

**Wrockwardine Parish Council  
Invitation to Tender for  
Grass cutting at various sites belonging to the Parish**

Produced by Wrockwardine Parish Council  
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Respond by 13<sup>th</sup> January 2017

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## 1 INTRODUCTION AND BACKGROUND

### *1.1 Scope of work*

Wrockwardine Parish Council (**Council**) has published this invitation to tender (**ITT**) for the purposes of procuring grass cutting services for eight sites in the parish of Wrockwardine, further details of which are set out below in paragraphs 1.2 and 1.3 and in Schedule 2 (**Services**). This ITT contains further information about the procurement process and the Services. Each tender (**Tender**) submitted by each supplier who responds to this ITT (**Tenderer**) should be detailed enough to allow the Council to make an informed selection of the most appropriate solution.

### *1.2 Contract Term*

The Council proposes to enter into one or more Contract(s) for a maximum period of three years with the successful Tenderer (**Service Provider**).

The anticipated service commencement date is.

### *1.3 Assumptions and Constraints*

It is the policy of the Council to avoid herbicides products except where essential, therefore it should be recognised that wherever grass grows, weeds also reside. It is also true that the grass itself comprises many varieties which have differing growth requirements and patterns. In addition to this, Council managed land is far from level so that the use of large equipment often results in differing heights of grasses. It is, therefore, not possible to be too prescriptive within this ITT but the objectives should be to meet, where possible, the stated requirements over a general and reasonable area of the identified space.

Where a measurement is stated here it is an average level rather than a measure of a length of a particular grass. It is the length from the ground – including underlying moss, weed and grass itself. The contractor is asked to avoid situations where excessive cuttings are left on the ground causing grass dieback.

The Cutting year is from 1<sup>st</sup> April to 31<sup>st</sup> March and even though throughout this ITT, there is reference to the end of September being the latest (or end of season) cut, this naturally varies from year to year and therefore may well not dictate the actual end of the cutting season [it is likely that cutting will be required throughout the growing season]. Agreement to the actual end and length of season will be made with the Clerk to the Council, who will work with the successful Tenderer to propose to the Council and agree a way forward.

The Service Provider should ensure that the maximum height stated is not exceeded and that if it does the Service Provider must be able to respond within 48 hours of a request to cut.

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## **1.4 General requirements**

The sites are of varying sizes, contour and nature and the cutting requirements differ for each site.

Two specific types of site are involved, one, four sites, being of relatively large areas, where there is a need for large equipment and the other for smaller and more disparate sites, being the cemetery and churchyard in Wrockwardine. These smaller sites require a more respectful approach as well as smaller machinery. Where seats, furniture, graves, monuments or trees are in place, these should be treated with care and no damage or wear is expected from the cutting regime. If such damage is found the Service Provider will be expected to repair or replace such items.

The Service Provider must:

1. pay due attention to events occurring and plan work accordingly, (for example not cut cemetery grass whilst a funeral is in place or other areas whilst events are taking place)
2. be considerate to neighbours of the sites to be cut.

A location map is included, as an appendix, for indication of the position of each site. This is neither to scale nor to exact position. More detail with regard to the site under development can be found at [www.wrockwardine.org.uk/allotments](http://www.wrockwardine.org.uk/allotments).

The Service Provider will be responsible for disposing of any waste appropriately, either on site by agreement with the clerk as to the location, or at a waste disposal site or through a third party contractor. If a third party contractor is used, it will be the Service Provider's responsibility to ensure that the waste is disposed of appropriately.

With specific regard to the cemetery, it is not acceptable to place cuttings on top of the soil heap which is there for topping up graves.

## **2 Tendering Information**

### ***2.1 Purpose and scope of this ITT***

This ITT:

- Asks Tenderers to submit their Tenders in accordance with the instructions set out in the remainder of this ITT.
- Sets out the overall timetable and process for the procurement to Tenderers.
- Provides Tenderers with sufficient information to enable them to submit a compliant Tender (including providing templates where relevant).
- Sets out the evaluation criteria that will be used to evaluate the Tenders.
- Explains the administrative arrangements for the receipt of Tenders.

### ***2.2 Clarifications about the Services or ITT***

Any enquiries or requests for clarification of any matters arising from this ITT should be sought from Martin Goldstraw, Clerk to the Council, at the Council and must be made in writing by post or e-mail as follows:

Contact name: Martin Goldstraw

Address: Clerk to the Council, Wrockwardine Parish Council, Regent Villa, London Road, St.Georges, Telford, TF2 9LH.

E-mail: [clerk@wrockwardine.org.uk](mailto:clerk@wrockwardine.org.uk)

In case of unavailability of the contact person specified above, enquiries may be directed to: The Chairman of the Council.

The deadline for receipt of clarifications relating the Services or this ITT is set out in the timetable containing the key dates for this procurement set out in paragraph 2.1.

Tenderers are advised not to rely on communications from the Council in respect of the Services or ITT unless they are made in accordance with these instructions.

## **2.3 Clarifications about the contents of the Tenders**

The Council reserves the right (but shall not be obliged) to seek clarification of any aspect of a Tenderer's Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly and to avoid vague or ambiguous answers.

## **2.4 TENDER TIMETABLE**

### **2.4.1 Key Dates**

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Tenderers are treated equally.

The key dates for this procurement (**Timetable**) are currently anticipated to be as follows:

<b>Event</b>	<b>Date</b>
Issue ITT	28 <sup>th</sup> October 2016
Deadline for receipt of clarifications	5pm on 25 <sup>th</sup> November 2016
Target date for responses to clarifications	5pm on 16 <sup>th</sup> December 2016
Deadline for Receipt of Tenders	5pm on 13 <sup>th</sup> January 2017
Evaluation of Tenders	19 <sup>th</sup> January 2017
Notification of contract award decision	9 <sup>th</sup> February 2017
Confirm contract award	10 <sup>th</sup> February 2017
Service Commencement date	1 <sup>st</sup> April 2017

Any changes to the Timetable shall be notified to all Tenderers as soon as practicable.

### **2.4.2 Deadline for receipt of Tenders**

Responses to this ITT must arrive at the address and in the manner prescribed under paragraph 3.1 no later than the deadline for receipt of Tenders set out in paragraph 2.1.



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Any Tenders received after the Deadline shall not be opened or considered. The Council may, however, in its own absolute discretion extend the Deadline and in such circumstances the Council will notify all Tenderers of any change.

## **2.5 References**

Tenderers are requested to supply two references. References will be used to verify the technical proposals put forward in the Tender and will not be scored.

## **2.6 Tender Evaluation Process**

Following the Deadline, Tenders will be listed and members of the Council's Finance and General Purposes Committee will be informed of the number of Tenders received. If no Tenders have been received for part 2 of the Services set out in Schedule 2, the Council will contact all Tenderers to request their Tender for those parts since the Services will then be fixed as a whole and no longer may be tendered for in two parts. Tenderers will be advised of the date for submission of their additional Tender which is required in order for their Tender to be evaluated and should be submitted as an additional Tender in accordance with this ITT.

The Council will follow up reference information provided by Tenderers and will review Tenders based upon:

- 1 Quality of Tender in terms of care, approach and detail to the sites and their regimes
- 2 Price of the Services
- 3 Assumptions and constraints stated
- 4 References obtained and in particular relevance and customer experiences

Findings will be formulated, Tenderers graded in order of preference and a recommendation made to the Council. Following a decision of the Council, the successful Tenderer will be notified.

## **2.7 Contract award**

The Council may award Contract(s) on the basis of a Tender submitted in accordance with the instructions below.

Contract award is subject to the formal approval process of the Council. Until all necessary approvals are obtained, no Contract(s) will be entered into.

Once the Council has reached a decision in respect of Contract award, it will notify all Tenderers of that decision. The Council will not be obliged to discuss reasons for declining any Tender.

## ***2.8 How to tender***

Tenderers should state their interest in each site and propose a price for each site as well as an annual cost for the work within the table in the Summary Tender Form set out in Schedule 2, as a summary of the proposal. Tenderers should also state day work rates chargeable for such additional services which may be required by the Council outside the scope of the Services Provider.

The Tender should be in any format and follow the Summary Tender Form set out in Schedule 2.

### **IMPORTANT:**

**Please use recorded delivery or request a read receipt if using email.**

The Tender must be clear, concise and complete. The Council reserves the right to mark a Tenderer down or exclude them from the procurement if its Tender contains any ambiguities or lacks clarity. Tenderers should submit only such information as is necessary to respond effectively to this ITT. Tenders will be evaluated on the basis of information submitted by the Deadline.

Where the Tenderer is a company, the Tender must be signed by a duly authorised representative of that company. In the case of a partnership, all partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, he should sign and give his name in full together with the name under which his is trading.

## ***2.9 Covering letter***

Each Tenderer may also provide a covering letter and overall summary of its Tender. The letter must be no longer than five sheets of A4. This may include:

- An outline of the way in which the Council's requirements are to be met by its proposal.
- A summary of all the services offer by the Tenderer in response to the ITT.
- An overview of the Tenderer's overall costs and proposals in relation to pricing.

If changes subsequently occur in relation to the statements set out in the covering letter, the Tenderer must promptly notify the Council of them.

This letter may include assumptions the Tenderer may have made and any constraints of the Tender. It may also help if details are included on how the Tenderer would expect to manage the sites for which it has quoted. The Council would expect to see some evidence of visits to those sites as well as detail of how the Tenderer would approach each. The Council would be interested to receive the Tenderer's ideas with regard to management of wet areas and those which either the Council, within this document, or the Tenderer from its visits, perceive to be 'difficult' or to require special treatment.

## ***2.10 Contract terms***

The draft Contract that the Council proposes to use is attached at Schedule 1. By submitting a Tender, the Tenderers are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment.

If the terms of the Contract render the proposals in the Tenderer's Tender unworkable, the Tenderer should submit a clarification in accordance with paragraph 1.8 and the Council will consider whether any amendment to the Contract is required. Any amendments which are proposed, but not approved by the Council through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Tender.

## ***2.11 Warnings and disclaimers***

While the information contained in this ITT is believed to be correct at the time of issue, neither the Council nor its advisers will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Council.

If a Tenderer proposes to enter into a Contract with the Council, it must rely on its own enquiries and on the terms and conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Council (or any other person) to enter into a contractual arrangement.

## ***2.12 Freedom of Information***

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 (**FOIA**) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

The Council shall treat all Tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case by case basis, applying the principles of the FOIA.

While the Council aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done.

## ***2.13 Conflicts of interest***

Tenderers are responsible for ensuring that no conflicts of interest exist between the Tenderer and its advisers, and the Council and its advisers. Any Tenderer who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

## ***2.14 Council's rights***

The Council reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Council.
- Seek clarification or documents in respect of the Tenderer's submission.
- Disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT.
- Withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.
- Choose not to award any Contract as a result of the current procurement process.
- Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

## ***2.15 Tender costs***

The Council will not be liable for any tender costs, expenditure, work or effort incurred by the Tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

## 3 Services

### 3.1 Part 1 Larger Sites

#### 3.1.1 Wrockwardine Playing Field

##### Location and general geography/topography

The site is positioned in Wrockwardine. It is basically flat and there are four clear and differing areas of use; the edges of the field (perimeter area), the entrance, the open play area and the play equipment area.

##### Use

The site is used by children of all ages and by dog walkers. There is a clear and stated requirement for dog litter to be removed by owners. This does not always take place.

##### Cutting regime

Although the area has clearly defined sections which relate entirely to their use, for maintenance purposes, there is currently no difference between them except for the perimeter area which requires cutting only once at end of season.

Minimum and maximum lengths of grass during the cutting period are 1 and 2 inches respectively for all areas.

##### Cutting frequency and grass disposal

**-During summer months** (late April to September) approximately 15 (max 20 cuts) during this period of all but the perimeter area. Grass to be mulched and clippings left in situ.

##### **-End of season**

Cut of the perimeter area with clippings left in situ.

Other areas require the grass to be at its lowest length by the last day of September.

##### **-Exceptional or ad hoc events**

None at present

##### Cutting equipment

Only large cutting equipment is needed on the site. Careful strimming will be required around the play area. Some weed control does take place with Glyphosate where strimming is not suitable and this will be the responsibility of the Service Provider.

#### 3.1.2 Longyard Meadow

##### Location and general geography

The site is positioned in Admaston and comprises fairly even sloping land. Entrance to the site is via a wide gate or an adjoining kissing gate, the former of which is normally locked. At the entrance, there is a fairly wide area of grass which is cut to the same level as a walkway within the area. The edges of the land are framed, deliberately, by untended grass. A large central area has been seeded with native plants for enjoyment during warmer months, whilst walkways are grassed both around and in lines which cross within the area.

##### Use

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Currently the site is used for recreational walks.

## **Cutting regime**

A walkway of approximately 3 metres is maintained at the entrance, inside the edges and through the centre of the site. The grass at the entrance and in the walkways is required to be no shorter than 1 and not to exceed 3 inches high.

## **Cutting frequency and grass disposal**

**-During summer months** (late April to September) approximately 15 (max 20 cuts) during this period of the walkway only. Grass to be mulched and clippings left in situ.

### **-End of season (to be completed by the end of September)**

One cut of entire field. Grass to be removed and disposed of responsibly and within the terms of the contract. Please note that this is unlikely to be of use for animal feed but the chosen contractor may dispose of the grass as he wishes, provided that it is within the terms of the contract.

### **-Exceptional or ad hoc events**

None at present

## **Cutting equipment**

Only large cutting equipment is required except around wooden seats where either careful strimming or a small mower will be required. Some weed control does take place with Glyphosate where strimming is not suitable and this will be the responsibility of the Service Provider. This is currently expected to be near the Rock, bin and under seats.

## **3.1.3 Admaston Green**

### **Location and general geography**

The site is positioned in Admaston and comprises fairly even land except to one side where the land is undulating. Entrance to the site is via a gate belonging to and operated by the Admaston House Trust which is currently extending its property and usage.

The area is currently maintained to informal playing field level .

### **Use**

Currently the site is used for recreational walks, ball and other games as well as a rural link between Admaston , Shawbirch and Dothill. It is also used as access to the Silkin Way.

On the field itself, there are some seats as well as a shelter, all of which are well used by teenagers and adults.

## **Cutting regime**

The grass overall is required to be no shorter 1 and no more than 3 inches high. This would also be true of the rides in the rough, uncut area.

## **Cutting frequency and grass disposal**

**-During summer months** (late April to September) approximately 15 (max 20 cuts) during this period. Grass to be mulched and clippings left in situ.

### **-End of season**

One cut of entire field.

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## **-Exceptional or ad hoc events**

There are an increasing number of events at this site – the Service Provider may be requested to provide additional cuts which can be negotiated with the Clerk.

## **Cutting equipment**

Only large cutting equipment is required except in the ‘rides’, around seats and the shelter, where either careful strimming or mower will be required. Some weed control does take place with Glyphosate where strimming is not suitable and this will be the responsibility of the Service Provider.

## **3.1.4 Allotments, community orchard and public open space**

### **Location and general geography**

It is positioned in Admaston and comprises a large space of land designated for the uses stated above.

Entrance to the site is via a path leading first to the existing Admaston allotments and then going on to the Silkin Way.

The site comprises a fenced area of allotments surrounded by newly planted shrubs along with fruit trees which have been planted and are maintained on the remainder of the area.

### **Use**

Currently the site is used for recreational walks as well as a rural link between Admaston and Dothill. It is also used as another access to the Silkin Way.

The site is only maintained in a small way at present, with ‘rides’ being cut to follow natural lines of use as well as to allow watering of the planted trees.

### **Cutting regime**

The grass overall is not currently required to be cut with the exception of in the rides where it is required to be between 1 and 3 inches high. It will also be required to cut a strip around the allotment perimeter fence leaving space for the planted shrubs.

### **Cutting frequency and grass disposal**

**-During summer months** (late April to September) approximately 15 (max 20 cuts) during this period. Grass can remain tidily on site either away from the used areas or mulched with clippings left in situ.

#### **-End of season**

One high cut of the field area to be agreed. Grass can remain on site where it has been cut. The rides should then be re-cut and cleared as a normal, regular cut.

The Service Provider must cut a one metre width at the edges of the allotment fencing and the rides to be also one metre width.

#### **-Exceptional or ad hoc events**

None at present.

### **Cutting equipment**

Only large cutting equipment is required except in the ‘rides’ and allotment edges, where a smaller mower will be required.

## **3.2 Part 2 Sites requiring smaller equipment and careful *attention***

### **3.2.1 Wrockwardine Churchyard**

#### **Location and general geography/topography**

The site is positioned in Wrockwardine and surrounds the church. The site has varying heights with the lowest points at the front and back of the church. This allows for a cutting regime which is kind to visitors since they see only a limited area.

#### **Use**

The site is used for access to the church, visitors to the churchyard, maintenance of graves and remembrance.

#### **Cutting regime**

**We expect that the churchyard and cemetery should be maintained to a high standard at all times.**

The area is maintained in defined sections which relate entirely to their use.

The entrance section is maintained to a higher quality than that elsewhere so that the site remains attractive to its visitors.

Minimum and maximum lengths of grass during the cutting period are 1 and 2 inches respectively for all areas. The area visible to people entering the church via the front gate should be retained at no more than 2 inches throughout the summer season and for exceptional events.

#### **Cutting frequency and grass disposal**

**-During summer months** (late April to September) approximately 15 (max 20 cuts) during this period. Grass to be retained on site but placed in appropriate designated positions under yew trees.

#### **-End of season**

No specific requirements except for the grass to be at its lowest length by the last day of September.

The Service provider will be expected to liaise with the Church Authorities to ensure that work does not take place during weddings and funerals to ensure that there is no disruption to the ceremonies and that appropriate respect is shown during these occasions

#### **Cutting equipment**

Only smaller cutting equipment can be used on the site. Careful strimming or a small mower will be required around the graves and monuments. Some weed control does take place with Glyphosate where strimming is not suitable and this will be the responsibility of the Service Provider. At present this takes place around gravestones and against the church and the perimeter wall.



## 3.2.2 Wrockwardine Cemetery

### Location and general geography/topography

The site is positioned in Wrockwardine and away from the church. [It](#) could be considered in three distinct sections.

**At the entrance** to the site, the graves are older and generally less frequently visited. The majority of these are mown as part of the contract.

Moving into the area, it is apparent that there are differences in the way graves are maintained and considered and these differences need to be respected by the Service Provider.

**The burial site** is contained within a walled area and an extended area beyond.

**Beyond the wall** is an extension to the burial site. This is largely to the left of the entrance but it is extending. The contractor must recognise the extension and keep the area which is in use to the same standard as the walled burial site.

### Use

The site is used for burials, visitors to the churchyard, maintenance of graves and remembrance.

### Cutting regime

Minimum and maximum lengths of grass during the cutting period are 1 and 2 inches respectively for all areas. There are inherent problems here since new graves and the new cremation area are very close together, preventing the use of a mower. Use of a strimmer is essential but difficult because of grass clippings on plots. This issue needs to be dealt with carefully and it is possible that cuttings will need to be removed from some graves after strimming.

### Cutting frequency and grass disposal

**-During summer months** (late April to September) approximately 15 (max 20 cuts) during this period. Grass to be removed from site

#### **-End of season**

No specific requirements except for the grass to be at its lowest length by the last day of September.

The Service provider will be expected to liaise with the Church Authorities to ensure that work does not take place during weddings and funerals to ensure that there is no disruption to the ceremonies and that appropriate respect is shown during these occasions

### Cutting equipment

Only small cutting equipment can be used on the site. Careful strimming or a small mower will be required around the graves and monuments. Some weed control does take place with Glyphosate where strimming is not suitable and this will be the responsibility of the Service Provider.

## 3.2.3 Pemberton Road playground

### Location and general geography/topography

The site is positioned in Admaston within the large housing estate.

### Use

The site is a play space for small children and has play equipment across the major part.

### Cutting regime

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The area is maintained in two defined sections with a grass area and play surfaces.

Minimum and maximum length of grass during the cutting period are 1 and 2 inches respectively for the grassed area.

## **Cutting frequency and grass disposal**

**-During summer months** (late April to September) approximately 15 (max 20 cuts) during this period. Grass to be removed from site

### **-End of season**

No specific requirements except for the grass to be at its lowest length by the last day of September.

## **Cutting equipment**

Only small cutting equipment can be used on the site. Careful strimming or a small mower will be required around the hard surface area and bench. It is not advisable to use weed killers in this space.

## **3.2.4 Walcot playground**

### **Location and general geography/topography**

The site is positioned in Walcot, at the end of Meadow Drive. The site is small and is bounded by slopes to the road which was the access to the bridge over the railway line, as well as the railway line itself.

Access to the site is narrow due to the proximity of the nearest house to the railway fence.

### **Use**

The site is a play space for small children and has minimum play equipment in its centre.

### **Cutting regime**

The area is maintained in two defined sections with a grass area and play surfaces. The sloped sides do not form part of the cutting regime.

Minimum and maximum length of grass during the cutting period are 1 and 2 inches respectively for the grassed area.

## **Cutting frequency and grass disposal**

**-During summer months** (late April to September) approximately 15 (max 20 cuts) during this period. Grass to be removed from site

### **-End of season**

No specific requirements except for the grass to be at its lowest length by the last day of September.

## **Cutting equipment**

Only small cutting equipment can be used on the site. Careful strimming or a small mower will be required around the hard surface area and to the railway fence. It is not advisable to use weed killers in this space.

## **4 Appendix 1 Location Map**

Site locations (for identification only)

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# Wrockwardine Parish Council Invitation to Tender for grass cutting

## 5 Appendix 2 Summary Tender Form

Full Name of Tenderer:

Type of entity - Sole Trader/Partnership/Limited Company/Limited Liability Partnership/Association/Other (please specify)

Address of Tenderer:

Post code:

Name of contact at Tenderer (if different from above):

I confirm that the Tenderer has been supplying services of this type for \_\_\_\_ years and is qualified to perform the work for which the Tenderer is now tendering. I confirm that the Tenderer complies with the requirements for a contractor performing the work stated in the ITT:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For and on behalf of the Tenderer

Sites price and price basis [**Please note that the tender is for the whole contract**]:

	Price	Price basis E.g. Per. cut/per year	Annual price
Wrockwardine Playing Field			
Longyard Meadow			
Admaston Green			
Allotments, community orchard and open space			
Wrockwardine Churchyard			
Wrockwardine Cemetery			
Pemberton Road Playground			

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Walcot Playground			
<b>Total price of bid</b>			

Additional costs for weed control products for the sites for which have been tendered

Product	Qty in cost	Price
Daywork Rates	Per Hour	Per Day

Please provide the names, addresses and contact details of 2 people who are familiar with your work in this context and who we can contact for references.

Name		
Organisation		
Address		
Post Code		
Telephone		
Mobile		
Email		