

ALVINGTON PARISH COUNCIL
ST ANDREWS CHURCHYARD GRASS CUTTING 2022-4
BRIEF FOR CONTRACTORS **DRAFT v0.1**



St Andrew's Church is Alvington's only church and as such it is one of the key sites in the village and an important component of village life. Alvington Parish Council takes pride in maintaining the surrounding churchyard.

The parish council is seeking a contractor to carry out this work for 2019–2021 inclusive. The churchyard boundary is marked in red on the map on page 4 of this pack, and the location can be viewed via Google Maps by using this link:

<https://goo.gl/maps/AZ8bqguS3ySqXPL77>

Tasks

For three years (2022, 2023 and 2024) mowing and strimming the churchyard up to 14 cuts during the growing season, to be carried out twice monthly, as described below in Terms and Conditions.

Terms and Conditions

The following will form part of the contract:

1. In the event of rain, a planned cut may be postponed to the next dry day
2. In the event of the 14 cuts not being completed (for example, due to a wet summer), the contractor will only charge for the number of cuts completed.
3. Additional cuts may be requested through the Parish Clerk and arranged by agreement with the contractor.
4. Grass cutting must include the trimming/strimming to the edge of paths, trees, fences, gravestones and other obstacles of a permanent nature, as well as clearing the churchyard banks at regular intervals, with special attention to the bank on the west side of the churchyard.
5. All clippings must be collected and placed in the three green bins provided on-site.
6. All activities must be carried out in a conscientious and consistent manner without causing avoidable obstruction or annoyance to the public.
7. If the contractor anticipates any problems in meeting the terms of the contract for reasons beyond their control, the contractor must advise the parish council in advance of the circumstances so that a mutually- acceptable course of action can be agreed.
8. Work will be subject to regular inspection by the parish council to ensure the contractual obligations have been satisfied. Any violation of the terms of the contract will be subject to rectification within 14 calendar days of its observation being communicated to the contractor. If problems are not rectified to the satisfaction of the parish council may terminate the contract without further notice. This will be done in writing to the contractor.

9. The successful contractor will need to meet with the chairman of the council and the church warden at the churchyard for a short meeting before each growing season commences in order to discuss any specific requirements (which will be in line with duties described above).

10. In the event of early termination of the contract by the council, the contractor may lodge an appeal, in writing, to the next scheduled meeting of the council.

11. The contractor may terminate the contract at any time during its duration by giving six clear weeks' notice to the Parish Clerk. In the event of early termination by the contractor, the contractor will be liable for any difference between the old contract costs and any new contract costs (if greater). The appointment of any new contractor will be at the sole discretion of the parish council.

12. The appointed contractor will be solely liable for any damage to any machinery owned or hired by them, and for any damage caused by them to any property of the council or residents of the parish, including fences, curbs, etc.

13. The contractor must indemnify the council against any liability arising out of or in connection with the execution of the contract.

14. The contractor must at all times maintain their equipment/machinery in a safe operating condition. All operatives must be adequately trained in the operation of the equipment/machinery and each operative must hold any relevant, valid licence(s), if applicable.

15. All operatives must be fully briefed on the terms of the contract in so far as the non-financial responsibilities are concerned.

16. The contractor must carry out appropriate risk assessments prior to acceptance of the contract. Such risk assessments must be made available to the parish council on request.

17. Invoices should be submitted on a monthly basis to arrive by the 1st of the month following the activity. Payment will be made within 30 days of receipt of invoice, unless the invoice is in dispute.

18. The contractor must ensure that they are conversant with the churchyard before submitting a tender.

Tenders

Bids for the completion of this work should include:

- an order of costs over the next three years
- details of your experience of similar work
- a note of insurance cover and previous experience
- any comments on this brief

Bids need to be received by 5 pm on Monday 6th December 2021. Send to:

Meg at alvingtonclerk@outlook.com, or by post to

Parish Clerk, Alvington Parish Council, 6 Court Road, Lydney, Gloucestershire, GL15 5SY

Contact and Visits

The churchyard is open to the public, so you are very welcome to visit it independently, or alternatively, please contact Cllr. Alan Haslam on 01594 529837 for any further information or to arrange an on-site informal chat.

Many thanks,

Alvington Parish Council

