

Parish Clerk: Mrs Jenny Hoskin

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Chairman: Cllr David Skelton

Telephone: 01579 382397

SOUTH HILL PARISH COUNCIL

Date :

Name :

Address:

Dear

Thank you for your interest in tendering for the following works in South Hill Parish.

CONTRACT CONDITIONS FOR THE MOWING OF GOLBERDON RECREATION FIELD

To complete 12 cuts per year to the following schedule:

Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
-	1	1	1	1	2	2	2	1	1	-	-

The grass needs to be cut to a 20mm minimum and 35mm maximum.

Clippings shall be distributed evenly over the full width of the machine swath and may be left where they lie.

The Contractor shall remove grass and debris from all hard surfaces within one hour of the grass being cut.

The Contractor will provide all the equipment required to carry out the work safely. Equipment must be fully serviced and tested and meet British Safety standards.

The Contractor will provide all Personal Protective Equipment. A full written risk assessment is to be carried out for all activities and all fuel must be stored in appropriate containers.

Before starting work

the successful contractor will be required to present the following to the Parish Council;

- ❖ public liability insurance certificate for a minimum of £5 million;
- ❖ risk assessment and method statements to demonstrate how the work will be undertaken to minimise risk to contractor and public safety (eg; erecting safety signs, restricting access in the working area, tools to be used), and to comply with Health & Safety Regulations, COSHH requirements (eg; use of petrol etc)

the Parish Council will :

- ❖ provide information concerning any relevant matter to be brought to the contractor's attention.

Tender Form

Please complete and ensure that I receive the completed tenders on or by 5pm on Friday (25th January 2019) and that you mark your envelope clearly 'TENDER DOCUMENTS' at the bottom left hand corner of the envelope . Unmarked envelopes may be opened in advance of the deadline and therefore considered invalid.

Please note that late submissions cannot be considered.

If you have any queries, please contact me.

I look forward to receiving your tenders and thank you very much for taking the trouble to offer your services.

Regards

Enclosed: Tender submission form for you to read carefully and complete before returning to me by...