

CASTLETON PARISH COUNCIL - INVITATION TO TENDER FOR ANNUAL VILLAGE GRASS CUTTING and LAND MAINTENANCE 1st April 2017 – 31st March 2018

To carry out the following ground maintenance works, and to carry out any additional necessary works of a similar nature, including maintenance and repair of wooden planters, benches, seats and the like, in addition to the specified works on a basis and time as instructed by the Council and mutually agreed for an agreed hourly or job rate to be then agreed:

BURIAL GROUND

1. Cut the grass fortnightly in April, September and October and weekly in May, June, July and August and at other times as required, removing cuttings and trimming edges each time. Apply weedkiller twice a year. Feed and rake twice a year.
2. Cut back overhanging boundary branches and hedges 4 times a year, removing cuttings each time. Strim under hedges and apply weedkiller to nettles if necessary once a month from April to October.
3. Remove, respectfully and sensitively, old/dead plants and flowers and, where appropriate, wreaths and simialr from graves, plaques and planters. Tidy around and where appropriate remove weeds and grass from and around grave, plaque and headstone areas in a tidy, sensitive and respectful manner.
4. Remove unwanted active or dead vegetation from paths and walls as required to maintain continuing good visual appearance.
5. Check all fixed items (seats, planters, gate, steps, railings, wooden and concrete structures etc.) on each visit and report any safety/ repair issues immediately to the Parish Council.
6. Repair and maintain (e.g. re-stain, clean, sand, treat with preservative) existing wooden and oter planters where appropriate and cost-effectively to ensure longevity.
7. Plant up existing wooden planters with suitable low-maintenance winter/spring bulbs and summer and autumn bedding plants when weather and planting times are suitable to ensure year-round interest and otherwise to remove old/dead planting/foilage and weeds when appropriate and maintain planters' visual appeal to a reasonable standard.

AREA TO THE SIDE OF THREE ROOFS CAFE

1. Cut the grass, trim the edges and take away the cuttings fortnightly in April, September and October and weekly in May, June, July and August. Apply weedkiller and feed and rake twice a year.
2. Report any safety/ repair issues to the Parish Council immediately.

MARKET SQUARE (AREA AROUND THE WAR MEMORIAL)

1. Cut the grass fortnightly in April, September and October and weekly in May, June, July and August, removing cuttings and trimming edges each time. Apply weedkiller and feed and rake twice a year.
2. Apply weedkiller to the kerbs, paths and cobbled area as necessary.
3. Rake/suck up leaves every few days autumn when the tree is shedding (autumn) and clear leaves and fallen debris after any periods of high wind, storm etc. when safe to do so.
4. Check all fixed items (seating, railings, steps, concrete and wooden structures) on each visit and report any safety/repair issues immediately to the Parish Council.

MARKET SQUARE (TRIANGLE OF COMMON LAND TO NORTH)

1. Cut grass fortnightly in April, September and October and weekly in May, June, July and August, trimming the edges and removing the cuttings each time. Apply weedkiller and feed and rake twice a year.
2. Report any safety/ repair issues to the Parish Council immediately.

THE VILLAGE GREEN, GOOSEHILL

1. Cut grass fortnightly in April, September and October and weekly in May, June, July and August, trimming the edges and removing the cuttings each time. Apply weedkiller and feed and rake twice a year.
2. Prune plum trees after fruiting and remove all cuttings. Cut back and remove overhanging or obstructing branches on other trees or shrubs.
3. On each visit clear away any leaves and silt from steps.
4. Report any safety/ repair issues to the Parish Council immediately.

Applicants must be available to start and carry out works throughout the year on short notice if appointed.

Appropriate personal, equipment and third party insurance is required to be provided by the successful applicant, and copies of insurance policies and schedules must be given to the Council before work commences.

The Council provides a grass mower which the contractor must store, transport, care for and operate with all reasonable care. The Council will meet reasonable and necessary maintenance, service or repair costs invoiced in their name. All other transport and equipment must be provided as needed by the successful applicant, who will be engaged on a self-employed basis and expected to deal with and account for their own taxes and all other similar statutory and fiscal affairs.

Terms of payment: in instalments over the period April-October, by posted cheque as approved at and posted on the weekend following meetings held at the end of each of these months (except August - to be approved in July). Any additional invoices for extra work done must be submitted by e-mail (or subject to other agreed arrangements) to the Clerk for approval at the next month-end meeting, submission to occur at the latest a calendar week before the last Thursday of the month (there being no scheduled meeting in August or December, payments to await next meeting).

Contractors are reminded that any breach of Standing Orders regarding canvassing etc., will immediately disqualify any tender submitted. Copies of Standing orders will be supplied on request.

The Council reserves the right to cancel any contract at any time, without compensation, should the above specification or expected quality and timeliness of work not be adhered to.

Please submit details and tenders by e-mail to the Council's Clerk by 5pm on 23rd March 2017 (for decision at the Council's meeting on 30th March 2017).

A postal address can be supplied upon enquiry if required.

***Clerk to Castleton Parish Council: Mrs L Gibbs - clerkrfo.cpc@gmail.com
tel/txt >10am weekdays: 07539 717844***