



GORING-ON-THAMES PARISH COUNCIL

Gardiner Pavilion • Upper Red Cross Road • Goring • Reading • RG8 9BD
Phone: 01491 874444 • Clerk@goringparishcouncil.gov.uk • www.goringparishcouncil.gov.uk
All correspondence to be addressed to the clerk

1st February 2023

To Whom it May Concern

RE: Goring-on-Thames Parish Council Grass Cutting & Grounds Maintenance Contract

Goring-on-Thames Parish Council are pleased to inform you that you have been invited to submit a tender for the above contract and, accordingly, I attach the following documentation:

- Contract Specification
- Tender Form
- References Form
- Location Plan
- Map of area

Contractors are to post their submission in a sealed envelope (bearing no mark of the company on the outside of the envelope) to:

Parish of Goring-on-Thames Grass Cutting & Grounds Maintenance Contract

C/o The Clerk
Goring-on-Thames Parish Council
Gardiner Pavilion,
Upper Red Cross Road
Goring,
Oxfordshire
RG8 0JD

By Noon Wednesday 01st March 2023.

Your tender submission must comprise the following information:

- A covering letter stating you agree to execute the works referred to in the Contract Specification and General Terms of Contract.
- Completed references form along with examples of work
- Completed Form of Tender and associated completed Schedule 1-8, and electronic version sent in excel format.
- A copy of your public liability insurance to a minimum of £10m cover as required by delegated authority from Oxfordshire County Council



**GORING-ON-THAMES
PARISH COUNCIL**

If you require any further information please contact the Clerk by telephone or e-mail.
Please inform, by return, if you will **not** be providing a bid

Yours sincerely

Mrs S Edmunds
Clerk to the Council.



1. Specification

Specification for the Grass Cutting in the Civil Parish of Goring-on-Thames, to be used as the basis for a fixed price per cut, per item, to operate for 3 years, commencing 1st April 2023, with an option to extend for an additional 2 years (5 years total)

2. General Terms of the Contract

The successful contactor shall satisfy the Parish Council through the Parish Clerk and Assistant Clerk:

- a) That they have available suitable, well maintained equipment to carry out the work.
- b) That all persons to be engaged in the work have been properly trained in the use of equipment and other materials, and that they have been made fully aware of the nature of the equipment and materials, and possible dangers to themselves and others arising from their transport, storage or application.
- c) That they have adequate insurance cover against third party claims which might arise from their negligence whilst performing the work.
- d) That they have adequate Employer's Liability insurance cover in respect of the employees engaged on the work.
- e) That they are in a position to comply with all statutory requirements with regard to the performance of the contract.

The successful contractor shall inform the Parish Clerk immediately when they become aware of any deficiency with regard to a) to e) as above and respond promptly to any questions or requests for evidence from the Parish Clerk on matters relating to the contract.

3. Work to be Carried Out Under Contract

The work to be carried out under the terms of the contract shall comprise the following.

3.1. Grass Cutting & Grounds Maintenance Contract

The contractor will be required to undertake works in relation to the cutting of grass and maintaining hedges throughout the Civil Parish of Goring-on-Thames, as indicated in the maps.

The Civil Parish of Goring-on-Thames is located in the South Oxfordshire.

All work shall be to a good and workmanlike standard and comply with any specification and special conditions given in the individual schedules, all to the satisfaction of the supervising officer.

If, in the opinion of the supervising officer, any task in the contract has not been completed in accordance with the specification, the supervising officer will give the contractor written notice of the action needed to remedy the breach, specifying a reasonable time for it to be remedied.



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Failure to comply may lead the Council to terminate the contract and employ other persons to carry out the contract work.

The required frequency of cutting grass will depend on weather conditions and the supervising officer may issue instructions to increase or reduce the number of cuts or other extra work, and the prices to be paid or credited will be those given in the tender for that type of work.

Where the contractor holds an access key for any location, the contractor will ensure that the location is properly locked immediately after work has been completed or at the end of the working day if all the work is not completed on the same day and he will not pass the key to anyone else unless authorised to do so by the supervising officer. The contractor will be responsible for the safe custody of the key and its return at the end of the contract.

The contractor shall indemnify the Council against any claim arising from the contractor's negligence and hold public liability insurance for a minimum of £10m as well as Employer's Liability insurance to the minimum required by law. The contractor shall provide the Council with a copy of the insurance cover note before starting work in each year beginning on 1 April.

The contractor shall provide all personnel, materials, equipment, machinery and vehicles necessary for the provision of the service. Personnel shall be competent at and suitably experienced in such work. At no time will any person contracted to do the work be deemed to work directly for the Council, but only as a contractor or an employee of a contractor.

Payment will be made against invoices that must be submitted monthly, itemised to show the location, date and description of the work completed. Payment will normally be made no later than the end of the month following the month in which a valid invoice is received provided the supervising officer is satisfied that the work has been completed to the required standard.

If requested with the tender, the agreed prices may be increased (or decreased) on each anniversary of the start of the contract by an amount determined by the annual change in the retail prices index on the anniversary of the date of tender, the price will be inclusive of all necessary labour materials, transport and equipment for the proper execution of the works and includes all necessary safety equipment which may be required.

All contracts shall be subject to retention of the contract monies at such percentage and for such length time as the council shall determine prior to the issue of invitations to tender.

The Council shall determine whether the contractor shall be liable to pay to the council liquidated damages for any failure to complete the work by the completion date specified in the contract.

No variation to the contract will be valid unless put in writing and signed by the proper officer of the council.

The Council shall reserve the right to cancel the contract and recover from the contractor any loss thereby incurred if the contractor shall have offered or given or agreed to give, to any person, any gift consideration or inducement or reward of any kind for doing or forbearing to do or for having done or forborne to do any action in relation to obtaining or executing the contract.



Conditions of contract Definitions:

- A. The Authority is the Goring-on-Thames Parish Council. The Supervising Officer will be an employee of the authority, generally the Clerk or Assistant Clerk.
- B. The contractor employed for this work is who is hereafter referred to as the Contractor.
- C. The Contract will begin on 1st April 2023 and terminate on 31st March 2026 unless extended by 2 additional years, cessation of the contract for any reasons other than those of a disciplinary nature, shall be of 3 months duration by either party.

The contractor should make himself fully aware of the site conditions and comply with all the requirements for statutory equipment. Any claims arising from the contractor's failure to comply with this clause will not be admitted.

The contractor must comply with all statutory requirements appertaining to Health & Safety legislation under the Health and Safety at Work Act 1974 (General Duties of Self-Employed Persons) (Prescribed Undertakings) Regulations 2015, and shall be responsible for making the site a safe and tidy place of work for himself and any other persons working on his behalf.

All monies or other items of value found by the contractor or his employees at the site shall be handed to the Supervising Officer as soon as possible and a written receipt obtained.

The contractor shall comply with all legislation relating to the payment of income or other taxes and national insurance contributions arising from this contract with the Authority.

Due to the very sensitive nature of the works required in this contract, It is essential that a professional attitude and commitment is maintained throughout the duration of the contract. If the contractor fails to provide the service covered within this contract, the Authority, without prejudice, reserves the right to terminate the contract immediately.

3.2. Conditions Applicable to Grounds Maintenance at White Hill Burial Ground

3.2.1. Staff and working hours

Members of the public visiting the burial ground may be in a distressed or emotional state and have high expectations of the people who work there. The contractor shall therefore ensure:

- a) The contractor's employees are neatly dressed, minimum clothing shirt/T-shirt, trousers/jeans without slogans, pictures or advertising material on them.
- b) The contractor's employees should be well-behaved, not swear or use profane language at any time and maintain seemly behaviour. A polite and helpful attitude to the public is required at all times, ensuring any direct queries are referred to the Clerk to the Council.



- c) The contractor's employees should assist in the maintenance of good order and seemly behaviour in the burial ground. This includes deterring vandalism, assisting in the apprehension of vandals and dissuading anyone causing a nuisance in the burial ground.
- d) That the cars or other vehicles owned or driven by a member of the contractor's staff are to be parked as discreetly as possible where they will not cause offence or obstruct traffic entering or leaving the burial ground. They must not obstruct or impede funeral processions.
- e) No radio, music player or any other music may be played in the burial ground.
- f) If the supervising officer should object to a member of the contractor's staff for any of the above reasons, having notified the contractor, he shall at no cost to the council, remove the employee forthwith from the burial ground until the problem has been resolved to the satisfaction of the supervising officer of the Council.
- g) The contractor only works at the burial ground during the following hours:

Mondays to Fridays	07.30--20.30hrs or dusk whichever is the earlier
Saturdays	07.30--13.00hrs
Sundays	No work to be carried out
Bank Holidays	No work to be carried out
Armistice Day	No work to be carried out

- h) The contractor shall not carry out machine work when a funeral is in progress from the time the funeral cortege arrives at the burial ground until the last mourner leaves.

3.2.2. Access by other contractors

Other contractors may enter the burial ground as authorised by the supervising officer including stonemasons, builders or other persons engaged in repair, maintenance or improvement.

3.2.3. Levelling of graves

A consequence of a burial is that settlement occurs during the 12 months after interment. After a number of years, there is secondary settlement as coffins decompose.

- a) Every 6 months following the date of this agreement and with the advice of the supervising officer, the contractor shall level all burials, which are 12 months old or more.
- b) The contractor shall remove and spread chalk, to a depth of 20cm and tamp down, provide topsoil and level to receive turf.
- c) Similarly with graves which have subsided, the contractor shall remove turf to one side for re-use, backfill with topsoil to appropriate depth to allow turf to be re-laid and re-lay turf.
- d) Where there is no turf suitable for re-use, the contractor shall provide topsoil to the level of the surrounding area, sow and rake in grass seed at the rate of 35 gms per



square meter and maintain to ensure growth and blending with the surrounding area (pre-cut turf may be used).

3.2.4. Headstones

Headstones which have settled or become unstable are the responsibility of the grave owner, who should make good such settlement. However, if instructed by the supervising officer, the contractor shall lift and backfill the depression and ensure the headstone is re-erected so that it is both upright and level.

3.2.5. Wreaths, floral tributes, litter

At each visit during the grass cutting season (see contract), the contractor shall remove all litter and debris, and shortly after 21 days following a funeral or interment of ashes, remove faded or dying floral tributes and wreaths left on graves and cremation plots. These should be placed in the skip provided.

3.3. Specification of works

The tender price for each item must be shown separately.

You must make your tender by:

- a) inserting a price for each of the work items listed in the appropriate line of the Excel spreadsheet and
- b) confirming the price by inserting it for each of the work items against the description on a printed copy of the schedule for each contract (please print your own copies from the PDFs attached).

The completed spreadsheet must be sent to the Council as an email attachment by the tender deadline. The subject line of the email message should be: "Grass Cutting Tender from [your business name]".

The following 8 Schedules detail the location; mowing periods; lengths and a space to write in the price.



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3.3.1. SCHEDULE 1

Contract for mowing and maintenance:

**Bourdillon Memorial
Recreation Ground, Goring
(zone 27A)**

Name of contractor:

Show prices exclusive of VAT

A Grass cutting etc.

1 Cut to a length of 1 inch every three weeks from mid-March to the end of October:

Generally: use gang mowers and hand mowers as appropriate, remove from site all debris and other matter which may be found, strim up to the boundary and the parts inaccessible to mowers. Sweep grass cuttings from the paths.

Cut children's play area with hand mower and strim around fence.

per cut: £

2 Extra cuts in February and November if required and, if required, immediately prior to the school sports day in July (date to be advised).

per cut: £

B General

1 Cut back the edges of the paths in April each year. To include the path from the recreation ground leading to Milldown Road and the path from the recreation ground to Elvendon Road.

Lump Sum: £

(Note: tender for hedging is included in schedule 6.)

Signed:

Date:

On behalf of:

Signed:

Date:

On behalf of Goring-on-Thames Parish Council



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3.3.2. SCHEDULE 2

Contract for mowing and maintenance:

Ferry Lane open
space Goring (zone
131A)

Name of Contractor:

Show prices exclusive of VAT

A Grass cutting

- | | |
|---|--|
| 1 | Cut to a length of 1 inch once a month in March, April, May, August, September and October.
Generally: remove from site all débris, branches and other matter which may be found, strim around seats, trees and all banks up to the boundary.
<p style="text-align: right;">per cut: £</p> |
| 2 | Cut to a length of 1 inch twice a month in June and July.
Generally: remove from site all débris, branches, grass cuttings and other matter which may be found, strim around seats, trees and all banks up to the boundary.
<p style="text-align: right;">per cut: £</p> |

Do NOT cut reeds etc along the edge of the Thames.

(Note: tender for hedging is included in schedule 6.)

Signed:

Date:

On behalf of:

Signed:

Date:

On behalf of Goring-on-Thames Parish Council



3.3.3. SCHEDULE 3

Contract for mowing and maintenance:

**Gardiner Recreation
Ground, Goring (zone
100A)**

Name of Contractor:

Show prices exclusive of VAT

A	Grass cutting etc.	
1	<u>General area:</u> February, November and December cut to a length of 1 inch once a month March and April cut to a length of ½ inch <i>three</i> times a month <u>Area outside cricket fielding surface:</u> cut to a length May, June July and August cut to a length of ½ inch <i>four</i> times a month. September & October cut to a length of ½ inch <i>three</i> times a month. Generally: use gang mowers and hand mowers as appropriate, remove from site all débris and other matter which may be found, strim around trees, practice nets and seats, up to boundary and parts inaccessible to mowers and up to bowls green.	per cut: £
2	<u>Cricket fielding surface – on request:</u> May, June, July and August cut as short as possible to comply with league requirements, <u>if and when requested</u> , on <i>Fridays</i> .	per cut: £
3	<u>Children’s playground:</u> March to October using hand mowers, cut to a length of 1 inch twice a month from Strim around fence.	per cut: £



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B Rolling

4 Roll:

Early Spring

using a heavy roller once a year at a date to be agreed.

Fixed Price: £

(Note: tender for hedging is included in schedule 6.)

Signed:

Date:

On behalf of:

Signed:

Date:

On behalf of Goring-on-Thames Parish Council



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3.3.4. SCHEDULE 4

Contract for mowing and maintenance:

Rectory Garden,
Goring (zone 133A)

Name of Contractor:

Show prices exclusive of VAT

A Grass cutting

1 Regular cuts:

March to October

cut to a length of 1 inch twice a month.

Generally remove from site all débris, branches,
grass cuttings and other matter which may be found,
strim around seats and trees.

per cut: £

2 Additional Cuts:

If required

Additional cuts immediately before special events as directed
by the supervising officer.

per cut: £

B General

3 Moss Killer:

October

Supply and apply moss killer once each year.

Lump Sum: £

Signed:

Date:

On behalf of:

Signed:

Date:

On behalf of Goring-on-Thames Parish Council



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3.3.5. SCHEDULE 5

Contract for mowing and maintenance:

Sheepcot Recreation Ground,
Goring (Zone 69A)

Name of Contractor:

Show prices exclusive of VAT

A Grass cutting

1 General Area: [outside of marked football pitches, including entrance to the Recreation Ground, around the Jubilee Garden]

February and November

cut to a length of 1 inch once a month

March, April & May

cut to a length of 1 inch *three* times a month

June, July, August, September & October

cut to a length of 1 inch *two* times a month

Generally: use gang mowers and hand mowers as appropriate, remove from site all debris and other matter which may be found, strim around trees and seats, up to boundary and inaccessible parts.

per cut: £

(Note: tender for hedging is included in schedule 6.)

Signed:

Date:

On behalf of:

Signed:

Date:

On behalf of Goring-on-Thames Parish Council



3.3.6. SCHEDULE 6

Contract for mowing and maintenance:

Hedging

Name of Contractor:

Show prices exclusive of VAT

A	<u>Rectory Garden hedges (zone 133A)</u>	
1	Cut cypress hedge along western boundary, approximately 123 feet long, and remove any invading species, in October each year. Generally: cut <u>both sides and the top</u> , remove all débris from beneath the hedge, remove cuttings from site and leave site clean and tidy.	
		per cut: £
B	<u>Bourdillon Memorial Ground hedges (zone 27A)</u>	
2	Trim boundary hedges in October each year, on the North, South & West Boundaries Generally: Remove all débris from beneath the hedge, remove cuttings from site and leave site clean and tidy.	
		per cut: £
C	<u>Sheepcot Recreation Ground (zone 69A)</u>	
3	Trim all hedges in October each year. On the west side this will include the hedge from the barrier to the boundary between the rear of Kings Court and Queens Court. NOT including the hedge between the field and Queens Court nor remaining hedges to the rear of houses in Gatehampton Road and Whitehills Green. Generally: Remove from site all débris from beneath the hedges, remove cuttings and leave site clean and tidy.	
		per cut: £



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D Gardiner Recreation Ground Hedges (zone 100A)

- 4 Maintain hedges to a height of three (3) metres and trim all shrubs in October each year.

Generally: Remove from site all débris from beneath the hedge, remove cuttings and leave site clean and tidy.

per cut: £

E Ferry Lane Open Space (Zone 131A)

- 5 Trim all hedges in **October** each year.

Generally: Remove from site all débris from beneath the hedge, remove cuttings and leave site clean and tidy.

per cut: £

F North East Corner, Entrance Yew Tree Court (Zone 110)

- 6 Trim all hedges in **October** each year.

Generally: Remove from site all débris from beneath the hedge, remove cuttings and leave site clean and tidy.

per cut: £

(Note: tender for hedging along highways is included in schedule 7. Hedges at White Hill Burial Ground are included in schedule 8.)

Signed:

Date:

On behalf of:

Signed:

Date:

On behalf of Goring-on-Thames Parish Council



3.3.7. SCHEDULE 7

Contract for mowing and maintenance:

**Maintenance of verges, hedges
and other small areas on
highways in Goring**

Name of Contractor:

Note: the descriptions in this schedule are in summary form. Many of the verges and hedges owned by the parish council in Goring are maintained by residents. The scope of the works for which tenders are invited is maintenance of verges, hedges and other small areas that are not maintained by residents. For full details of all zones referred to below see the [Google internet map 1 \(east of railway\)](#) and [Google internet map 2 \(west of railway\)](#) referred to in the preamble.

Show prices exclusive of VAT

Grass Cutting

- | | |
|---|--|
| 1 | <p><u>Conspicuous</u> verge areas (Rectory Garden verge, High Street opposite Rectory Garden, and Lock Approach – zones 133, 134, 135, 136, 137).</p> <p>Cut to a length of 1 inch twice a month from March to October and remove grass cuttings.</p> <p style="text-align: right;">per cut: £</p> |
| 2 | <p><u>Less conspicuous</u> verge areas including but not limited to:</p> <p>Heron Shaw either side of entrance from B4009 (zones 49, 53).
Mountfield either side of entrance (zone 34A). East and west sides of Cleeve Down from Elvendon Road to bend, including vision splays at Elvendon Road (zones 18, 20). North-east and north-west corners of Elvendon Road and Icknield Way (zones 10, 11). Open space between Fairfield Road and Lockstile Way (zone 42). Millers Close either side of entrance (zones 88, 89). All grassed area in The Birches (zones 141, 148). East side of Thames Road between Glebe Ride and High Street (zone 140).</p> <p>Cut to a length of 1 inch once a month from March to October</p> <p style="text-align: right;">per cut: £</p> |
| 3 | <p><u>Other roadside verges</u> not maintained by residents, as indicated by zones 1 to 147 on maps 1 and 2: cut twice a year, including: along the B4526 from the 30 mph speed limit sign at the top of White Hill to the junction with Gatehampton Road and along B4009 from the 30 mph speed limit sign at the north entrance to the village to the junction with B4526.</p> <p style="text-align: right;">per cut: £</p> |



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- 4 Approach to Bourdillon recreation ground along the footpath from Lycroft Close (zones 27, 39, 41A, 41B): cut once per month from March to October. Cut / strim both sides of the approach, remove dead wood / litter
per cut: £
- 5 Towpath (zone 138): in April, May August and September once a month cut all grass along to the eastern side of the towpath and strim around all seats from Goring river bridge downstream to Ferry Lane open space.
per cut: £
- 6 Towpath (zone 138): in June and July twice a month cut all grass along to the eastern side of the towpath and strim around all seats from Goring river bridge downstream to Ferry Lane open space.
per cut: £

Hedge maintenance

- 7 Roadside hedges – trim once a year in October at specified locations along B4526 Reading Road and B4009 Wallingford Road (zones 34, 35, 47, 73, 76, 77).
per cut: £

Signed: _____ Date: _____

On behalf of:

Signed: _____ Date: _____

On behalf of Goring-on-Thames Parish Council



3.3.8. SCHEDULE 8

Contract for mowing and maintenance:

Whitehill Burial Ground (78A)
Grass Maintenance

Name of Contractor:

The contractor is to carry out works in an appropriate manner for a burial ground and in accordance with the council's **burial ground regulations** and item **3.2** to this contract. Work shall not be carried out on: Saturdays after 1:00pm, Sundays, public or bank holidays and Armistice Day, nor during or after a funeral while any mourner remains anywhere in the burial ground.

Show prices exclusive of VAT

1	<p><u>Burial Area in Use</u></p> <p>March → October Cut the entire burial area, verges for 50 metres in each direction outside the entrance gates, the driveway and both sides of the turning circle to a length of ¾ inch every second week, the first cut to be before Mothering Sunday in each year.</p> <p>Generally: Mowings shall be cut fine enough they will mulch down, or mower to be equipped with grass collecting box and mowings to be taken away. Cutting to include strimming / trimming around all headstones, memorial plaques and planting tubs, leaving a clean and tidy area.</p> <p style="text-align: right;">per cut: £</p>
2	<p><u>Future Burials Area</u></p> <p>April → October Cut the future burial area once every four weeks.</p> <p>Generally: Mowings shall be cut fine enough they will mulch down, or mower to be equipped with grass collecting box and mowings to be taken away. Cutting to include strimming / trimming around all headstones, memorial plaques and planting tubs, leaving a clean and tidy area.</p> <p style="text-align: right;">per cut: £</p>
3	<p><u>Strimming</u></p> <p>May and August Strim and trim the bank on the north east side of the burial area.</p> <p style="text-align: right;">per strim: £</p>
4	<p><u>Approach Road and Turning Circle</u></p> <p>October Edge the tarmac area.</p> <p style="text-align: right;">per edging: £</p>



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- 5 Weed treatment
- May and August**
Treat weeds around the perimeter and banks with weed killer spray.
Per treatment: £
- 6 Levelling Graves
- 6 Monthly**
Levelling of all graves 12-18 months old.
Per 10 burial Plots: £
- Levelling of older, subsided plots.
Per 10 burial Plots: £
- 7 The Paddock
- If required**
Mow The Paddock once or twice a year to maintain as a wild meadow
(currently rented out for grazing)
per cut: £
- 8 Whitehill Burial Ground Hedges
- May & October**
Trim all boundary hedges and shrubs to the burial area, future burial area,
by entrance gates and access verges (except where maintained by
adjacent owners). Include hedges in the paddock on the east side of the
area near to the office.
Generally: All hedge cuttings / trimmings and general waste to be
shredded and distributed at specified locations on the site.
per trim: £

NOTE: the preparation (digging) of graves is being tendered concurrently,
should a contractor so wish, they may tender both at the same time as a
combined tender, please see website for full details.

Signed: _____ Date: _____

On behalf of:

Signed: _____ Date: _____

On behalf of Goring-on-Thames Parish Council



3.4. Performance of the Contract

- a) In carrying out such works the contractor and his staff shall exhibit a caring and professional attitude, showing respect for members of staff, other contractors of the Parish Council, members of public and any users of the Recreational Grounds maintained by the Parish Council.
- b) The contractor shall provide and maintain a telephone communications system for the duration of the contract. This is essential feature of this contract in order to ensure efficient exchange of information between the supervision officer and the contractor so that changes in instruction which may affect the efficient management of the Parish and the level of service provided can be maintained.
- c) All tools and equipment shall, when not in use be stored or kept away from the public.

It is the responsibility of the contractor to acquaint themselves with and ensure all operations comply with all Statutory Regulations and recognised Codes of Practice relating to the works to be undertaken and in particular (for example but not by way of limitation)

A. Health & Safety at Work Act 1974

The Contractor shall ensure that all staff are fully trained, conversant, and skilled in the operation undertaken.

The Contractor must supply a copy of their Public Liability Insurance and Health and Safety Policy prior to working within the Parish.

Reporting Accidents

- a) The contractor shall notify the supervising officer immediately of any notifiable accident or dangerous occurrences as defined in the reporting of injuries, diseases & Dangerous occurrences regulations 1985 No 2023 which occur on the authority's property or premises. Accidents will be recorded.
- b) The Contractor shall immediately bring to the attention of the supervising officer anything which in their view constitutes a danger to persons or property.

3.5. Extra Work in Addition to the Contract

Should the contractor be asked for additional work, the contractor must confirm they have the ability to undertake work, and shall be subject to the amount of payment being mutually agreed.

4. REFERENCES

Applicants are required to supply examples of similar works undertaken.



5. VARIATION OF COST

The Parish Council will consider an annual variation of the cost of the contract due to inflationary pressures.

6. SUBMISSION OF TENDER

Tenders must reach the Parish Clerk, at the address given on the tender invite letter, in a sealed envelope endorsed 'PARISH OF GORING-ON-THAMES GRASS CUTTING & GROUNDS MAINTENANCE CONTRACT' by no later than 12 noon, Wednesday 1st March 2023.

The Parish Council does not undertake to accept the lowest tender.

7. FORMAT OF CONTRACT

The formal contract between the successful tenderer and the Parish Council shall comprise this written specification, the written tender submitted by the contractor and the Parish Council's written acceptance of the tender. Subsequent variations to the contract shall be by exchange of letters between the Council and the Contractor.

Termination of contract can be exercised by either party by giving in writing three months notification or at any time where the provisions of this contract are not being served in the opinion of the council.



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CIVIL PARISH OF GORING-ON-THAMES GRASS CUTTING & GROUNDS MAINTENANCE CONTRACT

FORM OF TENDER FOR CIVIL PARISH OF GORING-ON-THAMES GRASS CUTTING.

Section A: The Company

Company Name

Contact Name

Address

Postcode

E-mail Address

Telephone

Mobile

Section B: The Proposal

I / we having read the terms of the specification and contract conditions and hereby offer to execute the works in accordance with them for the prices as provided on Schedule 1-8 as attached to this tender.

The same prices have also been entered in to the excel spread sheet and provided electronically to the Parish Clerk.

Section C: Confirmation & Signatures.

This is a three year contract (with an option to extend to five years) which may be determined by either party with 6 months' notice in writing. An annual inflation increase will be considered by the Council during its annual budgetary process (normally December/January).

Our insurance details are attached along with reference form.

Signature

Name

Date

Or and on behalf of



**GORING-ON-THAMES
PARISH COUNCIL**

**CIVIL PARISH OF GORING-ON-THAMES GRASS CUTTING & GROUNDS MAINTENANCE
CONTRACT**

REFERENCE FORM FOR CIVIL PARISH OF GORING-ON-THAMES GRASS CUTTING.

Reference 1

Firm/Company Name

Dates

Contact Details

Example of Works

Reference 2

Firm/Company Name

Dates

Contact Details

Example of Works

Reference 3

Firm/Company Name

Dates

Contact Details

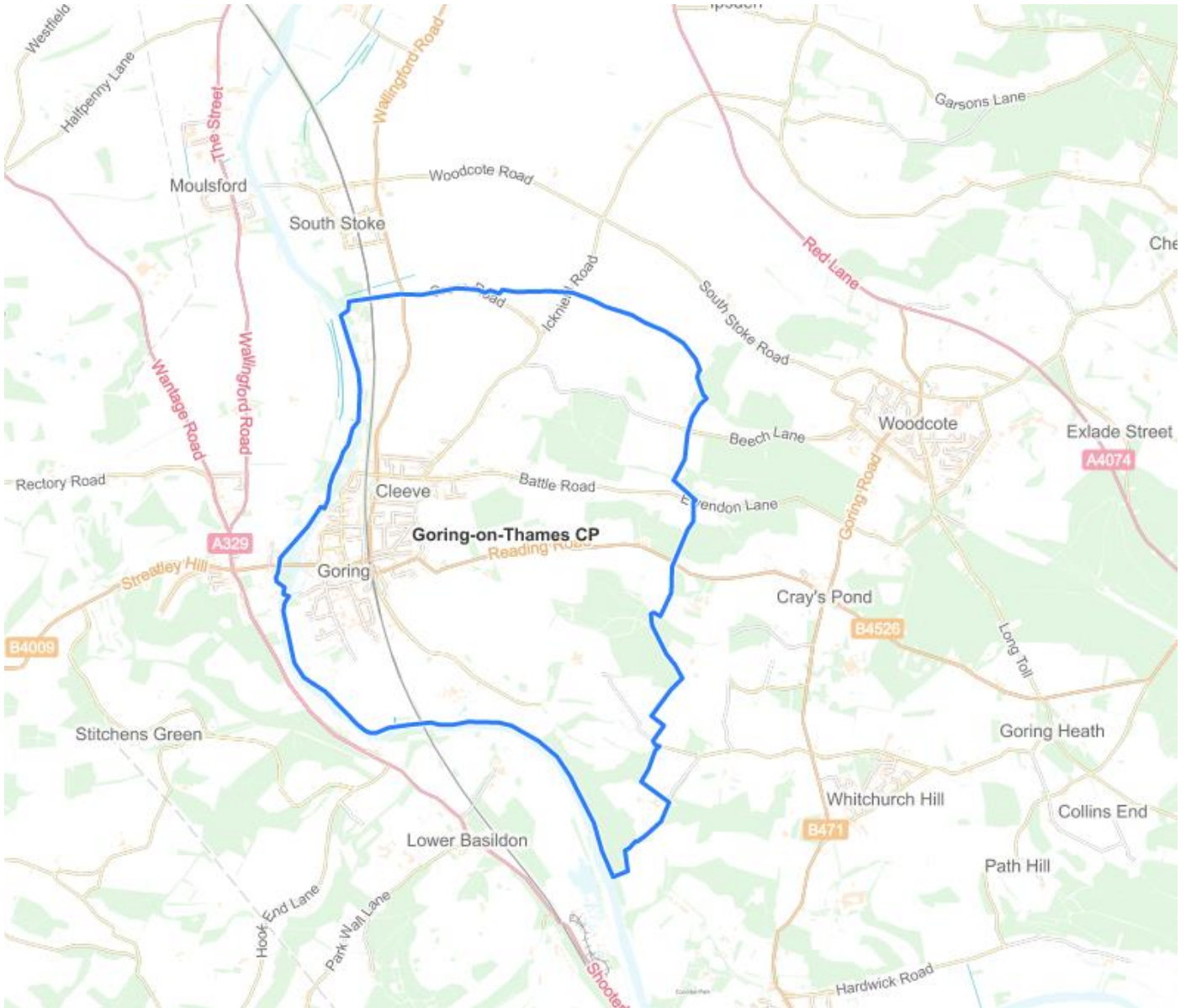
Example of Works



GORING-ON-THAMES PARISH COUNCIL

CIVIL PARISH OF GORING-ON-THAMES GRASS CUTTING & GROUNDS MAINTENANCE CONTRACT

Location Plan





GORING-ON-THAMES PARISH COUNCIL

CIVIL PARISH OF GORING-ON-THAMES GRASS CUTTING & GROUNDS MAINTENANCE CONTRACT

Map of Area

The locations of work are shown on the following Google internet maps:

1 West of Railway line:

<http://maps.google.co.uk/maps/ms?hl=en&ie=UTF8&msa=0&msid=117031601486350799061.0004737bfbb5ba15133ca&z=15>

2 East of Railway line:

<http://maps.google.co.uk/maps/ms?hl=en&ie=UTF8&msa=0&msid=117031601486350799061.0004733638b32292addc6&ll=51.507922,-1.133625&spn=0.073188,0.152264&z=13>

It may be necessary for you to cut and paste the URLs above into your browser address line.

Note: The Football Clubs have recently purchased mowing equipment to maintain the football pitches. They are now maintaining the football pitches themselves. You have been asked to tender with a price to mow around the marked pitches at the Gardiner and Sheepcot Recreation Grounds.

Notes regarding maintenance of verges, hedges and other small areas on highways in Goring:

- a) Many of the verges and hedges owned or managed by the Parish Council are maintained on a voluntary basis by residents. The scope of the works for maintenance of verges, hedges and other small areas on highways in Goring for which tenders are invited is areas that are not maintained by residents.
- b) The descriptions in the schedule are in summary form. For full details of all locations see the Google internet maps referred to above.