



Llanrug Community Council

**Tender Document, Grass Cutting and Maintenance
Agreement of Public Footpaths for
2023, 2024, 2025**

Llanrug Community Council Playing Fields

**Nant y Glyn Playing Field, Llanrug
Pwll Moelyn Playing Field, Llanrug
Allt Goch Playing Field, Cwm y Glo
Skating Park, Cwm y Glo
Dolafon Estate Playing Field, Cwm y Glo**

**Grass cutting of Llanrug Community Council's
Cemetery**

**Grass cutting and Maintenance of Public Footpaths
within the area of Llanrug Community Council**

Llanrug Community Council

Playing Fields Grass Cutting Agreement

1. Invitation to Tender
2. Conditions of the contract;
3. Work specification;
4. Work Schedule;
5. Evaluation Form
6. Tender Form;

Tendering Schedule

Advertise and issue the Tender document	25 / 11 / 2022
Closing date for Tender questions	11 / 12 / 2022
Closing date for receiving completed Tender documents	12 / 12 / 2022 before 12:00
Evaluate Tenders	14 / 12 / 2022
Submit Tenders to the council	20 / 12 / 2022
Notify applicants	21 / 12 / 2022
Contract Start Date	1 / 3 / 2023
Contract End Date	28 / 3 / 2026

1. Invitation to Tender

Llanrug Community Council (“the council”), invites tenders for delivering Grass Cutting Service in accordance with the details below, which includes:

- a) Invitation to Tender
 - b) Standard conditions of the contract
 - c) Work specification
 - d) Work Schedule
 - e) Site Layout
 - f) Tender form
 - g) Evaluation
2. The prices submitted must note the rate for delivering each element of the contract
 3. Prospective Contractors should ensure that they are totally familiar with the nature and liabilities expected of them, if their tender is accepted;
 4. Any enquiries regarding the interpretation of any part of these documents should be referred to the council clerk by **11 / 12 / 2022**.
 5. The tender must ONLY be submitted on the tender form.
 6. Prospective contractors should note that the council isn't bound to accept the lowest price, nor to accept any of the tenders. The Council's decision is final, and the council will not enter into any discussions and / or any correspondence for the reasons why a tender was rejected.
 7. The successful tender with the council's written endorsement will form a binding agreement regarding the terms of the contract
 8. If you are to submit a tender, you should: -
 - (a) Complete and return the following documents in full:
 - I. Tender Form
 - (b) Return your tender with all the associated documents before **12:00 MONDAY 12 / 12 / 2022** to **Llanrug Community Council Clerk, 7 Nant y Glyn, Llanrug, Gwynedd, LL55 4AH** with the envelope clearly marked - **TENDER**
 - (c) The council will not accept any responsibility for any tender which hasn't been received. It is suggested that you should send the tender via registered post

PLEASE NOTE: TENDERS WILL NOT BE CONSIDERED AFTR THIS DATE

2. Standard Conditions of the agreement

Officer

The appropriate Officer of the council will be the Clerk

Nature of the work

The work includes: -

- Grass cutting of five playing fields which are managed by the Council and trimming the hedge of Pwll Moelyn field.
- Grass cutting of Llanrug Community Council's cemetery
- Cut and trim the growth on public footpaths

Grass cutting:

The cutting to be appropriate for the playing fields and the cemetery and to include also, the trimming around playing equipment, any furniture, path edges, trees, shrubs fences, hedges and every authorised setting and item within the playing fields and in the same way, the cemetery. To include removal of grass from all the playing surfaces and the footpaths and sitting areas, either by sweeping or using a blower. Even though, a specific number of cuttings have been set for the tender, these can be varied dependant on the seasonal grass growth and with the council's agreement.

Hedge Trimming:

The hedges, as defined in the site layout, in the playing field of Pwll Moelyn, Llanrug are to be trimmed once a month.

Details of the sites are

1. Nant y Glyn Playing Field, Llanrug
2. Pwll Moelyn Playing Field, Llanrug
3. Allt Goch Playing Field, Cwm y Glo
4. Skating Park, Cwm y Glo
5. Dolafon Playing Field, Cwm y Glo

6. Llanrug Cemetery

7. Llanrug Public Footpaths

Before tendering, any contractor is advised to visit the sites, to satisfy themselves on the full scale of the locations and details of the contract. Llanrug Community Council will not accept any responsibility which arises from the failure to do this

Equipment and Standard of the work

The work must be of the highest standard and when the contractor is cutting the grass of the playing field, the contractor must place a sign notifying that the field is closed to the public and ensure that no member of the public is present on the field. The work cannot commence until the field is clear of members of the public.

Moving Equipment

The Council can add or move playing equipment, benches, plants etc at any time during the contract and no request by the contractor to amend the contract price due to this would be allowed.

Length of the Contract

The length of the contract will be THREE YEARS which will commence on **1 MARCH 2023 until 28 February 2026** inclusive, with an annual performance review.

Tenders are to be priced annually. There will be no opportunity to change the rates tendered during the contract's full term.

Payment to the Contractor

The contractor will submit a monthly account, in arrears, throughout the cutting season for all the work done.

Terminating the Contract

Either party, without a reason, can terminate the contract, in writing, by giving no less than three months notification.

Insurance

The Contractor must have at least **£5,000,000** of public liability insurance for contractors, and an employer's liability insurance if the contractor employs staff. A current Insurance Certificate to this end must be provided to the Clerk before commencing the contract and every year hereafter. The Contractor will indemnify the council against any claim or any case of injury or damage to any property or persons or animals due to neglect, poor workmanship or failure to notify the council of any steps which are likely to cause injury or damage to a third party.

Health and Safety

The contractor will accept full responsibility for complying with the Health and Safety at Work Act and all other Legislation and Regulations in relation to the work which is

included in this contract. The contractor will also comply with Llanurg Community Council's health and safety policy (copy included)

Note to Tenderers

- a) Attention to the 'Standard Tender and Contract Conditions'. These documents must be read in conjunction with the work specification, the layout and work schedule. Contractors are advised to read all the documents carefully.
- b) The prices which are to be included in the tender will be the whole inclusive worth of the work, including all the profit, costs, and expenses, and all the risk, liabilities, and general liabilities, BUT EXCLUDING VAT (if relevant).
- c) Input the Price against each item on the tendering form for each element of the contract which is being tendered for.
- d) The contractor will not tender any change to the tender form. If there is any change, note, addition made, the same will not be acknowledged and reading the printed schedule will be adhered to.
- e) Once the tender is submitted, it cannot be changed, BUT the council can be asked to disregard it and another tender can be submitted before the closing date.
- f) The Council will conduct a regular inspection throughout the contract's term to ensure that the work is completed in accordance with the work specification.
- g) Invoices submitted to be paid must include the schedule of work completed including dates of the work.
- h) Contractors are asked to contact the Clerk if an explanation is required.
- i) Within one month after commencing the contract, the council will hold a meeting with the contractor for the purpose of gaining feedback on the work.**
- j) At the end of every season, the council will hold another meeting with the contractor to receive an update on the nature of the work.**

3. WORK SPECIFICATION

1. Before cutting or trimming any place, the contractor will ensure that the site is clear of any large stones and all paper, tins, bottles, and other debris in the cutting area.
2. The contractor will also inspect every site for holes in the ground and possible danger areas and will notify the Clerk at once of any such dangers.
3. The contractor will always during the term of the contract, ensure that all machinery used to cut grass is sharp and on the correct setting, to achieve a correct and balanced cut. The contractor will rectify any damage or pieces of grass that aren't cut to the council's approval, and such lack of maintenance will be at the contractor's own expense and to the Council's satisfaction.
4. The contractor will always, during the contract's term, ensure that the machines are protected, and correctly maintained so that they don't cause any danger to the operator, the nearby structures, vehicles nor any persons in the vicinity of the operation. The contractor will provide all safety equipment to its staff (shoes, high visibility vests etc), and will ensure that staff always use these when they are doing work on behalf of the Council
5. During the contract's term no growth control of any kind will be used to any part of the grass without the prior written approval of the Council to such an operation.
6. All grass will be cleanly and equally cut without damaging the present surface and with sufficient overlap between the passings of the cutter.
7. The contractor will complete one part of the grass cutting before moving on to the next, and immediately after arranged minor cuts, the contractor will ensure that all grass cuttings and others which have risen are cleared from all pavement areas, playing fields equipment safety surfaces, paths, and public footpaths by sweeping or using a blower.
8. **For the cemetery only, the contractor is expected to take reasonable steps to ensure that the public footpaths and memorials are clear of any grass either by sweeping or using a blower.**
9. Soft growth, such as clover are considered, part of the contract where it comes under large pieces of grass.
10. **As it isn't possible to foresee the exact number of cuttings that may be required on any site within any given year, the work schedule includes a minimum of grass cutting, but the contractor is paid on an individual basis for grass cutting, dependant on the general weather conditions, throughout the growing season and at the discretion of the Council.**

11. The grass cutting will take place on the full part of the site, up to the edge of all paths, fences, playing equipment, obstructions, and any other boundaries. For the paths only, the work of cutting vegetation and opening paths includes the following: Cut vegetation from the whole surface of the path. Move any obstruction on the path which would disrupt ramblers. Open one meter width without growth from the side of the paths.
12. Places which aren't cut to the satisfaction of the council will be cut again at the expense of the contractor.
13. In bad weather conditions, all operations which includes grass cutting will come to an end until the condition allows the operations to re-commence without causing damage to the field.
14. If the contractor causes damage to the surface or ground levels or creates 'divots' during the operation of grass cutting, the contractor, at his own expense will rectify such damage immediately to the satisfactions of the Council.
15. The grass cutting will be made as close as possible to fixed obstructions, Mobile obstructions can be moved to facilitate the cutting, and to placed back after the cutting before the contractor leaves the site.
- 16.** To cut grass around obstructions such as seats, trees, fence lines, poles, memorials and similar kerbs, equipment and machines can be used as appropriate to ensure that the edges of paths are tidy etc.
17. If equipment such as a strimmer etc is used, any trees, shrubs etc shouldn't be damaged and no damage to permanent or mobile equipment either.
18. Every person who operates grass cutting machines must be appropriately trained, and the council reserves the right to ask the contractor to provide sufficient evidence that its operators have been adequately trained, are familiar with Health and Safety legislation, and are competent in their operating methods.
19. Hedge trimming equipment must be appropriately maintained to create a clean and tidy finish.
- 20.** Hedges must be trimmed to maintain growth, keep a good healthy shape by providing a natural screen and wildlife habitat.
21. All cuttings from the trimming of hedges of the site must be moved and correctly disposed of.
22. General care should be taken to ensure that safety of any people in the vicinity of these activities when trimming hedges and ensure that bilingual signs are displayed, to comply with the council's language policy, when work is being done to warn the public of the dangers and to prevent access to the playing field.

23. Hedges where birds are found nesting shouldn't be trimmed.
24. Work to the cemetery is prohibited on a Sunday
25. NOTE: There isn't access to drinking water on any of the sites, therefore it's the contractor's responsibility to ensure the welfare of its staff.
26. For the cemetery only, the undertaker must cut the grass of the cemetery during the basic work period, that is between 1 April and October. A special cutting of the cemetery must be made at least, 3 days before Palm Sunday every year. Palm Sunday is on the following dates.

9 April 2023
24 March 2024
13 April 2025

27. **For Contractors, who haven't done work for the council in the past, you are required to provide confirmation that you have undertook this type of work for an organisation in the past and provide ONE reference letter by an organisation that could confirm your competency to undertake the work, The council will keep the right to contact that organisation if required.**

4. Work Schedule

FREQUENCY OF LLANRUG COMMUNITY COUNCIL	
GRASS CUTTING OF NANT Y GLYN, PWLL MOELYN, ALLT GOCH, CWM Y GLO, SKATING PARK, CWM Y GLO AND DOLAFON ESTATE, CWM Y GLO, PLAYING FIELDS	
PROGRAMME OF 12 CUTTINGS PER YEAR	
Playing Fields	
Term:	2023 – 2026
Cutting 1 – Week commencing :	1 April
Cutting 2 – Week commencing :	1 May
Cutting 3 – Week commencing :	15 May
Cutting 4 – Week commencing :	1 June
Cutting 5 – Week commencing :	15 June
Cutting 6 - Week commencing :	1 July
Cutting 7 – Week commencing :	15 July
Cutting 8 – Week commencing:	1 August
Cutting 9 – Week commencing :	15 August
Cutting 10 – Week commencing :	1 September
Cutting 11 – Week commencing :	15 September
Cutting 12 – middle to the end of	October

FREQUENCY OF LIANRUG COMMUNITY COUNCIL	
GRASS CUTTING OF THE CEMETERY – PROGRAMME OF 12 CUTTINGS PER YEAR.	
Cemetery :	
Period :	2023 – 2026
Cutting 1 – Week commencing :	1 April (or before Palm Sunday)
Cutting 2 – Week commencing :	1 May
Cutting 3 – Week commencing :	15 May
Cutting 4 – Week commencing:	1 June
Cutting 5 – Week commencing:	15 June
Cutting 6 – Week commencing:	1 July
Cutting 7 – Week commencing:	15 July
Cutting 8 – Week commencing:	1 August
Cutting 9 – Week commencing:	15 August
Cutting 10 – Week commencing:	1 September
Cutting 11 – Week commencing:	15 September
Cutting 12 – Middle to end of	October

Frequency – Public Footpaths

CUTTING THE GROWTH AND OPENING PUBLIC FOOTAPTHS – PLEASE SEE THE LIST OF LLANRUG COMMUNITY COUNCIL’S PUBLIC FOOTPATHS 2023-2026	
Period: 2023 / 2024	
Cut once a year – June 2023	
Period: 2024 / 2025	
Cut once a year – June 2024	
Period: 2025 / 2026	
Cut once a year – June 2025	

Number	Location	Footpath No	Category	Weedkiller Required
1	Rhos Ddu from Groeslon Marc	3	1	Yes
2	Tal y Bont to Parc Isaf	2	1	Yes
3	Afon Ogwen to Glanffynnon Byngalow	75	1	Yes

4	Llwybr Pentra	76	1	Yes
5	Cefn Llwyd	26	4	Yes
6	Cae Rhos	27	3	Yes
7	Allt Goch	16	1	No
8	Bwlch	18	2	No
9	Llwybr Steps	19	1	No
10	Llwybr Bonc	25	3	No
11	Pencae (Hermon to Didfa)	30	3	Yes
12	Eglwys	69	3	Yes
13	Tŷ'n Coed	80 & 70	3	Yes
14	Pontrug	95	4	Yes
15	Tŷ Mawr (Didfa to Crawia)	29	3	Yes
16	Llwyn Brain from Pengreuer	32	4	Yes

Footpaths to be cut every two years – to be inspected in 2020 and to be cut at the request of the Council if required.

17	Tan y Coed Uchaf	24	3	No
18	Gellioid	71	1	No

5. Bids are considered using the following criteria

CRITERIA	POSSIBLE SCORE
<p>PRICE</p> <p>The full and final price of the cost for the term of the agreement.</p>	Maximum of 40 of 100
<p>STANDARD OF THE WORK</p> <p>Supplier's ability to deliver the contract to the highest standard</p> <p>Evidence of information and relevant experience of the supplier.</p>	Maximum of 40 out of 100
COMPLIANCE	

The supplier's compliance with all health & safety and employment legislation and regulations	Maximum of 20 out of 100
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6. TENDER FORM – to be sent to the council

ALL PRICES MUST BE PROVIDED EXCLUDING VAT

Area	2023 / 2024	2024 / 2025	2025 / 2026
Nant y Glyn, Llanrug			
Price for 12 cuts	£	£	£
Price for an additional cutting	£	£	£
Pwll Moelyn, Llanrug			

Price for 12 cuts	£	£	£
Price for an additional cutting	£	£	£
Dolafon Estate, Cwm y Glo			
Price for 12 cuts	£	£	£
Price for an additional cutting	£	£	£
Allt Goch, Cwm y Glo			
Price for 12 cuts	£	£	£
Price for an additional cutting	£	£	£
Skating Park, Cwm y Glo			
Price for 12 cuts	£	£	£
Price for an additional cutting	£	£	£

Cemetery	2023 / 2024	2024 / 2025	2025 / 2026
Price for 12 cuts	£	£	£
Price for an additional cutting			

Paths	2023 / 2024	2024 / 2025	2025 / 2026
Price for one cut	£	£	£

Price for an additional cutting			

Fill and sign the above Contract Form and send together with this page to the **Clerk, Llanrug Community Council, 7 Nant y Glyn, Llanrug, Gwynedd, LL55 4AH** with the envelope clearly marked **TENDER by 12:00 12 December 2022**.

NOTE – Its possible for you to submit a tender for the playing fields, the cemetery, the public footpaths, or any combination of the three

I / We agree to complete the work in accordance with the Invitation to Tender, the Standard Contract Terms, Work Specification, Work Schedule, and location layouts.

I / We understand that Llanrug Community Council isn't bound to accept the lowest tender or any part of it and that the Council will not be responsible for any cost incurred in preparing this Tender.

I / We certify that the sum of the Tender isn't accounted by agreement or any arrangement with any persons, company, or other company and that the Tender sum hasn't been conveyed to any person and that it won't be conveyed to any person until after the closing date for the Tender submission.

Name of the Company or Business:

Business correspondence Address

.....

..... Postcode:

Vat Registration Number (if relevant)

Contacts: Landline Mobile.....

E-mail:

By signing and submitting this tender form you agree that you fully understand the commitments and requirements of the contract, and, if you are successful, that you are prepared to be bound to the contract as expressed.

Signature.....

Name:

Post:

Date:

For information on how the council uses your information,