



CRANBROOK & SISSINGHURST PARISH COUNCIL

GROUNDS MAINTENANCE CONTRACT

INVITATION TO TENDER

1. Cranbrook and Sissinghurst Parish Council (“the Council”) hereby invites tenders for the carrying out of the service of grass cutting and grounds maintenance in accordance with contract documents which comprises of:-

Appendix A Conditions of Contract
Appendix B Specification of Works
Appendix C Commercial information
Appendix D Form of Tender
Appendix E Declaration

2. Prospective contractors should ensure that they are familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
3. Any queries regarding the interpretation of any part of the contract should be addressed to the Clerk no later than one week before the closing date.
4. The tender shall be submitted in the Form of Tender (Appendix D)
5. Tenderers should note that as part of the evaluation process they may be asked to answer questions on their bid
6. Prospective contractors should note the Council is not bound to accept the lowest, or any tender. The Council’s decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
7. The successful tender together with the Council’s written acceptance shall form a binding agreement in the terms of the contract documents.
8. If having examined the tender documents you wish to submit a tender you should:
 - a) Fully complete and return the following documents:

Appendix C Commercial Information
Appendix D Form of Tender
Appendix E Declaration.

b) Return tenders and related documentation to:-

Mrs Lori Ham
Clerk to the Council
Cranbrook & Sissinghurst Parish Council
The Old Fire Station
Stone Street
Cranbrook
Kent TN17 3HF

By 3pm February 28th 2020

Tenders received late will not be considered

- c) Please note that envelope containing the tender documents must be clearly marked “Tender for Grounds Maintenance Contract” on the outside. This is in the interests of fairness, to ensure that all tenders are opened at the same time.

Site Details

The sites are situated throughout the parish of Cranbrook & Sissinghurst.

Additional Erection/Installation

The Council could add additional outside features and fittings during the period of the Contract, no application from the Contractor to adjust the Contract price will be considered.

Duration of Contract

The duration of the Contract will be from 1st April 2020 to 31st March 2023. Tenders are to be priced on an annual basis.

Payment to Contractor

The full contract sum shall be paid in equal monthly instalments throughout the year on receipt of monthly invoice from the Contractor.

Termination of Contract:

Either party may without reason terminate the Contract in writing, giving three months' notice.

Insurance

The Contractor is required to have a minimum of £10m public liability insurance. A current certificate of Insurance to this effect must be produced to the Clerk prior to commencement of the contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. A copy of the Certificate of Insurance shall be provided on renewal annually for the duration of the contract.

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act 1974 and all other Acts and regulations in respect of the work comprised in this contract.

Notes to Tenderers

- a) Regular inspections will be carried out by the Council throughout the period of the contract to ensure the work is completed in accordance with the Specification of Works.
- b) Invoices for payment must include a schedule of the works completed in that month including the dates of the work. A template will be provided.
- c) Contractors are asked to contact the Clerk if any clarification is required.
Email: clerk@cranbrookandsissinghurstpc.co.uk Phone: 01580 713112.

SPECIFICATION FOR GROUNDS CONTRACT

JUBILEE FIELD .SISSINGHURST

1. Clear litter prior to mowing, but if excessive amount notify the Clerk or Parish Warden.
2. Gang mow main area every 14 days from 1st March to 30th November (ground conditions permitting).
*Extra cuts may be required at peak times upon request
3. Mow and strim tight to boundaries/ bottom of hedges and around play equipment, seats and tree bases every 14 days from 1st March to 30th November. (Care must be taken not to damage trees and equipment when strimming).
4. Mowing (gang and pedestrian mowing) and strimming to be carried out simultaneously.
5. Trim all hedges to stock in winter and trim mid-August prior to the August Bank Holiday.
6. Keep path free of weeds, moss, leaves and other debris at all times.

THE POUND, WILSLEY POUND, SISSINGHURST

1. Clear litter before mowing. Pedestrian mow whole of grass area every 14 days from 1st March to 30th November.
2. Strim around base of posts etc. (**Care must be taken not to damage the oak posts**)

ALLOTMENTS, OATFIELD DRIVE, CRANBROOK

1. Mow entrance, central path and turning area at top end of allotments every 14 days from 1st March to 30th November and strim edges to central path.
2. Cut grass strip and clear ditch to left of gate by entrance
3. Cut dividing hedge both sides and top back to stock once a year at the end of October. The hedge to be retained at a height of six feet removing any brambles and suckers. Strim into base. Rake up and remove all cuttings and debris from site.
4. Turning Circle up to top right hand corner – clear seasonal growth and brambles back to mesh fence, rake up and remove all cuttings and debris from site at least twice a year, suggested months of July & November (ground allowing).
5. On western boundary of allotments cut hedge hard back to stock on both sides and top, to be retained at a height of eight feet and clear ditch, once a year during October. Strim into bottom of hedge, rake up and remove all cuttings and debris from site.
6. Beech hedge to left of entrance – cut back and trim to height of top of fence. Rake up and remove all cuttings and debris from site.
7. The entire length of ditch on western boundary to be thoroughly cleared out of all debris at least three times per year. The grid protecting the culvert on the western boundary to be checked and cleared every 14 days, all year round.

TOMLIN GROUND, ANGLELY ROAD, CRANBROOK

Flail hedge on roadside beyond Tomlin Ground gate on Whitewell Lane up to the boundary with Rockdene, annually in the Autumn.

BALL FIELD, CRANBROOK

1. Clear litter prior to mowing and if excessive amount notify the Clerk or Parish Warden.
2. Gang mow main area every 14 days from 1st March to 30th November.
*Extra cuts may be required at peak times upon request.
3. Mow and strim tight to boundaries/bottom of hedges by Bowls Club hedge and Cranbrook School hedge, around play equipment, seats and tree bases every 14 days from 1st March to 30th November. Leave 1 metre unmown or strimmed at base of hedges by Big Side and Waterloo Road. The grassland/wild flower area should be managed on an annual basis and strimmed back during late August/September, when the grasses and wild flowers will have set seed. The arisings should be left in place from around a week before being raked back into the hedgerow base. Leave a strip 6 metres wide under the trees along Big Side for a new spinner, while cutting a path between the new Spinney and the hedge. (Care must be taken not to damage trees and equipment when strimming). Mowing (gang and pedestrian mowing) and strimming to be carried out simultaneously.
4. Hedge on Waterloo Road Boundary – cut both sides and top hard back to stock in winter.
5. Cut bank on roadside on Waterloo Road boundary when hedge is cut.
6. Mow area at top of Jockey Lane Car Park every 14 days from 1st March to 30th November. Keep area tidy at all times.
7. Keep ditches clear at all times.
8. Remove ivy from around key trees.

CRANE VALLEY, CRANBROOK

1. Clear litter prior to mowing and if excessive amount notify the Clerk or Parish Warden.
2. Gang mow main area every 14 days from 1st March to 30th November.
3. Mow and strim banks tight to boundaries/bottom of hedges and mow and strim around play equipment, skate ramp, seats and tree bases every 14 days from 1st March to 30th November.
4. Mowing (gang and pedestrian mowing) and strimming to be carried out simultaneously.
5. Mow area adjacent to public conveniences and strim bank every 14 days from 1st March to 30th November.
6. Cut headlands and riverbank every 14 days from 1st March to 30th November.
7. To keep tidy and clear debris and dead wood from brook and remove from site. Clear grid both sides under main footbridge and remove all debris from site, all year round.
8. Skate Park – Keep skate ramp area clear of litter, debris, soil and weeds. Sweep area and remove debris every 14 days throughout the year.
9. Mow verge by Wiles Field and strim tight to boundary/bottom of hedge every 14 days from 1st March to 30th November, rake out all debris. Trim back hedge to allow for safe passing for pedestrians all year round.
10. Mow verge between Public Convenience and Crane Lane Cottages, strim tight to boundary/bottom of hedge every 14 days from 1st March to 30th November.
11. Sweep paths after each mowing/strimming and keep paths clear of leaves at all times.
12. Cut following hedges hard back to stock on in winter, strim into base, rake out and remove all debris: (a) Eastern side – Bridge to Brookside side and top to a height of 6 feet (b) Southern side – Top of path right hand side opposite 12 Brookside both sides and top to a height of 6 feet (c) Lower end of Regal Car Park – Trim both sides north and south, trim back trees at least one a month in mowing season.

WILDLIFE AREA AT WESTERN END OF CRANE VALLEY, CRANBROOK

1. Clear litter prior to mowing and if excessive amount notify the Clerk or Parish Warden.
2. Cut 0.5m either side of the boardwalk once monthly during the first week of July, August and September.
3. Mow or strim 2m width on remaining unsurfaced path once monthly during the first week of July, August and September.

WILKES FIELD, CRANBROOK

1. Cut hedges both sides in early spring and autumn.
2. The whole area needs to be weed killed until construction starts.
3. The reptile barrier on site needs to be maintained, without damage. This is VERY important

ORANGE LAND – BETWEEN CRANE VALLEY AND TANYARD CAR PARK

1. Clear litter prior to mowing and if excessive amount notify the Clerk or Parish Warden.
2. Mow and strim every 14 days from 1st March to 30th November.
3. Mow verge adjacent to Wilkes Field and strim tight to boundary/bottom of hedge, strim around seats and tree bases every 14 days from 1st March to 30th November.
4. Cut headlands and riverbank regularly during mowing season and clear debris from brook every 14 days all year round.
5. Sweep path after each mowing/strimming and keep path clear of moss, debris and leaves in Autumn. Remove all debris from site.
6. Hedge on boundary with former Dentist Surgery – cut back in winter, both sides to a height of 4'6". Trim hedge on boundary with Wilkes Field. Rake up and remove cuttings and debris from site.

KINGSHEAD WELL, CRANBROOK

1. Mow every 14 days from 1st March to 30th November. Please sweep after mowing.
2. Keep paved area clear of weeds without using a weed killer. Please specify method.
3. Trim trees/hedgerow/undergrowth back occasionally running up from the seating area towards the steps at the end of Dobells.

TANYARD CAR PARK, CRANBROOK

1. Trim all hedges in the car park to stock in winter. Strim into base, rake up and remove all debris and cuttings from site. This includes the hedge adjacent Wilkes Field.
2. Keep all paths free from weeds and moss.
3. Keep all bays free from weeds and debris and remove from site.
4. Strim river bank by culvert and clear away any debris and remove from sties.
5. Mow and strim banks on car park boundary opposite from Densist Surgery.
6. Keep all surface water gulleys/grids clear.
7. Area above culvert grate – trim trees and keep area weed free & strimmed all year round.

JOCKEY LANE CAR PARK

1. Strim grass and other vegetation on the churchyard boundary bank from encroaching into the parking bays from the top of Car Park to the flower bed.
2. Keep hedges on library boundary from encroaching the paths.
3. Keep paths clear from weeds and moss at all times.
4. Keep bays free from leaves and debris. Remove any debris from site.
5. Keep all surfaces water gulleys/grids clear.
6. Trim lower branches if too low over parking area.

REGAL CAR PARK

1. Clear litter prior to mowing and if excessive amount notify the Clerk or Parish Warden.
2. Mow perimeter of main area of car park.
3. Remove leaves and debris from car park, especially around bays and remove from site as and when necessary.
4. Keep all paths clear of moss and weeds.
5. Surrounding hedges - Trim all hedges, strim into base, rake out and remove all debris.
6. Hedge surrounding substation – Trim hedge, strim into base, rake out and remove all debris.
7. Landscaped area Keep free of weeds and brambles.
8. Keep all surface water gulleys/grids clear.
9. Layered hedge (adjoining Crane Valley) – Cut top and sides, cut regularly the slope down to hedge and strim into base.
10. The grassland/wild flower area should be managed on an annual basis and strimmed back during late August/September, when the grasses and wild flowers will have set seed. The arising should be left in place for around a week before being raked back into the hedgerow base. The corrugated artificial refugia will be checked for damage during the August maintenance works and remedial measures undertaken accordingly. There should be no watering or fertilizer required in this area and no herbicide used. Timber resulting from the management of the laid hedgerow should be placed in small piles within the base of the hedgerow to increase the habitat diversity.

ST. DUNSTAN'S CHURCHYARD, CRANBROOK

1. Clear litter prior to mowing and if excessive amount notify the Clerk or Parish Warden.
2. The new wildflower area should be managed on an annual basis and strimmed back during late August/September, when the grasses and wild flowers will have set seed. The other areas to be mown at least every fourteen days from 1st March to 30th November. Cremation tablets to be hand mown and swept off.
3. Trim/strim where necessary for the tidy appearance of the churchyard.
4. Keep all paths clear at all times of moss, weeds, leaves and debris. An approved weed killer may be used. Paths and their edges to be kept clear of leaves during the autumn. Sweep and remove all debris from site.
5. Keep all gulleys clear alongside paths to allow water to run away, to also include all grids over drains including the area around the base of the church.
6. Remove all suckers and epicormic growths from the base of the lime trees to a height of six feet on the trunk. Cut ivy on trees and remove where possible to prevent the tree being infested.
7. Remove any undesirable growth such as brambles, ivy, holly, suckers etc from the churchyard, including within the graves at all times. Rake up and remove from site.
8. Keep churchyard walls free from weeds and ivy, including Carriers Road side, including the parking bays. An approved weed killer may be used.
9. Keep base of church walls clear of weeds at all times.
10. Prune all shrubs at seasonal times and remove all debris from churchyard.
11. Edge cremation tablets monthly.

Note: No noisy work to be undertaken during services or concerts.

SISSINGHURST CEMETERY, THE STREET, SISSINGHURST
(Note: Boundary of Cemetery commences at five bar gate leading int the burial ground)

1. The new wildflower area should be managed on an annual basis and strimmed back during late August/September, when the grasses and wild flowers will have set seed. Mow all other areas at least every 14 days from 1st March to 30th November. Spray for noxious weeds, particularly nettles and docks with an approved weed killer. Care to be taken in the extended cemetery area to avoid rodding eyes.
 2. A four feet border around all paths, along and around cremation tablets, to be cylinder mown and the cuttings boxed off.
 3. Trim round all memorials and where necessary for the tidy appearance of the cemetery, within kerbs and enclosures. Trim edges of paths and borders. Edge back paths where needed.
 4. Keep all paths, including main drive, outside entrance gates and shrub borders around (within the) cemetery, clear at all times of moss, weeds, leaves and debris. An approved weed killer may be used. Sweep up and scrape where necessary and remove all debris from the cemetery.
 5. Trim boundary and internal hedges in the spring and autumn, in an efficient matter, both inside and out including top and base. Trim bushes and laurels where necessary and any hanging branches which may obstruct pathways. Laurels in entrance to be kept to a height of 10 feet to allow for easy access for coffins. Rake out base of hedges and remove all debris. Keep leylandii hedge free of brambles at all times and maintain to a height of 4'6".
 6. Remove any undesirable growth such as brambles, suckers etc from within the cemetery including within graves.
 7. Edge cremation tablets monthly.
 8. All debris, cuttings etc to be disposed of by removal from the cemetery.
- Note** - No work is to be carried out during an interment service. Care should be taken when using trimmers near to trees and headstones. Mowers should not be run over the top of cremation tablets. Any damage to grave stones is unacceptable. Any damage caused during the carrying out of the contract will be at the liability of the contractor.

CRANBROOK CEMETERY, GOLDFORD ROAD, CRANBROOK

1. The new wildflower area should be managed on an annual basis and strimmed back during late August/September, when the grasses and wild flowers will have set seed. Mow all other areas including verges outside the main entrance and the base of the hedge to road verge at least every 14 days from 1st March to 30th November. Spray for noxious weeds, particularly nettles and docks with an approved weed killer.
2. A four feet border around all paths, chapel building walls, grass verges immediately bordering main entrance, outside main gates, along and around cremation tablets, to be cylinder mown and the cuttings boxed off.
3. Trim around all memorials and where necessary for the tidy appearance of the cemetery, within kerbs and enclosures. Trim edges of paths and borders including outside the main entrance. Edge back paths where needed.
4. Keep all paths, including main drive, outside entrance gates and shrub borders around (within the) cemetery, clear at all times of weeds, moss, leaves and debris. An approved weed killer may be used. Paths to be swept and scraped off and all debris to be removed to the bund.
5. Trim boundary hedges in early spring and autumn (to be cut at the same time) in an efficient manner, both inside and out, including top and base. Trim bushes and laurels around the chapel including any hanging branches which may obstruct pathways. Prune shrubs where needed at seasonal times. Rake up cuttings and remove to bund. Strim into base of hedges and rake out.
6. On boundary with Dulwich College Preparatory School – clean out ditch and brush/strim banks as far as old tool shed.
7. Mow bund to a height of 4 inches (50mm) and keep weed free.
8. Remove any undesirable growth such as brambles, suckers etc from within the cemetery including within graves. Rake up and remove to bund.
9. Edge cremation tablets once a month.
10. Spray weeds behind the bund when necessary.
11. Cut roadside hedges (to enable sightlines to be maintained) and verges, clear ditches as and when necessary.

Note – No work is to be carried out during an interment service. Care should be taken when using strimmers near to trees and headstones. Mowers should not be run over the top of cremation tablets. Any damage to grave stones is unacceptable. Any damage caused during the carrying out of the contract will be at the liability of the contractor.

Commercial Information

Company name of organisation submitting the tender:

Contact name and position in organisation:

Company address:

Contact telephone number:

Contact email address:

Technical Capability

Previous experience:

Please provide information of your organisation's technical capacity, expertise and experience over the last five years of carrying out similar services under a formal contract to the public sector, in particular parish councils or other public bodies.

References

Please provide the details of two organisations for which you have delivered similar projects that will provide references:

Reference 1

Reference 2

Quotation

Year 2020-2021	Year 2021 – 2022	Year 2022 – 2023
£	£	£

I/We agree to complete the work in accordance with the Invitation to Tender, Contract Terms and Specification of Works.

I/We understand that Cranbrook & Sissinghurst Parish Council is not bound to accept the lowest or any tender and that the Council will not be responsible for any expense incurred in preparing this tender.

I/We certify that the amount of the tender has not been calculated by agreement or arrangement with any other person or company and the amount of the tender has not been communicated to any person and will not be communicated to any person until after the closing date for submission of tenders.

Signed:..... Name:.....

Position:..... Company Name:.....

Date:.....

Declaration

I certify that the information supplied is accurate to the best of my knowledge and belief.

I understand that Cranbrook & Sissinghurst Parish Council may contact anyone to verify this information and that false and misleading information could result in exclusion from the select tender list.

Signed.....

Position held.....

For and on behalf of.....

Date.....

Before returning this application form, please ensure that you have

- answered all questions
- Enclosed all relevant documents
- Completed the above declaration.