

**Llanyre Community Council Grass Cutting & Hedge Trimming  
01 April 2024 to 30 November 2026**

# **Cyngor Cymuned Llan Llyr/Llanyre Community Council**

**Llanyre Community Council Amenity Spaces  
Grass Cutting & Hedge Trimming**

**Contract Tender Document for the  
2024, 2025 and 2026 Seasons.**

Llanyre Community Council Clerk  
c/o/ Waun-y-Groes  
Penybont  
Llandrindod Wells  
LD1 5SW

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# Llanyre Community Council Grass Cutting & Hedge Trimming 01 April 2024 to 30 November 2026

Llanyre Community Council: Amenity Spaces – Grass Cutting and & Hedge trimming 01 April 2024 to 30 November 2026

## Tendering Timetable

Advertise Tender & Issue documents from		04/01/2024
Deadline for written tender questions		19/01/2024
Deadline for receipt of completed Tender documents		26/01/2024
Evaluation of Tenders	Between	01/02/2024 – 07/02/24
Presentation of short list Tenders to Community Council February meeting		13/02/2024
Notification to applicants	Between	13/2 to 23/2/2024
Date of commencement of contract		01/04/2024
Date of completion of contract		30/11/2026

# **Llanyre Community Council Grass Cutting & Hedge Trimming 01 April 2024 to 30 November 2026**

## **Grass Cutting & Hedge Trimming Contract Tender 2024, 25 & 26 Seasons**

### **Standard Contract Conditions**

#### **Extent of Work**

The work will comprise of the cutting of grass on amenity spaces managed by the Council together with hedge trimming and strimming as appropriate. (see schedule and site plans attached)

#### **Grass Cutting:**

The height of cut to be appropriate for the use of each space. To also include strimming around play equipment, outside furniture, path edges, trees, bushes, fences, hedges and all other authorised site fixtures and fittings. To include grass removal from all play safety surfaces as well as footpaths and seating areas by sweeping or blower. Although a specific number of cuts has been set for the tender these may be varied according to seasonal grass growth and by agreement with the Council.

#### **Hedge Trimming:**

Any hedges, as defined on the site plans, are to be trimmed twice per year (unless otherwise stated). During Autumn, late winter / early spring but excluding bird nesting periods.

#### **Site Details**

The sites are:

- **Newbridge on Wye Village Green**
- **Beulah Road / Llanafan Road (Newbridge-on-Wye)**
- **Llanyre Play Area (includes Car Park and toilets)**
- **Pritchard's Patch Llanyre**
- **Llanyre Recreation Field**
- **Triangle by Garter Hall – Llanyre**
- **Layby by Llanfihangel Church – Llanyre**

Before tendering the Contractor is advised, at his/her own discretion, to visit the sites to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted.

#### **Workmanship and Equipment**

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

#### **Additional Erection/Installation**

The Council may at any time add or remove outside fixtures and fittings (play equipment, benches, planting etc.) during the period of the Contract and no application from the Contractor to adjust the Contract price as a consequence will be considered.

# **Llanyre Community Council Grass Cutting & Hedge Trimming 01 April 2024 to 30 November 2026**

## **Duration of Contract**

The duration of the Contract will be **THREE SEASONS** commencing

**APRIL 1<sup>st</sup> 2024 to November 30<sup>th</sup> 2026** inclusive, with annual performance reviews.

Tenders are to be priced on an annual basis. Although there will be no opportunity to alter the task rates tendered during the full term of the contract amendments to the cutting regimes may be undertaken with Community Council prior approval.

## **Payment to Contractor**

The Contractor will submit monthly invoices, in arrears, throughout the cutting season for all work carried out. However, Staged Payments may be agreed by negotiation at the award of the contract

## **Termination of Contract**

Either party may, without reason, terminate the Contract, in writing, giving no less than **Three Months' Notice**.

## **Insurance**

The Contractor is required to have a minimum of £5,000,000 public liability insurance for Contracts. A current Certificate of Insurance to this effect must be produced to the Council prior to commencement of the Contract and annually thereafter. The contract shall maintain insurance throughout the term of the contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage 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.

## **Health and Safety**

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

## **Notes to Tenderers**

- a) Attention is drawn to the Form of Tender and Standard Contract Conditions. These documents must be read in conjunction with the Specification of Works, Plans and any other documents issued with this tendering opportunity. Contractors are advised to carefully read all documentation.
- b) The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations, but EXCLUDING VAT (if applicable). The tender should include the tenderers VAT registration number if applicable.
- c) A price shall be inserted against each item on the Form of Tender for each element of the contract tendered for.
- d) No alteration to the text of the Form of Tender is to be made by the Contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised and the reading of the printed Schedule will be adhered to.

# Llanyre Community Council Grass Cutting & Hedge Trimming

## 01 April 2024 to 30 November 2026

- e) A regular inspection 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.
- f) Invoices presented for payment must include a schedule of the works completed including the dates of the work.
- g) Contractors are asked to contact the Clerk no later than 2 weeks before the Tender closing date if any clarification is required.

### SPECIFICATION OF WORKS

1. Prior to cutting or trimming any area, the Contractor will be responsible for ensuring that the site is free of any significantly large stones and all paper, tins, bottles and other debris on the cutting area and will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard, that may cause damage to their equipment and/or injury to themselves or the public. They will inform the Council immediately of any such potential hazards.
2. The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass not cut to the approval of the Council from such lack of maintenance will be made good by the Contractor at his own expense and to the satisfaction of the Council.
3. The Contractor will at all times during the period of the Contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles or any person in the vicinity of operations. The Contractor will provide his staff with all safety equipment, (boots, reflective vests etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
4. During the period of the Contract no growth regulators of any form will be applied to any area of turf without the Council sanctioning such an operation in writing, in advance.
5. All grass will be cut cleanly and evenly without damaging the existing surface and with sufficient overlap between passes of the cutter.
6. The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure that all grass clippings and other arising's are cleared from all paved areas, playground equipment safety surfaces, paths and public footpaths, etc., by sweeping or using a blower.
7. Soft vegetative growth, such as clover and areas of perennial weeds will be deemed to be part of the Contract when within large areas of grass.
8. Since it is not possible to predict accurately the precise number of mowing's which may be required on any site in any one year, the Schedule of Works includes a **minimum** number of mowing's, but the Contractor may be paid for additional cuts, dependent upon the prevailing weather conditions throughout the growing season and at the discretion of and by negotiation with the Community Council.
9. Mowing will take place on the full area of grass at the site, up to all path edges, fencing, play equipment, obstacles and any other boundaries.
10. Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
11. In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the surface levels and contours of the ground or grass cutting "divots" from the machine rollers or cutters.
12. Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Council.

# Llanyre Community Council Grass Cutting & Hedge Trimming

## 01 April 2024 to 30 November 2026

13. Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed by the Contractor to facilitate cutting, and replaced before the Contractor leaves the site.
14. Mowing around obstructions including seats, trees, fence lines, posts, memorial stones and kerbs and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate to ensure neat edges to paths etc.
15. When used, strimmers must not be allowed to damage any trees, shrubs etc. or permanent or removable fittings.
16. All persons operating grass cutting machinery must be appropriately trained, and the Council reserves the right to ask the Contractor to provide adequate proof that his operators are well trained, conversant with Health and Safety legislation and competent in their operating methods.
17. Hedge trimming equipment must be suitably maintained to produce a clean cut and neat finish.
18. Hedges are to be trimmed to maintain good healthy growth and shape whilst providing a natural screen and wildlife habitat.
19. All trimmings from hedge trimming are to be removed from site and correctly disposed of. By special agreement trimmings may be finely shredded and evenly distributed along the base of the hedge(s).
20. Great care must be taken to ensure the safety of any persons in the vicinity of hedge trimming activities, it is recommended that a 'banks man' system should be employed to control access to the area of work. Alternative safety arrangements are acceptable.
21. Hedges must not be trimmed during the recognised nesting season between 1<sup>st</sup> March and 31<sup>st</sup> August.

### Schedule of works

#### Activities Reference Notes

1. Mowing appropriate to the area (e.g. amenity or roadside) of the areas covered
2. The first cut being in late April with the final cut in early October, according to seasonal growth patterns.
3. To **include strimming** around Obstructions e.g. play equipment, signs and trees and all of the various edges of the sites to obtain a neat and tidy finish.
4. All safety surfacing at play areas, footpaths, seating areas, entrances etc. to be **cleaned off by sweeping or blowing** after each cut / trim.
5. Grass **cuttings to be dispersed evenly** over each site **not** left in mounds.
6. **Hedges to be trimmed / shaped** as per the specification.

### Site Plans Attached

# Llanyre Community Council Grass Cutting & Hedge Trimming 01 April 2024 to 30 November 2026

PRICES QUOTED ARE TO BE EXCLUSIVE OF VAT

Contracted Area	2024 Season	2025 Season	2026 Season
	£	£	£
<b>Newbridge on Wye Village Green</b>			
Grass /strimming - price per cut			
Price per season shrub cutting			
<b>Total cost per season</b>			
<b>Beulah Road / Llanafan Road</b>			
Grass /strimming - price per cut			
<b>Total cost per season</b>			
<b>Llanyre – Play area / Car park /Toilets</b>			
Grass / strimming - price per cut			
Price per season shrub cutting / hedges			
<b>Total cost per season</b>			
<b>Pritchard’s Patch – Llanyre</b>			
Price per season trim and tidy internal vegetation			
<b>Llanyre Recreation Field</b>			
Mow perimeter Path			
<b>Total cost per season</b>			
<b>Triangle by Garter Hall</b>			
Grass /strimming - price per cut			
<b>Total cost per season</b>			
Price per season hedge cutting			
<b>Layby by Llanfihangel Church</b>			
Grass / strimming - price per cut			
<b>Total cost per season</b>			
<b>Overall Annual cost</b>	£	£	£

Please complete and sign the Tender Form and submit to Llanyre Community Council

by 6pm 26<sup>th</sup> January 2024

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

I/We understand that Llanyre Community Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

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I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that 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 the submission of Tenders.

Company or Business Name: \_\_\_\_\_

Business correspondence address \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

VAT Reg No. (if applicable) \_\_\_\_\_

CONTACT: Landline \_\_\_\_\_

Mobile \_\_\_\_\_

Email: \_\_\_\_\_

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

SIGNED	
NAME	
POSITION	
DATE	

Tenders submitted by **Email MUST** be titled **GRASS CUTTING & HEDGE TRIMMING TENDER** in order that they should be saved and not viewed until after the closing of the deadline. Failure to do so may invalidate your participation in the tendering process.