



# WILLAND PARISH COUNCIL

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## ***SPECIFICATION FOR CUTTING OF GRASS VERGES WITHIN THE PARISH BOUNDARY- 2023/2024/2025***

### **1. Information.**

1.1 The Parish Council has taken over the responsibility from Devon County Council for the cutting of the grass verges within the village.

1.2 The Parish Council is inviting tenders from interested contractors in accord with the following specifications.

1.3 Some residents have been cutting the verges outside of their own properties and provision in any contract will allow that to continue if they so wish although the area will be included in any pricing in case residents cease doing so.

1.4 Subject to the positive experience of the previous years a contract is to be considered for a three year period to include the calendar years of 2023, 2024 and 2025.

1.5 Maps [Appendix A] are provided showing the areas to be cut marked in red. The maps do provide some duplication/overlap but this is necessary to ensure that the whole area is shown.

### **2. Contractor Requirements.**

2.1 When submitting a tender the following information shall be provided:

- a) Evidence of public liability insurance – preferably to the sum of £10,000,000 [Ten million pounds];
- b) Information as to number of employees available to show that they will be able to maintain the contract considering holidays, sickness etc.;
- c) Information as to machinery available to carry out the work required and any 'backup' arrangements in case of breakdowns etc.;
- d) Contact information for key personnel in case of problems.

2.2 The contractor will be responsible for ensuring the training, risk assessment and safety of his staff and safety of the public at all times when operating in the Parish. This will include the provision of safety measures in relation to moving traffic and pedestrians. It will also include procedures to ensure safety of workers when operating on uneven surfaces or slopes.

2.3 Contractors will be responsible for carrying out their own inspections of sites before carrying out a cut and will remove all litter, stones, molehills and the like which may damage their machinery or cause injury to the public. This will include the removing and replacing of any temporary road signs so that the grass can be cut.

### **3. Cutting Specification.**

3.1 There will be a requirement for 10 cuts per year during the growing season. Flexibility of when cuts are carried out will be required to compensate for fast growing periods or times of

drought. Additional cuts may be authorised by the Parish Clerk if required – the additional payment will be one tenth of the agreed contract price for the 10 cuts per extra cut.

3.2 If it is clearly obvious that a resident or business provider is cutting an area of grass which meets the specified cut height at the time of visit then that area should be left.

3.3 Grass should be cut at a height of 60 to 70mm evenly all over the area leaving no prominent and unsightly grass tufts, ridges or weeds. Strimming should take place along all kerb edges, fence/hedge lines and other obstacles as required to give an even appearance. If there is an undefined edge to the verge the grass will be cut back to the hedge base, wall/fence or ditch edge.

3.4 It will be at the discretion of the contractor as to whether grass is collected or left on site. If the grass is collected it will be removed from the site before the Contractor leaves the site. If the grass clippings are left on site they must be evenly distributed across the full width of the machine swath and not left in clumps or ridges.

3.5 If, at the beginning of the growing season, or after a period of wet weather where the grass has grown vigorously, the first cut may be set longer than specified provided that the next cut follows soon enough after to recover the normal height. This procedure is to reduce the likelihood of excessive grass clippings being left on site.

3.6 The type of machinery used to achieve the specification is at the discretion of the contractor and may be varied to suit conditions.

3.7 All cut grass which comes to rest on pavements or footpaths will be removed within one hour.

3.8 Jaycroft, Meadow Park against the woodland and fields, Dean Hill Road and the very wide areas along Somerville/Station Roads will have a meter strip regularly cut along the edge with the pavement or road edge. This will be cut much wider in some areas to allow clear visibility for traffic on junctions and bends. It will also be cut wider to give a clear margin and access to planters, dog/litter bins and seats which may be situated on the area. The rest of the area will be left wild until the last cut of the year when it will all be cut down to the specified level.

#### **4. Administration Arrangements**

4.1 All communications will be in writing – paper or email – to the Clerk of the Parish Council.

4.2 Assistance can be given for site visits during the tender process and the Parish Council will provide a guide to assist.

4.3 Those interested in being considered for the contract should submit their tender providing the required information and price **by 2359 hours on 22 November 2022**. Prices for the 3 years should be given {2023; 2024; 2025.}

4.4 The successful contractor will submit an invoice monthly at the end of the month when grass has been cut and the invoice will show the number and dates of the cuts. Invoices received by the 5<sup>th</sup> of the month will be paid by the Parish Council within 30 days of receipt.. The method of payment [preferably BACS] will be agreed at the beginning of the contract between the contractor and the Parish Clerk.

4.5 Once a contract has been agreed, either party may terminate the Agreement without cause at any time, upon at least 2 calendar months' written notice.