

MARY TAVY PARISH COUNCIL
GROUNDS MAINTENANCE CONTRACT
1ST OCTOBER 2026 – 30TH SEPTEMBER 2029



Contact: Amy Christie, Mary Tavy Parish Clerk

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Mary Tavy Parish Council
Grounds Maintenance Contract
1st October 2026 – 30th September 2029

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Mary Tavy Parish Council

Grounds Maintenance Contract 1st October 2026 – 30th September 2029

Invitation to Tender

1. Mary Tavy Parish Council ("the Council") hereby invites tenders for the carrying out of the **Service of Grass Cutting and associated maintenance** in accordance with the contract documents attached, which comprise:
 - Standard Conditions of Contract
 - Specification of Works and Schedule of Works
 - Appendix A: Form of Tender
 - Appendix B: Questionnaire
 - Appendix C Location maps
2. Prospective Contractors should ensure they are fully familiar with the nature and extent of the obligations to be accepted if their tender is successful.
3. Any queries regarding the interpretation of any part of the contract documents should be **addressed to the Clerk of the Parish Council** no later than **Friday 17th July**.
4. The tender shall be submitted on the 'Form of Tender' attached as 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 regarding 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
 - Appendix B: Questionnaire
 - b. Return tenders and all related documentation by post to: Clerk the Parish Council by **5 pm Monday 24th August 2026**. Postal Address: **Jessamy, Warne Lane, Mary Tavy, PL19 9PH**. *Please note: all tenders must be submitted in hard copy in a sealed envelope to the above address. Electronic submissions will not be accepted.*

Standard Conditions of Contract

Contract Documents - The contract documents will comprise:

Section 1- Grass Cutting (General)

Section 2- Cemetery Grass Cutting

Section 3- Cemetery Maintenance

Section 4– Grass Cutting in the Village

Section 5 – Maintenance work in the village

Appendix A: Form of Tender. Appendix B: Questionnaire. Appendix C: Location Maps

Parish Council Officer

The Officer will be the **Parish Clerk**.

Extent of Work

Generally, the work will include grass cutting, selective weed control where specified, and maintenance on land within the parish of Mary Tavy under the responsibility of Mary Tavy Parish Council. This includes gardening, strimming around outside furniture, bushes, fences, hedges, and all other authorised site fixtures and fittings. Grass removal by sweeping or using a blower is also required.

Site Details

Various sites within Mary Tavy Parish – see Site Specification section

Site visits

Contractors are advised they can attend a site visit. This will allow for an understanding of the full extent of the contract specification. If you wish to arrange a visit contact Cllr. John Banks, email john.banks@marytavyparishcouncil.gov.uk . Visits can take place on weekdays between **Friday 10th July and Friday 17th July 2026**. No claims for failure to do so will be accepted.

Workmanship and Equipment

The workmanship must be of the highest standard and must conform to all relevant British Standards, Specifications, and Codes of Practice.

Duration of Contract

The contract will last for **three years**. Tenders should be priced on an annual basis. There will be no opportunity to alter the rates tendered during the contract term.

Payment to Contractor

The Contractor will submit a monthly account, in arrears, throughout the cutting season for all work completed. Alternative invoicing arrangements can be made to suit both parties.

Contract Monitoring.

Monitoring to be agreed between Contractor and Mary Tavy Parish Council.

At time of invoice submission a simple form identifying work completed, location, estimate of hours, standard achieved (Adequate/Good/Excellent), Issues arising with actions recommended.

Parish resident satisfaction sampling will be carried out quarterly by the Parish Council.

Within 48 hours of work completed a notification message to be sent to nominated Parish Councillor (Cllr. John Banks) and copy to the Parish Clerk.

Termination of Contract

Either party may terminate the contract by giving three months written notice.

Insurance

The Contractor must maintain public liability insurance of at least £3,000,000.

A current Certificate of Insurance must be provided to the Parish Clerk before the contract commences. The Contractor shall indemnify the Council against any claims for injury, damage, or poor workmanship.

Health and Safety

Contractor is fully responsible for compliance with the **Health and Safety at Work Act** and all other relevant laws and regulations.

Notes to Tenderers

- a) Contractors must carefully read the specification, including the **Form of Tender** and **Standard Conditions of Contract**.
- b) Prices on the **Form of Tender** should reflect the full value of the work
- c) No alterations should be made to the **Form of Tender**.
- d) Care must be taken to avoid wildflower patches in the Cemetery and the daffodils growing along the hedge line along the A386, south of Station Road.
- e) Weed killer - the Parish Council does not support the use of glyphosate-based weedkillers. Other products/methods must be used for weed control, subject to approval by the Parish Council.
- f) Weed-killing chemicals should only be applied by certified staff, and the Council must be informed of any contracted-out work.

- g) The Council will inspect work regularly to ensure it meets the specification.
- h) Invoices must include a schedule of completed works and the dates they were done.
- i) Contractors should contact the Parish Clerk for clarification if required.

Specification of Works and Schedule of Works

1. Grass Cutting (General)

1.1. Before cutting any area, the Contractor must ensure it is free of large stones, paper, tins, bottles, and other debris.

1.2. The Contractor must inspect each site for hazards such as ground sinkage or potholes and report these to the Council immediately.

1.3. All grass cutting machinery must be sharp and properly maintained to produce an even cut. Any damage caused by lack of maintenance must be corrected by the Contractor at their own expense.

1.4. Machines must be properly guarded to prevent injury or damage, and staff must be provided with Personal Protective Equipment (PPE).

1.5. Grass must be cut evenly without damaging the surface.

1.6. Grass clippings must be cleared from paved areas, memorial stones, paths, and footpaths immediately after mowing.

1.7. Mowing must extend to all boundaries, including fences, paths, and obstacles with the exception of the area where daffodils grow.

1.8. Areas not cut satisfactorily will be re-cut at the Contractor's expense.

1.9. Grass cutting should cease during very wet conditions to avoid damaging the surface.

1.10. Any damage caused by the Contractor must be repaired at the Contractor's expense.

1.11. Mowing should be as close to obstructions as possible, and moveable obstructions should be replaced before the Contractor leaves the site. Please note this particularly applies to the area along the A386/Station Road where temporary village event signs are placed,

1.12. Cutting around obstructions must be done within 24 hours of mowing the main area.

1.13. Strimmers must not be used around trees; weed killing should be done in April and at the end of July/August.

1.14. All operators must be trained in grass-cutting machinery and meet Health and Safety standards.

2. Cemetery – Grass Cutting

2.1. Sixteen (16) cuts of the cemetery and the removal of all grass cuttings. The 16 cuts comprise:-

2.2. Depending on the growing conditions two (2) cuts in the period February to March.

2.3. Two (2) cuts during month of April

2.4 During month of May cut twice (2) in main area of Cemetery but do not cut the triangle area where there are, currently, no graves.

2.5. Two (2) cuts per month June to September.

2.6. One (1) cut per month October and November

2.7. It is important that the cemetery is maintained in an acceptable condition, given the sensitive nature of the site. Grass should be cut up to the headstones unless specified by the Council

2.8. The main cutting is to be carried out by mower and a strimmer used to cut round the memorial stones and between the graves, all grass to be swept off memorial stones afterwards.

2.9. Before cutting, the area around the headstones and on graves should be checked to ensure there are no hazards such as pots/vases that are likely to shatter. Any hazardous pots etc. are to be removed by the Contractor and placed in the Lost Property box. Please note, if possible, which grave the item has been removed from and inform the Parish Clerk.

2.10. Under NO circumstances is work to take place when a burial is in progress. The Clerk will inform you of burials in advance.

3. Cemetery Maintenance

3.1. The area around the hedges, banks and fences, surrounding the Cemetery are to be kept tidy and weed free. Excluding the wild flower area along the fence line.

3.2. The hedge should be cut on the cemetery side once (1) a year at end of growing season, and the trimmings removed and disposed of appropriately.

3.3. All paths to be kept tidy, weed and moss free and in a safe condition. Weed kill as appropriate using Parish Council approved product. (see Notes to Tenderers – e))

4. Areas within village to be cut.

4.1 Verges along A386

A) South of Station Road and West of A386

- Area around bus stop to be cut and kept tidy
- Area from bus stop to the 40 mph sign
- One (1) cut in March
- One (1) cut a month early April and June to September. (No cut in May)
- One (1) cut at end of October to include cutting back of brambles along the hedge line.
- **NB In March and April do not cut up to hedge, allowing spring bulbs (daffodils) to flower and die back naturally.**

B) East side of A386 and south of Bal Lane

- To cut around the bus shelter, including up to the path beside the war memorial, and behind up to the hedge.
- One (1) cut per month from March to October.

4.2. Other Areas

A) Bal Lane - steep bank on south side of Bal Lane

- One (1) cut in late September/very early October.
- Cut up to the upper path and under the wire fence to stop encroachment on to the path.
- NB this area has rare wild flowers and bulbs and is also cut by WDBC occasionally.

B) Horndon – triangle around telephone box and dog poo bin.

- One (1) cut per month from March to October.

5. Areas within Village to be maintained.

5.1. Dog Poo Bins

- Five (5) bins. One bin at each of the following locations:
 - Recreation Ground
 - Coronation Hall car park
 - Bal Lane
 - Great Fellingfield at junction with Warne Lane
 - Horndon
- To keep clean
- To keep the area around the bins clear and tidy. Removing and cutting back brambles/plant growth etc.
- Three (3) times a year, in growing season

2. Telephone Boxes –

- Three (3) telephone boxes, one each at the following locations:
 - Bal Lane
 - Church Lane
 - Horndon
- To keep area around tidy and weed free and cut brambles etc.
- Three (3) times a year in the growing season.

5.3 War memorial

- To weed kill as necessary around the memorial.
- To make visual check for safety.
- Twice (2) a year, in growing season.

4. Bus stop on east side of A386 opposite Station Road

- Area to be kept clean and tidy and free from encroaching vegetation.

- Three (3) times a year in the growing season.

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Appendix A - Mary Tavy Parish Council Grounds maintenance contract

1st October 2026 – 30th September 2029

Form Of Tender

Areas to be Maintained. - Annual cost per area	1/10/26 to 30/9/27	1/10/27 to 30/9/28	1/10/28 to 30/9/29
Grass cutting in Cemetery	£	£	£
Cemetery Maintenance	£	£	£
Grass cutting in Village	£	£	£
Maintenance in Village	£	£	£
TOTAL ANNUAL COST OF CONTRACT	£	£	£

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

I/We understand that Mary Tavy Parish 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.

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

Public liability Insurance Declaration:

I/We declare that I/we have Public Liability Insurance for the sum of £3m.....

With.....

(please insert name of insurance company)

Signed:

Name:

Position:

Date:

Company:

Address:.....

Mary Tavy Parish Council Maintenance Tender 1/10/26 – 30/9/29

.....

Tel No:

Mobile:.....

Appendix B**Questionnaire**

Details relating to Prospective Tenderer

Name:

.....

Address:

.....

Contact Telephone Number:

Email Address:

Contact Name & Position in Company:

.....

Nature of Business:

If the Business is a Company:.....

Is it a Subsidiary of another Company?

If YES, please give details:

.....

Date of Business formation:

Are you VAT

Registered?:.....

Please state the number of Grounds Maintenance Employees:

Please state which branch the Contract will be serviced from (if applicable).....

Please give any other details which you feel may be relevant, for example, similar Contracts in the area or for similar authorities etc (using a separate sheet if necessary).

.....

Signed:

Name:

Date:

Position:

Appendix C: Location maps

1. Mary Tavy – location of telephone box and 4 dog poo bins
2. Mary Tavy - A386/Station Road area
3. Mary Tavy – A386/Bal Lane area
4. Mary Tavy – Church area – telephone box and Cemetery
5. Mary Tavy Parish Cemetery
6. Horndon











