



**DRAYTON (ABINGDON)
PARISH COUNCIL**

www.DraytonPC.org

**SELF-EMPLOYED VILLAGE GRASS CUTTING CONTRACTOR
CONTRACT SPECIFICATIONS & REQUEST FOR QUOTATION**

INTRODUCTION

Drayton Parish Council (the “**Parish Council**”) is responsible for keeping Drayton village neat and tidy and ensuring that the Parish Council’s public open spaces are well maintained. This requires regular cutting of grass areas owned by the Parish Council, and this work is delegated to a contractor (the “**Contractor**”).

REQUEST FOR QUOTATIONS

The Parish Council invites interested parties to provide a quotation for undertaking grass cutting work for a two-year period, on the contractual terms outlined below.

Quotations should be in writing, and sent by email to clerk@draytonpc.org by the close of business on **Friday 17 January 2020**, and must include the following information:

- state the proposer’s experience in undertaking such work;
- confirm whether the proposer has previously worked for a government body, local council or parish council, and if so, provide the contact details of two referees at those bodies;
- if no work has previously been done for a government body, please provide contact details for two referees;
- state a fixed annual price for the contract (excluding VAT); and
- include a copy of the proposer’s appropriate insurance documents.

The Parish Council will consider all quotations received by the above deadline. Please note that while the price is important, it will not be the only factor that the Parish Council will consider when evaluating the quotations received. The Parish Council is aiming to select a Contractor by mid-February 2020.

CONTRACT TERMS

1. Duties

- 1.1 **Strimming** around trees, play equipment, bins, benches, and graves in burial ground etc., taking care not to damage any structure that is being trimmed around.
- 1.2 **Grass cutting** – as per Schedule 1 and Schedule 2 hereto. Please quote on two bases: (i) grass collected and (ii) grass not collected (please note that grass must be blown or swept off gravestones).

Duties must be performed with diligence, due courtesy and consideration, and no action by the Contractor must bring the Parish Council into disrepute.

2. Duration and Termination

The services are to be provided during **April to October** each year. The Parish Council has also allowed for one additional cut to enable grass to be cut once in March or November (weather dependent and at the Contractor's discretion).

The Contractor will be appointed for a period of two (2) years, subject to an annual review by the Parish Council. If the review is satisfactory then the contract will automatically continue for the second year.

The contract can be terminated at any time and for any reason by either party serving three months' prior written notice on the other party. The Parish Council may suspend the contract and withhold payment if, in its sole determination, the Contractor's duties are not being performed satisfactorily within the contract terms.

3. Reporting and Invoicing

The Contractor shall report to the Parish Council via the Clerk. The Contractor shall provide to the Clerk a monthly invoice detailing the work undertaken. This invoice must be received at least one week prior to the end of a calendar month, to allow timely authorisation and payment by the Parish Council.

The Contractor must be contactable by phone and email.

4. Equipment, Health and Safety and Insurance

The Contractor shall provide their own equipment, including personal protective equipment/high visibility clothing, mowers, strimmers, rubbish sacks, etc.. The Contractor is responsible for their own health and safety, risk assessments, safe working practices to protect the public, and for the safe and responsible disposal of any waste materials. If working by a roadside, the Contractor must wear high visibility clothing at all times.

The Contractor must carry suitable public liability and other appropriate insurances of a minimum of £10 million, and must provide a copy of the renewal certificate to the Parish Clerk on an annual basis.

5. Contractor Status

The Contractor will be a contractor and not an employee of the Parish Council. The Contractor must take all necessary steps to ensure they are a contractor for the purposes of IR35.

6. Sub-Contracting

The work may not be sub-contracted to another organisation but Contractor may provide whichever personnel to undertake the services as it sees fit.

SCHEDULE 1

Grass Cutting Areas and Frequency

Season: a total of 7 months - April to October each year, plus one additional cut if required Nov/March.

The Parish Council expects that significant new grass cutting areas will be added to this Schedule in 2020-2021, including areas at the Manor Farm/Edward Park, Dovecote and Walnut Meadows developments. The Contractor will be asked to provide a quotation for cutting these additional areas at the relevant time.

Area to be Cut	Map references	Frequency	Details
Parish Burial Ground	2	Twice a month	Mow burial ground, and where it is not possible to mow over a grave, then strim around and between graves. Grass cuttings must be swept or blown off all headstones and memorials
Grass east of Abingdon/ Steventon Road	3, 5, 6, 7, 8	Twice a month	
Grass at Steventon Road/High Street interchange	4	Twice a month	
Grass at Abingdon Road/ Sutton Wick Lane interchange	9	Twice a month	
Grassland in Sutton Wick Lane	10, 13, 14, 15, 16	Twice a month	Also strim around pond and Willow trees
BMX Track, Lyford Close	11	Twice a month	
Lockway playground	12	Twice a month	Grass within fenced play area
Drayton Village Hall	1 & 17	Twice a month	All grassy areas around the hall, and the playing field (including football pitches). Height of grass on playing fields to be agreed by Parish Council and Contractor.
Walnut Meadows Play Area	18	Twice a month	

SCHEDULE 2
Grass Cutting Maps



0 100 200 m



Drain

1

12

17

5

6

3

4

7

8

2

57m



