

St Helens Parish Council



TENDER DOCUMENTATION

ST HELENS GREENS & GROUNDS MAINTENANCE

For year 2025 / 2026

Tender - St Helens Greens & Grounds Maintenance Plan 2025/26

Introduction

St Helens PC are responsible for the minor grounds maintenance.

The agreements between the PC and the Contractor(s) are to establish and maintain high standards of grounds maintenance in St Helens, on the Greens and other specified areas that meet the expectations of the users.

Tenders are being invited from suitably qualified and experienced Contractors to undertake the grass cutting and garden maintenance identified in this document for an initial period of 1 year commencing April 2025, with the potential to extend the contract for a longer term, at the discretion of the Parish Council.

The Tender comprises of four components -

Section 1 - Grass Cutting & Management

Section 2 - Grass Cutting Sports Pitches

Section 3 - Garden Maintenance

Section 4 - Hedge Trimming.

Each contractor can submit tenders for one, two, three or all four elements.

Contracts for each section will be awarded to whom the PC deem most suitable for the work required.

Please refer to Appendix 1,2,3 which show images of locations, & cutting schedules.

THE GREENS - MAIN AREAS & SPORTS PITCHES

The Village Greens of St Helens are an asset to the Village being used for a number of local events, sports venues and general public use for all ages.

Maintenance to be carried out throughout the year. A detailed cutting schedule of the various areas is attached, *Appendix 1*.

Grass Cutting - Section 1

- Old Church Green, Duver Road, St Helens
- Memorial Garden, top of Duver Rd, junction with Eddington Rd St Helens
- East Green
- Outer area of Football Green (middle Green)
- Outer area of Cricket Green
- West Green - lower 3 areas
- West Green - upper 4 areas
- One time strim and cut of the Proposed Wildflower area

Grass Cutting - Section 2

- Football Pitch
- Cricket Pitch - outer area
- Cricket Pitch - Cricket Square

GROUNDS KEEPING - Section 3

To be carried out at various locations around the village , please see the attached schedule. *Appendix 2*.

The work for these places: a general clear, trim and tidy of the plants and area.

- Old Church Green, Duver Road, St Helens
- Memorial Garden, top of Duver Rd, junction with Eddington Rd St Helens
- Nelson's Quay, Latimer Road, St Helens
- Small Garden, top of Latimer Road St Helens
- Flower Beds outside Public toilet block off Station Road, St Helens.

BOUNDARY HEDGE TRIMMING - Section 4

To be undertaken annually, *Appendix 3*.

- West Green Lane adjacent to the Horseshoe Trail
- Old Church Green

CONDITIONS OF CONTRACT

Term 1st April 2025 - 31st March 2026

1. Commencement:

This agreement commences 1st April and remains in force for the term. The Contractor agrees to undertake the number of grass cuts, grounds keeping & hedge trimming per annum.

A work schedule to be agreed between the Client and the Contractor which shall be signed and dated as work is completed. This to be shared with the client at the end of each quarter.

2. The Contract

The Contract will be with St Helens Parish Council. No sub letting of the contract to a third party is allowed without prior permission.

The term of contract will be for 1 year commencing on 1st April 2025. The contract may be extended by up to a further 24 months at the sole discretion of St Helens PC.

3. Confidentiality & Media

An agreement and its terms are confidential between parties and should not be disclosed to third parties except as may be necessary for performance of the Agreement. Any information of a confidential nature that the Contractor gains during the Term should not be disclosed.

The Contractor will be required to seek the Parish Council's agreement to any contact that the Contractor wishes to undertake about any aspect of the services provided with the media.

4. Canvassing and Disclosure

Canvassing of members of the Parish Council directly or indirectly for a tender of the Council will disqualify the applicant for such tender.

If any employee of the Contractor is related to any Councillor, or to any officer of the Council, this shall be disclosed in writing to the Clerk. If the Contractor fails to do so, shall be disqualified, and, if awarded the contract(s), may be dismissed without notice. The Clerk shall report to the Council.

5. Health & Safety

Contractors must comply with all relevant H&S legislation. The Client and Contractor have a joint responsibility for the Health & Safety and must comply with the following <http://www.hse.gov.uk/pubns/indg368.pdf>.

The Contractor shall ensure all employees, contractors, servants or agents are aware of their requirements under the Health & Safety legislation and that they are equipped with relevant personal protective equipment, first aid box, and mobile phones for lone working purposes.

Measures must be taken to minimise any risk to the public. For example tools must not be left where they could present a trip hazard.

Any motor vehicle used must be parked so as not to contravene any parking restrictions and/or present any obstruction to other road users and the public. Any area deemed unsafe by the contractor upon inspection shall be closed to the public for safety reasons subject to agreement with the client unless the situation is one of emergency. The Contractor shall inform the Client as soon as practicable if closure is appropriate or has been undertaken as an emergency.

All waste materials must be removed and disposed of by the contractor.

Disposal in public waste bins is not allowed.

Full risk assessments must be completed by the contractor and submitted with the tender.

6. Insurance

It is a requirement that the contractor is adequately insured, with a minimum of £10 million public liability cover. A copy of your current insurance certificate must be included in the tender response.

7. Liability of Contractor:

The Contractor shall be liable for any loss, damage or injury however caused whether by the Contractor, its employees, contractors, servants or agents to (1) third parties or property of third parties and (2) its own plant, equipment and employees. The Contractor agrees to indemnify the Client in respect of the same.

8. Attendance

The Contractor will be required to appoint a representative who will be the first point of contact with St Helens PC Clerk.

It is expected that the Contractors' representative will, upon request, attend meetings on site with the Clerk to discuss performance and any aspect of the contract.

As a minimum it is expected that an annual progress meeting is undertaken prior to the next contract year, and that interim quarterly meetings are held.

The Client will inspect the Locations to ensure a high standard of grounds maintenance and any remedial action required will be reported to the Contractor for action within a reasonable time.

9. Equipment / Service hours of Delivery

The Contractor shall be responsible for providing all tools and equipment necessary to carry out the work under this Agreement with reasonable care and skill and shall possess all necessary safety certificates, insurance and other requirements for their use. All engine driven equipment shall be equipped with an efficient silencer system on the exhaust to limit noise to the acceptable limit.

10. Maintenance:

The contractor shall report to the Client any necessary maintenance works or hazards that it discovers during the performance of its duties under the Agreement. Such items include but are not limited to holes, sinkage, bare areas or potential hazards and the Contractor shall have regard to its obligations (and those of the Client) referred to in Clause 5 of this agreement. The work should only be carried out during sociable hours and shall not clash with prebooked sports, activities or events.

Additional cuts or pitch markings may be requested, as and when required, with one weeks' notice from the Client.

The Contractor will be expected to arrange cover for any sickness, annual leave or absence to ensure the service is uninterrupted.

11. Payment Terms:

The Contractor shall invoice the Client monthly or quarterly in arrears by sending an invoice to the Clerk at the Council's office address.

Payment being made within 30 days of receiving the invoice.

12. Variations

Any variations to the contract (e.g a request for the cuts to be increased) will be notified to the Contractor by the Parish Clerk and agreed in writing between the two parties. The value of any variations made will be agreed by both the contractor and the Parish Council.

13. Termination of Contract

Should, in the opinion of the Council, the service provision be deemed to be of an unsatisfactory standard or any other contravention of these contract terms occurs you will be deemed to be in breach of contract and the contract will be terminated with immediate effect.

However, the Contractor will be given notice by the Council of unsatisfactory standards being achieved and will be given an opportunity to improve standards within an agreed timescale. Failure to do so will result in the termination of the contract.

Should either party wish to terminate this contract, a minimum of two months written notice must be given prior to the commencement of each contract year.

An invoice for any outstanding work to be sent to the Client.

TENDER SUBMISSION

Your tender submission should comprise the

- Completion of the Form of Tender,
- Pricing schedule for Grass Cutting Appendix 1 part 1
- Pricing schedule for Grass Cutting Appendix 1 part 2
- Pricing schedule for Grounds Keeping Appendix 2
- Pricing Schedule for Hedge Cutting Appendix 3
- Full risk assessments for each of the above
- A copy of your indemnity insurance certificate
- An accompanying letter, providing examples of similar contracts undertaken. Provide details of at least two persons/organisations who can comment on your ability to carry out this type of work.

Once completed and signed, a copy of the tender document should be returned in a sealed envelope. The envelope shall not bear any distinguishing marks to identify the tenderer. Please remember to ensure the correct postage is used. St Helens PC cannot be held responsible for non-delivery. The sealed envelope can be hand delivered.

The sealed tender must be returned to St Helens PC, in the addressed envelope supplied by:

12 noon on Saturday 11th April 2025.

The Parish Clerk, in the presence of a Councillor will open all tenders at the same time. Incomplete or qualified tenders will be rejected, in addition to those that have not been returned in accordance with these conditions. Late tenders will not be considered and will be opened only to return them to the sender.

Tenders will be checked for numerical accuracy and assessed on the criteria detailed in the introduction and based on the most economically advantageous tender received. However, the council is not bound to accept any tender.

Any queries relating to this tender must be raised with the Clerk to the Council no later than **17:00 hrs Thursday 14th March 2025.**

It is expected that the Contractor, prior to submitting a tender will have made any necessary site visits and be satisfied with any access arrangements.

It is expected that the award of the contract(s) will be made during the week commencing **Monday 14th April 2025**

St Helens Parish Council



FORM OF TENDER FOR

**ST HELENS GREENS &
GROUNDS MAINTENANCE**

February 2025

St Helens Parish Council
Seaways
Eddington Road
St Helens
Ryde
Isle of Wight
PO33 1XS



Dear St Helens Parish Council,

I/We having read the specification and contract terms and having understood, by site visits or otherwise, the requirements & the contract,

Offer to deliver the contract for the **Cutting Schedule 1** for the fixed price sum of

£.....(excluding VAT) (in words) per annum

Offer to deliver the contract for the **Cutting Schedule 2** for the fixed price sum of

£.....(excluding VAT) (in words) per annum

Offer to deliver the contract for the **Grounds Keeping** for the fixed price sum of

£.....(excluding VAT) (in words) per annum

Offer to deliver the contract for the **Hedge Trimming** for the fixed price sum of

£.....(excluding VAT) (in words) per annum

I/we understand that St Helens Parish Council is not bound to accept the lowest or any tender received. It can also accept one or all of the above at its sole discretion.

I/we undertake, in the event of your acceptance of this tender, to execute a formal contract containing the terms and conditions of the tender.

I/we certify that this is a bona fide tender, intended to be competitive and that the amount has not been fixed or adjusted by any arrangement with any other person or organisation.

I/we undertake to keep this tender open for 6 months from the tender return date.

Signature:

Position:

Being authorised to sign tender on behalf of (Name of Contractor):

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Address:

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Tel no:

Email address: