



St Mewan Parish Council

Invitation to Tender for Grass Cutting and Associated Works Contract

Introduction

Tenders are invited for the cutting of grass on various sites managed by or belonging to St Mewan Parish Council.

Contract Term

The contract is for a three-year period, running from 1st April 2026 to 31st March 2029

Submission of tender

Tender documents should be submitted in a sealed envelope, clearly marked ' **Grass Cutting and Associated Works Contract** 'and must be received **no later than noon on Friday 5th September 25**. 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

SCOPE OF WORK

Geographical Areas

The 11 areas are spread across the parish of St Mewan. Please note there are different cutting requirements, as follows:

Specification A

Sticker Activity Park - PL26 7HA
Polgooth Playing Fields – PL26 7BU
Trewoon Playing Field (adjacent to Trewoon Play Area) – PL26 5TB
Trewoon Play Area – PL26 5TB
Trewoon Dog Walking Fenced at Top Area – PL26 5TB
Trewoon Community Garden area where adult gym equipment is situated.
Lower Sticker Playing Fields – PL26 7HQ
St Mewan Church Cemetery (New) – PL26 7DP

Specification B

St Mewan Church Cemetery (Old) – PL26 7DP

Specification C

Sticker Dog Field (adjacent to Sticker Activity Park) – PL26 7HA

Specification D

The Goffin (adjacent to Polgooth Playing Fields), Trelowth Rd – PL26 7BG

Specification

Grass/Strimming areas to be cut:

Specification A	<ul style="list-style-type: none">▪ Regular three weekly visits from April to September with the proviso that additional cuts may be required outside of the three weekly intervals in accordance with Community Events.▪ Designated cut days in the first instance. If weather impedes advance notice of when cuts can take place▪ Grass height no more than 5cm▪ Cuts in Feb, March, Oct and Nov at Clerk's discretion in conjunction with the contractor in these months▪ Strimming to perimeter fence/boundary at no less than three weekly intervals
Specification B	<ul style="list-style-type: none">▪ To cut prior to the spring flowers coming through and assess. Normally carried out in February.▪ In September to cut again when the flowers have died back.
Specification C	<ul style="list-style-type: none">▪ One cut per month from April to September▪ Grass height no more than 5cm▪ Cuts in March and October at Clerk's discretion in conjunction with the contractor in these months▪ Strimming to perimeter fence/boundary and pathways around scrubland
Specification D	<ul style="list-style-type: none">▪ As Spec A but with ' No Mow May '▪ Polgooth Community & Gardening Club has an area in The Goffin which they are responsible for. The Clerk will advise the appointed contractor on site visit.

- 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. 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. Strim to boundary

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.
3. No weed spraying is to be undertaken

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 and a Method Statement prior to commencing the contract.

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 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

1. This Contract runs from 1st April 2026 to 31st March 2029 unless terminated by either party.
2. This Contract may be terminated early within 28 days 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 (exc VAT)	Notes
Sticker Activity Park		
Polgooth Playing Fields		
Trewoon Playing Fields		
Trewoon Play Area		
Trewoon Dog Walking Fenced at Top Area		
Trewoon Comm Garden area where adult gym equipment is situated		
Lower Sticker Playing Fields		
New Cemetery		

Specification B	Cost per cut (exc VAT)	Notes
St Mewan Cemetery (Old Part)		

Specification C	Cost per cut (exc VAT)	Notes
Sticker Open Space (namely the Dog Field)		

Specification D	Cost per Cut (exc VAT)	Notes
The Goffin		

Date:.....

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

Ref 1-

Ref 2-