



THAME

Town Council

Town Hall, High Street, Thame, OX9 3DP
W: www.thametowncouncil.gov.uk
E: info@thametowncouncil.gov.uk
Tel: 01844 212833 Fax: 01844 216094
Graham Hunt, Town Clerk & RFO

Ref: JH

17 January 2017

Dear Sirs

St Mary's Churchyard – Grass Cutting and Maintenance Contract 2017

Thame Town Council is inviting companies to tender for the above contract.

Attached is a specification and details of our requirements. Please ensure your tender is returned for my attention by post or email to janine.howells@thametowncouncil.gov.uk by 10.00am Friday 10 February 2017.

Please do not hesitate to contact me should you require any further clarification on the works required.

Yours faithfully

Janine Howells
Asset Manager

Thame Town Council

St Mary's Churchyard - Grass Cutting & Maintenance Contract 2017

Contract Period: 1 March 2017 – 31 December 2017

Invitation to Tender

1. Thame Town Council invites tenders for the carrying out of the Service of Grass Cutting and Maintenance at St Mary's Churchyard, Church Road, Thame, OX9 3AJ in accordance with the Contract documents attached.
2. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
3. Any queries regarding the interpretation of any part of the Contract documents should be addressed to the Asset Manager, Thame Town Council, Town Hall, High Street, Thame, Oxon, OX9 3DP. Tel: 01844 – 212833 or email: janine.howells@thametowncouncil.gov.uk
4. The tender shall be submitted on the Form of Tender attached at Appendix A.
5. Prospective Contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final and no correspondence will be entered into on the reasons why a tender has been rejected.
6. The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the Contract documents.
7. If having examined the tender documents you wish to submit a tender you should:-
 - a) Fully complete and return the following documents:
Appendix A - Form of Tender
 - b) Return the tender form by 10.00am Friday 10 February 2017 (to the Asset Manager).
 - c) Tenders received late will not be considered.

Specification of Work

1. To cut the grass and where required, carefully trim all open areas between gravestones, memorials and over graves without edging stones/fences. Mowing operations must not damage any tree, shrub etc. or permanent or removable fittings.
2. To trim graves with edges that are obviously not being attended. These graves will be identified to the contractor by the Church Office or their representative.
3. Trim edges to paths, walls and other areas not accessible by mower.
4. The Churchyard should be completely cut in one operation.
5. To ensure that all tree bases up to 100mm are kept free of basal growth and maintained in a tidy fashion, taking care not to cause damage to the tree bark by use of any trimmers.
6. To cut the two privet hedges identified on the attached plan and maintain to a manageable height.
7. To remove from site and appropriately dispose of all hedge trimmings and other debris from the work undertaken to Contractors own tip at no additional cost to the Council.
8. Grassed areas are to be cut to approximately 20mm in height. The grass is to be cut with cuttings not being collected and allowed to fly, evenly dispersed over the ground and not left in mounds. Before each cut the contractor is required to remove any litter in order to avoid it being shredded by the grass cutting operation.
9. Immediately following grass cutting, cuttings should be swept or blown back onto the grass and off adjacent paths.
10. After each grass cutting operation all grassed areas are to be left in a clean, litter free and tidy condition.
11. Bulb areas in grass are provided to give seasonal colour and impact and require careful maintenance. This is to ensure that they do not degenerate over time. Plants must be allowed to complete their growth cycle before mowing takes place. The first cut should take place at least six weeks following completion of flowering. All clippings should be removed from site and the area should then revert to the regime of the surrounding grass.
12. All due care must be taken whilst mowing or trimming around gravestones and memorials. Any damage caused must be reported to the Church Office immediately.
13. In severe weather conditions grass cutting may be suspended, with the programme resuming when ground conditions improve.
14. The use of herbicides is not permitted.

Frequency

15. One grass cut in mid-late March, two grass cuts per month between 1 April and 31 October and one grass cut in mid-late November.
16. The hedges should be trimmed twice a year during the growing season in May and August to maintain the height to a manageable size. The top and both sides should be cut. Hedge bases should be cleaned of weeds and debris at each hedge cutting visit.

Contract

17. The work should be quoted on a fixed contract price and be exclusive of VAT.
18. The work relates to St Mary's Churchyard and all areas within the red outline on the attached plan.
19. The Contractor should acquaint themselves with the conditions of work before pricing and is advised, to visit the site to satisfy themselves as to the full extent of the Contract. No claims from failure to do so will be accepted.
20. The Church could add additional outside fixtures and additional memorials may be installed during the contract period. No application from the Contractor to adjust the Contract Price will be considered.
21. The Contractor will ensure that all staff engaged on the work conduct themselves in an appropriate manner whilst working in the Churchyard.
22. All work shall be carried out at minimum inconvenience to the Church and its Parishioners, neighbouring properties and the general public. The Contractor shall be aware of the sensitive nature of the site, and shall show due respect particularly at the times of Church services, funerals etc. The Church Office may notify the Contractor in advance of specific events that may require the Contractor to re-programme the grass cutting programme.
23. The Contractor must hold a minimum of £5 million public liability insurance for Contracts. A current Certificate of Insurance to this effect must be produced to the Asset Manager prior to commencement of the Contract.
24. 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.
25. The Contractor shall hold in place a relevant written Health and Safety Policy and shall complete a risk assessment for each task to be undertaken. Supplying a copy of each prior to the contract commencing.
26. The contract will run for the period 1 March 2017 – 31 December 2017.
27. There will be an option to extend the contract period if the Council are satisfied with the standard of work. Any extension will be for a 12 month period only.

- 28. The prices to be included in the Form of Tender are to be full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.**
- 29. The Contractor will submit a monthly account, in arrears, throughout the cutting season. Invoices presented for payment must include a schedule of the works completed including the dates of the work.**
- 30. 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 Work.**
- 31. Contractors are asked to contact the Asset Manager if any clarification is required.**
- 32. Either party, may without reason, terminate the Contract, in writing, giving three months' notice.**

Appendix A – Form of Tender - St Mary's Churchyard - Grass Cutting & Maintenance Contract 2017

Please complete and return to: Janine Howells, Asset Manager, Thame Town Council, Town Hall, Thame, Oxon, OX9 3DP or alternatively email: janine.howells@thametowncouncil.gov.uk

Deadline for receipt of quotes: 10.00am Friday 10 February 2017

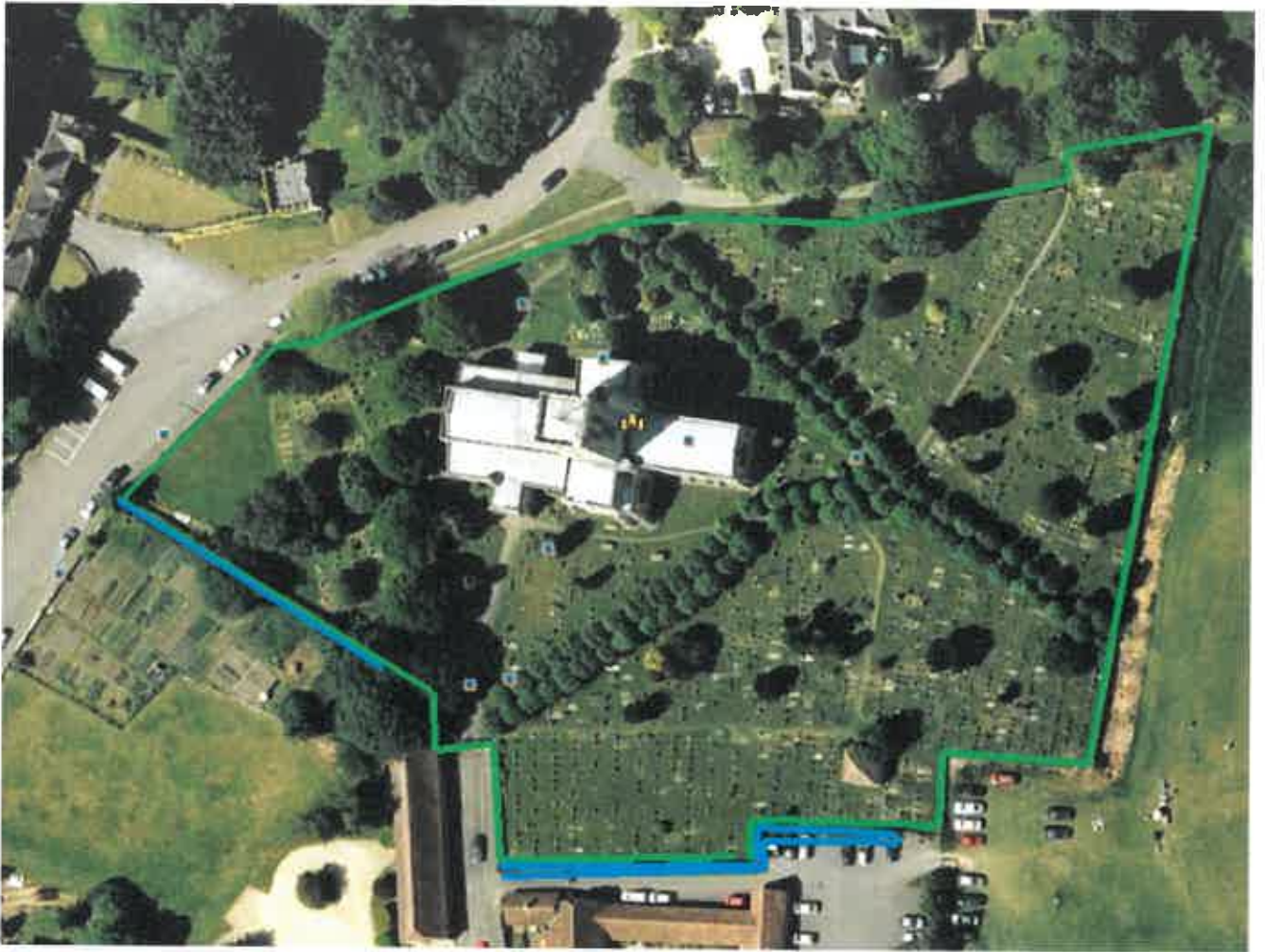
	Price Per Cut	Frequency	Total
Grass Cutting		16	
Hedge Cutting		2	
		Grand Total	

All prices quoted must be exclusive of VAT.

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

I/We understand that Thame Town Council is not bound to accept the lowest or any tender and that the Council will not be responsible for any expense incurred in preparing this tender.

Name:	
Company:	
Address:	
Tel:	
Email:	
Signed:	
Date:	



Blue line = Privet hedge

Green line = Area of grass cutting

