in the schedule and to be read in conjunction with the interactive map provided on the council's website at [www.stmewanparishcouncil.gov.uk](http://www.stmewanparishcouncil.gov.uk) under the St Mewan Info Toolbar - Parish Footpaths, Bridleways and Stiles with the Interactive Map. Small works contract notes in the tender section.

|   |  |
|---|--|
| Specification D                         | <ul style="list-style-type: none"><li>▪ Two cuts – one in June and one in September (see small works contract notes)</li></ul> |
| <b>To cost per linear metre exc Vat</b> |  |

**Specification E** - Silver Public Footpaths identified as per numbering in schedule. To be read in conjunction with map provided and small works contract notes.

|   |   |
|---|---|
| <p>Specification E</p> <p><b>To cost per linear metre exc Vat</b></p> | <ul style="list-style-type: none"> <li>▪ To be cut at the council's discretion</li> </ul> |
|---|---|

**Specification F** – Grass highway verges identified as per map.

|  |  |
|--|--|
| <p>Specification F</p> <p><b>To cost per sq metre as identified in the map</b></p> | <ul style="list-style-type: none"> <li>▪ 2 (Two) cuts per annum</li> <li>▪ Cut dates to be accommodated when appropriate with advance notice to contractor</li> <li>▪ Additional areas may be required.</li> </ul> |
|--|--|

Different cutting requirements, as follows:

- Grass cut frequencies are influenced by weather conditions and increased visits may be required, with prior agreement of the Parish Clerk.
- After mowing, grassed areas should be even and neat in appearance.
- Grass clippings can be left on site, evenly distributed over the area.
- Adjacent paved and tarmac areas must be left clean and tidy at the end of each visit.

**St Mewan PC Playground Safety** is a very important aspect of the Contractor's work in this area and attention needs to be paid to allowing children to play in a pleasant and clean environment.

1. All wet pour and safety surfaces to be brushed/blown and kept clear of moss growth or similar growth especially during wet periods.
2. Any overhanging branches or brambles posing a risk to members of the public reported to the Clerk.
3. If spraying is required, the Clerk should be contacted.
4. Reporting to the Clerk of any vandalism, dumped rubbish, safety issues or defects noticed during works.

**St Mewan Cemetery (New)** requires special attention to keep this area attractive for relatives of the deceased. Note that memorials are the responsibility of the relatives.

1. Grass around headstones/vases to be clear of cuttings

2. Weed kill on boundary for invasive growth - to be advised
3. Strim to boundary

**Footpaths and Bridleways** should be maintained consistent with their level of use and legal status (e.g. footpath or bridleway). **As a guide:**

- footpaths should be cleared to a width of 1.5m (where possible) and to a height of 2m;
- bridleways should be cleared to a width of 2.5m and a height of 3.5m. where the path corridor allows.

In some instances, the path will be smaller or wider than this. The Parish Clerk will be able to advise where this is the case. The contractor must abide by the Wildlife and Countryside Act 1981.

### **Special Instruction**

1. When cutting or strimming, care is to be taken around the bases of Play Equipment. Any damage caused will be the responsibility of the contractor and liability will be that of the contractor.
2. Coded access gates are to remain confidential and must not be divulged to other parties or members of the public.

**Note:** In addition to the regular grass cutting, an annual weed and feed treatment may be carried out at the start of the growing season. Additional prices should be provided for this work, as requested and forms part of this Tender, but would only be carried out when specifically requested by the Clerk or in the first instance reported by the Contractor to the Clerk.

The successful contractor must:

- Deploy competent and experienced employees with relevant qualifications, ability, experience and competency.
- Comply with all relevant statutes, e.g. the Health and Safety at Work Act, COSHH Regulations and other agreements in respect of safety, health and welfare.
- Take all necessary measures for the protection of work people, the public and adjoining properties.
- Have Public Liability Insurance with a minimum cover of £5million.
- Provide the Parish Council with a written Risk Assessment, prior to commencing the contract on an annual basis.
- To produce a valid Spraying Certificate to the Clerk who will be carrying out this type of work

The contractor shall not assign the contract nor sub-contract any part of the work, without the Council's prior consent.

### **Payment**

This contract is made between St Mewan Parish Council and name ("the Contractor")

The sum may be varied by mutual agreement at each anniversary should there be a change in specification schedule.

Any ad-hoc maintenance work that proves necessary during the duration of this Contract shall be paid for by prior agreement between the Council and the Contractor at the rate of £xx per hour. Any specialist equipment needed on hire to be paid at cost.

Payment will be made by cheque or bank transfer on receipt of an invoice. The contractor must submit invoices monthly, listing all relevant visit dates and work covered in that period.

**Termination**

This Contract runs from 1st April 2023 to 31st March 2026 unless terminated by either party.

2.This Contract may be terminated early within 3 months of notification of that fact in writing by St Mewan Parish Council, or by the Contractor.

3. If the Council considers the work of the Contractor to be unsatisfactory, the Parish Council shall give a written warning and the Contractor shall remedy the situation within 14 days of such warning.

5. If the Contractor fails to comply with such notice or fails to carry out work to the terms of this Contract within 28 days of the written warning, the Parish Council may terminate this Contract with immediate effect as stated in Item 2 above and deduct payment proportionally.

Signed ..... Date ..... Parish Clerk On behalf  
of St Mewan Parish Council

Signed ..... Date ..... Contractor



# St Mewan Parish Council

## Tender Contractor Details Form

|                              |             |
|------------------------------|-------------|
| Company Name:                |             |
| Registered Address:          | Postcode:   |
| Landline Number:             |             |
| Mobile:                      |             |
| Primary Contact Name Tender: |             |
| Registered for VAT: YES/NO   |             |
| VAT Number:                  |             |
| Public Liability: YES/NO     |             |
| Signature:                   | Print Name: |

| SPECIFICATION A                     | COST PER CUT | NOTES |
|-------------------------------------|--------------|-------|
| Sticker Activity Park               |              |       |
| Lower Sticker Playing Field         |              |       |
| Polgooth Playing Fields             |              |       |
| The Goffin, Trelowth Rd<br>Polgooth |              |       |
| Trewoon Play Area                   |              |       |
| Trewoon Recreational Field          |              |       |
| St Mewan Cemetery (New)             |              |       |

| SPECIFICATION B              | COST PER CUT | NOTES |
|------------------------------|--------------|-------|
| St Mewan Cemetery (Old Part) |              |       |

| SPECIFICATION C                              | COST PER CUT | NOTES |
|--|--------------|-------|
| Sticker Open Space (namely<br>the Dog Field) |              |       |

| <b>SPECIFICATION D</b>                | <b>COST PER LINEAR METRE</b> | <b>NOTES</b> |
|---------------------------------------|------------------------------|--------------|
| Gold Footpaths, Stiles and Bridleways |                              |              |

| <b>SPECIFICATION E</b> | <b>COST PER LINEAR METRE</b> | <b>NOTES</b> |
|------------------------|------------------------------|--------------|
| Silver Footpaths       |                              |              |

| <b>SPECIFICATION F</b> | <b>COST PER SQ METRE</b> | <b>NOTES</b> |
|------------------------|--------------------------|--------------|
| Highways Verges        |                          |              |

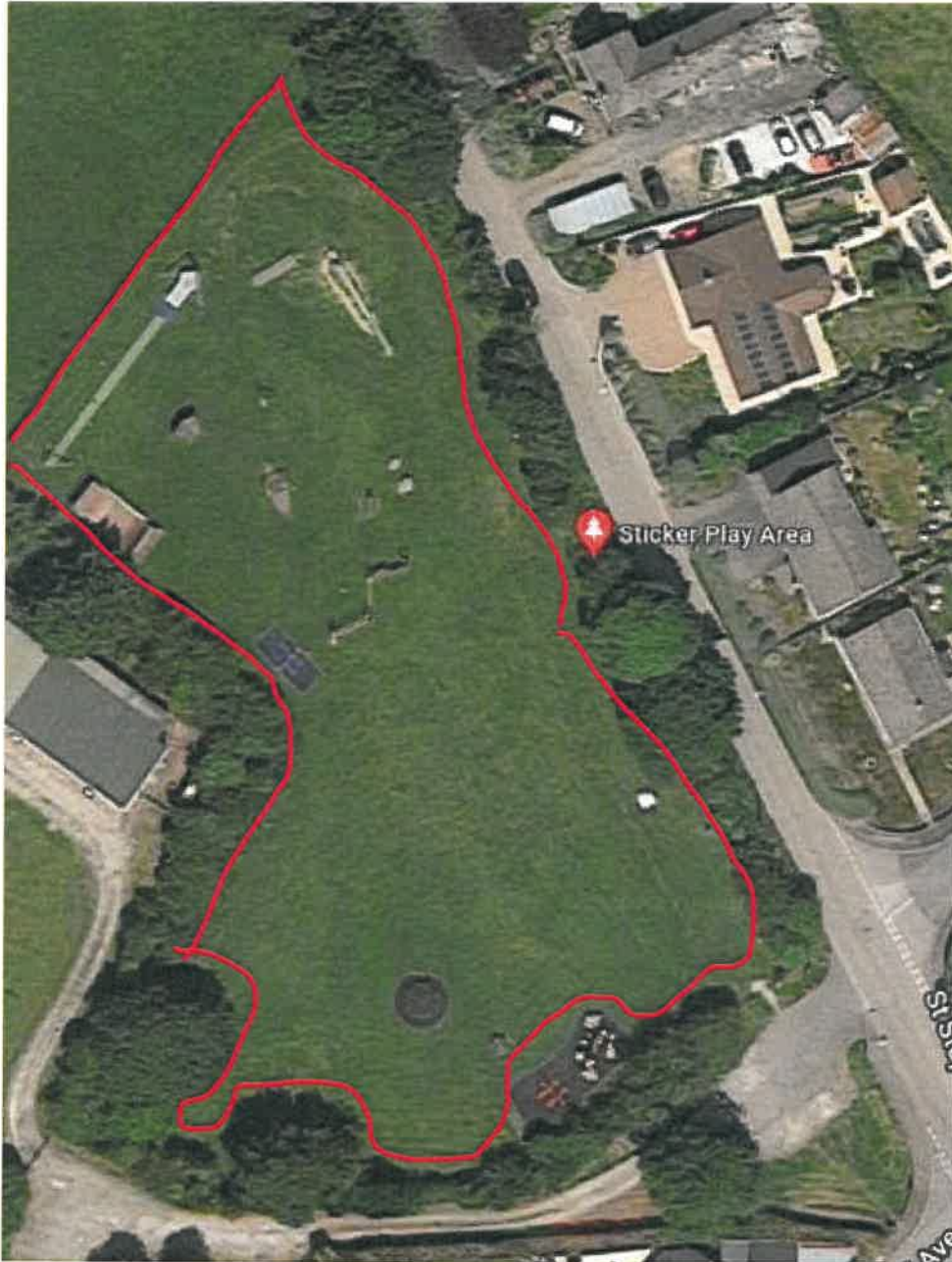
Date:.....

Please supply below the name, address, contact email and telephone number of two references.

|        |
|--------|
| Ref 1- |
| Ref 2- |

# Sticker Activity Park PL26 7HD

Boundary edged in Red





**Sticker open Space (known as Dog Field) PL26 7HD**



**The Goffin Open Space Trelowth Rd, Polgooth PL26 7BG**

Boundary edged in Red



# Trewoon Play Area and Recreational Land, Hembal Rd PL25 5TB

Boundary edged in Red



## Polgooth Playing Fields PL26 7BP

Boundary etched in Red

No cutting is required on wildflower patch in lower right corner edged in black



# St Mewan Parish- Agency Agreement Maps

## TREWOOD

Measure area or length

Sq Meters

Measurement Result

619 Sq Meters

Paid

Paid



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Measure area or length

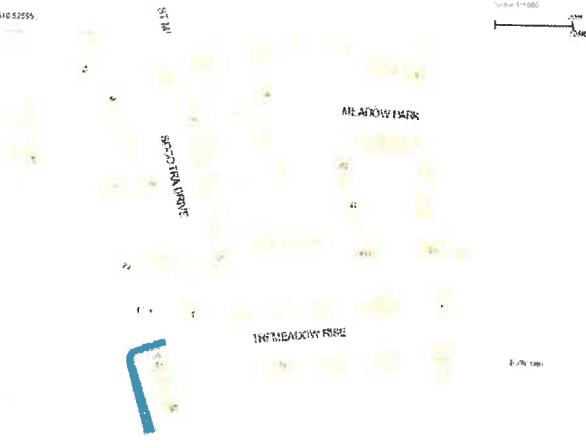
Sq Meters

Measurement Result

1118 Sq Meters

Paid

Paid



© Crown copyright and database right 2020 Ordnance Survey 100048347. Grid reference: SU 95510 52255.

Measure area or length

Sq Meters

Measurement Result

1118 Sq Meters

Paid



TREWON

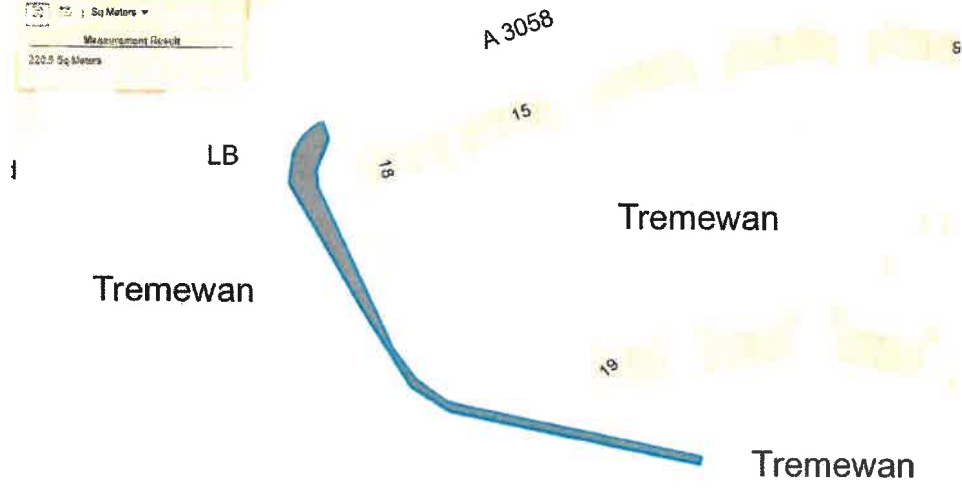
St Mewan Parish- Agency Agreement Maps

Measure area or length

Sq Meters

Measurement Result

220.9 Sq Meters



St Mewan Parish- Agency Agreement Maps

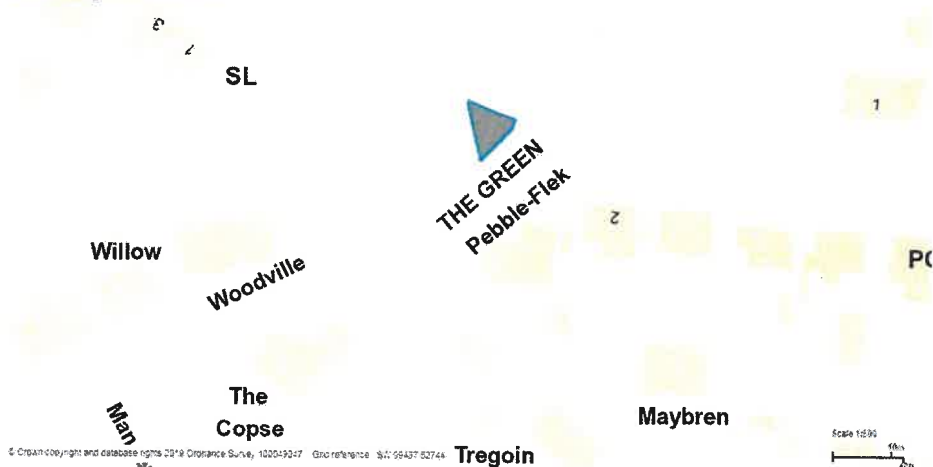
TREWON

Measure area or length

1527 22 Sq Meters

Measurement Result

45.6 Sq Meters

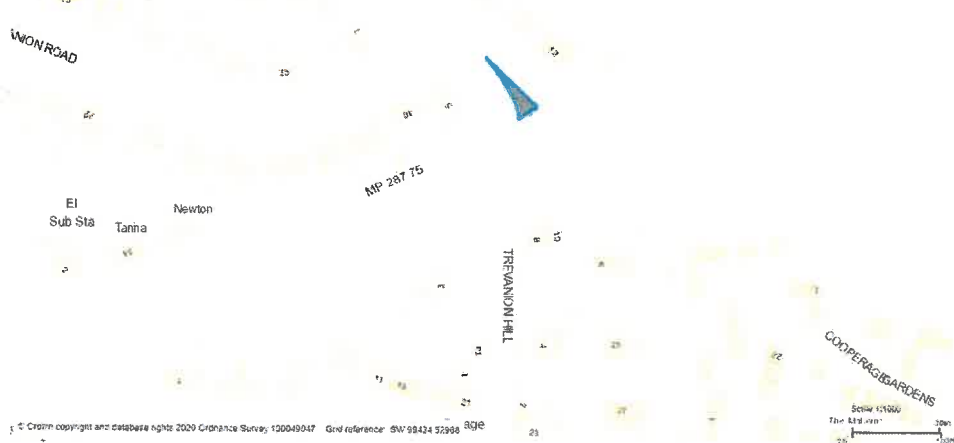


Measure area or length

1330 22 Sq Meters

Measurement Result

73.4 Sq Meters

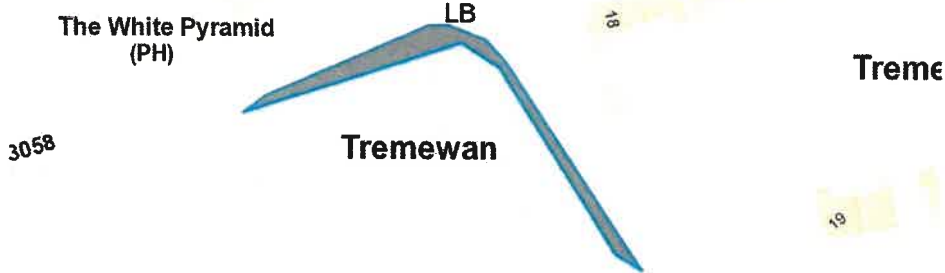


St Mewan Parish- Agency Agreement Maps

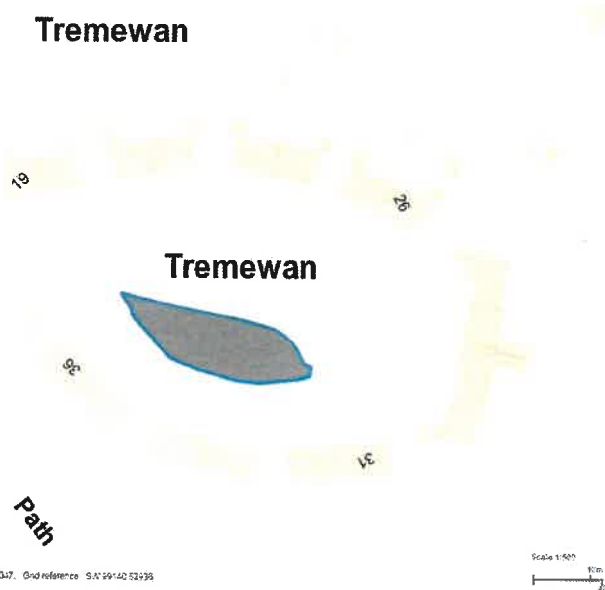
Trewoon Map Locations

TREWOON

Measure area or length  
Sq Meters  
Measurement Result  
332.8 Sq Meters



Measure area or length  
Sq Meters  
Measurement Result  
296.6 Sq Meters





St Mewan Parish- Agency Agreement Maps

TREWON

Measure area or length

05.3 Sq Meters

Measurement Result

05.3 Sq Meters

Tremewan



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Scale 1:500

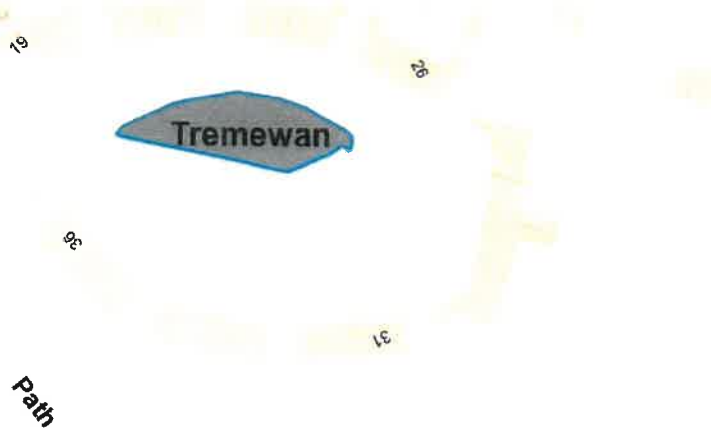
Measure area or length

35.4 Sq Meters

Measurement Result

35.4 Sq Meters

Tremewan



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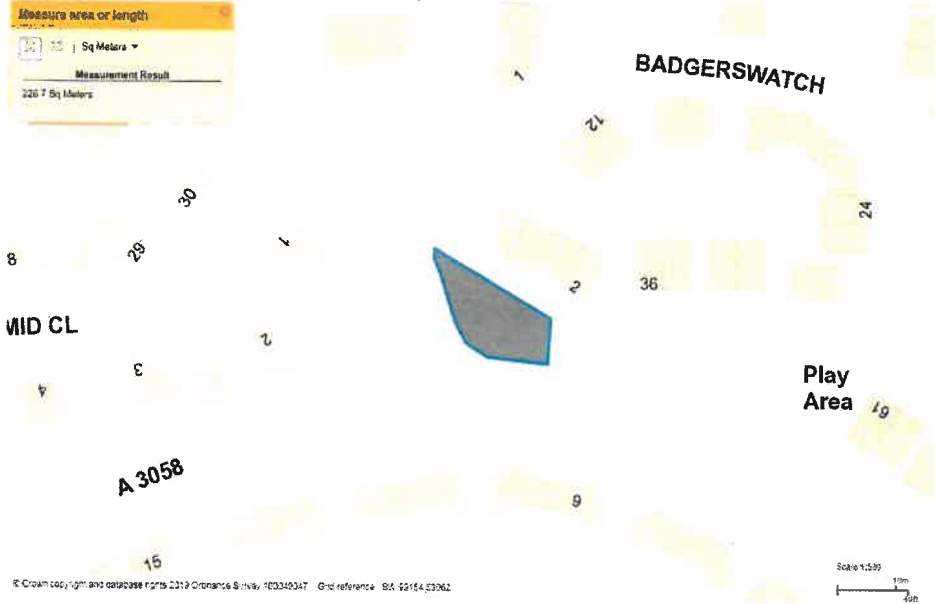
Scale 1:500

✓

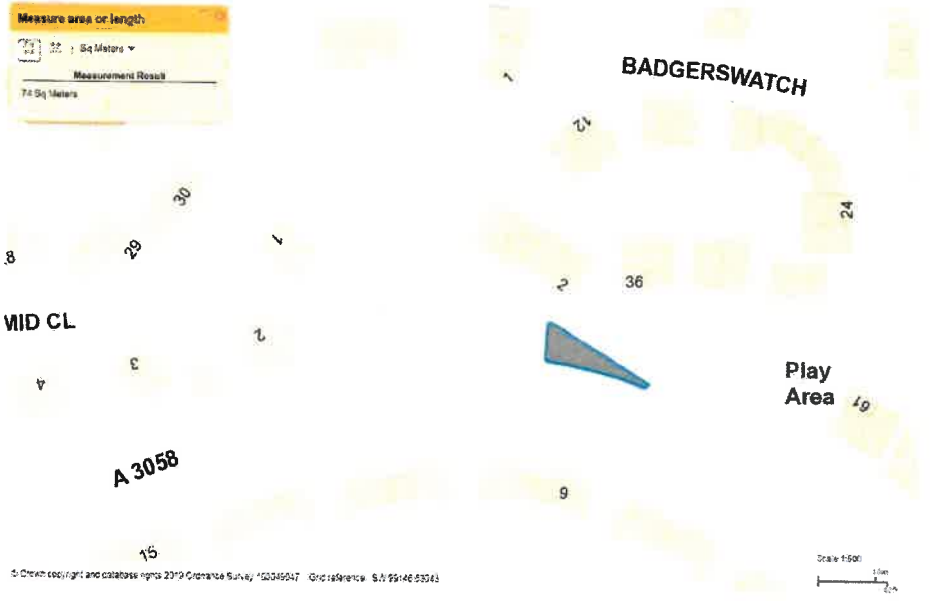
St Mewan Parish- Agency Agreement Maps

TREWOOD

Measure area or length  
Sq Meters  
Measurement Result  
220.7 Sq Meters



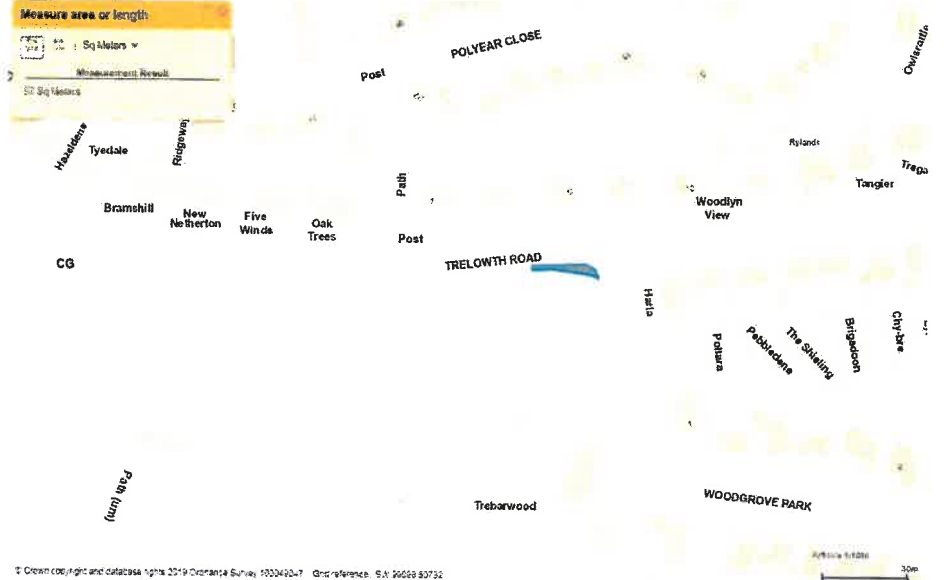
Measure area or length  
Sq Meters  
Measurement Result  
76 Sq Meters



St Mewan Parish- Agency Agreement Maps

### Trelowth Road - POLGOOTH

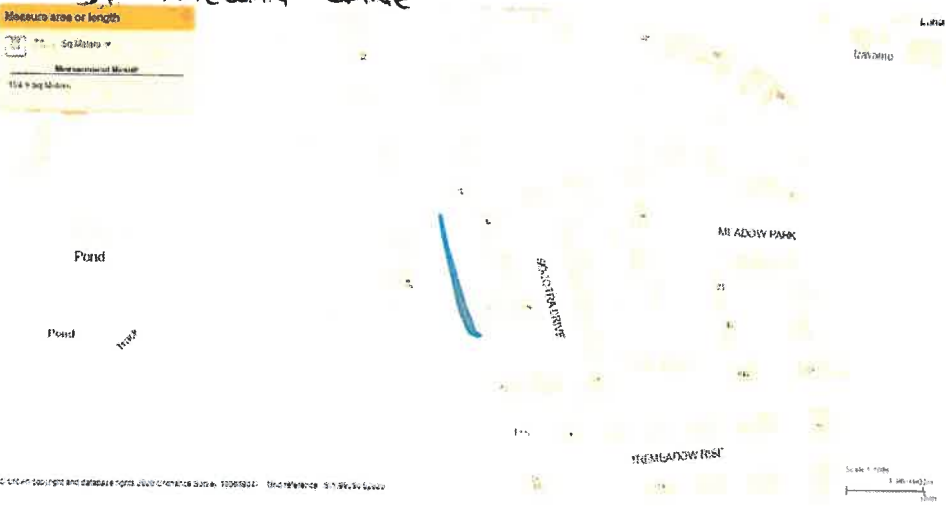
Measure area or length  
Sq Meters  
Measurement Result  
57 Sq Meters



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### ST MEWAN LANE

Measure area or length  
Sq Meters  
Measurement Result  
154 Sq Meters



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Rose hill:316.6M2 *Sticker*

Measure area or length

20.00 m

Measurement Result

316.6 Meters



Rose Hill - *Sticker*

Measure area or length

20.00 m

Measurement Result

33.7 Sq Meters

