

Specification to Tender for Grass Cutting Services in the Parish of Rowlands Castle from 2024 to 2027 inclusive

Instructions to Bidders

Confidentiality of Tenders

1. You must not tell anyone else what your tender price is or will be before the time limit for delivery of tenders. The only exception is if you need an insurance quotation, when you may give any essential information in strict confidence.
2. You must not obtain information about anyone else's tender before the time limit for delivery of the tender.
3. You must not make any arrangement with anyone else about whether or not they should tender or about their tender price.
4. You must not canvass members of Rowlands Castle Parish Council ('the Council') or employees of the Council to encourage them to support your tender.

Queries and Inspection of Grassed Areas

Prospective bidders may address queries and/or be shown the relevant areas by arrangement with the Clerk to the Council. She can be contacted on the details above.

Submission of Bids

Completed tender bids must be submitted by **5pm on Monday 26th February 2024**. The Council will not consider any tenders received after this deadline. They can be:

- Emailed to clerk@rowlandscastlepc.org.uk, marked CONFIDENTIAL - TENDER in the subject heading, or
- Sent/Delivered to the following address in a sealed envelope, marked CONFIDENTIAL – TENDER:

Lisa Walker - Clerk to the Council
Rowlands Castle Parish Council
11 The Green
Rowlands Castle PO9 6BW

The bid should be presented in the format set out in the accompanying response document or provide all the same information in the same order on a separate sheet of paper. Bids will be scored on the basis of value for money and other company details. Bids where the total sum per cut (see Tender Submission Form on Page 6) exceeds £550 + VAT will not be considered. In accordance with its Financial Regulations, the Council is not obliged to award a contract on lowest price basis.

The Council intends to confirm the awarding of the contract at its meeting on Monday 4th March 2024. In the interests of commercial sensitivity, the tender bids will be anonymised.

ROWLANDS CASTLE PARISH COUNCIL

Specification to Tender for Grass Cutting Services – January 2024

Specification

Introduction

Rowlands Castle Parish Council ('the Council') is seeking tenders for its grass cutting contract from 2024 to 2027 inclusive, subject to satisfactory completion of a 4-month probationary period in the first year ie 2024. Companies wishing to tender should be suitably qualified and experienced in the cutting of grassed public spaces.

This specification sets out the work required in order to maintain the areas to a tidy and good horticultural standard. All areas are to be mown at the frequency described. All edges, obstacles, fence lines, trees, surrounds etc. are also to be treated at the frequencies described.

Contract Period

The contract is subject to satisfactory completion of a 4-month probationary period whereupon it will cover provision of grass cutting services for the period March to November each year, with the final cut of the year being made subject to growing conditions and in consultation with the Council.

The price fixed for 2024 shall form the base price for the duration of the contract. Any increase to the base price in subsequent years shall not exceed the official Consumer Prices Index (CPI) rate in November of the preceding year.

Location of Grass Areas

This specification refers to grassed areas which are under the control of the Council. They are:

Area A	The Green including Deerleap Verge The Garden at the Parish Hall, Links Lane Whichers Gate Common and the War Memorial area Grassed amenity areas on Manor Lodge Road and in the Kings Meadow Estate
Area B	Finchdean Green including 'The Pound'
Area C	The Recreation Ground: All grass areas, including the football pitches, the cricket outfield and children's play area, but excluding the cricket square

Plans of the areas to be maintained are provided in Appendix 1.

Mowing standards

Mowing shall be undertaken in such a manner as to cut the whole of the areas detailed in the schedules. The Contractor must include in their rates provision for cutting around all trees, obstacles and edges, including the leaving of a 1m radius around all trees and substantial shrubs uncut in order to prevent machinery damaging roots and to encourage biodiversity.

Mowing shall be carried out as close as possible to obstructions such as benches, bins etc. Moveable obstructions shall be removed to facilitate cutting and replaced before the Contractor leaves the site.

Mowing around obstructions and in the proximity of margins where the major mowers cannot mow shall be undertaken at the same standard and frequency as that applied to the main

ROWLANDS CASTLE PARISH COUNCIL

Specification to Tender for Grass Cutting Services – January 2024

areas using other methods, tools and machines as appropriate. The cutting of such areas shall be undertaken on the same day as the cutting of the main areas.

During the period of the contract, no growth regulators of any form shall be applied to any area without the Council's permission.

Any grass around the bases of obstructions shall be cleared by a nylon line cutter on every other visit.

If the machine deposits large quantities of grass at any one point, these must be scattered and not allowed to remain to smother the underlying grass.

Where the grass mowings are thrown onto footpaths or other metalled areas, they are to be swept back onto the grass on the same day as the mowing operation.

When mowing is likely to generate a lot of grass cuttings, the Council will require the Contractor to collect and dispose of the grass cuttings.

Before commencing the cutting of grass, the operator must check the area for debris (eg drinks cans, bottles and other objects) which are liable to be thrown out from under the deck of the mower.

Particular care must be taken when mowing near young trees, tree roots, installed items, parked cars and windows of buildings etc, and in proximity of people and animals. The enclosed part of Finchdean Green known as 'The Pound' may need to be strimmed rather than mown. There should be no strimming around the Children's Play Area equipment to prevent damage to the wooden structures. Please also note the stipulations later in this document relating to measures to increase biodiversity.

After mowing the finish must be even with no uncut grass due to failure to overlap at turning points. The height of cut is to be between 20 and 25mm unless otherwise directed by the Council. In the case of grassed land in substantial shade (eg much of Deerleap Verge) the height of cut should be between 75 and 90mm.

Grass cutting operations at Area C (The Recreation Ground) shall be carried out by the use of cylinder type mowing machinery.

Mowing Frequency

In normal growing conditions the frequency of cut is to be as follows:

Area A	The Green including Deerleap Verge Whichers Gate Common and War Memorial area The Garden at the Parish Hall, Links Lane Grassed amenity areas on Manor Lodge Road and the nearby Kings Meadow Estate	2 cuts per month 2 cuts per month Minimum 1 cut per month 2 cuts per month
Area B	Finchdean Green, including 'The Pound'	1 cut per month or as necessary
Area C	The Recreation Ground: a) All areas excluding sports pitches b) The football pitches and cricket outfield	1 cut per month 2 cuts per month

Any alteration to the above frequency should be agreed with the Council.

ROWLANDS CASTLE PARISH COUNCIL

Specification to Tender for Grass Cutting Services – January 2024

General Conditions

The Contractor must supply the Council with details of its current Employer's Liability and Public Liability Indemnity Insurance. In accordance with the Council's Financial Regulations, the Contractor must also supply a copy of its most recent completed accounts in order to be considered for the contract.

The Contractor must provide a programme of work at least 2 weeks before commencement of the contract detailing the sequence of cutting operations, the planned route and days for cutting, together with any other information required by the Council.

All work shall be carried out without unreasonable noise and disturbance to local residents.

The Council reserves the right to add a small amount of additional cutting to the contract, if required.

The Contractor must seek approval from the Council before employing any sub-contractor to undertake the work.

Mowing operations will only take place during the following hours:

Area A	Monday to Friday Saturday	8am to 6pm 8am to 1pm
Area B	Monday to Friday Saturday	8am to 6pm 8am to 1pm
Area C	Monday to Thursday	8am to 6pm

The Contractor will supply all plant, machines, tools, implements and equipment needed to complete the work. It shall keep all such equipment in good order and condition, and properly set and suitable for the operations to be performed. All vehicles and tractors are to have pneumatic tyres unless otherwise directed.

The Contractor will supply all fuel oils.

Safe methods of work must be employed at all times to comply with the Health and Safety at Work Acts 1974.

The Contractor must comply with all relevant legislation relating to hazardous substances, food, environmental health, environmental protection, poisonous substances, electrical safety and pollution.

The Council requires the Contractor to pay due regard to the relevant regulations in ensuring the safe supply, storage, transport and use of pesticides in connection with the Contract. The Contractor shall provide evidence to the Council that any staff using pesticides hold a recognised Certificate of Competence, unless they are working under direct supervision of the Certificate holder. A record of all pesticide operations shall be kept by the Contractor.

All operatives must be trained and experienced in the operation they are to carry out. The Council reserves the right to require the Contractor to cease to employ, in connection with the contract, any person whose continued employment thereon is considered undesirable, and this shall apply equally in cases of breach of the safety, health and welfare requirements.

The contract will be supervised by the Council or a designated representative.

ROWLANDS CASTLE PARISH COUNCIL

Specification to Tender for Grass Cutting Services – January 2024

If the Council decides that because of weather or other conditions it is undesirable to carry out or complete a scheduled grass cutting operation, the Council may cancel the work or require the Contractor to complete the work at a later date. The Council will only pay for work actually completed.

The Contractor will submit a monthly invoice in arrears for the work carried out in the previous month. These will include all details of the operations claimed for ie dates of cutting and grass areas cut.

Measures to Encourage Bio-Diversity

The Council is keen encourage bio-diversity on land for which it is responsible. It may liaise with the Contractor regarding the leaving of some parts of grassland uncut. Any such arrangements will not alter the Contractor's stated charge for cutting each separate area.

ROWLANDS CASTLE PARISH COUNCIL

Specification to Tender for Grass Cutting Services – January 2024

Tender Submission Form

Company details

Company Name	
Address	
Phone number(s)	
Email address	
VAT Registration No	

Price Schedule

Area	Location	Price per cut (ex VAT)
Area A	The Green including Deerleap Verge	
	Whichers Gate Common and The War Memorial area	
	The Garden at the Parish Hall, Links Lane	
	Grassed amenity areas on Manor Lodge Road and in the nearby Kings Meadow Estate	
Area B	Finchdean Green including 'The Pound'	
Area C	The Recreation Ground: a) All areas excluding sports pitches	
	b) Football pitches and cricket outfield	
	Total £ per Cut	

Insurance and Other Details

Insurance	Value of cover	Insurer & Policy No.	Expiry date
Employers Liability			
Public Liability			

Company Structure eg Limited Company, Sole Trader	
How Long has the Company been trading?	

The successful Contractor will be required to supply copies of their insurance documents.

Additional Information and References

Please supply a copy of your most recently completed accounts in order to be considered for this contract. Please also supply **two** written references for similar work undertaken in the last year, together with any additional information you think might be useful in supporting your tender.

Signed: Position in Company:

Print Name: Date:

ROWLANDS CASTLE PARISH COUNCIL

Specification to Tender for Grass Cutting Services – January 2024

Appendix: Details for Areas A, B and C

(Some of these details are also available from the Council's website at:
<http://www.rowlandscastlepc.org.uk/council-business/rcpc-owned-land-buildings/>

The Green

This includes the whole of the Village Green, together with Deerleap Verge, the land to the south from land bordering Deerleap Lane up to the telephone box, abutting the entrance to the Hardware Store and going around the Council-owned bus shelter.

Whichers Gate Common and War Memorial Area

This includes all grassland on the Common, with the gully and land to the west of it to the unmade road being strimmed. It also includes the small grassed area around the War Memorial which should be kept looking tidy at all times. (Occasional cutting of the verge between the War Memorial area and the adjacent highway may also be required but is not part of this tender.)

The Garden at the Parish Hall

This includes all grassland in the Parish Hall Garden, working around the installed poles which support the netting above the garden to stop stray golf balls landing in the garden.

Grassed amenity areas on Manor Lodge Road and in the Kings Meadow Estate

- Nightingale Close – all grassland on the sloping bank in front of Nos 19 and 21, and bound by the Council-owned fences to the kerb stones.
- Footpath from Nightingale Close to Kingfisher Close – all grassland to the right of the footpath, commencing with the Council-owned fences leading up the driveway to Nos 19 and 21, and along the emergency accessway with Kingfisher Close. This includes the land behind the oak trees, and up to the fence panels of the houses in the next Close
- Footpath from Kingfisher Close to Dunnock Close – all grassland along the footpath to the north, and the verge abutting fences owned by 4 Kingfisher Close
- Opposite No 1 Dunnock Close – small strip of grassland next to the car park for Dunnock Close northern block of flats.
- Nos 51 and 53 Mallard Road – grassland in front of these properties, working around the tree(s) in the middle.
- No 6 Mallard Road – all grassland to the left of the footpath to this property, and bound by the fences of the next property, working around the oak tree and the grit bin next to the footpath.

Finchdean Green areas

This includes all grassland as shown on the accompanying photographs: the Green, the gully and land to the left of the gully up to the fences bordering the property named *Carpenters*. As required, it will also include the small grassed area within the walled compound known as 'The Pound'.

Daffodil Season

Do not cut the grass on any land within this tender specification until after the flowers have died and gone brown. Please contact the Council for further guidance on this matter.

ROWLANDS CASTLE PARISH COUNCIL

Specification to Tender for Grass Cutting Services – January 2024

Maps

Area A: The Green, Deerleap Verge and Parish Hall Garden



Area A: Manor Lodge Road (Area around King's Stone) and King's Meadow Estate



ROWLANDS CASTLE PARISH COUNCIL

Specification to Tender for Grass Cutting Services – January 2024

Area A: War Memorial and Whichers Gate Common



ROWLANDS CASTLE PARISH COUNCIL

Specification to Tender for Grass Cutting Services – January 2024

Area B: Finchdean Green



ROWLANDS CASTLE PARISH COUNCIL

Specification to Tender for Grass Cutting Services – January 2024

Area C: Recreation Ground



Details for Area C

(These details are also available from the Council's website at:

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All grassland including the football pitches and the fenced off Children's Play Area but EXCLUDING cricket square, unless specifically asked to do so.