

SHERIFFHALES PARISH COUNCIL

*Including the communities of Sheriffhales, Lilyhurst, Burlington, Heath Hill,
Weston Heath, Redhill and Chadwell*

Clerk to the Council: Miss Jennifer Cree, 35 Kingsford Park, Hobro Lane, Wolverley, DY11 5TA

Telephone: 07512292579. Email: clerk@sheriffhalesparishcouncil.uk

Website: www.sheriffhalesparishcouncil.uk

14th October 2021

To Whom It May Concern:

Dear Sirs,

We are writing to ask you to tender for Sheriffhales Parish Council's Ground's Maintenance Contract for the 2022-2023 seasons, with the option to extend the contract for 2024 and 2025 seasons. Details are attached including site plans and a specification. This specification is different to any previous specification issued for tender.

Tenders are to be sent in a plain sealed envelope marked on the outside "SPC Grounds Maintenance Tender" to arrive at the following address at latest by noon on Friday 26th November 2021 –

Clerk to the Council
35 Kingsford Park
Hobro Lane
Wolverley
Worcestershire
DY11 5TA

If you have any questions relating to the contract please use the above contact details, the response from the Council will be shared with all other tenderers for transparency and clarity.

If you wish to be shown the areas to be cut / treated under the specification a member of the Council will be available on Friday 19th November to show you the area at 11am, please register your interest to attend by contacting myself using the above details.

Copies of photographs of the areas to be cut are available via email if required.

Yours faithfully

J S Cree

Miss J S Cree
Clerk to the Council

GROUNDS MAINTENANCE SPECIFICATION FOR YEAR 2022 and 2023 INCLUSIVE

Introduction

This specification covers an initial 2 year period from March to November each year with the option for extending the contract for further 1 year periods for 2024 and 2025. It provides for the comprehensive grounds maintenance of the playing field area for which Sheriffhales Parish Council has responsibility.

The term “comprehensive maintenance” is defined to include a schedule of 16 cuts of the grass in those areas over the period from March to November inclusive during each of those two years. This will involve cuts every two to three weeks over those periods specified and on dates set by the Parish Council, the area to be cut is defined on the map outlined in red.

(Note: the schedule of cuts for year 2022 is appended to this specification as Schedule A and the area to be cut is schedule 1).

All such cuts must be made to a good standard suitable for public amenity areas and all sites must be left in a tidy condition and be of good appearance. Whilst there is no general requirement to collect grass cuttings, such cuttings should not be left on paths or play equipment.

The work will include also maintaining the of edges of the field which are to be kept at their current depth (varying from 3 metres to 10 metres) and no strimming or cutting back is undertaken without prior written permission from the Council.

The play equipment and benches are to be strimmed back as required to keep the area neat and tidy.

Gras cutting / strimming is prohibited within a 1 metre radius of the orchard trees and the Parish Council clearly prohibit the use of any chemicals, fertilisers, weed killers or sprays on any part of the site.

The field must be left on all occasions in a tidy condition and be of good appearance. Particular care must be taken not to damage benches , orchard trees or play equipment.

It is inherent in this specification that all operations must be carried out in a safe manner compliant with all relevant safety legislation, guidelines and appropriate codes of practice.

In relation to all matters in this specification requiring the “Contractor” to operate in accordance with the instructions/approval of the Parish Council or by agreement of the Parish Council, those instructions/approvals/agreements shall be only those given by the “Clerk to the Council”. It shall be the responsibility of the “Contractor” to liaise with the “Clerk to the Council” on all matters relating to this specification and to draw to the attention of the Clerk any matters of concern or alleged difficulty and/or any irregularities that might occur in the performance of the duties defined in this specification.

The “Contractor” must adopt a flexible attitude to operational changes, which the Parish Council, at its sole discretion, might deem to be necessary in the light of experience during the performance of the contract. This could include requiring the “Contractor” to undertake additional work. It is accepted that should any such variations (temporary or permanent) be made to this specification during the contract period by the Parish Council, and should these involve the “Contractor” in additional expenditure, then the “Contractor” would be entitled to request additional payment. However, any such requests from the “Contractor” for additional payment for additional work required by the Parish Council must be accompanied by full supporting evidence justifying the level of any such payments so requested.

Tendering Procedure

Tenders should be submitted in a plain envelope addressed to the Clerk to the Council, Sheriffhales Parish Council, 35 Kingsford Park, Hobro Lane, Wolverley, DY11 5TA.

The envelope should display only that address and the words “ Tender for Grounds Maintenance Contract”. The envelope must not indicate the name and/or address of the sender or the amount tendered. The tender must be received to the above address at the latest on Friday 26th November 2021, this being the latest time and date set by the Parish Council for the receipt of tenders.

The Parish Council does not invite tendering for a part of the contractual works and all tenders must be for the works in their entirety. A single tendered sum for the entire tender per annum is to be submitted

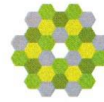
and should be given net of VAT. If the contract is extended this price would be negotiated before that season started allowing for a reasonable inflationary increase. It should cover all costs, including those for labour and materials and for the removal and disposal of any waste materials (although it should be noted that the specification does not call for the routine collection and removal of grass cuttings).

Before tendering, potential “Contractors” to the Parish Council are both invited to and encouraged to attend the open morning of Friday 19th November at 11am, so as to be fully conversant with the work to be undertaken. Please contact the Clerk to the Council if you wish to attend

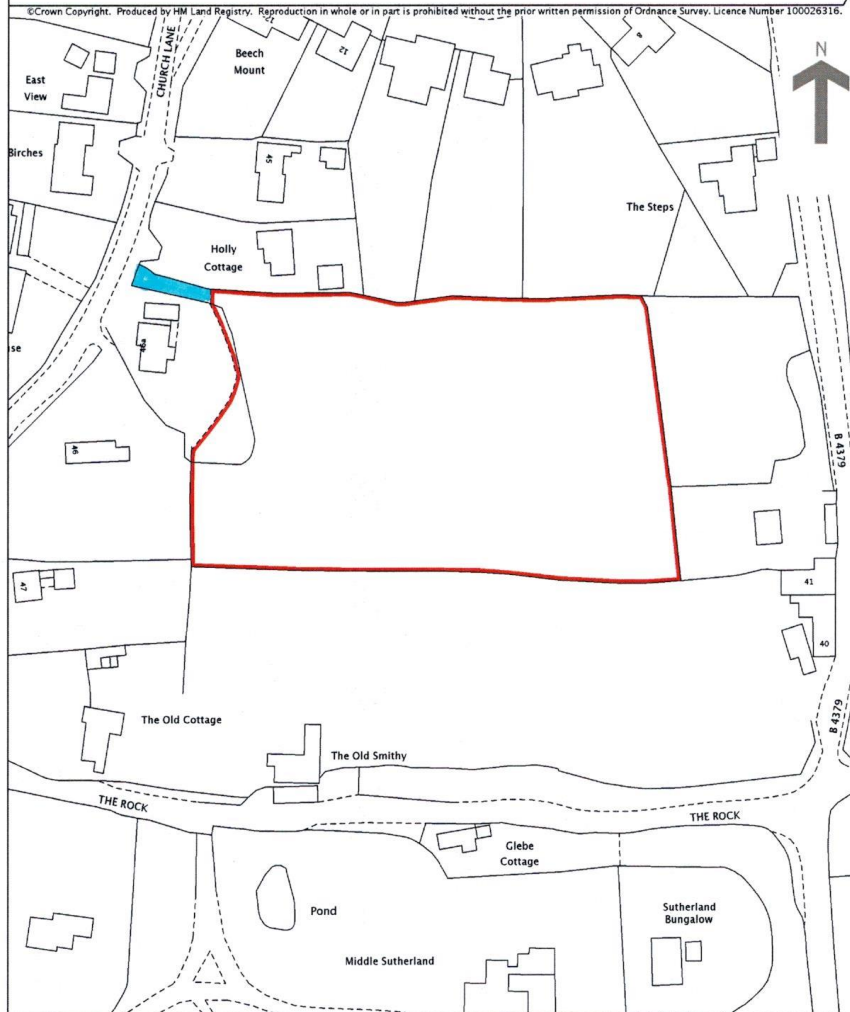
Payment for work undertaken under the contract will be made against invoices and may be claimed following each cut made.

SCHEDULE A - GRASS CUTTING TIMETABLE FOR YEAR 2022

Cut Number	Date of Cut
1	28 th March 2022
2	18 th April 2022
3	9 th May 2022
4	23 rd May 2022
5	6 th June 2022
6	20 th June 2022
7	4 th July 2022
8	18 th July 2022
9	1 st August 2022
10	15 th August 2022
11	29 th August 2022
12	12 th September 2022
13	26 th September 2022
14	10 th October 2022
15	31 st October 2022
16	14 th November 2022



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