

A. INVITATION TO TENDER

1. Barton Upon Humber Town Council (“the Council”) hereby invites tenders for the carrying out of the Grass Cutting of Dam Road Park, Butts Road Park, Tofts Road Park and Lapwing Way Open Space in accordance with the Contract documents attached, which comprise:
 - a) Invitation to Tender
 - b) Standard Contract Conditions
 - c) Specification of Works
 - d) Schedule of Works
 - e) Site Plans
 - f) Tender Form
 - g) Declaration & Company Details Form
 - h) Evaluation
2. The prices submitted must indicate the rate for carrying out each element of 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 the tender is accepted.
4. Any queries regarding the interpretation of any part of the contract documents should be addressed to the Town Clerk by no later than two weeks before the closing date.
5. The tender shall be submitted ONLY on the attached Form of Tender and the Order Form enclosed with the contract.
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.
 - i. Tender Form
 - ii. Declaration & Company Details Form
 - b) Return tenders and all related documentation by Friday 26th April 2024 by email to info@bartonuponhumbertowncouncil.gov.uk or by post to Barton Upon Humber Town Council, Assembly Rooms, Queen Street, Barton-Upon-Humber, DN18 5PQ
 - c) Tenders received late will not be considered.
 - d) Please note that the package/email containing the tender must be clearly marked **‘Tender for Barton Upon Humber Town Parks Grass Cutting’** on the outside.

B. STANDARD CONTRACT CONDITION

Officer

The Officer will be the Town Clerk

Extent of Work

The work will comprise of the grass cutting of the specified parks of Barton upon Humber Town Council, Barton upon Humber, North Lincolnshire.

Workmanship and Equipment

The workmanship must be of the highest standard and shall conform to all relevant British Standards and Codes of Practices

Duration of Contract

The duration of the Contract will be Two Years commencing on (1st May 2024). Tenders are to be priced on a per annum basis. There will be no opportunity to alter the rates tendered during the full term of the contract.

Payment to Contractor

The contractor will submit an invoice as per the terms in the accompanying Terms and Conditions.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving no less than Three Months' Notice. Terms and Conditions document details further information.

Insurance

The contractor is required to have a minimum of £10,000,000 public liability insurance. A current certificate of insurance to this effect must be produced to the Town Clerk prior to commencement of the Contract and annually thereafter. 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. Any damage caused to any property during the performance of this contract must be reported to the Town Clerk immediately and any costs involved to rectify the damage will be the responsibility of the contractor.

Health and Safety

The Contractor shall comply with all relevant statutory requirements (including Health and Safety at Work Legislation) at all times in carrying out the services described in this agreement. All works will be carried out in accordance with the Institute of Lighting Engineers Code of Practice 2nd Edition for the erection and removal of Christmas Lighting.

Notes to Tenders

- i. Attention is drawn to the Form of Tender and Standard Contract Conditions. 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.
- ii. The prices to be included in the Form of Tender are to the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations, but EXCLUDING VAT (if applicable).
- iii. A price shall be inserted against each item on the Form of Tender for each element of the contract to be tendered for.
- iv. 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.
- v. 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.
- vi. Invoices presented for payment must include a schedule of the works completed including the dates of the work.
- vii. Contractors are asked to contact the Town Clerk if any clarification is required.

C. SPECIFICATION OF WORKS

2024

Specification for Grass Cutting of the Dam Road Park, Butts Road Park, Tofts Road Park and Lapwing Way Open Space

The Service Provider shall ensure that these areas are maintained as good quality turf to provide a welcoming and useable area for park and green space users, including informal games and picnics;

- As an indication, grass shall in general not be longer than 100mm and no shorter than 30mm.
- The cut shall be uniform throughout the designated area.
- Due care and attention shall be given to grassed perimeter edges, including bulbs and any obstacles e.g. fence posts, trees etc.
- Edges to play equipment, bins, seats etc shall be maintained to provide neatly trimmed, tidy and aesthetically pleasing perimeters, sympathetic to the site's design.
- Clippings shall be, as far as is consistent with machinery performance, an even spread of clippings which are well mulched.

- Paths and surrounds shall be free of clippings.

D. SCHEDULE OF WORKS

9 Cuts per year

E Site Plans

Park Maps

Butts Road Park and Recreation Ground



Dam Road Park and Recreation Ground



Lapwing Way Open Space



Tofts Road Park



F. TENDER FORM – To be submitted to the Council

Please complete and sign the Tender Form and Declaration & Company Details Form to Barton upon Humber Town Council by (insert date)

Prices quoted are to be Exclusive of VAT

Contracted Areas 2024/26	Butts Rd Park	Dam Rd Park	Tofts Rd Park	Lapwing Way Open Space	Total Price
2024-2025					
2025-2026					