



**INVITATION TO TENDER LANDSCAPE
MAINTENANCE SERVICES
April 2024 – April 2027**

Maintenance / Grass Cutting Contract

Invitation to Tender

Outline

Skipton Town Council (The Council) hereby invites tenders for the carrying out of the Maintenance and Grass Cutting within our parish in accordance with the contracts attached, which comprise;

Appendices

- A Standard Conditions of the Contract
- B Specification of Works
- C Schedule of Work
- D Site Plans
- E Formal Tender
- F Business Details

Tenders

- A. Tenders should be submitted for all work set out in the contract by mid-day Thursday 28th March, any tenders received after this date will not be considered.
- B. 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.
- C. Any queries regarding the interpretation of any part of the Contract Documents should be addressed to the Chief Officer by no later than one week before the closing date.
- D. The tender shall be submitted either by hard copy to the Council office or by electronic email to chiefofficer@skiptontowncouncil.gov.uk
- E. Prospective Contractors should note that the Council's decision is final and no correspondence will be entered into why the tender has been rejected.
- F. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.
- G. To submit a tender you should fully complete and return along with your proposal;
 - a. Appendix E – Form of Tender
 - b. Appendix F – Business details
- H. Return tenders and all related documents should be returned either by email or post to the Chief Officer
 - a. chiefofficer@skiptontowncouncil.gov.uk
 - b. Skipton Town Council, Town Hall, High Street, Skipton, BD23 1AD

Appendix A – Standard Conditions of the contract

Extent of Works

The work will comprise of the cutting of the grass, where specified on land within the Parish and the emptying of litter bins and dog waste bins as itemised in the contract. It is expected that all cuttings are removed and disposed of in accordance with statutory requirements and you will liaise with the Council Estates team.

Site Details

The sites are situated in Skipton and are identified on the plans enclosed under Appendix D.

It is recommended that a site visits to all areas would be beneficial and the Council will not accept claims from a failure of not inspecting areas.

Works and Equipment

The work shall be of the highest standard and shall conform to all relevant British standards, specifications, and codes of practise. Equipment will not be provided. Before any work is undertaken, copies of Risk Assessment and Insurance details should be submitted to the Chief Officer.

Duration of Contract

The contract is for a 3-year period, April 2024 – March 2027. If after 6 months, the Council decides the work is not up to a standard then the contract will be terminated without penalties. Such a decision will involve a calendar months' notice.

Payment terms

The contractor will submit a monthly account, in arrears, detailing the work carried out during that period. Terms are 30 days.

Insurance

The Contractor is required to have public liability insurance and a current certificate of insurance. The contractor will indemnify the Parish Council against any claim or proceedings for injury or damage to any property, 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. The Contractor is required to have Employers liability and vehicle insurance.

All insurance certificates stated above must be provided to the Council prior to the commencement of the Contract and annually after.

Health and Safety

The Contractor shall accept all responsibility for compliance with Health and Safety at Work Act and all other acts and regulations in respect of work set out in this contract. A copy of

your Health and Safety policy and Risk Assessment must be provided prior to the commencement of this contract.

Notes

1. The form of tender and standard conditions of the Contract must be read in conjunction with the specifications of works, plans and schedule of works.
2. Contractors are advised to read all documents carefully.
3. The prices to be included are to be full and inclusive.
4. Payment for travel costs and dispensations will not be paid.
5. No alteration to the form of tender is to be made by the contractor.
6. Regular inspections of work completed will be carried out to ensure that work is completed in accordance with the specification of works.
7. Invoices presented must include a schedule of works completed, including dates and times.
8. The form of tender requires a signature and is intended to allow for an un-biased process.

Appendix B – Specification of Works

1. Prior to cutting any areas the Contractor will ensure that all areas are free of significantly large stones, paper, tins, debris, and any other litter.
2. The Contractor will also inspect each site for areas of ground sinkage or any other potential hazards and will inform the Council immediately of any potential hazards.
3. The grass should be cut to a true and even level without damage. Any damage of areas of grass not cut to the approval of the Council from a lack of such maintenance will be made good by the Contractor at their own expense.
4. Any relevant signage should be in place before commencing work.
5. The contractor is not permitted to use pesticides on any areas of grass.
6. The contractor is expected to complete one area at a time before moving on to the next. Immediately after cutting, ensure that all clippings and other debris are removed and from all paved areas, playground equipment, safety surfaces, memorial stones, paths and public footpaths by sweeping or blower.
7. The contractor is expected to cut/mow/trim as close as possible to fixed obstructions which include all areas of nettles etc that fall within the large areas of grass.
8. Spring bulbs should be avoided during growing and flowering season.