

GROUNDS MAINTENANCE CONTRACT

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL 2018 – 2019 – 2020

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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 the carrying out of the 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 Appendices G / H for plans
Appendix E Form of Tender
Appendix F Questionnaire
Appendix G Site Plans 1 to 27
Appendix H Site Plans for Highway / Amenity Areas 28 to 37

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 19th February 2018 (to Clerks 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 Appendices G / H for plans

Appendix E Form of Tender

Appendix F Questionnaire

Appendix G Site Plans 1 to 27

Appendix H Site Plans for Highway / Amenity areas 28 to 37

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, 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. Although a set number of 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 & H.

Before tendering the Contractor is advised, at his own discretion, to visit the sites to satisfy himself 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.

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 on the 10th 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 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.

Appendix A

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, recognised certificates).
- 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 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 all paved areas, playground equipment safety surfaces, memorial stones, paths and public footpaths, etc., by sweeping or using a blower.

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, 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, trimmers must not damage any trees, shrubs etc. or any permanent or removable fittings.

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 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.

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT SCHEDULE OF WORKS

CONTRACT

PUBLIC OPEN SPACES; Playing Field, Children's Play Area and Webbers Meadow.

- 1.0** 17 cuts of the areas marked by green borders / green dots and numbered **01** on the enclosed maps – appendix G (playing field, outside of cricket outfield).
- 1.1** 17 cuts of the areas marked by red borders / red dots and numbered **02** on the enclosed maps – appendix G (Children's Play Area)
- 1.2** 17 cuts as marked with purple border and numbered **03** 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. Remainder of field marked as purple hatching and numbered **04** to be cut 3 times at the beginning, mid-point and end of the season – appendix G (Webbers Meadow)
- 1.3** 3 cuts of the areas marked by orange borders / orange dots and numbered **05** including 1 linear foot on stream side to keep footpath clear – appendix G (Playing field)
- 1.4** Playing field hedgecutting beside bungalows marked with orange border / orange dots and numbered **06** – side and top twice per season, with similar frequency to the roadside hedges / embankments both sides and top. 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 – appendix G (Playing Field)
- 1.5** The first cut being in mid-late March and the final cut in late October / early November according to seasonal growth patterns and prevailing weather conditions.
- 1.6** The remaining 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.
- 1.7** To include strimming around obstructions including trees and the edges of the sites.
- 1.8** All safety surfacing at play areas to be cleaned off by sweeping or with an electric blower after each cut / trim.
- 1.9** Grass to be dispersed evenly over each site not left in mounds
- 1.9.1** Spray fence lines of playing field 3 times per season using proprietary weedkiller as per Appendix A 13.D) and with due care and attention to adjacent plant life and flora.

Invoicing for playing field grounds maintenance 1.0, 1.3, 1.4 and 1.9.1 above (ie. Not Webbers Meadow and Children's Play area) to be submitted separately from all other works.

Appendix C/2

CEMETERIES; St. Luke's Church & Venn Ottery Road

2.0 17 cuts of the areas marked by blue borders / blue dots & numbered **07** and **08** on the enclosed maps – appendix G

2.1 3 cuts of the grass area marked with blue hatching and numbered **09** at the beginning, mid-point and end of growing season, including the Devon bank between the cemetery entrance and the allotments – appendix G

2.2 Interior face & top of hedges to be cut three times during the season with hand operated equipment, as marked **010** and **011** 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. Exterior face of St. Luke's cemetery hedge, adjacent to School Lane car park and doctor's surgery, numbered **012** to be cut twice per season also with hand-held equipment and arisings removed from site – appendix G

2.3 Cut grass to be left on ground in both sites but to be dispersed evenly over site & not left in mounds. As far as possible, cut grass to be cleared from memorials and headstones.

2.4 Contract to include strimming around stone memorials, and other obstructions including trees and the edges of the sites.

2.5 Footpaths / kerbs around perimeter of vehicle entrance at Venn Ottery Cemetery as numbered **013** 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. Footpaths and entranceway at St. Luke's Cemetery numbered **014** 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 necessary, in accordance with Append A 13. D – Maps as per appendix G.

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Appendix C/3

OTHER AREAS WITHIN PARISH TO BE MAINTAINED:

3.1 Green Bank; shown as red hatching and numbered **015** to be cut 17 times per season; cut grass to be left on site but dispersed evenly – appendix G.

3.2 Church Green; shown as red hatching and numbered **016** 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 – appendix G.

3.3 Grassbank on Venn Ottery Road adjacent to highway; shown as red hatching and numbered **017** to be strimmed 3 times per season; beginning, mid-point and end of season. Grass to be left on site but evenly dispersed – appendix G.

3.4 Venn Ottery Village Green; shown as red hatching and numbered **018** to be cut 5 times per season with cut grass remaining on site but dispersed evenly. Hedge as marked with blue border and numbered **019** to be cut once per season after discussion and agreement with parish council as to works required. Stream embankment as marked with red border and numbered **020** to be strimmed twice per season. Overhanging trees and plant growth to be maintained on an ad-hoc basis as agreed, and costed, between contractor and Parish Council beforehand – appendix G.

3.5 Otter Reach embankment; shown as red hatching and numbered **021** to be cut 3 times per season as required. Hedge opposite numbered **022** 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 – App. G

3.6 Hillside Green; shown as red hatching and numbered **023** to be cut 7 times per season with cut grass remaining on site but dispersed evenly – appendix G.

3.7 School Lane Car Park and adjacent footpaths (shown with red border and marked **024**) 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 in conjunction with **3.9** below – appendix G.

3.8 Access strip from A3052 into St. Luke's Cemetery, shown with red border and numbered **025**, to be strimmed 6 times per season; works to be undertaken during scheduled work in main St. Luke's cemetery as per **2.0** above – appendix G.

3.9 Area around WC block (including curtilage) in north east corner of car park (shown as red hatching and numbered **026**) to be initially cleared of plant growth and subsequently kept clear from plant growth as necessary including, but not limited to, application of proprietary weedkillers in accordance with Appendix A 13. D) and materials cleared removed from site for disposal by contractor - appendix G.

3.10 Areas at entrance to Meadow Drive, and grass area adjoining Back Brook south of Chestnut Way (shown with red borders and numbered **027**) to be cut 17 times per season with grass remaining on site but dispersed evenly – appendix G.

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Appendix C/4

OTHER AMENITY / HIGHWAY AREAS WITHIN PARISH TO BE MAINTAINED:

4.1 Grass verges, borders and areas marked with green borders and numbered **028** to **036** on plans in Appendix H to be cut 17 times per season with mechanical or hand equipment. Grass to remain on site but to be dispersed evenly.

4.2 Area marked with green hatching and shown as **037** (Appendix H) to be treated with proprietary weedkiller 3 times per season in accordance with stipulations in clause Appendix A.13.D.

Council invites all prospective Contractors to submit their prices for these additional C/4 works using the tables in Appendix E but would respectfully state to all Contractors that this part of the Tendered Contract may be administered as a separate element of the Contract specification detailed in C/1 to C/3.

Appendix D; (Site Plan Index)

- 01 NPPFF Playing Field grass cutting area (outside cricket outfield)**
- 02 Children's Play Equipment area**
- 03 / 04 Webbers Meadow Circular Walkway w. access and remaining meadow**
- 05 Playing Field perimeter / ancillary grass cutting area**
- 06 Playing Field hedge-line and road embankments**
- 07 St. Luke's Cemetery grass cutting area**
- 08 Venn Ottery Cemetery grass cutting area – primary**
- 09 Venn Ottery Cemetery grass cutting area – secondary**
- 10 St. Luke's Cemetery hedgecutting interior / top**
- 11 Venn Ottery Cemetery hedgecutting interior top**
- 12 St. Luke's Cemetery hedgecutting exterior face**
- 13 Entranceway, kerbs, pathways and access – weed prevention
Venn Ottery Cemetery**
- 14 Pathway – weed prevention @ St. Luke's Cemetery**
- 15 / 16 Greenbank / Church Green off A3052.**
- 17 Venn Ottery Road Bridge / EA embankment**
- 18 Venn Ottery village green (VOVG) grass cutting area**
- 19 / 20 VOVG hedgeline and stream embankment**
- 21 / 22 Otter Reach embankment and opposing hedgeline**
- 23 Hillside Green grass cutting area**
- 24 Weed prevention / maintenance area School Lane Car Park**
- 25 St. Luke's Cemetery access strip from A3052**
- 26 School Lane Car Park WC foliage removal and ongoing maintenance**
- 27 Meadow Drive / Chestnut Way grass cutting areas**
- 28 to 36 Amenity / Highway verges, borders and grassed areas.**
- 37 Area adjacent to Glebelands to be treated with weedkiller.**

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

	2018-19	2019-20	2020-21
1) Public Open Spaces: Playing Field			
<i>Price per cut of areas numbered 01 – Playing Field as per 1.0</i>			
Total price for 17 cuts			
<i>Price per cut of areas numbered 05 – Playing Field as per 1.3</i>			
Total price for 3 cuts			
<i>Hedgecutting around Playing Field areas numbered 06 as per 1.4</i>			
Total price for hedgework			
<i>Weed-killing around Playing Field as per 1.9.1</i>			
Total price for weed-killing			
Public Open Spaces: Children's Play Area			
<i>Price per cut of areas numbered 02 – Playing Field as per 1.1</i>			
Total price for 17 cuts			
Public Open Spaces: Webbers Meadow			
<i>Price per cut of areas numbered 03 – Webbers Meadow walkways and access as per 1.2</i>			
Total price for 17 cuts			
<i>Price per cut of areas numbered 04 – Webbers Meadow main area as per 1.2</i>			
Total price for 3 cuts			
Total Price for all Public Open Spaces as above			

**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

	2018-19	2019-20	2020-21
2) St Luke's & Venn Ottery Cemeteries			
<i>Price per cut of areas numbered 07 & 08 – Cemeteries as per 2.0</i>			
Total price for 17 cuts			
<i>Price per cut of areas numbered 09 – Cemeteries as per 2.1</i>			
Total price for 3 cuts			
<i>Hedgecutting around Cemeteries areas 10 to 12 as per 2.2</i>			
Total price for hedgework			
<i>Footpaths, Vehicle Entrance, pathways and gateways as numbered 13-14 to be cleared as per 2.5</i>			
Minor tidying works at both cemeteries			
Total Price for all Cemetery Grounds Maintenance as above			

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

(THIS SECTION IS INTENTIONALLY BLANK)

NEWTON POPPLEFORD AND HARPFORD PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

	2018-19	2019-20	2020-21
3) Other areas within parish responsibility			
<i>Price per cut of area numbered 15 – Greenbank as per 3.1</i>			
Total price for 17 cuts			
<i>Price per cut of area numbered 16 – Church Green as per 3.2</i>			
Total price for 17 cuts			
<i>Price per cut of area numbered 17 – Grass Bank off Venn Ottery Road as per 3.3</i>			
Total price for 3 cuts			
<i>Price per cut of area numbered 18 – Venn Ottery Village Green as per 3.4</i>			
Total price for 5 cuts			
<i>Hedge Cutting as numbered 19 re: 3.4</i>			
Total price for hedgework 3.4 (1 cut)			
<i>Embankment strimming as numbered 20 re: 3.4</i>			
Total price for embankments 3.4 (2 cuts)			
<i>Otter Reach Embankment strimming as numbered 21 re: 3.5</i>			
Total price for Otter Reach embankments 3.5 (3 cuts)			
<i>Hedge Cutting as numbered 22 re: 3.5</i>			
Total price for hedgework 3.5 (2 cuts)			

Appendix E/3 continues on next page

Appendix E/3/2

	2018-19	2019-20	2020-21
<i>Price per cut of area numbered 23 – Hillside Green as per 3.6</i>			
Total price for 7 cuts			
<i>Weedkiller application of area numbered 24 as per 3.7</i>			
Total price for weed-killing (3 applics.)			
<i>Price per cut of area: St. Luke’s Cemetery Access strip from A3052 numbered 25 as per 3.8</i>			
Total price for 6 cuts			
<i>Initial Clearance of plant growth and foliage at start of contract period as per area specified 3.9 and numbered 26.</i>			
Total price for clearance as per 3.8			
<i>Ongoing Maintenance and plant growth removal at same area throughout duration of contract 3.9</i>			
Total price for ongoing grounds maintenance as per 3.9			
<i>Price per cut of area: Meadow Drive and Chestnut Way numbered 27 as per 3.10</i>			
Total price for 17 cuts			
Total Price for all other grounds maintenance as specified above			

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

Appendix E/4

4) Other Highway & Amenity grass areas			
<i>Price per cut of areas: As per Appendix H numbered 28 to 36 as per specification 4.1</i>			
Total price for 17 cuts			
<i>Price per weedkiller spray of area 37 as per appendix H As per specification 4.2</i>			
Total price for 3 spray Applications per season			
Total Price for Highway / Amenity grass areas as indicated			

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

Appendix E/5

**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

Please state number of grounds maintenance employees:

.....

10. Please state which branch the Contract will be serviced from:
(if applicable)

.....

11. 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:.....