

# LACOCK PARISH COUNCIL

## CONTRACT TERMS

Lacock Parish Council is seeking tenders for Grounds Maintenance at the following sites:

- 1 Lacock Cemetery, Melksham Road, Lacock
- 2 Playing Field, Lacock
- 3 Playpark, Lacock (please quote separately)
- 4 Corsham Road Play Area (not Football Area)

### SCHEDULE OF MAINTENANCE:

Grass cutting, strimming, and path, maintenance to be carried out at the Contractor's discretion to maintain high standard in accordance with the following specification. The Council may negotiate with the successful contractor for additional works.

### SITE SPECIFIC SPECIFICATIONS:

#### 1 Lacock Cemetery

The terms of the contract shall be as follows:

- a. The grass shall be cut to a height of 3-4cm as per the following schedule:

1 April – 30 September	As appropriate to maintain the height of the grass
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An extra cut may be required depending on weather conditions and grass growth (by mutual agreement). The Tenderer is asked to quote for the cost of an additional cut, which would be carried out within a week of the request.

- b. Where obstructions occur, the grass is to be controlled up to the edge of the obstacle by the use of a strimmer, ensuring no damage occurs to the obstruction. All flat memorial stones should be edged along with headstones and kerb stones.
- c. It is of the utmost importance that no damage is caused to the headstones or kerbs. Any damage must be rectified by the contractor at their expense. The Contractor is invited to do a digital photographic survey of the graves and site, copied to the Council, so that disputes are minimised.

#### 2 Playing Field

The terms of the contract shall be as follows:

- a. The grass shall be cut as appropriate for use as a playing field used as a football pitch and cricket ground per the following schedule:

Occasionally strim under and around benches and close to hedges	1 April – 30 September
Pathways to be kept free of weeds (tennis court) two sides	
Tennis court to be sprayed for moss	

An extra cut may be required depending on weather conditions and grass growth (by mutual agreement). The Tenderer is asked to quote for the cost of an additional cut, which would be carried out within a week of the request.  
Pathways to be kept free of weeds (tennis court) two sides

- b. It is of the utmost importance that no damage is caused to the facilities equipment/property. Any damage must be rectified by the contractor at their expense. The contractor is invited to do a digital photographic survey of the site, copied to the Council, so that disputes are minimised.

#### 3 Playpark

The terms of the contract shall be as follows:

- a. The grass shall be cut to a height of 3-4cm as appropriate. Weeds to be kept under control by spraying below the fencing of the play area.

An extra cut may be required depending on weather conditions and grass growth (by mutual agreement). The Tenderer is asked to quote for the cost of an additional cut, which would be carried out within a week of the request.

- b. Where obstructions occur, the grass is to be controlled up to the edge of the obstacle by the use of a strimmer. Ensuring no damage occurs to the obstruction.

#### 4 Corsham Road Play Area

- a. The grass shall be cut to a height of 3-4cm as appropriate. Weeds to be kept under control by spraying below the fencing of the play area.

An extra cut may be required depending on weather conditions and grass growth (by mutual agreement). The Tenderer is asked to quote for the cost of an additional cut, which would be carried out within a week of the request.

- b Where obstructions occur, the grass is to be controlled up to the edge of the obstacle by the use of a strimmer. Ensuring no damage occurs to the obstruction.

#### **GENERAL SPECIFICATION – ALL SITES**

- a Pathways to be maintained and kept free of weeds.
- b It is of the utmost importance that no damage is caused to the headstones or kerbs. Any damage must be rectified by the contractor at their expense. The Contractor is invited to do a digital photographic survey of the graves and site copied to the Council, so that disputes are minimised.
- c The contract shall run for two years and shall be reviewed at the end of the first year. If performance is satisfactory the contract may be extended for a further year under the terms of this contract.
- d Any extra work to be carried out by the Contractor at the request of the Council to be costed by the Contractor, authorised by the Council, and invoiced accordingly on completion of each task. Tenderers are asked to specify their hourly rate for additional work.
- e The Contractor will provide an authorised copy of the Certificate of Insurance and maintain insurance cover as is necessary to indemnify themselves, their workforce and the Council against all claims arising from their work. A minimum of £5 million cover is required. The Contractor will be expected to provide copies by email of all insurance policies at their renewal anniversary to the Clerk to prove continuity.
- f The Contractor will provide and maintain certification of suitable equipment, application and use of herbicides and training of all operatives in their use.
- g The Contractors should provide with the tender submission a copy of their current public liability insurance and a risk assessment.
- h The Contractor shall comply with the Health and Safety at Work regulations and shall hold the relevant Health and Safety certificates.
- i The Contractor must provide all necessary equipment and personnel to perform the job and provide method statements to cover all aspects of Health and Safety
- j The Contractor shall comply with Control of Waste regulations and hold a valid Certificate of registration under the control of Pollution Act 1989.
- k The Council reserves the right to clarify any statements on submitted tenders and specifications with the contractors before making any decision.

**Invoices will be paid in arrears, in 12 equal payments and must be submitted by the 5<sup>th</sup> of the month.  
All invoices to be addressed to Lacock Parish Council and submitted either electronically or by post to  
The Griffin, Bowden Hill, Lacock, Chippenham, Wilts SN15 2PP**

**Contract to commence 1<sup>st</sup> April 2024 until 31 March 2026  
(\*see c above re two year contract)**

**For further information please contact:**

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(07866 497033)**

**or**

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(07774 145060)**

**Closing date for receipt of tenders 10 March 2024**

**Please send to: The Griffin, Bowden Hill, Lacock, Chippenham, Wilts SN15 2PP**

**Marked “Tender”**

