



CANOLFAN COED CYRNOL · FFORDD MONA / MONA ROAD ·
PORTHAETHWY / MENAI BRIDGE · YNYS MÔN / ISLE OF ANGLESEY
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GRASS CUTTING AND HEDGE TRIMMING SCHEDULE 2025

1.0 Invitation to Tender

Menai Bridge Town Council ('the Council') hereby invites tenders for the carrying out of the service of grass cutting and hedge trimming in accordance with the Contract documents contained herein which include:

1. Invitation to tender
2. Standard contract conditions
3. Specification of Works
4. Schedule of Works
5. Tender Form

Appendix 1: Site plans

1. Tenders to be submitted are for all the works as set out under the 'Extent of Works' in the Contract.
2. Prospective Contractors should provide quotations on the attached form, and in the following basis:
 - a. A cost per cut and strim to include where possible collecting, removing and disposing of grass cuttings and overgrown shrubbery from the areas in accordance with any relevant legislation.
3. 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.
4. Any queries regarding the interpretation of any part of the Contract document should be addressed to the Clerk by no later than three days before the closing date.
5. Prospective Contractors should note that the Council is not bound to accept the lowest 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 document.

7. If having examined the tender documents you wish to submit a tender, you should:
- (a) Fully complete and return the Tender Form along with copies of your risk assessments, and your insurance certificates.
 - (b) Return tenders and all relevant documentation by no later than 14 February 2025 to the Clerk to Menai Bridge Town Council, addressed in the subject line 'Tender for Grass Cutting and Hedge Trimming', by e-mail: townclerk@menaibridgetowncouncil.co.uk

2.0 Standard Contract Conditions

Extent of Works

The work will comprise of the cutting and strimming of grass on land within the town of Menai Bridge in the following areas:

- a. Mynwent Menai Cemetery: cutting and strimming of grass around the headstones and up to the boundary wall/fence of the Cemetery.
- b. Boncan Fawr: cutting and strimming
- c. Grassed area on Cadnant Road: cutting and strimming

together with hedge trimming and maintenance at:

- a. Mynwent Menai Cemetery
- b. Bowling Green Park
- c. Carreg yr Halen

All grass is to be removed from highways and footpaths by sweeping or by the use of a blower.

Although a specific number of cuts has been specified for the tender/contract, these may vary according to seasonal grass growth and by agreement with the Clerk and Council.

Workmanship and Equipment

The quality of work must be of a high standard and shall conform to all relevant standards, specifications and codes of practice. The Contractor is responsible for providing equipment and maintaining it to a good standard in order to carry out the work. The Council will conduct regular inspections of the work throughout the duration of the Contract to ensure it is completed in accordance with the Specification of Works.

Additional Erection/Installation

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

Duration of Contract

The duration of the Contract will be from April 2025 to October 2025. There will be no opportunity to alter the rates tendered during this Contract period.

If the Contractor is deemed to have completed the Contract satisfactorily upon cessation, Council may agree to roll the contract on for a further year. However, this will be solely at the discretion of Council.

Payment to the Contractor

The Contractor will submit a monthly invoice, in arrears, throughout the cutting season for all works carried out. After receiving the Contractor's invoice, this will be raised at the subsequent Council meeting and, upon confirmation that the agreed cutting schedule has been complied with and the works have been carried out to a high standard, the Council will pay the Contractor by BACS.

Termination of Contract

Either party may, without reason, terminate the Contract, in writing, giving no less than two months' notice.

Insurance

The Contractor is required to have professional insurance, and public liability of at least £2,000,000 for Contracts. A current Certificate of Insurance to the effect must be produced to the Clerk prior to commencement of the Contract. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property, 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

- The Form of Tender and Standard Contract Conditions must be read in conjunction with the Specification of Works, Plans and Schedule of Works.
- The prices to be included in the Form of Tender are to be full inclusive value of the work described, but excluding VAT. Please make it clear if you are VAT registered on the form.
- A price shall be inserted against each item on the Form of Tender for each element of the Contract tendered for.
- Alteration to the text of the Form of Tender is prohibited and will result in the tender not being considered.
- Invoices for payment must include a schedule of works completed including the dates worked.

3.0 Specification of Works

1. Prior to cutting any area the Contractor will ensure that it 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 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.
4. 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, and will ensure that staff use these at all times they are engaged in work for the Council.
5. 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.
6. All grass will be cut cleanly and evenly and without damaging the existing surface.
7. 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 arisings are cleared from all paved areas, memorial stones, paths and public footpaths etc, by weeping or using a blower.
8. Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.

9. Since it is not possible to predict accurately the precise number of cuts which may be required on any site in any one year, the Schedule of Works includes a given number of cuts, but the Contractor will be paid on a pro-rata basis for more or less than this number, dependent upon the prevailing weather conditions through the growing season.
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 creates divots during grass cutting operations, the Contractor will at his own expense reinstate such damage forthwith to the satisfaction of the Council.
13. Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting and replaced before the Contractor leaves the site.
14. Mowing around obstructions including seats, trees, fence lines, posts and the like, and in the proximity of margins, will be undertaken using methods, tools and machines as appropriate. The cutting of such areas will be undertaken within 24 hours of the main site being mowed and will be deemed to be included in the Contractor's rate for each location. If used, strimmers must not damage any trees, shrubs etc. or permanent or removable fittings.
15. All persons operating grass cutting machinery must be satisfactorily 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.

4.0 Schedule of Works

Grass Cutting:

- Twice a month between April to October (**15 cuts in total**) at Mynwent Menai Cemetery,
- Twice a month between April to October (**15 cuts in total**) Boncan Fawr, Grassed area on Cadnant Road

Hedge Trimming:

The hedges are to be trimmed twice per year. During late winter / early spring:
Mynwent Menai Cemetery, Bowling Green Park, Carreg yr Halen, Boncan Fawr

2. The first cut (including all strimming) will be in April with subsequent cuts being made thereafter, with the final cut being end of October, according to seasonal growth.
3. Every cut shall include strimming around all outside fixtures and fittings (street furniture) and any other obstructions including trees, hedges, bushes (wherever needed) and along the perimeter of any ditches with the green space, to obtain a neat and tidy finish.
4. All highways, footpaths and seating are to be cleaned of grass cuttings either by being swept or blown away.
5. Grass cuttings are to be dispersed across all sites evenly and not left in mounds.

5.0 Tender Form – To be submitted to the Council

CONTRACTED AREA	2025 SEASON
MYNWENT MENAI CEMETERY	
Price per grass cut	£
Total price per season – minimum 15 cuts	£
Price per season for hedge trimming (two per season)	£
BOWLING GREEN PARK	
Price per season for hedge trimming (two per season)	£
CARREG YR HALEN	
Price per season for hedge trimming (two per season)	£
BONCAN FAWR	
Price per grass cut	£
Total price per season – minimum 15 cuts	£
Price per season for hedge trimming (two per season)	£
GRASSED AREA ON CADNANT ROAD	
Price per grass cut	£
Total price per season – minimum 15 cuts	£

Please complete and sign the Tender Form and submit it to Menai Bridge Town Council by no later than **12 noon on the 14 February 2025**.

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

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

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 been communicated to any person, and will not be communicated to any person, until after the closing date for the submission of Tenders.

Company/Business Name: _____

Business Correspondence Address: _____

Postcode: _____

VAT Reg. No (if applicable) _____

Contact Details

Contact Name: _____

Landline: _____

Mobile: _____

E-mail: _____

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

Signature Position

Print Name Date