

# Tendering & Procurement for Grass Cutting, Weed Spraying & Strimming

Invitation to quote and information for applicants

## Basic contract information

Menheniot Parish Council is inviting contractors, individuals and voluntary groups to tender for a three year contract to cut grass, spray weeds and strim within the parish boundary.

Procurement of goods and services by the parish council is only necessary when the contract value is higher than £60,000. However, the council is committed to working in an open, transparent and accountable way, and is distributing these documents across the public domain. For this reason, we are inviting applications in order to give everyone the widest opportunity to tender for the work.

**Section 1** explains what declarations you need to make and what you need to tell us.

**Section 2** sets out a timetable for the tendering process: a final decision will be taken by parish councillors in a closed session at their public meeting on 20 February 2020. The council is allowed to meet in closed session where there is commercially confidential business to be transacted (Public Bodies (Admission to Meetings) Act 1960 s1.2).

**Section 3** explains how we will decide who to award the contract to.

|                               |   |
|-------------------------------|---|
| Contract title                | Grass cutting, weed spraying and strimming in Menheniot parish  |
| Contract length               | 2 years from 1 April 2020 with annual performance reviews.  |
| Basic description of services | The key requirements of this contract are:<br>Grass cutting the sports field on East Road<br>Grass cutting St Lalluwys Church graveyard<br>Strimming of verges around the parish<br>Weed spraying around the parish<br>Local Maintenance Partnership (small works contract from Cornwall Council) |
| Documents                     | Maps and plans of the areas covered by this agreement are attached in the Appendices, together with a list of what work is required from each.  |

## Section 1.0 Instructions for completion

This document you must return consist of five parts.

Part A: Contact details. You must complete this section.

Part B: Declaration. You must complete this section and return documents where needed.

Part C: Contract Price. You must complete this section with the net price per job. (see Appendix 1 for details)

Part D: The Social Value of your bid. (see Appendix 2 for details)

Part E: Reference. You must complete this section.

### Section 1.1 Quote validity period

Quotes must remain valid for acceptance for a period of 60 days from the quote return date.

### Section 2.0 Tendering Timetable

|  |                  |
|--|------------------|
| Issue tender documents                     | 2 January 2020   |
| Deadline for receipt of applications       | 31 January 2020  |
| Presentation to councillors for assessment | 20 February 2020 |
| Notification to applicants                 | 24 February 2020 |
| Date of commencement of contract           | 1 April 2020     |
| Date of completion of contract             | 31 March 2022    |

### Section 3.0 Evaluation approach

Bids will be evaluated in three parts. Firstly, applicants will have to demonstrate their compliance with various insurance, health & safety and statutory regulations. Unless applicants can satisfy these requirements, your bid will not be considered. (Parts A and B)

Secondly, we will examine the price you have quoted for the work. Under Section 1.1015i of the Parish Council's Financial Regulations, it is not bound to accept the lowest value tender. Public Authorities are now required to 'consider, prior to undertaking the procurement/commissioning process, how any services procured might improve economic, social and environmental well-being'. (Public Services (Social Value) Act 2012). This means that we will also consider the additional benefit to the community that awarding a contract from a specific contractor will bring. See Appendix 2 for examples.

Thirdly, we will ask you to provide a trade or other work reference to demonstrate your capability to carry out the contract. We will only ask you for these references if you are successful in your application.

# Appendix 1

| Contract | Scope   |
|----------|---|
| <b>1</b> | <p><b>Grass cutting sports ground</b> (includes the playing field, playground and outdoor gym).<br/>Map 1. Shaded area by East Road, Menheniot.<br/>Typical frequency: between March and October, every 2 weeks, dependent on grass growth.</p> <p><b>Local Maintenance Partnership.</b> Small works contract from Cornwall Council maintaining paths. Maps, schedule attached. Appendix 3.</p> |

| Contract | Scope  |
|----------|--|
| <b>2</b> | <p><b>Strimming Mine Hill bank</b><br/>Map 1. Orange line by Cowling Gardens, Menheniot.<br/>Typical frequency: every 7-8 weeks between March and October. One annual pruning of the bushes in the autumn.<br/><i>Care must be taken not to allow cut grass to be deposited on parked cars</i><br/>Photos below.</p> <p><b>Holy Well and Fourgates</b><br/>Map 1. Two small red blocks by Pool Hall, Menheniot.<br/>Typical frequency: every 7-8 weeks between March and October.<br/>Include hedges around Fourgates<br/>Photos below.</p> <p><b>Playing Field</b><br/>Hedge adjoining field and the rear of Bowling Green, Menheniot<br/>Typical frequency: one annual cut between March and October.<br/><i>Timing of trimming must be agreed with residents before cutting.</i><br/>Photo below.</p> |

| Contract | Scope  |
|----------|--|
| <b>3</b> | <p><b>Weed spraying in Menheniot and Merrymeet</b> (by Village Green, Lower Clicker and Duddycross)<br/>Village Green – photo below<br/>Map 2. Merrymeet. Yellow line.<br/>Map 3. Lower Clicker. Yellow line.<br/>Photo Village Green, Menheniot<br/>Photo Playground, Merrymeet (end of Trehawke Lane)<br/>Typical frequency: 2 sprays between March and October.</p> |

| Contract | Scope   |
|----------|---|
| <b>4</b> | <p><b>St Lalluwys Graveyard</b><br/>Map 4. Graveyard plan.<br/>Photos below<br/>The area round the village church (the old graveyard)<br/>The extension graveyard to include all grass behind the Jago institute and the lower main graveyard.<br/>The new extension to the south west.</p> |

|  |   |
|--|---|
|  | <p>The area to the south of the Jago Institute behind the cottages will require the paths to be cut to the playgroup fenced area and compost bins.<br/> The fenced area to be cut.<br/> The grass cuttings to be allowed to mulch down.<br/> All paths to be blown clean of cuttings.<br/> Typical frequency: every first and third week between March and October</p> <p>The grass behind the cottages is maintained as a wild flower area and is to be cut in late July/early September once only in the year and raked clear of cut grass.</p> <p><i>Please note:<br/> Respect needs to be shown to the flowers left as tributes and also to the gravestones, particularly when using a strimmer.</i></p> <p><i>There is a need for some flexibility with regard to grasscutting times as the Church and Graveyards are part of a working Church. You may be expected to vary your grass cutting to accommodate both weddings and funerals at the request of the Church authorities. Notice will be given but may be less than 7 days in the case of funerals.</i></p> |
|--|---|

There may be additional work that is needed in the parish (for example, waste removal or bramble clearing) that is not included in this contract. Payment will be agreed on an as-needed basis.

**The parish council is committed to encouraging new entrants to the tendering process. If you have any questions about your risk assessment, qualifications or would like to make a site visit before submitting your bid, please contact the Clerk.**

These links will give you background information on City & Guilds qualifications you may need to have or can show that you are working towards.

Foundation qualification

[www.nptc.org.uk/assets/documents/77ca9c2918334d2091a133c15f1de03f.pdf](http://www.nptc.org.uk/assets/documents/77ca9c2918334d2091a133c15f1de03f.pdf)

Hand held applicators

[www.nptc.org.uk/assets/documents/3a0373d430214d599dd23cc08d1c346b.pdf](http://www.nptc.org.uk/assets/documents/3a0373d430214d599dd23cc08d1c346b.pdf)

Glossary of terms

[www.nptc.org.uk/assets/documents/a50e9b21f5804e4d893a14b506a5e734.pdf](http://www.nptc.org.uk/assets/documents/a50e9b21f5804e4d893a14b506a5e734.pdf)

City and guilds Pesticide manual.

[www.nptc.org.uk/assets/documents/c3f2adabe57f4893a058af0c49042632.pdf](http://www.nptc.org.uk/assets/documents/c3f2adabe57f4893a058af0c49042632.pdf)

## Contract 2 | Mine Hill bank



Contract 2 | Mine Hill bank | Strimming begins by the grit bin on the left hand side and continues down Mine Hill



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## Contract 2 | Holy Well



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## Contract 2 | Fourgates



Contract 2 | Playing field | Hedge adjoining field and the rear of Bowling Green



Contract 3 | Weed spraying in Menheniot & Merrymeet

Contract 3 | Menheniot | Village Green



Contract 3 | Merrymeet | Playground end of Trehawke Lane



Contract 4 | St Lalluwys Graveyard



Church Graveyard



Cemetery



Extension



## Appendix 2

### **What is the Social Value?**

Social Value is the additional benefit to the community that the parish council can obtain when it purchases goods and services. This does not mean that a contractor has to include extra services in their bid or incur extra costs that might work against them.

It is more concerned with the way that you manage your work and what other spin off benefits you can bring to the parish. So, for example, if you had received a grant to employ an apprentice to work with you on the contract, this means that there was no extra cost to you but the parish would benefit along the way because you were providing training and helping someone into the workplace.

This list gives examples of the benefits that changing your way of working could bring to the community:

- Encouraging older people to remain active within their communities or in employment.
- Creating opportunities to develop volunteering groups
- Creating skills and training opportunities e.g. apprenticeships
- Promoting and supporting local businesses
- Increasing the number of volunteers working together
- Increasing community involvement in the parish
- Paying the UK Living Wage, currently £9.00 an hour (where appropriate)
- Encouraging participation in voluntary activities
- Improving market diversity
- Encouraging community engagement
- Creating training and employment opportunities for care leavers and for people with physical or learning disabilities
- Offering work placement opportunities to school children, young adults and those long-term unemployed or NEETs
- Protecting the environment for future generations
- Reducing waste and increase waste recovery and recycling

Please complete the cutting date for each path and note any issues relevant to the cutting

**2019/2020: Menheniot**

**Contractor Cutting Schedule: Gold Paths Requiring 1 Cut per Year**

| Parish Number | Status   | Path Number | Link Number | SSSI | Length (m) | Date of Cut | Notes |
|---------------|----------|-------------|-------------|------|------------|-------------|-------|
| 618           | Footpath | 7           | 1           | no   | 59         |             |       |
| 618           | Footpath | 15          | 2           | no   | 252        |             |       |
| 618           | Footpath | 15          | 2           | no   | 146        |             |       |
| <b>Total</b>  |          |             |             |      | <b>457</b> |             |       |



Please complete the cutting date for each path and note any issues relevant to the cutting

**2019/2020: Menheniot**

**Contractor Cutting Schedule: Isolated Gates or Stiles Requiring 1 Cut per Year**

| Parish Number | Status   | Path Number | Link Number | 1 Cut or 2 | SSSI | Date of 1st Cut | Notes |
|---------------|----------|-------------|-------------|------------|------|-----------------|-------|
| 618           | Footpath | 25          | 1           | 1          | no   |                 |       |

The Parish to decide if Silver paths require cutting, if path is cut please complete date and note any issues relevant to the cutting

### 2019/2020: Menheniot

#### Contractor Cutting Schedule: Silver Paths, to be cut at discretion of Parish

| Parish Number | Status    | Path Number | Link Number | Length (m) | Date of Cut | Notes |
|---------------|-----------|-------------|-------------|------------|-------------|-------|
| 618           | Footpath  | 1           | 1           | 544.92     |             |       |
| 618           | Footpath  | 3           | 1           | 656.62     |             |       |
| 618           | Footpath  | 6           | 1           | 490.50     |             |       |
| 618           | Footpath  | 6           | 2           | 675.12     |             |       |
| 618           | Footpath  | 9           | 1           | 338.29     |             |       |
| 618           | Footpath  | 10          | 1           | 235.85     |             |       |
| 618           | Footpath  | 10          | 2           | 370.89     |             |       |
| 618           | Footpath  | 10          | 3           | 354.32     |             |       |
| 618           | Footpath  | 12          | 1           | 349.78     |             |       |
| 618           | Footpath  | 12          | 2           | 272.54     |             |       |
| 618           | Footpath  | 14          | 1           | 565.79     |             |       |
| 618           | Footpath  | 14          | 2           | 52.65      |             |       |
| 618           | Footpath  | 15          | 3           | 1192.03    |             |       |
| 618           | Footpath  | 17          | 2           | 178.51     |             |       |
| 618           | Footpath  | 22          | 1           | 725.33     |             |       |
| 618           | Footpath  | 24          | 1           | 237.37     |             |       |
| 618           | Bridleway | 30          | 1           | 94.40      |             |       |
| 618           | Footpath  | 30          | 2           | 291.25     |             |       |
| 618           | Bridleway | 30          | 3           | 405.75     |             |       |
| 618           | Footpath  | 31          | 1           | 702.32     |             |       |
| 618           | Footpath  | 31          | 2           | 1672.09    |             |       |

# The Parish of Menheniot

This map is provided for information purposes only and is not the Definitive Map of Public Rights of Way for the area.

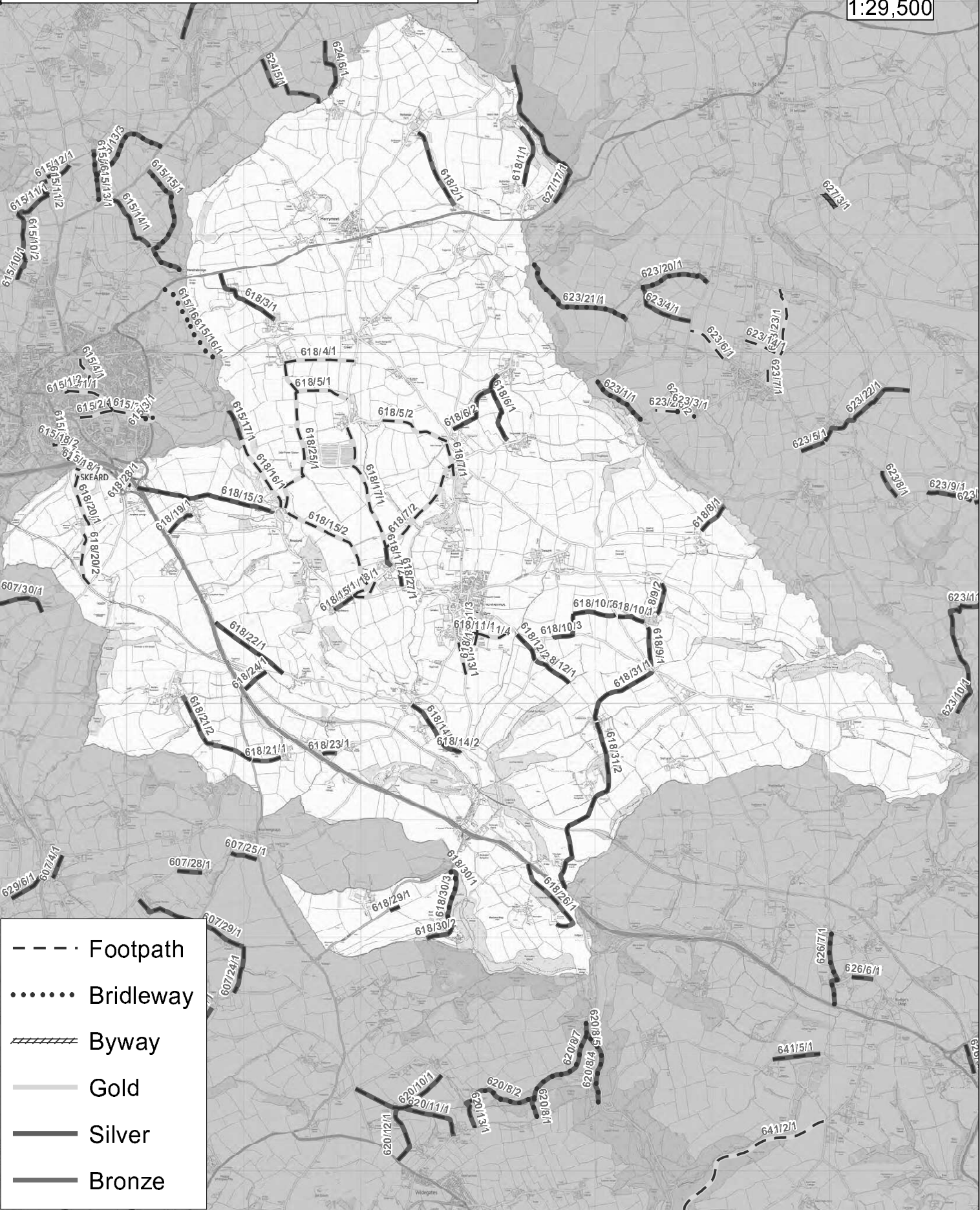
Always refer to the Definitive Map and Statement for conclusive information as to the position and classification of recorded public rights of way.

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- Footpath
- ..... Bridleway
- ////// Byway
- Gold
- Silver
- Bronze