

Grass Cutting Contract to start March 2026

When the quotations are considered, they will take into account the price and other business aspects. The cheapest price will not necessarily be awarded the contract. The Parish Council will seek to select the best value for the community. The Parish Council is not bound to award the contract.

If there are any questions not covered in the Request for Quotes or Invitation to Tender document, please contact the Clerk to the Parish Council with details of the clarification required. If relevant to other potential contractors this information may be added to the documentation and/ or relevant webpage.

All quotes must be submitted in a sealed envelope sent to the Parish Clerk's address with the name of the contract being sought written on the back of the envelope to be received by the deadline. All sealed envelopes will be opened at the same time witnessed by parish councillors shortly after the deadline. Late entries received after the deadline will therefore not be considered.

Contractors and suppliers are reminded that they must not collude with others to affect the market price or to influence the outcome of any award of a contract by seeking to influence any parish councillor or official. This may result in disqualification from the exercise and may be a potential criminal offence under the Bribery Act or other relevant laws.

Appendix A - Standard Conditions of the Contract

Extent of Works

Generally, the work will comprise of the cutting of grass where specified on land within the parish of Partney. This will include trimming around fences, grave memorials, gates, outside furniture, trees, hedges, walls, bushes as itemised within the contract. The Parish Council expect that all cuttings are removed and disposed of in accordance with statutory requirements and that all roads and footpaths are clear of debris by sweeping or blower. This contract will be managed by the Parish Clerk and will report directly to him/her.

Site Details

The sites are situated through Partney village and are identified on the plans enclosed under Appendix D.

It is suggested that before tendering the prospective contractor visit the sites to familiarise and satisfy themselves as to the extent of the contract. The Council will not accept any claims from a failure to familiarise themselves with the contract.

Works and Equipment

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

Additional Works & Service

The contractor is asked to provide a price for each cut. Any change to the contract will be agreed with the contractor and the parish council through the Parish Clerk in writing.

Duration of Contract

The duration of the Contract will be for the 2026 grass-cutting season from late March 2026 to the end of September 2026 and there will be an assessment on performance every 2 months during the Contract. The contract may be extended twice for the 2027/28 season if the Council decide to do this. The Council will notify their decision to extend the contract with at least two months' notice by 15th February in 2027. Contract prices during the period of any extension will be based on the 2026 year price increased by RPI as at January before 15th April. Any decision the Council make on terminating the Contract will be accepted by the Contractor without further consideration. Such a decision will involve two months' notice either way.

Payment to the Contractor

The Contractor will submit by the 10th of each month a monthly account, in arrears, detailing the work carried out during the previous month. Payments will be made within 30 days of invoice receipt.

Insurance

The Contractor is required to have Public Liability Insurance to the minimum sum of £10,000,000 and a current Certificate of Insurance and Employee Liability Insurance Certificate. The Contractor will indemnify the Parish Council against any claim or proceedings for injury or damage to any property, persons, or animals because of negligence, poor workmanship, or failure to notify the Council of any action likely to cause injury or damage to a third party. The Contractor is required to also have appropriate commercial Vehicle Insurance.

All Insurance Certificates stated above must be provided to the Parish Clerk prior to the commencement of the Contract.

Health & Safety

The Contractor shall accept all responsibility for compliance with the Health & Safety at Work Act and all other Acts and regulations in respect of work set out in this Contract. A copy of your Health & Safety Policy must be provided to the Parish Clerk prior to the commencement of the Contract if you employ five or more employees.

Notes to Tenderers

1. The Form of tender and standard Conditions of the Contract must be read in conjunction with the Specification of works, Plans and Schedule of Works.

Contractors are advised to read all documentation carefully.

2. 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, expenses, travel costs, general risks, liabilities, obligations, and VAT.

The Council will not pay towards any travel costs and dispensations if you are outside of the local area.

3. No alteration to the Form of Tender is to be made by the Contractor. Any alteration, amendment or note made by the Contractor will not be recognised and the Schedule of Works will be adhered to.

4. The contractor must not amend the contract from direct feedback from members of the public or individual parish councillors. All changes must be agreed with the Clerk to the Parish Council.
5. Invoices presented for payment must include a Schedule of the Works completed including dates and times of work.
6. If any clarification is required then the Contractor should contact the Clerk to the Parish Council.
7. The Form of Tender requires a signature and is intended to allow for an un—biased process, your name and company will be withheld by the Clerk until the parish council's voting process has been completed.
8. If your tender is successful, you will be asked to submit a Risk Assessment of the activities to be carried out under this Contract and all relevant Insurance documents to the Parish Clerk before the commencement of this Contract.

APPENDIX B

Specification of Works

1. Prior to cutting an area, the Contractor will ensure that the area is free of significantly large stones, paper, tins, bottles, and other debris.
2. The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any specific hazards.
3. The Contractor will during the period of the Contract ensure that machines are properly maintained and guarded. The Contractor and any staff will be expected to be wearing the appropriate safety equipment (Boots, reflective vests, ear defenders and goggles as necessary) they are engaged in work for the Council.
4. The Contractor should take care in areas of spring bulbs and flowers and avoid them during the growing and flowering season. Cutting of these patches should only commence four weeks after the flowers have died back.
5. In very wet conditions, all operations involving grass cutting shall cease until the conditions allow operations to commence without damaging the surface levels or contours of the land.
6. Should the Contractor cause damage to the surface levels or contours or create divots during grass cutting then the Contractor will at his own expense repair and re-instate such damage forthwith.
7. Since it is not possible to predict accurately the number of cuttings, which may be required on any site in any year, the Schedule of Works includes a likely frequency of cuts that will be needed. The Contractor will be paid for each cut agreed with the Parish Clerk.
8. All persons operating cutting machinery must be satisfactorily trained, and the Council reserves the right to ask the Contractor to provide adequate proof that his/her operators are competent, well trained, and conversant with Health & Safety legislation.
9. If grass cuts are not satisfactory the contractor will be advised that the defective work must be corrected at their own cost in 5 working days from notification by the Parish Clerk to the contractor.
10. If for any reason the contractor cannot complete the planned grass cut(s) due to any obstruction, highway repair or burial/funeral services at any location this should be reported to the Parish Clerk within 24 hours.

Operations must cease for the duration of a burial or funeral service at the Cemetery.

11. The Parish Council is keen to work with the contractor to improve the state of the roadsides for all users and residents by keeping amenity grass areas, verges and paths in a very good state of tidiness, safe to use and enjoyed by the community and two-way feedback is welcomed to achieve this.

APPENDIX C

Schedule of Works

Lot A (No. 1 and 2 on plan) Maddison Lane end (west) Parcels of land to north and south. To cut and strim grass areas To keep noticeboard area tidy and cut and strim around the bench. Monthly cut. March to September.

Lot B — (No. 3 and 4 on plan) Maddison Lane end (east). Two parcels of land. To cut and strim grass area around memorial bench and dog waste bin. Monthly cut. March to September.

Lot C — (No. 5,6 and 7 on plan) Verge around Church (3 sides). To cut and strim grass around church. Remove cuttings.

Dalby Road, Chapel Lane and Skegness Road. Monthly cut. March to September.

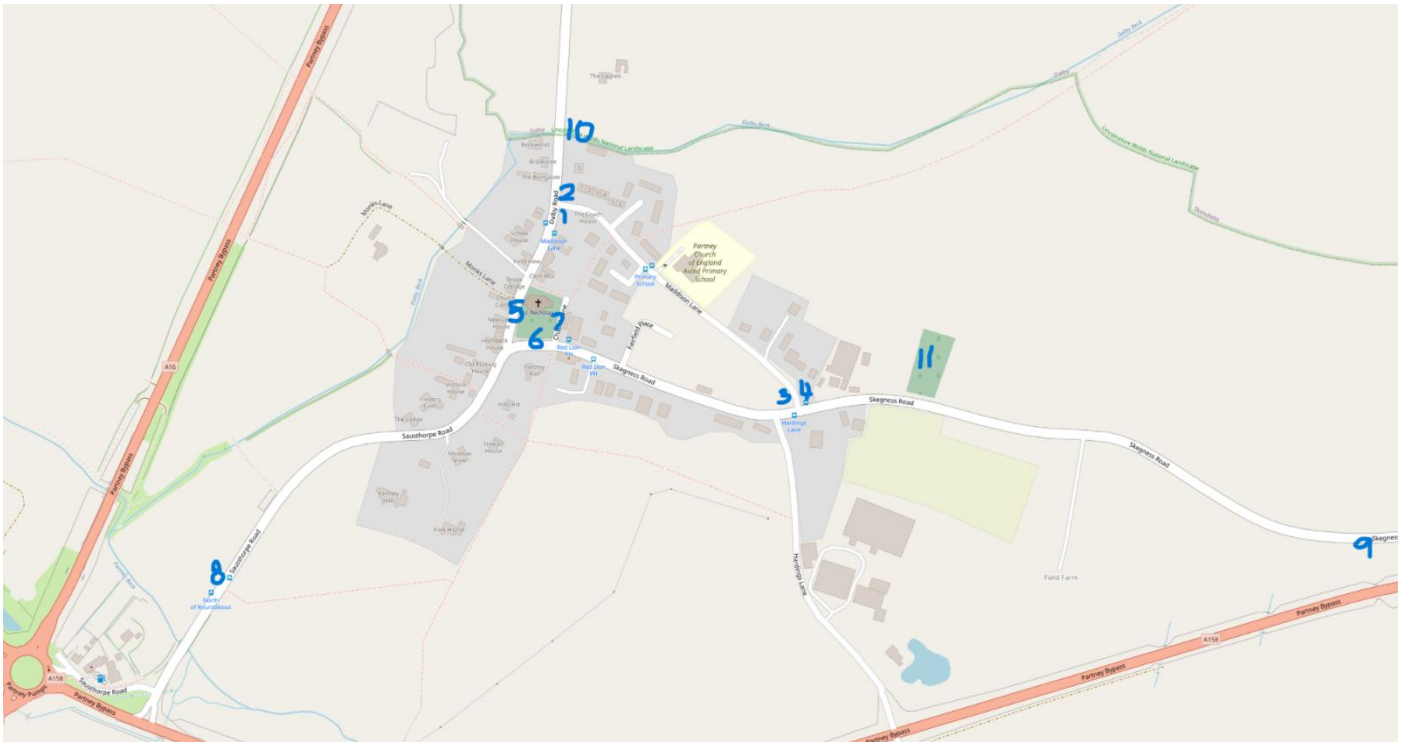
Lot D — (No. 8,9 and 10) Area round village planters x 3. Planters sited on Spilsby Road, Skegness Road and Dalby Road. Grass to be cut, strimmed for approx. 10ft area. Remove cuttings. Monthly cut. March to September.

Lot E — Village road signs. To keep village signs clear and strimmed. Cuttings to be removed. Monthly cut. March to September.

Lot F — (No. 11 on plan) Partney Cemetery. All grass to be cut twice a month from late March to September. Additional cuts may be agreed with the Parish Clerk. All walls to be strimmed along. To include strimming around/ under benches, gateways, memorials and other obstructions.

APPENDIX D

Plan



MAINTENANCE/GRASS CUTTING CONTRACT – Partney Parish Council, Lincolnshire.

Invitation to Quote

Partney Parish Council (“the Council”) hereby invites tenders for the carrying out of Grounds Maintenance and Grass cutting within our Parish in accordance with the Contract documents attached, which comprise:

Appendices

A Standard Conditions of the Contract

B Specification of Works

C Schedule of Works

D Areas/Maps

E Formal Tender

F Questionnaire

G Referees/ Testimonials

Tenders

A. Tenders should be submitted for all work set out in the contract by 12 noon Friday 9th January 2026, any tenders received after this date will not be considered.

B. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their quotation is accepted.

C. Any queries regarding the interpretation of any part of the Contract Documents should be addressed to the Parish Clerk by no later than 5pm on Monday 5th January.

D. The tender shall be submitted on the form of Tender attached as Appendix E.

E. Prospective Contractors should note that the Council’s decision is final and no correspondence will be entered into why the tender has been rejected.

F. The successful tender together with the Council’s written acceptance shall form a binding agreement in the terms of the Contract documents.

G. If having examined the tender documents you wish to submit a tender you should

1. Fully complete and return the following documents

Appendix E - Form of Tender

Appendix F – Questionnaire

Appendix G – Referees (if you have not worked for Partney Parish Council in the last 2 years)

2. Return tenders and all related documentation by 12noon Friday 9th January to: Clerk to Partney Parish Council, 4 Church Lane, Hundleby, Lincolnshire PE23 5NA.

Write ‘Grass-cutting’ on the back of the envelope. Parish Council website:

<https://partney.parish.lincolnshire.gov.uk/> Email address: clerk@partneyanddalby-pc.gov.uk

APPENDIX E - Form of Tender (please complete and return to the Clerk)

Grass Cutting Contract

Lot A – Maddison Lane end (west)

Lot A area per cut:

VAT:

Total cost including VAT:

Lot B – Maddison Lane end (east).

Lot B area per cut:

VAT:

Total cost including VAT:

Lot C – Verge around Church

2025

Lot C area per cut:

VAT:

Total cost including VAT:

Lot D - Area round village planters

Lot D quote per cut:

VAT:

Total cost including VAT:

Lot E – Village road signs

Lot E quote per cut:

VAT:

Total cost including VAT:

Lot F – Partney Cemetery

Lot D quote per cut:

VAT:

Total cost including VAT:

I/We understand that Partney 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 the preparation of this tender.

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of works as laid out in conjunction with the site plans.

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 tendered has not been communicated in any way to any person, firm or company and will not be communicated to any person, firm or company until after the closing date for the submission of Tenders.

I/We accept that if successful in securing the Contract that we will produce the necessary Certificates of Insurance and all other relevant documentation prior to commencement of the Contract.

Signature

Print Name

Date

Position

Location: Within Partney Parish

Outside Partney Parish (approx. distance to Parish _____ miles)

Return Appendix E, F and G (if applicable) to the address on the first page. Write 'Grass-cutting' on the back.

APPENDIX F- Questionnaire (please complete and return to the Clerk)

Name:

Address:

Landline:

Mobile:

Email Address:

Business/Company Name:

Position in Business/Company:

Registered Company Number (if applicable):

Nature of Business:

VAT Registered?: Yes / No If YES what is the VAT number?

Is this a subsidiary of another company?: Yes No

Please give details if Yes:

Date business Formed:

Number of grounds/maintenance staff:

Does your business/company comply with the Health and Safety Act 1974? Yes / No

Organisations that employ 5 or more employees must have a written Health and Safety Policy and Risk Assessments. Do you have 5 or more employees? Yes / No

In the past three years have you been taken to court for not complying with environmental legislation requirements? Yes / No

Has your organisation, at any time during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings where the proceedings were commenced for valid reasons? Yes / No

Has your organisation, its directors or any other person who has the power of representation, decision or control of the named organisation ever been convicted of a criminal offence related to business or professional conduct, including fraud or conspiracy to defraud? Yes / No

Does your organisation have Public Liability Insurance of £10million in place and Employee Liability Insurance of £10million? Yes / No

Signed

Dated:

APPENDIX G – REFERENCES (please complete if needed and return to the Clerk)

If your business has not been contracted directly to supply or provide work to Partney Parish Council in the last two years please provide the details of three referees that would be able to provide a reference if approached about recent contract work that you have completed with them. References will only be sought if your business is likely to be offered the contract prior to Partney Parish Council confirming the contract with you.

1. Name of person to contact _____

Position _____

Business Name

Address _____

Nature of the work completed

Phone number _____

Email Address _____

2. Name of person to contact _____

Position _____

Business Name

Address _____

Nature of the work completed

Phone number _____

Email Address _____

3. Name of person to contact _____

Position _____

Business Name

Address _____

Nature of the work completed

Phone number _____

Email Address _____