

TENDER FOR ALLOTMENT GRASS CUTTING SEASON 2022

Conditions

- Contractors should acquaint themselves with the conditions of work before tendering, and ask all questions by email to the Allotment Support Assistant before submitting their bids.
- The Contractor will be expected to cut the grass every 4-5 weeks for a 6-month period (March – August) as per the conditions set out below. It will be the contractor's responsibility to determine the date of the cut and provide a work/site schedule to the RAA.
- Quotations are to be submitted inclusive of VAT.
- The Contractor shall include in the tender price for all equipment, materials and manpower to complete the works to the specification required.
- The Contractor shall comply with the Health and Safety at Work regulations and all other statutes and regulations. If working alone, he/she shall be expected to notify a supervisor or line manager of his/her whereabouts and the likely length of time. This can be a relative or a work colleague.
- Before the contract can commence, the successful Contractor shall supply a copy of their current public liability insurance policy, a risk assessment and the names or references of clients where similar work has been undertaken to the Allotment Support Assistant.
- The Contractor will provide all necessary equipment to cut the grass on the areas coloured on the site plans – can be viewed on request. The grass must not exceed 3" in height and large amounts of dead grass lying on the surface of freshly mown areas is not acceptable.
- Tenderers are invited to provide added value items to their bids to be included in the price per cut. i.e. improving areas currently under maintained, additional weed killing, removal of fallen wood/leaves and edge strimming Any added value items offered will be added to the schedule/contract and be binding.
- The RAA reserves the right to clarify any statements on submitted tenders and specifications with contractors before making any decision.
- The RAA reserve the right to offer the contract to the most economically advantageous bid and not necessarily the lowest bid.
- The Contractor must provide all necessary equipment and personnel to perform the job, and provide method statements to cover all aspects of Health and Safety.
- The Contractor shall at all times maintain in force such policies of insurance, with reputable insurers or underwriters approved by the RAA, as shall fully insure against such risks as the RAA in its absolute discretion may require and indemnify the RAA against any damage, loss or injury which may occur to any property or to any person by or arising out of or in connection with the provision of the service in the minimum sum of £5 million for any one claim for property damage, unlimited for personal injury.
- The Contractor will be expected to provide copies by email of all insurance policies at their renewal anniversary to the clerk to prove continuity.
- The RAA reserve the right to add or remove areas to be cut during the period of the contract and the Contractor will be invited to provide a cost increase/reduction where applicable in writing to the Allotment Support Assistant. This will then be added to the schedule and be a binding part of the contract.
- The RAA will not be liable for any damage or loss to equipment incurred by the contractor during the period of the contract howsoever caused. The Contractor is expected to survey each area before cutting commences to ensure no obstacles or stones are present.
- To remove the element of doubt, the Contractor will be expected to trim grass around all paths and public areas that are within the areas marked in green on each cut. Any area that is unable to be reasonably cut with a mechanical mower within the boundary of the allotments must be strimmed at the same frequency as mown.
- It is expected that the Contractor will attempt to improve areas uncut presently to enable routine mowing.
- All due care must be taken whilst mowing or strimming around paths / fences and any damage caused must be reported to the Allotment Support Assistant/site secretary immediately.



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- The contractor is allowed to use selective weed killers to eradicate brambles, moss, ivy or other invasive weeds where necessary to improve grass quality and clear areas. Example of use; moss killer on grass.
- All due care must be taken when using non-selective weed killers such as glyphosate and only in consultation with the RAA before its use stating the reasons for its use and location. Example of use; complete scrub clearance/path edges/brambles.
- The contractor will be able to offer differing methodology to those proposed, subject to approval by the RAA with an additional quotation in order to provide comparison.
- Security of all sites is paramount and gates must be locked on entry and exit. The contractor will be supplied with a single set of gate keys. These must remain in their possession during the term of the contract and must not be copied under any circumstance. At the end of the contract, all keys must be returned to the RAA.
- Additional works on sites may also be required, e.g. one-off cuts/strimming/plot clearances/hedge cutting. Additional costs to be provided by contractor.
- To be viewed in conjunction with mowing plans on request.
- Please complete in block capitals:

NAME OF CONTACT:

COMPANY NAME.....

ADDRESS:

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TEL: E-MAIL:

Company reg no. VAT no.....

Tendering Notes;

- All tenders are to be marked in a plain envelope for the attention of the Allotment Support Assistant and clearly marked GRASS CUTTING TENDER in the top left hand corner, so that the tendering process will not be prejudiced. You should also enclose the following;
- Copies of public and employers liability insurance should be submitted with the tender document.
- References or contact names of contracts held for works of similar nature.
- Method statement (Description of equipment used, number of operatives carrying out the work, description of how you intend to fulfil the terms of the contract and resources in case of mechanical breakdown).
- Please retain a copy of this tender for your own records as contractors and their staff will be expected to be fully conversant with the schedule and conditions throughout the period of the contract.
- Return one copy to the Allotment Support Assistant at the address below. Donna Bushby, PO Box 819, Rotherham, S60 9NR. Or email to: admin@rotherhamallotments.org.uk Closing date for receipt of returned bids is 12 Noon on 24th January 2022. The winning bid/tender will be announced following the board meeting of 31st 2022. The contractor will be expected to commence in March or thereabouts if conditions demand it.