

WORTHEN WITH SHELVE PARISH COUNCIL 2015

INVITATION TO TENDER FOR GROUND MAINTENANCE WORKS WITHIN THE PARISH.

PRICE FOR THE WORK SHOULD BE SUBMITTED IN WRITING TO THE PARISH CLERK .

ALL PRICES MUST BE RECEIVED BY 12 NOON ON MONDAY 16th NOVEMBER 2015

CONTRACT PERIOD:

TWO YEARS COMMENCING ON APRIL 1ST 2016

Public Liability Insurance is required. Cover of £2,500,000

General information.

The contract is for the ground maintenance of sites within the Parish of Worthen with Shelve Shropshire.

Tender price is to include for all works and the removal and proper disposal of all materials waste and debris.

PAYMENTS

The annual tender sum will be divided into three equal payments and paid by cheque in arrears on the following dates:

Year 1

30th June 2016

31st August 2016

31st October 2016

Year 2

30th June 2017

31st August 2017

31st October 2017

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Location and Scope of Works

Part A

Worthen Ward

Worthen Church Yard.

During growing season.

Wherever possible the works should be scheduled to be carried out just prior to any interment.

From front gate to front entrance of church mow the grass weekly, remove waste ensuring all paths are clear of grass cuttings and debris.

Old part of churchyard mow/strim weekly

All paths to be sprayed with appropriate weed killer when required.

Brookside

Cut grass three times per year, remove waste ensuring all paths are clear of grass cuttings and debris.

War Memorial

Cut hedges twice per year, remove all clippings and other waste.

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Part B

Hope Ward

Hope Burial Ground

During growing season.

Top end of burial ground. Strim around all graves, remove all waste.

Bottom end of burial ground. Mow/strim weekly, remove all waste ensuring all paths are clear of grass cuttings and debris.

Maintain all hedges trim back three times a year.

Carry out additional maintenance visit at the instruction of the Parish Clerk. This is to be priced as a separate item in the tender submission section of this document.

Hope Church Yard

During the growing season mow the area every 6 weeks, remove all waste ensuring all paths are clear of grass cuttings and debris.

ADDITIONAL INFORMATION

If you require any additional information or clarification please contact the Clerk to the Parish Council Sarah Crossland during normal office hours on 01743 891438. Parish Office is closed on Wednesday and Friday.

ANNUAL CONTRACT REVIEW.

The contractors performance will be reviewed by the Parish Council throughout the contract period. Should the contractor fail to maintain the works to required standard the Parish Council reserve the right to give notice and not continue the contract for the second year.

ANNUAL CONTRACT PRICE INCREASE.

The tendered price for the contract will be increased for the second year by the percentage increase in Consumer Price Index CPI published by Office of National Statistics in March 2017.

CONTRACT EXTENSION.

If the contact works are carried out to the required standard the Parish Council may extend the contract for an additional year.

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Required Documentation.

Please include copies of insurance certificate and COSHH training certificates when returning your completed tender submission. Please note you may be asked to produce the original for inspection by the Parish Clerk or parish Councillors.

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Tender Submission

Please complete the tender submission below and initial and date each page where indicated and return completed document to the Parish Clerk no later than **12 NOON ON MONDAY 16th NOVEMBER 2015.**

PART A ONLY

To undertake all the works detailed under Part A for the period of the contract for the sum of

£ Amount in Words

PART B ONLY

To undertake all the works detailed under Part B for the period of the contract for the sum of

£ Amount in Words

Carry out an additional maintenance visit to Hope Burial Ground at the instruction of the Parish Clerk.

For the sum of £ Amount in Words

PART A and B

To undertake all the works detailed under Part A and B for the period of the contract for the sum of

£ Amount in Words

Signed Name

Name of Person or Company

Address

Phone Number