

Background

Councillors are asked to consider the following tender for the Grass Cutting contract. The current contract comes to a close in November 2025.

Tender

Drayton Bassett Parish Council invites tenders for grass cutting and strimming on their three sites.

1. Drayton Bassett Parish Council ("the Council") hereby invites tenders for the carrying out of the Service of Grounds Maintenance in accordance with the Contract documents attached, which comprise:

- Appendix A: Standard Conditions of Contract
- Appendix B: Specification of Works
- Appendix C: Schedule of Works
- Appendix D: Forms of Tender
- Appendix E: Questionnaire
- Appendix F: Reference
- Appendix G: Site Plans

2. Tenders should be submitted for all parts of the contract. The prices submitted must indicate the rate for carrying out each area specified individually and should identify separately any discount which may be attributable if the Contractor is awarded the Contract.
3. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
4. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Parish Clerk by no later than **Thursday 31st July 2025**.
5. The tender shall be submitted on the Form of Tender attached at Appendix D.
6. 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 on the reasons why a tender has been rejected.
7. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.
8. If having examined the tender documents you wish to submit a tender you should:
 - (a) Fully complete and return the following documents:
 - Appendix D Form of Tender
 - Appendix E Questionnaire
 - Appendix F References
 - (b) Return tenders and all related documentation to the Parish Clerk via email: parishclerk@draytonbassett-pc.gov.uk **by 5pm on Thursday 31st July 2025**.

Item 34
Grass Cutting Contract

Tenders received late will not be considered.

- (c) Please note that the email containing the tender must be clearly marked
"Tender for Grounds Maintenance" on the subject box

Appendix A: Standard Conditions of Contract

Contract Documents

The Contract Documents will comprise:

- Appendix A: Standard Conditions of Contract
- Appendix B: Specification of Works
- Appendix C: Schedule of Works
- Appendix D: Forms of Tender
- Appendix E: Questionnaire
- Appendix F: References
- Appendix G: Site Plans

Officer

The Officer will be the Parish Clerk.

Extent of Work

Generally, the work will comprise of the cutting of grass and strimming outside furniture, trees, bushes, fences, hedges and all other authorised site fixtures and fittings. To include grass removal from all play and recreation areas, public open spaces and footpaths.

Site Details

There are 3 sites around Drayton Bassett: village park on Rectory Close, land at the end of Old Manor Close, land between New Mill Lane and Mayfair Drive in Fazeley – they are identified on the attached plans in Appendix G.

Before tendering the Contractor is advised, at their own discretion, to visit the sites to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

Workmanship and Equipment

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

Additional Erection/Installation

The Council could add additional outside fixtures and fittings during the period of the Contract and no application from the Contractor to adjust the Contract price will be considered.

Duration of Contract

The duration of the Contract will be three years.

Tenders are to be priced on a 3-yearly basis. There will be no opportunity to alter the rates tendered during the term.

Payment to Contractor

The Contractor will submit a monthly account, in arrears, throughout the cutting season for all work carried out. All invoices will be paid directly into the Contractor's bank account and account details will be required upon commencement of contract.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving three months' notice.

Insurance

The Contractor is required to have a minimum of £5,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced to the Parish 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.

Health and Safety

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.

Notes to Tenderers

- a) Attention is drawn to the Form of Tender and Standard Conditions of Contract. These documents must be read in conjunction with the Specification of Works, Plans and Schedule of Works. Contractors are advised to carefully read all documentation.
- b) The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.
- c) A price shall be inserted against each item on the Form of Tender for each area tendered for.
- d) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.
- e) Patches of spring flowering bulbs are planted in several locations. Care must be taken to avoid them during the growing and flowering season. Grass cutting of these patches will only commence four weeks after flowers have died back.
- f) A regular inspection will 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.
- g) Invoices presented for payment must include a schedule of the works completed including the dates of the work.
- h) Contractors are asked to contact the Parish Clerk if any clarification is required.

Appendix B: Specification of Works

1. GRASS CUTTING

- 1.1 (i) Prior to cutting any area, the Contractor will ensure that it is free of significantly large stones, paper, tins, bottles and other debris.
- (ii) 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.
- 1.2 The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass not cut to the approval of the Council from such lack of maintenance will be made good by the Contractor at his own expense and to the satisfaction of the Council.
- 1.3 The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations. The Contractor will provide his staff with all safety equipment, (boots, reflective vests, etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
- 1.4 During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Council sanctioning such an operation in writing, in advance.
- 1.5 All grass will be cut cleanly and evenly and without damaging the existing surface.
- 1.6 The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure that all grass clippings and other arisings are cleared from areas including but not exclusive to all paved areas, playground equipment safety surfaces, memorial stones, paths and public footpaths, etc.
- 1.7 Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
- 1.8 Since it is not possible to predict accurately the precise number of mowings which may be required on any site in any one year, the Schedule of Works includes a given number of mowings, but the Contractor will be paid on a pro-rata basis for more or less than this number, dependent upon the prevailing weather conditions through the growing season.
- 1.9 Mowing will take place on the full area of grass at the site, up to the paving, fencing obstacles and any other boundaries.
- 1.10 Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
- 1.11 In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels

Item 34
Grass Cutting Contract

and contours of the ground or grass cutting "divots" from the machine rollers or cutters.

- 1.12 Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at their own expense reinstate such damage forthwith to the satisfaction of the Council.
- 1.13 Mowing/strimming will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting, and replaced before the Contractor leaves the site.
- 1.14 Mowing around obstructions including seats, trees, fence lines, posts, memorial stones and kerbs and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location.
- 1.15 In areas that contain bulbs or corms, the Contractor will ensure that the emergent bulbs are not cut. These areas will not be cut again until four weeks after flowering.
- 1.16 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 his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.
- 1.17 The contractor must take all necessary precautions when using tools or machinery to avoid damage to trees, particularly recently planted ones. Any contact with tree stems must be prevented, as damage can result in total loss. Failure to exercise due care may result in liability for any harm caused to the trees.
- 1.18 The Contractor shall ensure that all cut material is fully removed from the site as part of the clearing or clearance process. Cut material must not be left on-site or dispersed onto adjacent properties or roads by wind or mechanical means, such as leaf blowers. The removal of cut material is necessary to prevent unintended nutrient enrichment, which may promote the growth of certain species at the expense of others.

Appendix C: Schedule of Works

Part 1 – General Grass Cutting Specification

1. General Grass Cutting Specification

- The first cut being the start of March and the final cut in late October/November (though may be later if weather determines). Frequency as follows:
 - **March:** cuts to be one only/as required
 - **April through September:** cuts to be fortnightly
 - **October to November:** cuts to be one each month
- To include clearance of vegetation around any wooden posts / play equipment and other obstructions.
- All paths around the grass areas to be free of grass cuttings and grass to be removed from site.
- Report any problems, such as vandalism, maintenance matters, etc. that are noticed during the course of work being undertaken, to the Parish Clerk within 24 hours.

Appendix D: Form of Tender

	2026	2027	2028
Grass Cutting & strimming	£	£	£
Cost of additional cut on Village park	£	£	£
Cost of additional cut on Old Manor Close	£	£	£
Cost of additional cut on New Mill Lane	£	£	£
Total Cost of Contract	£	£	£

IMPORTANT: Please note that although we ask you to show your workings for each area to be covered, the only price to be made public will be the 'Total Cost of Contract'. We ask for the breakdown to allow us to invoice other bodies for grants towards the ground care. We also require a breakdown for budgeting and allocation of money purposes only.

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

I/We understand that Drayton Bassett Parish 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:

Appendix E: 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 F: References

Please provide the contact details for two commercial referees:

Trade Reference 1

Contact Name	
Company	
Contact Telephone Number	
Contact Email	

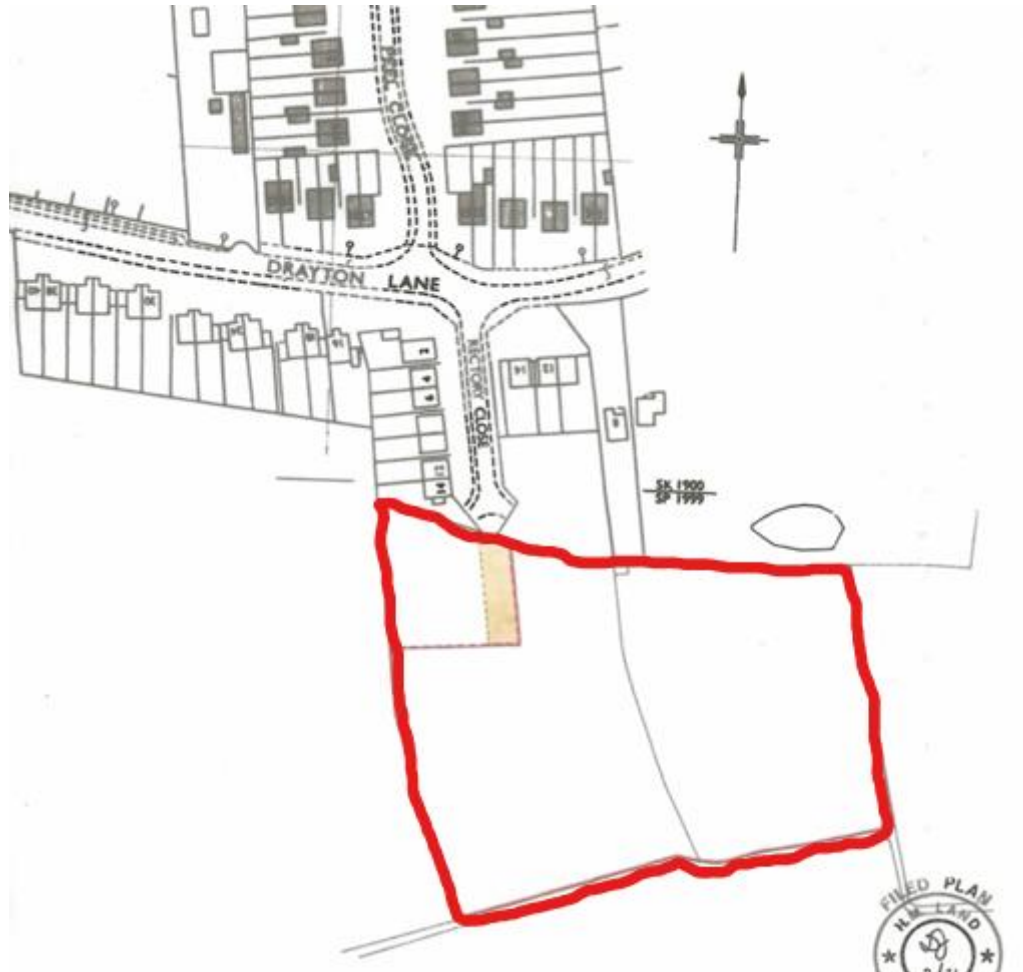
Trade Reference 2

Contact Name	
Company	
Contact Telephone Number	
Contact Email	

Appendix G: Site Plans

Maps to accompany this tender form Appendix D. Maps included are:

Village Park, Rectory Close, Drayton Bassett



Item 34
Grass Cutting Contract

New Mill Lane / Mayfair Drive, Fazeley



Item 34

Grass Cutting Contract

Land at Old Manor Close, Drayton Bassett

