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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 PLAY AREA AND PARISH HALL GROUNDS AND TRIMMING THE HEDGE NEXT TO THE PLAY AREA**

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	-	-

#### MOWING AND STRIMMING

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

This contract includes the strip of grass on the recreation field side of the play area which is not tractor mown.

All fence boundaries need to be trimmed to the same length as the grass specification.

All paths, play equipment and planters need to be trimmed to the same length as the grass specification.

Clippings shall be distributed evenly over the full width of the machine swath and may be left where they lie, except for paths, gully's and hard surfaces which shall be kept free of cuttings at all times.

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

## PLAY AREA HEDGE

The following specification is intended to provide strong healthy and stable hedges, cleanly cut and of an approved shape and size. All trimmings will be disposed of by the Contractor.

The Contractor shall trim and prune all hedges to encourage a stable hedge. Only use hand held equipment. The width at the top of the hedge shall be slightly less than at the base. All woody weeds shall be removed and stumps killed as directed by the Parish Council.

The Contractor shall cause minimum disturbance to nesting birds and wildlife in compliance with the Wildlife & Countryside Act 1985. The Contractor shall make all cuts cleanly and remove any ragged edges using a sharp blade. The hedge shall be the same size at the end of the Contract as they were at the beginning.

The Contractor shall cut back the current growth to the point of the previous cut, and the hedge shall be trimmed, pruned back to the same height, width and general shape as that which existed at the completion of the last trim, but shall not exceed the height specified unless instructed by the Parish Council.

The hedge shall be cut both sides and top.

The Contractor shall remove all suckers, self set trees or shrubs, brambles and ivy which are not part of the hedge, to ground level and treat with stump killer on instruction from the Parish Council.

The Contractor shall leave grass edges adjacent to hedges neat, vertical, tidy and weed free at the time of cutting. The Contractor shall ensure sight lines remain unobstructed including encroachment onto pathways.

The Contractor shall ensure that the bases are weed free



Guide heights: Hedge from the gate (play area side) to the chestnut tree/telegraph pole 2.4m

Hedge from telegraph Pole to village Hall boundary 1.8m

All trees to be 1metre below top of telegraph poles

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 (25<sup>th</sup> 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...

