

# COTHERSTONE PARISH COUNCIL

Clerk: Judith Mashiter, Moor Edge, Snaisgill, Middleton-in-Teesdale, County Durham DL12 0RP  
Tel. 01833 640893 Email: cotherstoneparishcouncil@hotmail.com

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## COTHERSTONE GREENS AND KLONDIKE GRASS CUTTING – Tender invitation

The Parish Council intends to award a contract for the cutting of grass on Cotherstone Village Greens and the Klondike allotment area for the 2018 season. This invitation to tender is subject to contract and the Parish Council is not obliged to accept any tender it receives, shortlists or otherwise considers.

### 1. The specification

The area to be cut is the East Green, the West Green, a small triangle area of grass on the south side of Moor Road (west of the church), a small roadside area on the main road, and a small area at the entrance to the Klondike allotments. These areas are shown on the attached map. All grass cuttings must be removed from the village green areas and mulching type of cutters are not permitted. Edges shall be trimmed and left tidy.

On the greens, daffodils should not be cut back until June. Before that, every effort should be made to mow around them neatly. In addition, the banks of the stream on the East Green and dog daisies on the West Green by the bus stop should not be cut until the flowers have seeded.

### 2. Payment

Payment will be made by cheque in the middle of each month starting after the first cut. You should send your bill for work to the Clerk before the second Wednesday of each month. A single payment at the end of the season can be arranged if preferred.

### 3. Insurance and certifications

Potential contractors must confirm what insurance(s) are in place (eg public liability), and present information about relevant certifications (eg. health and safety, equipment handling).

### 4. Frequency of cuts

For the Greens, a maximum of 12 cuts in total are usually needed throughout the spring and summer at fortnightly intervals. If there are unusual weather conditions (such as a very dry or wet period), the frequencies may have to be altered. If any additional cuts are needed, you will be told by the Clerk and additional payment will be made.

For the Klondike allotments area, strimming should be carried out 2 or 3 times per year.

### 5. Inspection of areas to be cut

All the areas are open to the public and can be inspected at any time. Before putting in your price, you should be familiar with the site as extra payments cannot be made to cover things that you could have foreseen. Any questions should be put to the Clerk to the Parish Council before submitting your prices.

### 6. Length of contract

Although the length of this contract is for 12 months, the Parish Council may, with the agreement of the successful contractor, extend the contract by a further 12 months.

## **7. Submission of tenders**

Any tender must be submitted on the Tender form provided.

Tenders must be received **by 5pm on Friday 9 February 2018.**

Tenders should be submitted, in a sealed enveloped marked 'Grass cutting tender', to

The Clerk, Cotherstone Parish Council

Moor Edge, Snaisgill, Middleton-in-Teesdale, Co. Durham DL12 0RP

Tender submission by email is not acceptable.

## **8. Contacting councillors**

Prospective contractors must not contact any councillor or the Clerk in order to encourage or support their tender outside the prescribed process.

## **9. Questions or clarifications**

If you need clarification of anything in this specification, please contact the Clerk on tel. 01833 640893 or by email: [cotherstoneparishcouncil@hotmail.com](mailto:cotherstoneparishcouncil@hotmail.com)

Map showing grass cutting areas — Cotherstone Greens and Klondike allotment area



**Tender form – Grass cutting 2018 - Cotherstone Village Greens and Klondike allotment area**

**Tender submitted by:**

Contact name:

Company:

Address:

Tel:

Email:

Website:

**Prices**

<b>Location</b>	<b>Price per cut, 2018 season, excluding VAT</b>	<b>Price for 10 cuts, excluding VAT</b>	<b>Hourly rate for an additional work, excluding VAT</b>
Cotherstone Village Greens and Klondike allotment area (max. 12 cuts per season)			

**Declaration**

- I confirm that the above prices include:
- Cutting the grass
  - Removing all cuttings from Village Green areas
  - Strimming edges
  - Removing any litter, twigs etc
  - Blowing away all grass from footpaths adjoining the cut areas
  - Daffodils not to be cut until June.
- I confirm that the above prices are guaranteed until the end of the 2018 season.
- I have read and understood the conditions for the work and I have visited the area concerned. I understand that the Parish Council does not have to award the contract to the lowest or indeed any bidder.
- I confirm that neither I, nor anybody connected with this tender submission, have contacted any councillor or the Clerk in order to encourage or support their tender outside the prescribed process.
- I confirm that appropriate public liability insurance will be in place and I will provide evidence of this on request.
- (optional) I attach any further information supporting this tender, including evidence of insurance, certifications etc.

Signed:

Date: