
CONTRACT TERMS

Corfe Castle Parish Council is seeking tenders for Grounds Maintenance at the following sites:

1. Gods Acre Cemetery (1925 Site & New Extension Site), Corfe Castle.
2. Sportsfield, West Street, Corfe Castle.
3. Playpark & Playing field, Corfe Castle.

SCHEDULE OF MAINTENANCE.

Grass cutting, strimming, and path, maintenance to be carried out at the Contractor's discretion to maintain a high standard in accordance with the following specification: Council may negotiate with the successful contractor for additional works.

SITE SPECIFIC SPECIFICATIONS.

1 Gods Acre Cemetery

The terms of the contract shall be as follows: -

- a. The grass shall be cut to a height of 10cm as per the following schedule.

1 st March to 31 st May (Inclusive)	Twice per month (6 cuts)
1 st June to 31 st October (Inclusive)	Once per month (5 cuts)
1 week before remembrance Sunday	One cut (1 cut)

An extra cut may be required depending on weather conditions and grass growth (by mutual agreement). The Tenderer is asked to quote for the cost of an additional cut, which would be carried out within a week of the request.

- b. Where obstructions occur, the grass is to be controlled up to the edge of the obstacle by the use of a strimmer. Ensuring no damage occurs to the obstruction. All flat memorial stones should be edged along with headstones and kerb stones.
- c. Following a cut, the gravestones are to be left free of grass cuttings. After the first cut the arisings should be disposed of by the contractor off site. At all other times the cuttings can be left to mulch.
- d. Pathways to be maintained and kept free of weeds.
- e. It is of the utmost importance that no damage is caused to the headstones or kerbs. Any damage must be rectified by the contractor at their expense. The Contractor is invited to do a digital photographic survey of the graves and site, copied to the Council, so that disputes are minimized.

2. Sportsfield

The terms of the contract shall be as follows: -

- a. The grass shall be cut to a height of 4cm as per the following schedule.

1 st March to 31 st May (Inclusive)	Once per week (12 cuts) on a Thursday or a Friday
1 st June to 31 st August (Inclusive)	Once per month (3 cuts) on a Thursday or a Friday
1 st September to 31 st October (Inclusive)	Once per week (8 cuts) on a Thursday or a Friday

An extra cut may be required depending on weather conditions and grass growth (by mutual agreement). The Tenderer is asked to quote for the cost of an additional cut, which would be carried out within a week of the request.

- b. Where obstructions occur, the grass is to be controlled up to the edge of the obstacle by the use of a strimmer. Ensuring no damage occurs to the obstruction.
- c. Following a cut, all arisings should be disposed of by the contractor off site.
- d. It is of the utmost importance that no damage is caused to the facilities equipment / property. Any damage must be rectified by the contractor at their expense. The Contractor is invited to do a digital photographic survey of the site, copied to the Council, so that disputes are minimized.

3. Playpark & Playing field.

The terms of the contract shall be as follows: -

- a. The grass shall be cut to a height of 4cm as per the following schedule.

1 st March to 31 st May (Inclusive)	Twice per month (6 cuts)
1 st June to 31 st August (Inclusive)	Once per month (5 cuts)
1 st September to 31 st October (Inclusive)	Twice per month (4 cuts)

An extra cut may be required depending on weather conditions and grass growth (by mutual agreement). The Tenderer is asked to quote for the cost of an additional cut, which would be carried out within a week of the request.

CONTRACT TERMS

- b. Where obstructions occur, the grass is to be controlled up to the edge of the obstacle by the use of a strimmer. Ensuring no damage occurs to the obstruction.
- c. Following the first cut the arisings should be disposed of by the contractor off site. At all other times the cuttings can be left to mulch.
- d. During the months of April to August inclusive, there may be “No Mow” areas introduced. During this period access to the rear of the bordering properties must be kept clear.

GENERAL SPECIFICATION – ALL SITES.

- a. Pathways to be maintained and kept free of weeds.
- b. It is of the utmost importance that no damage is caused to the headstones or kerbs. Any damage must be rectified by the contractor at their expense. The Contractor is invited to do a digital photographic survey of the graves and site, copied to the Council, so that disputes are minimized.
- c. The contract shall run for two years and shall be reviewed at the end of the first year. If performance is satisfactory the contract may be extended for a further year under the terms of this contract
- d. The Contractor to report to the Parish Clerk any occurrences which may require remedial action by the Council, e.g., mole and rabbit infestation, evidence of damage caused by vandalism or any other unusual/unforeseen occurrence.
- e. Any extra work to be carried out by The Contractor at the request of The Council to be costed by The Contractor, authorised by The Council, and invoiced accordingly on completion of each task. Tenderers are asked to specify their hourly rate for additional work.
- f. The Contractor will provide an authorised copy of the Certificate of Insurance and maintain insurance cover as is necessary to indemnify themselves, their workforce and the Council against all claims arising from their work. A minimum of £5,000,000 cover is required. The Contractor will be expected to provide copies by email of all insurance policies at their renewal anniversary to the Clerk to prove continuity.
- g. The Contractor will provide and maintain certification of suitable equipment, application and use of herbicides and training of all operatives in their use.
- h. The Contractor should provide with the tender submission a copy of their current public liability insurance, a risk assessment and two references of clients of similar standing to the Parish Clerk. The latter is not required where contractors are already employed by the Parish Council. It is expected that contractors will be able to provide references from clients with similar contracts.
- i. The Contractor shall comply with the Health and Safety at Work regulations and shall hold the relevant Health and Safety certificates.
- j. The Contractor shall hold in place a relevant written Health and Safety Policy and a copy should be provided with the tender submission.
- k. The Contractor must provide all necessary equipment and personnel to perform the job and provide method statements to cover all aspects of Health and Safety.
- l. The Contractor agrees to provide all necessary equipment to cut the grass.
- m. The Contractor shall comply with Control of Waste regulations and hold a valid Certificate of registration under the control of Pollution Act 1989.
- n. The Contractor will provide all Personal Protective Equipment. All strimmer operators should hold a recognised certificate of training.
- o. Tenderers are invited to provide added value items to their bids to be included in the price per cut. I.e. fertilizing and maintaining the quality of the grass, weed killing, moss treatments or any added value items offered will be added to the schedule/contract and be binding. In the event of two bids being within 15% of each other the council reserve the right to use added value items offered as a method of determining the winning bid.
- p. The Council reserves the right to clarify any statements on submitted tenders and specifications with the contractors before making any decision.
- q. The Council reserve the right to offer the contract to the most economically advantageous bid and not necessarily the lowest bid.

CONTRACT TERMS

- r. The Council reserve the right to add or remove areas to be cut during the period of the contract and the Contractor will be invited to provide a cost/reduction where applicable in writing to the clerk. This will then be added to the schedule and be a binding part of the contract.
- s. The Council will not be liable for any damage or loss to equipment incurred by the Contractor during the period of the contract howsoever caused. The Contractor is expected to survey each area before cutting commences to ensure no obstacles or stones are present.
- t. The successful tender together with the Council's written acceptance shall be for a binding agreement in the terms of contract document.

PAYMENT

Invoices should be submitted by the Contractor at the end of each month. Subject to the standard work being satisfactory to the Council, invoices will be settled during the month following submission. Payment of invoices is agreed at the Meeting of the Council on the second Monday of each month.

The Council may up rate the value of the contract after 12/24 months in line with the corresponding change in CPI.

TERMINATION OF CONTRACT

This agreement can be terminated, after the first-year review in writing, by either side. The Council reserves the right to terminate the contract with four weeks' notice if there have been two or more unresolved complaints.

The Contractor shall nominate a representative who can deal with complaints raised by the Clerk.

SUBMISSION OF TENDER

Tenders should be submitted to the Clerk of Corfe Castle Parish Council in a sealed envelope marked 'Tender' and posted to 34 Egmont Road, Poole Dorset BH16 5BZ. The site has 24 hours access, and the tenderer is invited to visit before the submission of tenders. A plan is attached to this tender of the site.