

AMPNEY CRUCIS PARISH COUNCIL

GRASS CUTTING & OTHER GROUNDS MAINTENANCE CONTRACT

1 Village areas required to be managed under this contract:

The areas covered by the contract are:

- a. The Ampney Crucis Burial Ground (L).
- b. Grass verges at:
 - i) the Donkey Field (x 2 verges) (M);
 - ii) the junction of School Lane and Village Street (N);
 - iii) the Pound Tree and Park Corner (x 2 verges) (O);
 - iv) the War Memorial (P);
 - v) outside Farthing Cottage along Ridings Lane (Q);
 - vi) the small triangle at the junction of Allotment Lane and Village Street (R);
- c. Grass verges at:
 - i) The Pleydells – between the beech hedge and Village Street (S);
 - ii) front of the Cricket Ground from the entrance to the bridge (T);
 - iii) northern side of A417, between a point opposite Waterton Farmhouse and The Mill House (U);
 - iv) 25 metres either side of the Ampney Crucis village entry sign eastbound (from Cirencester) on north side of A417 (V);
 - v) central reservation on A417 opposite Ridings Lane and Ampney St Mary (x 2 verges) (W).
- d. Hedges at:
 - i) The Pleydells (both sides and top) (X);
 - ii) the War Memorial (side facing the War Memorial) (Y).
- e. Hedgerow 25 metres either side of the Ampney Crucis village entry sign eastbound (from Cirencester) on north side of A417 (Z).

2 Period to be covered by this contract:

The contract shall commence on 1 April 2021 and end on 31 March 2024.

3 Works required under this contract:

- a. The Burial Ground (area 1a. above) shall receive:
 - 15 cuts per year throughout the growing period;
 - comprehensive strimming on the first and subsequently on every other visit (i.e. 8 strims per year);
 - strimming ditch on western side of extension (6 times per year)
 - cutting back or pruning of overhanging or encroaching foliage, brambles etc and routine pruning of shrubs at the start and end of the growing season (i.e. 2 treatments per year).
- b. Areas defined under 1b. above shall receive 15 cuts per year throughout the growing period, plus an additional cut of the War memorial at the

beginning of November. The War Memorial garden shall be weeded and tidied, including pruning the roses as necessary, on alternative visits.

- c. Areas defined under 1c. above shall receive 6 cuts (or close strims) per year throughout the growing season.
- d. Hedges defined under 1d. above shall receive 2 cuts per year.
- e. The hedgerow (and any overhanging branches) defined at 1e. above shall be cut back 2 times per year within the permitted period, to ensure clear visibility of the village entry/exit sign.
- f. The village entry/exit signs and their mounting frames located at 1c. iii and 1c. iv) above shall be gently cleaned 2 times per year, without use of any abrasive chemicals or materials.
- g. From time to time, the Parish Council may require additional works to be undertaken at short notice in response to complaints or other concerns expressed by village residents.

4 Contractor responsibilities:

- a. The contractor will be responsible for either mulching or removing all grass cuttings, trimmings or other debris and for leaving all areas, including the entrance of the Burial Ground, tidy at the end of every visit;
- b. The contractor will be responsible for inspecting the Burial Ground at each visit, in particular headstones and the Lych Gate (for loose tiles), and sending a confirmatory email to the Clerk after each visit highlighting any issues;
- c. The contractor will be responsible for provision and maintenance of all necessary machinery, equipment and disposables, and any related costs shall be included in the contract price;
- d. The contractor shall be responsible for ensuring compliance with all applicable health & safety requirements and regulations in the completion of the works required under this contract;
- e. The contractor shall be responsible for ensuring adequate public liability insurance throughout the duration of the contract, and shall provide evidence to the Parish Council of that insurance before commencement of any works under this contract;
- f. The contractor shall be expected to adopt a flexible, positive and cost-effective approach when responding to any requests received from the Parish Council in respect of any additional works requested (see 3g. above). The reasonable cost of any such additional works would be reimbursed by the Parish Council as an additional cost under the contract.

5 The Parish Council's responsibilities:

- a. The Parish Council will consider all tenders received by the tender deadline.
- b. The Parish Council's decision will be based on considerations of value for money and will not necessarily reflect the lowest tendered price. That decision will be final and no correspondence will be entered into on the reasons why any tender has been rejected.

- c. The Parish Council's decision will be clearly communicated to all tenderers by the middle of February, 2021.
- d. Unless agreed otherwise, payment under the contract will be made in eight stages, each year, at the end of April, May, June, July, August, September, October and November.
- e. The Parish Council will meet with the contract holder twice per year in order to monitor the services provided.

6 Termination:

This agreement can be terminated by either party giving to the other at least 12 months' notice in writing.

7 Instructions to tenderers:

- a. Tenders should be sent in a sealed envelope to The Clerk, Ampney Crucis Parish Council, Grove House, Daglingworth, Cirencester GL7 7AW for receipt no later than 31 December 2020. The envelope should be clearly marked 'Ampney Crucis Grounds Maintenance'.
- b. Tendered prices should be based on a fixed three-year contract with no expectation of, or requirement for increases during the life of the contract.
- c. Contractors that have not worked for Ampney Crucis Parish Council before, or for the last five years, should provide with their tender, two references preferably related to comparable types of work (e.g. public authority contracting).

**Ampney Crucis Parish Council
November 2020**