

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 1st April 2023 to 31st 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 4th 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">▪ Visits on a designated day from March to October (weather permitting)▪ Grass height no more than 5cm▪ Strimming at perimeter fence/boundary during cutting season, at time of cut.▪ 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.
To cost per area exc Vat	

Specification B - St Mewan Church Cemetery (Old)

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

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

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

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 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">▪ Two cuts – one in June and one in September (see small works contract notes)
To cost per linear metre exc Vat	

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>To cost per linear metre exc Vat</p>	<ul style="list-style-type: none"> ▪ To be cut at the council's discretion
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Specification F – Grass highway verges identified as per map.

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

SPECIFICATION D	COST PER LINEAR METRE	NOTES
Gold Footpaths, Stiles and Bridleways		

SPECIFICATION E	COST PER LINEAR METRE	NOTES
Silver Footpaths		

SPECIFICATION F	COST PER SQ METRE	NOTES
Highways Verges		

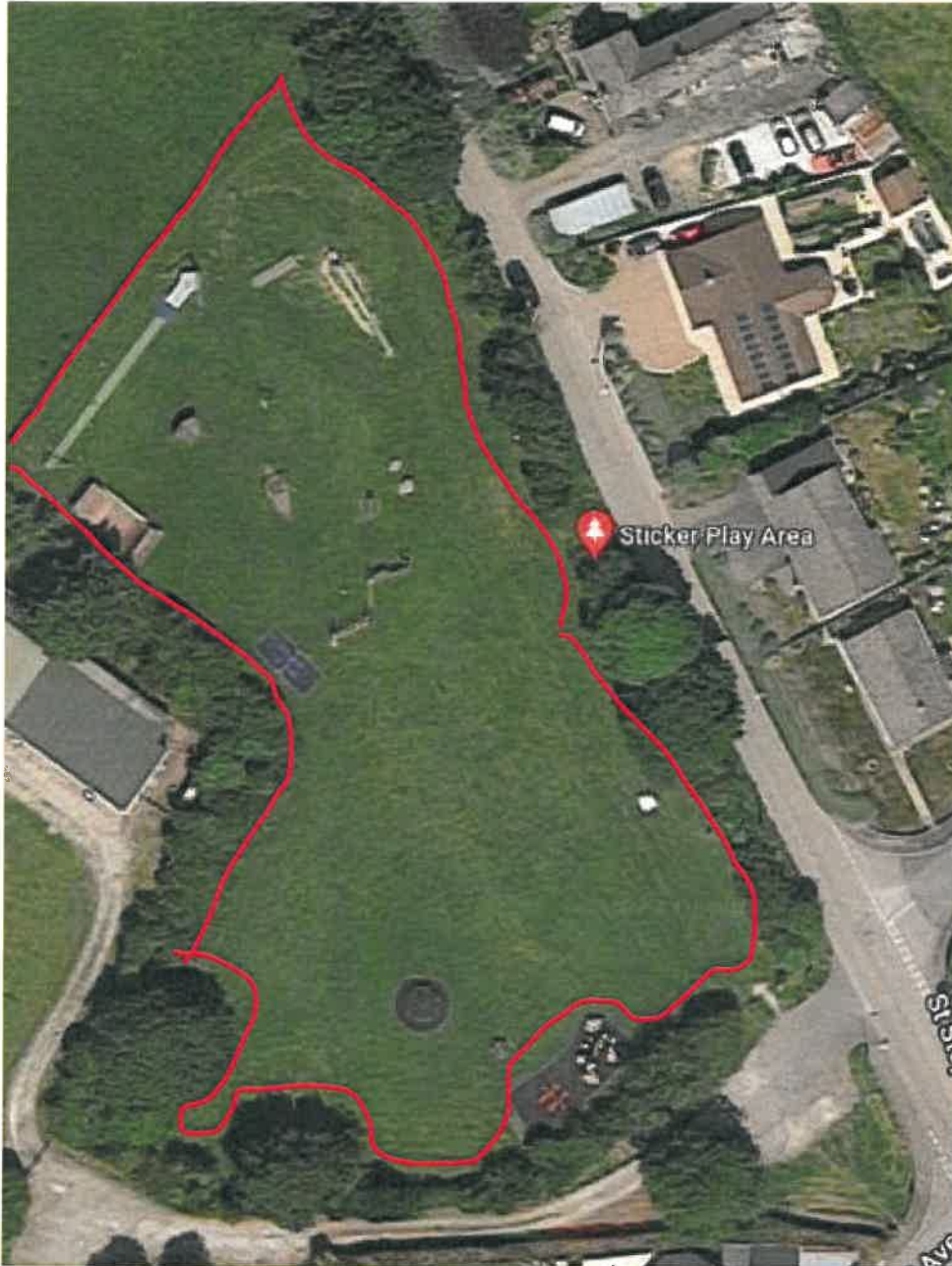
Date:.....

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



TREWOON

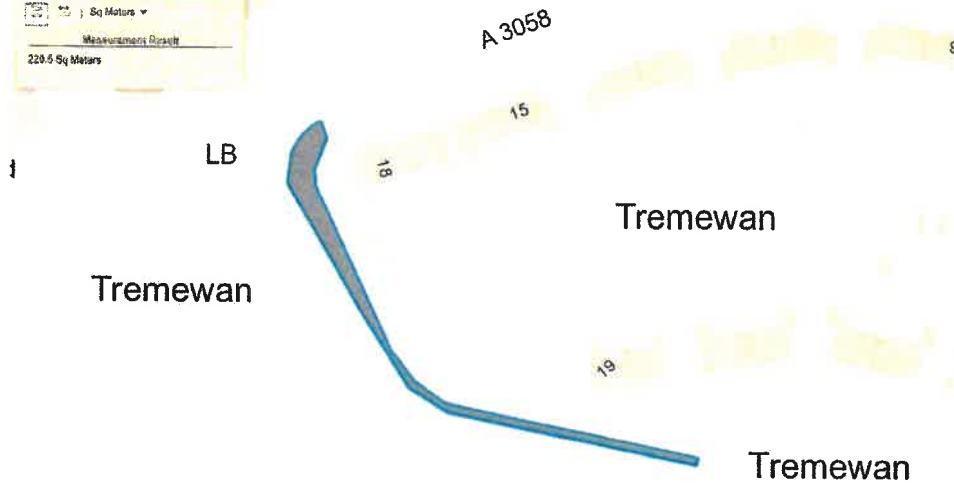
St Mewan Parish- Agency Agreement Maps

Measure area or length

Sq Meters

Measurement Result

220.5 Sq Meters



St Mewan Parish- Agency Agreement Maps

TREWOOD

Measure area or length

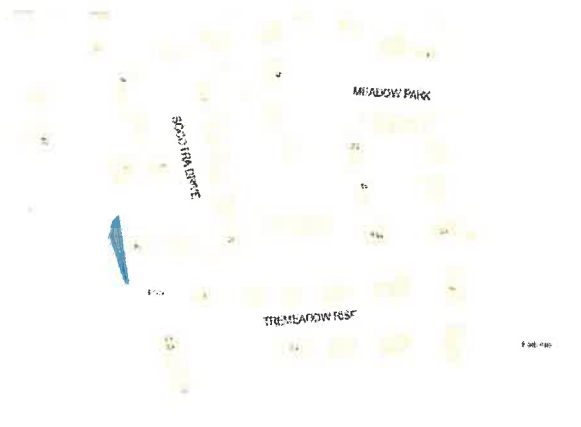
100% 20 Sq Meters

Measurement Result

61.9 Sq Meters

Plot

Plot



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Measure area or length

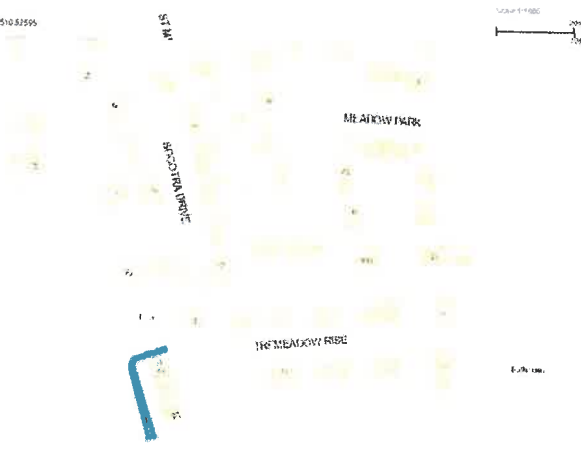
100% 20 Sq Meters

Measurement Result

110.6 Sq Meters

Plot

Plot



© Crown copyright and database right, 2013 Ordnance Survey 100049047. Geopreference: 50.95510, 8.2572

Measure area or length

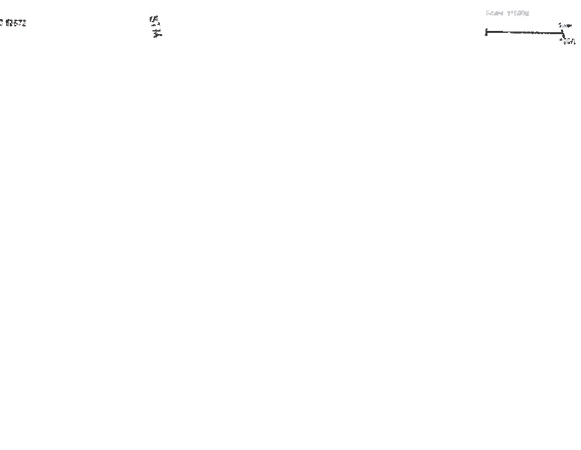
100% 20 Sq Meters

Measurement Result

110.6 Sq Meters

Plot

Plot

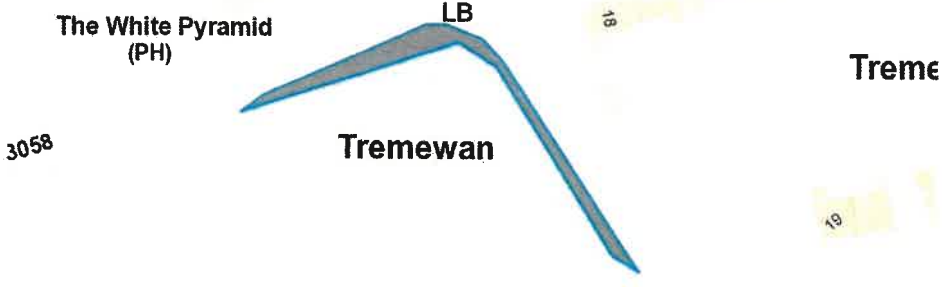


St Mewan Parish- Agency Agreement Maps

Trewoon Map Locations

TREWOON

Measure area or length
Sq Meters
Measurement Result
232.8 Sq Meters

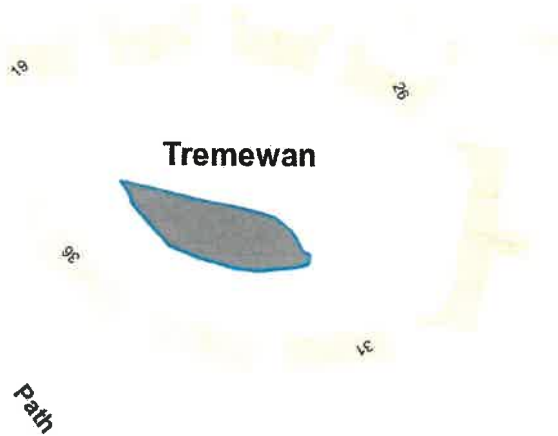


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Measure area or length
Sq Meters
Measurement Result
296.0 Sq Meters

Tremewan



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St Mewan Parish- Agency Agreement Maps

TREWOON

Measure area or length

10 Sq Meters

Measurement Result

55.3 Sq Meters

Tremewan



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Measure area or length

10 Sq Meters

Measurement Result

354 Sq Meters

Tremewan



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St Mewan Parish- Agency Agreement Maps

TREWON

Measure area or length

0.00 Sq Meters

Measurement Result

45.6 Sq Meters

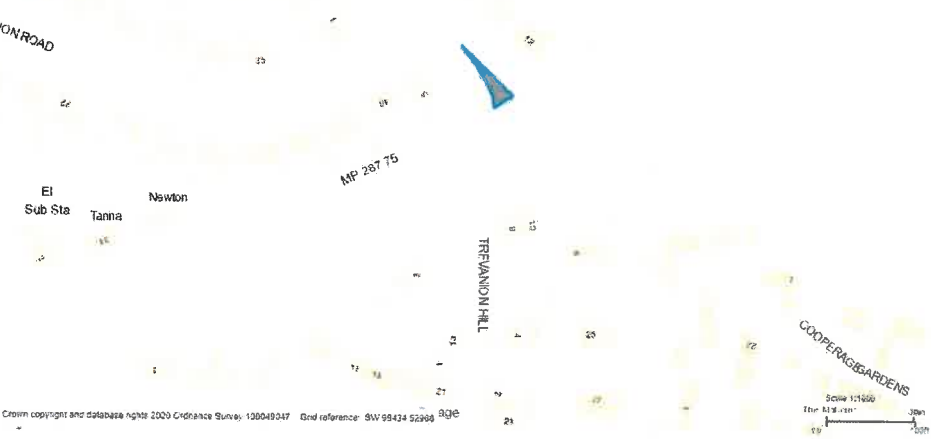


Measure area or length

0.00 Sq Meters

Measurement Result

73.1 Sq Meters



St Mewan Parish- Agency Agreement Maps

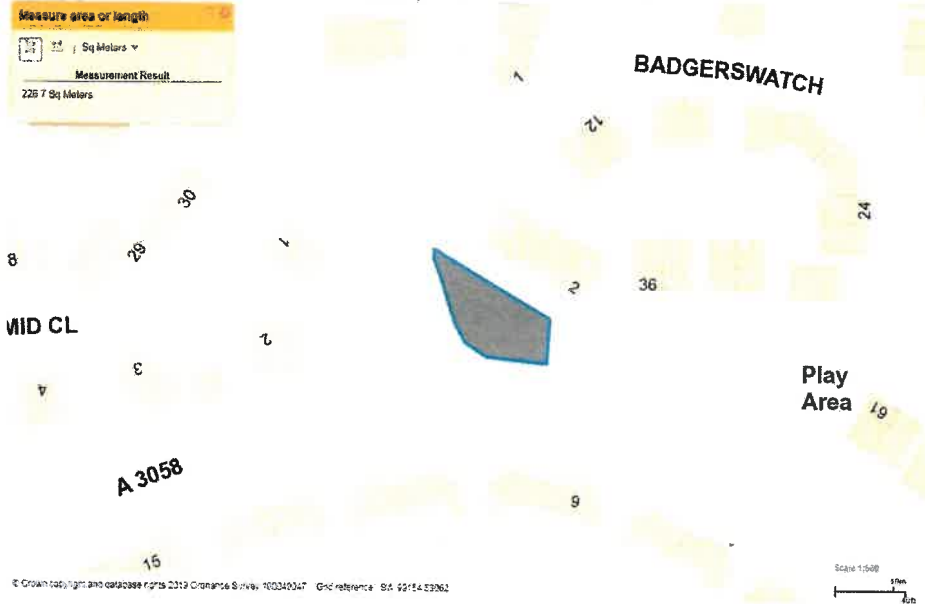
TREWOOD

Measure area or length

Sq Meters

Measurement Result

226.7 Sq Meters

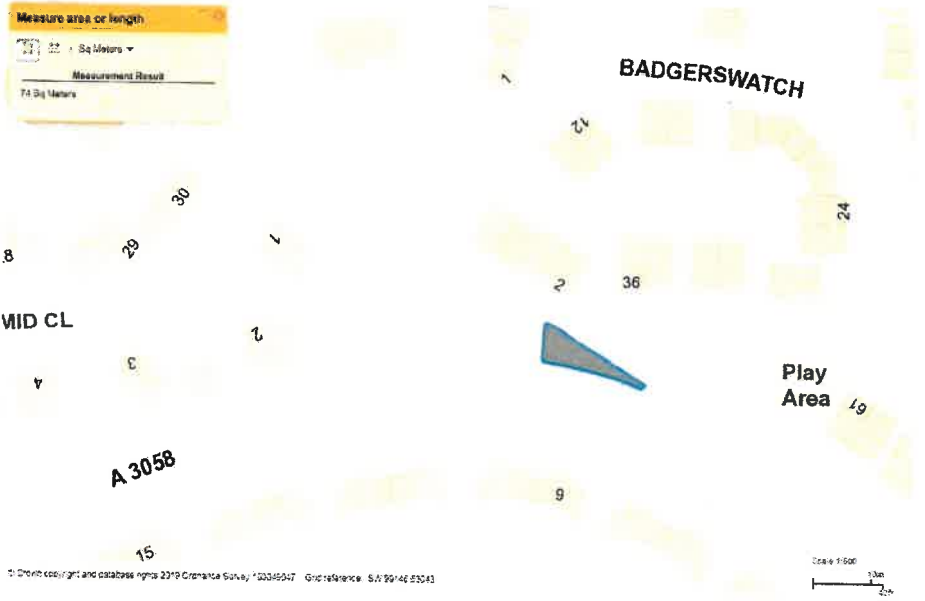


Measure area or length

Sq Meters

Measurement Result

74 Sq Meters

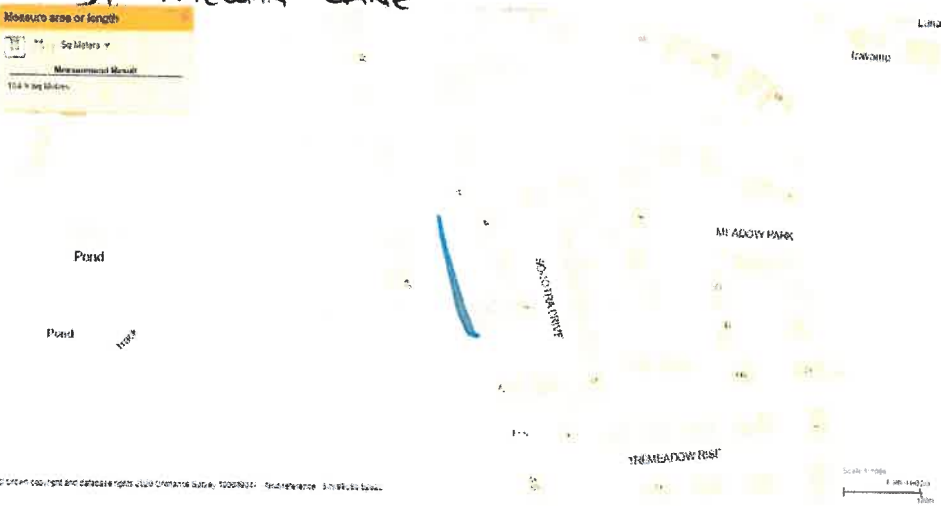


St Mewan Parish- Agency Agreement Maps

Trelowth Road - POLGOOTH

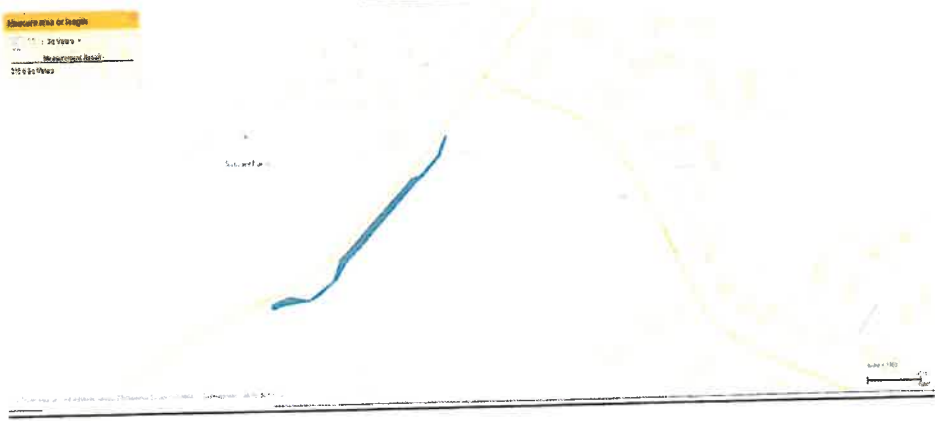


ST MEWAN LANE



Rose hill:316.6M2 *Structure*

Measure area or length
11.24 Meters
Measurement Result
316.6 M²



Rose Hill - *Structure*

Measure area or length
11.24 Meters
Measurement Result
33.2 Sq Meters

