

# **GROUNDS MAINTENANCE CONTRACT**

## ***NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL 2023/24 to 2026/27***

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# **NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL**

## **GROUNDS MAINTENANCE CONTRACT**

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# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## GROUNDS MAINTENANCE CONTRACT

### INVITATION TO TENDER

**1. NEWTON POPPLEFORD AND HARPFORD** Parish Council ("the Council") hereby invites tenders for carrying out 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 Site Plan Index – see Appendix G for site plans  
Appendix E Form of Tender  
Appendix F Questionnaire  
Appendix G Site Plans 1 to 34

**2.** 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.

**3.** Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Parish Clerk by no later than one week before the closing date.

**4.** The tender shall be submitted on the Forms of Tender attached at **Appendix E**.

**5.** 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.

**6.** The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.

**7.** If having examined the tender documents you wish to submit a tender you should:-

**(a) Fully complete and return the following documents:**

Appendix E Forms of Tender  
Appendix F Questionnaire

**(b) Return tenders and all related documentation:**

By 5pm on Friday 15<sup>th</sup> December 2023 (to Clerk's address as above).  
Tenders received after this time/date will **not** be considered.  
Email submissions will not be accepted.

**(c) Please note that the package containing the tender must be clearly marked "GROUNDS MAINTENANCE TENDER" on the outside.**

## Appendix A

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## GROUNDS MAINTENANCE CONTRACT

### 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 Site Plan Index – see Appendix G for site Plans  
Appendix E Form of Tender  
Appendix F Questionnaire  
Appendix G Site Plans 1 to 34

#### 1) Officer

The Officer will be the Parish Clerk in post at that present time.

#### 2) Extent of Work

Generally, the work will comprise of the cutting of grass and foliage on land within the parish of NEWTON POPPLEFORD AND HARPFORD. The height of cut to be agreed with the Parish Clerk. To also include strimming around play equipment, cemetery headstones and monuments, outside furniture including picnic tables, trees, bushes, fences, hedges and all other authorised site fixtures and fittings. To include grass removal from all play safety surfaces and footpaths by sweeping or blower as directed. Selective weed control will be by separate negotiation if and when required as Council has a policy not to use such products unless absolutely necessary. Although a set number off cuts has been set for the tender, these may be varied according to seasonal grass growth and by agreement with the Parish Clerk.

#### 3) Site Details

The sites are situated throughout NEWTON POPPLEFORD AND HARPFORD parish and are identified on the plans enclosed under Appendices D & 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.

#### 4) Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice. Where a complaint is received about the standard of service under this contract, or about any other matter connected with the performance of the Contractor's obligations under the Contract, then the Parish Council shall notify the Contractor and, where considered appropriate by the Parish Council, investigate the complaint fully and equitably. The Parish Council may, in its sole discretion, uphold the complaint and take further action which may include, but not be limited to, seeking the costs of restitution to make good any damage alleged, these costs being borne by the Contractor by way of deduction from invoices due or pending.

## **Appendix A**

### **5) 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 unless prior sanction has been given by the Council to the Contractor.

### **6) Duration of Contract**

The duration of the Contract will be one, two or three years, with the final decision on the duration of the Contract to be made by the Council after the tenders have been received. Tenders are to be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term.

### **7) Payment to Contractor**

The Contractor will submit a monthly account by the 10<sup>th</sup> day of each month, in arrears, throughout the cutting season (Late March / April to November inclusive) for all work undertaken in the previous month. Payment will be made by BACS transfer within 30 days once the account has been approved by Council.

### **8) Termination of Contract**

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

### **9) Insurance**

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

### **10) Sub-Contracting**

No works are to be sub-contracted to a third party without the prior written agreement of the Council.

### **11) References**

Contractor is to provide 2 references upon request to the Council to allow for the workmanship and reliability of the Contractor to be independently assessed.

### **12) Health and Safety / Environmental Obligations**

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. The Contractor shall comply at all times with all Environmental Law and other regulations affecting the conduct of the Contractor's business. The Contractor shall ensure that no harm to any person, property or the environment may arise from the Contractor's acts or omissions in relation to the contract.

### **13) 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 (excluding VAT).
- c)** 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.

- d)** If and when weed-killing chemicals are to be applied, where and when agreed by Council, they must be applied by certificated staff (if this is to be contracted out [subject to clause 10 above] Council need to know who it is contracted out to and be provided with their relevant and recognised certification).
- e)** 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.
- f)** Invoices presented for payment must include a schedule of the works completed including the dates of the work carried out, provided either within the invoices or attached to same as an appendix.
- g)** Contractors are asked to contact the Parish Clerk if any clarification is required.

## Appendix B

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## GROUNDS MAINTENANCE CONTRACT

### SPECIFICATION OF WORKS

#### 1.0 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 always use these when 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 all paved areas, playground equipment safety surfaces, memorial stones, paths and public footpaths, etc., by sweeping or using a blower. Leavings from the annual cut of wildflower areas to be removed from site and not left in situ.

##### 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 grass cuts which may be required on any site in any one year, the Schedule of Works includes a given number of grass cuts, 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, subject to prior agreement and approval of the Parish Council.

##### 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

i) In very wet conditions, all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of

the ground or grass cutting “divots” from the machine rollers or cutters.  
ii) Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Council.

**1.12**

Mowing 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.

**1.13**

(i) 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.

(ii) If used, strimmers must not damage any trees, shrubs etc. or any permanent or removable fittings. A 1-metre diameter circle of uncut grass must be left around all new trees.

**1.14**

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 its operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.

**1.15**

Some of the sites have access to running water – but the Contractor will need to provide own in areas where no mains supply exists.

**1.16**

Any leavings, arisings, cuttings, clippings, or other organic materials removed from site by contractor as part of this contract are to be disposed of by contractor in accordance with extant waste disposal regulations and guidelines and subject to the requirements and terms of contractor's waste carriers licence for such organic waste materials.

**1.17**

In places where there are spring bulbs flowering contractors are requested to allow 6 weeks for the leaves to die back prior to mowing.

## Appendix C > ONE

### Grounds Maintenance Contract – Schedule of Works

Back Lane Playing Field, Play Area, Webbers Meadow and peripheral areas

Ref:	Description:	Plan #
	<b>Newton Popleford Playing Field incl. MUGA – off Back Lane, NP.</b>	
<b>1.1</b>	17 x grass cuts of the areas marked by green borders / green dots – All grass excluding cricket wicket and outfield which is maintained by Sidmouth Cricket Club. 5 x out of season cuts of all grass areas excluding the cricket wicket.	Numbered <b>01a</b> on the enclosed maps – appendix G.  Numbered <b>01b</b> on the enclosed maps – appendix G
<b>1.2</b>	3 x grass cuts of the areas marked orange – leaving one metre uncut around new trees and 1 foot clear alongside new hedge boundary.	Numbered <b>02</b> incl. 1 linear ft. on stream side to keep footpath clear
<b>1.3</b>	Playing field hedge-cutting on western boundary marked with orange border / orange dots – fieldside and top <b>twice</b> per season. Some hand-cutting will be required as access behind the static outbuildings is limited. Care to be exercised by Contractor where cutting equipment is adjacent to the playing surface / marked lines of the football pitches.	Numbered <b>03</b>
	The first hedge cut being in mid-late March and the final cut in late October / early November according to seasonal growth patterns and prevailing weather conditions; this is to safeguard and protect wildlife present in the hedges and to avoid bird nesting season.	
<b>1.4</b>	Playing field embankment works – 3 cuts over the season; grass cutting / flailing of bank to maintain visibility and ensure road safety. Care to be taken not to damage new trees. Shown as red borders.	Numbered <b>04</b>
<b>1.5</b>	Weeding to be carried out 3 times per season along areas shown by blue borders.	Numbered <b>05</b>
<b>1.6</b>	Frequency of grass cuts to be at the Contractor's discretion, taking into account the growth of the grass, although there should always be a <b>minimum</b> of 10 days between cuts. If any doubt exists, the Council (via the Clerk) should always be consulted.	
<b>1.7</b>	Field grass cutting to include manual strimming around obstructions including trees, fencing, benches and the edges of the sites under contract. A 1-metre diameter circle of uncut grass must be left around all new trees. Leave 1 foot of uncut grass alongside all hedging.	

<b>1.8</b>	Grass to be dispersed evenly over cut area and not left in mounds wherever practicable.	
	<b>Newton Poppleford Play Area, Back Lane, NP.</b>	
<b>1.9</b>	17 x grass cuts of the areas marked by red borders / red dots	Numbered <b><u>06</u></b>
	<i>All safety surfacing at play areas to be cleaned off by sweeping or with an electric blower after each cut / trim.</i>	
	<b>Webbers Meadow (2 fields), Back Lane, NP.</b>	
<b>1.10</b>	17 x grass cuts as marked with purple border to create a circular walkway 1.0 - 1.2m in width around perimeter of Webbers Meadow with a diagonal walkway across and access to picnic tables, and adjacent field across foot bridge. Second field (known as dog walking field) to be cut as marked	Numbered <b><u>07a</u></b>  Numbered <b><u>07b</u></b>
<b>1.11</b>	Remainder of fields marked as purple hatching to be cut 3 times at the beginning, mid-point and end of the season EXCEPT for the area on the north field between the white posts and the mesh fence which is a wildflower area. This area to be mowed once per year at the end of Autumn and the leavings removed.	Numbered <b><u>08</u></b>

**See next page for Appendix C > TWO**

## Appendix C > TWO

### Grounds Maintenance Contract – Schedule of Works Cemeteries

	<b>St. Luke's Cemetery – Off School Lane Car Park</b>	
<b>2.1</b>	17 x grass cuts of the areas marked by blue borders / blue dots – St. Lukes Cemetery	Numbered <b><u>09</u></b>
<b>2.2</b>	Frequency of grass cuts to be at the Contractor's discretion, taking into account the growth of the grass, although there should always be a minimum of 10 days between cuts. If any doubt exists, the Council (via the Clerk) should always be consulted.	
<b>2.3</b>	Cemetery grass cutting to include manual strimming around obstructions including trees, memorials, walls and the edges of the sites under contract. Leave 1 metre diameter circle uncut grass around new trees. Leave 1 foot of uncut grass alongside hedging. Brambles and ivy to be removed from the boundary wall adjacent to the private road marked as Green Bank Flats on <b>plan 09</b> . Brambles and ivy also to be prevented from encroaching on adjoining properties over the wall shown marked purple on <b>plan 09</b> . Between the white posts and the wall to the west is a wildflower area. This to be mowed once in the Autumn and the leavings to be removed. Other areas marked with white posts to be left uncut.	
<b>2.4</b>	Grass to be dispersed evenly over cut area and not left in mounds wherever practicable. As far as possible, cut grass to be cleared from memorials and headstones.	
<b>2.5</b>	Interior face & top of hedges to be cut three times during the season with hand operated equipment with hedge and bramble growth detritus to be removed from site and disposed of by contractor. Care to be exercised at points marked with * due to the proximity of memorials to hedge-line.	Numbered <b><u>10</u></b>
<b>2.6</b>	Exterior face of St. Luke's cemetery hedge, adjacent to School Lane car park and doctor's surgery (alleyway) to be cut three times per season also with hand-held equipment and arisings removed from site.	Numbered <b><u>11</u></b>
<b>2.7</b>	Path and entrance splay into St. Luke's Cemetery to be hand-weeded 3 times per annum to maintain kerb-line and prevent weed growth.	Numbered <b><u>12</u></b>
<b>2.8</b>	Ad-hoc works to trees, bushes and shrubs within the cemetery curtilage to be attended to as directed by Clerk.	
	<b>Venn Ottery Road (New) Cemetery</b>	
<b>2.9</b>	17 x grass cuts of the areas marked by green borders / green dots – Venn Ottery Rd. Cemetery	Numbered <b><u>13</u></b>
<b>2.10</b>	3 x cuts of the grass area marked with blue hatching - at the beginning, mid-point and end of growing season, including the Devon bank between the cemetery entrance and the	Numbered <b><u>14</u></b>

	allotments and the grass verge outside of the Cemetery gates.	
<b>2.11</b>	Interior face & top of hedges to be cut three times during the season with hand operated equipment with hedge and bramble growth detritus to be removed from site and disposed of by contractor. Care to be exercised due to the proximity of memorials to hedge-line.	Numbered <b><u>15</u></b>
<b>2.12</b>	Exterior face of Venn Ottery Rd. cemetery hedge to be cut three times per season and arisings removed from site. Works are required on a public highway and so care must be exercised. Contractor may cut with hand tools or mechanical means.	Numbered <b><u>16</u></b>
<b>2.13</b>	Footpaths / kerbs around perimeter of vehicle entrance at Venn Ottery Cemetery and public gateway into main cemetery area to be cleared of moss, grass, weeds and detritus twice per season. Any material cleared to be removed from site and disposed of by Contractor. Proprietary weed-killer to be applied where appropriate & necessary, in accordance with Appendix A13. D	Numbered <b><u>17</u></b>

## Appendix C > THREE

### Grounds Maintenance Contract – Schedule of Works Other parish areas

	<b>GreenBank</b>	
<b>3.1</b>	Shown as red hatching to be cut 17 times per season; cut grass to be left on site but dispersed evenly. Grass to be mown up to base of any shrubs – no uncut grass to be left around them.	Numbered <b><u>18</u></b>
	<b>Church Green / Memorial Green</b>	
<b>3.2</b>	Shown as red hatching to be cut 17 times per season; cut grass to be left on site but dispersed evenly. War memorial to be swept and kept clear of grass cuttings.	Numbered <b><u>19</u></b>
	<b>Venn Ottery Road Stream Embankment (EA)</b>	
<b>3.3</b>	Grass bank on Venn Ottery Road adjacent to highway; shown as red hatching, to be strimmed 3 times per season; beginning, mid-point and end of season. Grass to be left on site but evenly dispersed.	Numbered <b><u>20</u></b>
	<b>Venn Ottery Village Green (and proximity)</b>	
<b>3.4</b>	Venn Ottery Village Green; shown as red hatching to be cut 5 times per season with cut grass remaining on site but dispersed evenly. One of the summer cuts to be undertaken with prior agreement of Clerk to ensure concurrence with the annual Village Green Society event on the green. A wildlife “conservation” strip, approx.. 1-1.2m wide, to be left around perimeter as shown with green border lines.	Numbered <b><u>21</u></b>
<b>3.5</b>	Hedge as marked with blue border to be cut once per season <b><u>after discussion and agreement with Parish Council</u></b> as to works required ie. severity and date of cutting.	Numbered <b><u>22</u></b>
<b>3.6</b>	Hedge as marked with green border to be cut twice per season, preferably March / April and then October / November, to prevent harm to wildlife and nesting birds.	Numbered <b><u>23a</u></b>
<b>3.7</b>	Additional cuts to this section of hedge to be quoted on an ad-hoc basis.	Numbered <b><u>23b</u></b>
<b>3.8</b>	Stream embankment as marked with red border to be strimmed twice per season, both sides of the stream as	Numbered <b><u>24</u></b>

	indicated. Church side to be strimmed opposite the church only as indicated by red lines.	
<b>3.9</b>	Overhanging trees and plant growth to be maintained on an ad-hoc basis as agreed, and costed, between contractor and Parish Council beforehand	
	<b>Otter Reach</b>	
<b>3.10</b>	Otter Reach embankment; shown as red hatching to be cut 3 times per season as required.	Numbered <b><u>25</u></b>
<b>3.11</b>	Hedge opposite and marked with red border to be cut back on vertical face with hand equipment twice per season as required. Any arisings from hedge to be removed from site and disposed of by contractor	Numbered <b><u>26</u></b>
	<b>Hillside / Higher Burrow</b>	
<b>3.12</b>	Hillside Green; marked red, to be cut 7 times per season with cut grass remaining on site but dispersed evenly. Leave 1m uncut around base of new trees.	Numbered <b><u>27</u></b>
<b>3.13</b>	Higher Burrow; shown as red hatching to be cut 7 times per season with cut grass remaining on site but dispersed evenly.	Numbered <b><u>28</u></b>
	<b>Chestnut Drive / Meadow Way</b>	
<b>3.14</b>	Areas at entrance to Meadow Drive, and grass area adjoining Back Brook south of Chestnut Way shown red to be cut 17 times per season with grass remaining on site but dispersed evenly.	Numbered <b><u>29</u></b>
	<b>A3052 / Exeter Road corridor</b>	
<b>3.15</b>	Grass verges at junctions of School Lane and Back Lane to be cut 17 times per annum with cut grass remaining on site but dispersed evenly. Grass verge adjacent to Meadowbank to be cut as required.	Numbered <b><u>30a and b</u></b>
<b>3.16</b>	Bus Stop at A3052 (Burrow) (shown highlighted red on the plan) hedge surrounding bus shelter to be cut twice per annum over the contractual season to ensure user amenity and driver visibility. Weeds to be removed from interior of bus shelter if required. Care to be exercised at all times due to traffic speed and proximity to public highway	Numbered <b><u>31</u></b>
	<b>School Lane Car Park / WC / Surgery Building</b>	
<b>3.17</b>	School Lane Car Park boundary, WC curtilage, Surgery curtilage and adjacent footpaths shown with red border to receive weedkiller spray 3 times per season as per Appendix A 13.D. Moss, weeds, grass and other detritus to be cleared after each weed-killer application. Please note: <b>Hedge adjacent to path to surgery to be cut in accordance with 2.6 above.</b>	Numbered <b><u>32</u></b>
	<b>Glebelands Paved Area</b>	
<b>3.18</b>	Paved area between Glebelands and Turner Close to receive weedkiller spray 3 times per season as per Appendix A 13.D. Moss, weeds, grass and other detritus to be cleared after each weed-killer application.	Numbered <b><u>33</u></b>
	<b>Turner Close Play Area access path</b>	
<b>3.19</b>	Access pathway to be maintained 5 times per annum, to include weed suppression, foliage cutbacks, branch cutting in order to maintain the best (and widest) possible access for users to access the play area from the southern part of Turner Close.	Numbered <b><u>34</u></b>

Appendix D; (Site Plan Index)

- 01 NPPFF Playing Field grass cutting area (outside cricket outfield)
- 02 NPPFF Playing Field peripheral grassed areas
- 03 NPPFF Playing Field western hedge boundary
- 04 NPPFF Playing Field northern embankment
- 05 NPPFF Playing Field and Car Park weeding
  
- 06 Play area
  
- 07 Webbers Meadow Circular Walkway
- 08 Webbers Meadow – remainder of grassed area
  
- 09 St. Luke’s Cemetery (SLC) Primary Grass Cutting Area
- 10 SLC Interior hedgecutting
- 11 SLC Exterior hedgecutting
- 12 SLC pathway and entrance area
  
- 13 Venn Ottery Road Cemetery (VORC) Primary Grass Cutting Area
- 14 VORC Secondary Grass Cutting Area
- 15 VORC Interior hedgecutting
- 16 VORC Exterior hedgecutting
- 17 VORC footpaths / kerb-lines / public access area
  
  
- 18 Green Bank
- 19 Church Green / Memorial Green
- 20 Venn Ottery Road Stream embankment
- 21 Venn Ottery Village Green (VOVG) Grass cutting
- 22 VOVG hedgeline, adjacent to highway
- 23 VOVG hedgeline opposite The Croft
- 24 VOVG stream embankment (both sides)
- 25 Otter Reach embankment
- 26 Otter Reach hedgeline (opposite)
- 27 Hillside Green
- 28 Higher Burrow “Triangle”
- 29 Chestnut Drive / Meadow Drive
- 30 A3052 junction with School Lane & Back Lane
- 31 A3052 Bus Stop at Burrow
- 32 School Lane Car Park / WC / Surgery weed suppression
- 33 Glebelands weed suppression
- 34 Turner Close Play Area access path

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## GROUNDS MAINTENANCE CONTRACT – Tender Bid submission

	2024-25	2025-26	2026-27
<b>Public Open Spaces: NPPFF Playing Field</b>			
<i>Price per cut of areas numbered 01 – Playing Field as per 1.1</i>			
<b>Total price for 17 cuts</b>			
<i>Price per cut of areas numbered 02 – Playing Field as per 1.2</i>			
<b>Total price for 3 cuts</b>			
<i>Hedgcutting around Playing Field western boundary numbered 03 as per 1.3</i>			
<b>Total price for hedge- cutting as specified</b>			
<i>Playing Field embankment works as numbered 04 – see 1.4</i>			
<b>Total price for 3 cuts</b>			
<i>Weeding around Playing Field numbered 05 as per 1.5</i>			
<b>Total price for weeding (3 sessions)</b>			
<b>Public Open Spaces: Children’s Play Area</b>			
<i>Price per cut of areas numbered 06 – Playing Field as per 1.9</i>			
<b>Total price for 17 cuts</b>			
<b>Public Open Spaces: Webbers Meadow</b>			
<i>Price per cut of areas numbered 07 – Webbers Meadow walkways and access as per 1.10</i>			
<b>Total price for 17 cuts</b>			
<b>Continued Overleaf</b>			

<i>Price per cut of areas numbered 08 – Webbers Meadow main area as per 1.11</i>			
<b>Total price for 3 cuts</b>			
<b>Total Price for all Public Open Spaces as above (add all blue shaded costs together)</b>			

**PLEASE ALSO PROVIDE DETAILS OF YOUR REDUCTION (£) PER ANNUM IF CONTRACT IS AWARDED FOR TWO (2) OR THREE (3) YEARS**

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## GROUNDS MAINTENANCE CONTRACT– Tender Bid submission

	2024-25	2025-26	2026-27
<b>Cemeteries</b>			
<b>St. Luke's Cemetery</b>			
<i>Price per cut of areas numbered 09 – as per 2.1</i>			
<b>Total price for 17 cuts</b>			
<i>Interior hedgecutting of area 10 as per 2.5</i>			
<b>Total price for interior hedgework</b>			
<i>Exterior hedgecutting of area 11 as per 2.6</i>			
<b>Total price for exterior hedgework</b>			
<i>Path and entrance splay area numbered 12 as per 2.7</i>			
<b>Path and Entrance Area works – 3 treatments</b>			
<b>Cemeteries</b>			
<b>Venn Ottery Rd. Cemetery</b>			
<i>Price per cut of areas numbered 13 – as per 2.9</i>			
<b>Total price for 17 cuts</b>			
<i>Price per cut of areas numbered 14 – as per 2.10</i>			
<b>Total price for 3 cuts</b>			
<i>Interior hedgecutting of area 15 as per 2.11</i>			
<b>Total price for interior hedgework</b>			
<i>Exterior hedgecutting of area 16 as per 2.12</i>			
<b>Total price for exterior hedgework</b>			
<i>Path, kerblines, entrance splay and public area area numbered 17 as per 2.13</i>			
<b>Ancillary areas – 2 treatments</b>			
<b>Total Price for all Cemetery Grounds Maintenance as above (add together all blue shaded areas)</b>			

**PLEASE ALSO PROVIDE DETAILS OF YOUR REDUCTION (£) PER ANNUM IF CONTRACT IS AWARDED FOR TWO (2) OR THREE (3) YEARS**

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## GROUNDS MAINTENANCE CONTRACT - Tender Bid submission

	2024-25	2025-26	2026-27
<b>Other areas within parish responsibility</b>			
<b>Green Bank</b>			
<i>Price per cut of area numbered 18 – as per 3.1</i>			
<b>Total price for 17 cuts</b>			
<b>Church / Memorial Green</b>			
<i>Price per cut of area numbered 19 – as per 3.2</i>			
<b>Total price for 17 cuts</b>			
<b>Venn Ottery Rd Embankment</b>			
<i>Price per cut of area numbered 20 – as per 3.3</i>			
<b>Total price for 3 cuts</b>			
<b>Venn Ottery Village Green</b>			
<i>Price per cut of area numbered 21 – Venn Ottery Village Green as per 3.4</i>			
<b>Total price for 5 cuts</b>			
<i>Hedge Cutting as numbered 22 re: 3.5</i>			
<b>Total price for hedgework 3.5 ( 1 cut )</b>			
<i>Hedge Cutting as numbered 23a re: 3.6</i>			
<b>Total price for hedgework 3.6 ( 2 cuts )</b>			
<i>Ad-hoc Hedge Cutting as numbered 23b re: 3.7</i>			
<i>Embankment strimming as numbered 24 re: 3.8</i>			
<b>Total price for embankments 3.8 ( 2 cuts )</b>			
<b>Continued Overleaf</b>			

<b>Otter Reach</b>			
<i>Otter Reach Embankment strimming as numbered 25 re: 3.10</i>			
<b>Total price for Otter Reach embankments 3.5 ( 3 cuts )</b>			
<i>Hedge Cutting as numbered 26 re: 3.11</i>			
<b>Total price for hedgework 3.5 ( 2 cuts )</b>			
<b>Hillside / Higher Burrow</b>			
<i>Price per cut of area numbered 27 – as per 3.12 (Hillside)</i>			
<b>Total price for 7 cuts</b>			
<i>Price per cut of area numbered 28 – as per 3.13 (Higher Burrow)</i>			
<b>Total price for 7 cuts</b>			
<b>Chestnut Drive / Meadow Way</b>			
<i>Price per cut of area numbered 29 as per 3.14</i>			
<b>Total price for 17 cuts</b>			
<b>A3052 Corridor</b>			
<i>Price per cut of areas numbered 30 as per 3.15</i>			
<b>Total price for 17 cuts</b>			
<i>Price per session of Bus Stop 31 as per 3.16</i>			
<b>Total price for 2 sessions</b>			
<b>Car Park / Surgery / WC</b>			
<i>Weedkilling treatments of areas numbered 32 as per 3.17</i>			
<b>Total price for 3 sessions per annum</b>			
<b>Glebelands Paved Area</b>			
<i>Weedkilling treatments of area numbered 33 as per 3.18</i>			
<b>Total price for 3 sessions per annum</b>			
<b>Turner Close access path</b>			
<i>Maintenance visit area 34 as per 3.19</i>			
<b>Total price for 3 sessions per annum</b>			
<b>Total Price for all other grounds maintenance as specified above (blue shaded)</b>			

**PLEASE ALSO PROVIDE DETAILS OF YOUR REDUCTION (£) PER ANNUM IF CONTRACT IS AWARDED FOR TWO (2) OR THREE (3) YEARS**

# NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

## GROUNDS MAINTENANCE CONTRACT - CONTRACTOR DECLARATION

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

I/We understand that NEWTON POPPLEFORD AND HARPFORD Parish Council is not bound to accept the lowest or any Tender or part thereof 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: .....

Of: .....

Address: .....  
.....

Telephone Contact number: .....

**APPENDIX F**

**NEWTON POPPLEFORD AND  
HARPFORD PARISH COUNCIL**

**GROUNDS MAINTENANCE CONTRACT  
QUESTIONNAIRE**

**Details relating to Prospective Tenderer**

1. Name: .....

2. Address: .....

.....

3. Telephone number (landline &.mobile) .....

4. Email address:.....

5. Contact Name and Position in Company: .....

6. Nature of Business: .....

7. If the Business is a Company: .....

Is it a Subsidiary of another Company? .....

If yes, please give details: .....

8. Date of Business formation: .....

9. Are you VAT registered? Y / N

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 (using a separate sheet if necessary).

Signed: .....

Position: .....

Date:.....