



# **BROMYARD AND WINSLOW TOWN COUNCIL**

## **Contract for Grounds Maintenance, Grass Cutting and other Ancillary Works**

Bromyard By-Pass and Associated Areas,  
Bromyard Open Spaces,  
St. Peters Churchyard,  
Riverside Walk, Broadbridge  
Town Green  
Cemetery

**April 2022 - March 2025**

# **BROMYARD & WINSLOW TOWN COUNCIL**

## *CONTRACT FOR GROUND MAINTENANCE, GRASS CUTTING AND OTHER ANCILLARY WORKS*

**Grass Cutting  
Bromyard By-Pass and Associated Areas  
Bromyard Open Spaces  
St. Peter's Churchyard  
Town Green  
Riverside Walk, Broadbridge  
Cemetery**

**April 2022 – March 2025**

Bromyard and Winslow Town Council invite Quotations for carrying out grass cutting, and maintenance as detailed above for a three-year period commencing 1<sup>st</sup> April 2022.

Full details and further information can be obtained from the Clerk between 9am and 12.30pm Mondays to Thursdays.

**Closing date for return of Quotations – Monday 14th February 2022 – 9am**

Karen Mitchell  
Town Clerk

Bromyard & Winslow Town Council  
Council Offices  
The Old Vicarage  
Rowberry Street  
Bromyard  
HR7 4DU

Tel: (01885) 482825  
E-mail: [clerk@bromyardandwinslow-tc.gov.uk](mailto:clerk@bromyardandwinslow-tc.gov.uk)

## INDEX

Conditions of Contract	4
Contractor's Insurance	6
Preamble	7
Specifications for Grass Cutting and Ancillary works	8
Maps	

## CONDITIONS OF CONTRACT

1. Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside the prescribed process.
2. The Town Council shall not be obliged to accept the lowest or any tender, quote or estimate.
3. To avoid any misunderstandings those who quote are strongly advised to discuss the Contract with the Town Clerk.
4. Contractors will be deemed to have inspected the sites concerned and allowed in the quotation for all degrees of difficulty. No claim for extra payment will be entertained arising from the Contractors ignorance of the site conditions.
5. Minimum Amount of insurance  
£5,000,000 for any one incident.  
Number of incidents unlimited.  
  
Contractors will be asked to submit their Third-Party Insurance for inspection before commencement of the work.
6. Contract Period  
1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023  
1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2025 (conditionally)
7. Financial Arrangements
  - i) Type of Quotation - Negotiable
  - ii) The Contractor shall not include any sum for V.A.T. Payment will be made of this tax according to the current rate for services at the time of execution of the work.
  - iii) Any variations to the specification deemed to be thought necessary by either the Contractor or the Town Council during the contract period will be settled as and when they occur.
  - iv) All accounts to be submitted monthly together with a report showing dates when work was carried out and the nature of the works carried out.
  - v) In the event that the Contractor fails to carry out the work to the total satisfaction of the Council, that the Council may (by giving fourteen days notice, in writing) cancel any agreement made between the Contractor and the Council and arrange for another Contractor to fulfil the terms of the specification and that any monies outstanding shall be used to defray any additional expenses which the Council may incur by reason of the default.
8. Defective Workmanship  
The Town Council reserves the right to withhold payment for defective work until the work has been carried out to its representatives' satisfaction in accordance with the specification. Contractors must adhere to the Contracts and any deviation in any way will result in financial forfeit.
9. Payments  
Will be made on receipt of an official invoice, in the month following the invoice date.  
Sums to be itemised as shown.

10. Health and Safety

The attention of Contractors is drawn to current legislation including the Health and Safety at Work etc. Act in place at the time the Contract is let with which they shall comply. In particular the contractor shall at all times maintain safe and healthy working conditions at all sites and comply with the requirements of Codes of Practice which are applicable to the work being undertaken and ensure that all operatives comply with this clause.

**BROMYARD and WINSLOW**  
**TOWN COUNCIL**

Contractors Insurance

Name of Contractor .....

Address .....

.....

.....

I certify that I hold the following Insurance Policies: -

1) Public Liability Policy No. ....

Renewal Date .....

Issued by .....

2) Employers Liability Policy No. ....

Renewal Date .....

Issued by .....

I enclose relevant copies of these certificates

Signed .....

On behalf of .....

Date .....

Please note that acceptance of this Certificate does not imply that this Council accepts,  
or has checked as adequate, your insurance details.  
You are reminded that it is the responsibility of each Contractor to check that his insurance's  
satisfy the Town Council's requirements.  
(Note that the Council's minimum requirement for public liability is an  
indemnity of £5,000,000).

## **GRASS CUTTING - PREAMBLE**

1. This Contract is set to maintain amenity areas which belong to or are under the control of Bromyard and Winslow Town Council, to an acceptable standard to the Town Council and to members of the public.
2. All areas are open to the public for access or recreational use.
3. The Town Council expects a high standard of work to be undertaken by the successful Contractor.
4. The work consists of grass cutting, hedge trimming, tree work, weed control and all other items entered in the Schedule of Work.
5. The period of the Contract is initially from 1<sup>st</sup> April 2022 to 31st March 2023. Should the work be carried out to the satisfaction of Bromyard and Winslow Town Council, the contractor may be offered an extension to the Contract for a further two years.

# BROMYARD & WINSLOW TOWN COUNCIL

## Specification for Grass cutting Contract 2022 - 2025

### Bromyard By-Pass & Associated Areas

This document must be read in conjunction with the plan attached.

1. To cut the grass on the above site at a height of 15-20mm as follows  

Mar	April	May	June	July	Aug	Sept	Oct	Nov
1	2	3	4	4	3	3	2	2

and including the strimming of all grass edges to roads, footpaths and fences, trees and any other features as outlined in green on the plan and clear all footpaths of cut grass. £ .....
  
2. To cut the grass banks on the By-pass (when the daffodils have died down) as per the above schedule per annum as outlined in pink on the plan. £ .....
  
3. To maintain all trees up to 2.5m from the ground on the above sites, removing any wind damaged/vandalised branches, dead and dangerous trees from site. To remove all succouring tree growth, brambles etc. £ .....
  
4. Cost of additional cuts, if required. £ .....

---

The Contract is for a three-year period commencing on 1<sup>st</sup> April 2022 based on a price for 2022 with an allowance for inflation for the two subsequent years.

Payment will be made monthly in arrears on submission of invoice.



# BROMYARD & WINSLOW TOWN COUNCIL

## Specification for Grass cutting Contract 2022 - 2025

### Bromyard Open Spaces

Bramley Orchards, Chestnut Way, Hereford Rd, Nunwell Park, Oak Close,  
Pear Tree Close, Stonehill Close & Winslow Road

This document must be read in conjunction with the plan attached.

1. To cut the grass on the above sites outlined in green at a height of 15-20mm as follows

Mar	April	May	June	July	Aug	Sept	Oct	Nov
1	2	3	4	4	3	3	2	2

and including the strimming of all grass edges to roads, footpaths and fences, trees and any other features as outlined in green on the plan and clear all footpaths of cut grass.

£ .....

2. To strim and keep the footpaths areas clear of brash, outlined in pink on the plan.

(Winslow Road & Bramley Orchards)

£ .....

3. To maintain all trees up to 2.5m from the ground on the above sites, removing any wind damaged/vandalised branches, dead and dangerous trees from site. To remove all succouring tree growth, brambles etc.

£ .....

4. Cost of additional cuts, if required.

£ .....

---

The Contract is for a three-year period commencing on 1<sup>st</sup> April 2022 based on a price for 2022 with an allowance for inflation for the two subsequent years.

Payment will be made monthly in arrears on submission of invoice.

## BROMYARD & WINSLOW TOWN COUNCIL

### Specification for Grass cutting Contract 2022 - 2025

#### Riverside Walk, Broadbridge, Bromyard

This document must be read in conjunction with plan attached.

1. To cut the grass on the above site at a height of 15-20mm as follows  

Mar	April	May	June	July	Aug	Sept	Oct	Nov
1	2	3	4	4	3	3	2	2

and including the strimming of all grass edges to roads, footpaths and around fences, trees and any other features. To collect grass after all cuts on Riverside Walk as outlined in orange on the plan. £ .....
2. To maintain all trees up to 2.5m from the ground on the above sites, removing any wind damaged/vandalised branches, dead and dangerous trees from site. To remove all succouring tree growth, brambles etc. £ .....
3. To clip all hedges on the above sites, removing the annual growth during the late summer season. All clippings to be removed from site. All hedges are marked in yellow on the plan. £ .....
4. Cost of additional cuts, if required. £ .....

---

The Contract is for a three-year period commencing on 1<sup>st</sup> April 2022 based on a price for 2022 with an allowance for inflation for the two subsequent years.

Payment will be made monthly in arrears on submission of invoice.

# BROMYARD & WINSLOW TOWN COUNCIL

## Specification for Grass cutting Contract 2022 - 2025

### Town Green

This document must be read in conjunction with the plan attached.

1. To cut the grass on the above site at a height of 15-20mm as follows  

Mar	April	May	June	July	Aug	Sept	Oct	Nov
1	2	3	4	4	3	3	2	2

and including the strimming and edging of all grass edges to footpaths and fences, trees and any other features and clear all footpaths of cut grass. To collect grass after all cuts on the Green as outlined in orange on the plan.

£ .....
2. Cut hedge between Town Green and Reserved Car Park marked blue on the attached plan 3 times per year  

£ .....
3. To maintain all trees up to 2.5m from the ground on the above site, removing any wind damaged/vandalised branches, dead and dangerous trees from site. To remove all succouring tree growth, brambles etc  

£ .....
4. Cost of additional cuts, if required.  

£ .....

---

The Contract is for a three-year period commencing on 1<sup>st</sup> April 2022 based on a price for 2022 with an allowance for inflation for the two subsequent years.

Payment will be made monthly in arrears on submission of invoice.

## BROMYARD & WINSLOW TOWN COUNCIL

### Specification for Grass cutting Contract 2022 - 2025

#### St. Peter's Closed Churchyard,

This document must be read in conjunction with the plan attached.

1. To cut the grass on the above site, coloured green on the attached Plan, at a height of 15-20mm as follows

Mar	April	May	June	July	Aug	Sept	Oct	Nov
1	2	3	4	4	3	3	2	2

including the strimming of all grass edges to roads, footpaths and fences, trees and any other features and clear all footpaths of cut grass. To collect grass after all cuts.

£ .....

2. To maintain all trees up to 2.5m from the ground on the above sites, removing any wind damaged/vandalised branches, dead and dangerous trees from site. To remove all succouring tree growth, brambles etc. and to keep the Churchyard North, West and East boundary walls free from ivy.

£ .....

2. To spray path edges in the Churchyard using approved total weed killer at the recommended rate and time in the Spring.  
\* Outlined in blue on the plan.

£ .....

4. Cost of additional cuts, if required.

£ .....

---

The Contract is for a three-year period commencing on 1<sup>st</sup> April 2022 based on a price for 2022 with an allowance for inflation for the two subsequent years.

Payment will be made monthly in arrears on submission of invoice.

# BROMYARD & WINSLOW TOWN COUNCIL

## Specification for Grass cutting Contract 2022 - 2025

### Bromyard Cemetery

This document must be read in conjunction with the plan attached.

#### **I. Mowing, Path Clearing and Grounds Maintenance**

1.1 Mow all grassed areas including all graves and cremation plots as per the schedule below:-

Mar	April	May	June	July	Aug	Sept	Oct	Nov
1	2	3	4	4	3	3	2	2

All grass clippings to be removed from the Cemetery after each mowing, and all memorials need to be left in a clean condition.

Strim all the grave edges and other obstructions including the edges of footpaths and clear and remove all clippings at the same time as mowing. £ .....

1.2 Thin, trim, and shape all shrubs according to species, variety, season and age to maintain neat and healthy plants. Remove roots and invasive plants as required, including from old graves and areas within curbs. £ .....

1.3 Undertake hedge trimming (blue) and maintenance twice per year (approximately March - Sept/October) to maintain strong hedges at existing heights. £ .....

1.4 Use Approved weed killer on non-grassed graves during the growing season at the recommended rate to suppress weeds. £ .....

2.5 Cost of additional cuts, if required. £ .....

1.6 Undertake pest control as necessary.

#### **2. General Maintenance**

2.1 Generally, the contractor will not be responsible for the maintenance of graves which are being tended by someone else. Where it is, or becomes, apparent that the graves are not maintained by anyone then they are, or become, the responsibility of the contractor.

2.2 Remove and redistribute any excess soil (other than soil produced from grave excavation), for example mole hills, as required.

2.3 Top up graves if they sink below ground level. If, twelve months after a burial, there is still a mound of earth then this should be levelled and the ground reseeded or turfed as appropriate.

### **3. Restrictions on Working**

- 3.1 No work under this contract may be carried out in the hour preceding, in the hour following, or during, a funeral service.
- 3.2 The contractor must not interrupt or hinder the work of other authorised persons in the cemetery such as grave diggers or stone masons and members of the public attending graves.
- 3.3 Ensure that no damage is caused to drives and footpaths by equipment or means of working and that the free passage of vehicles or persons to drives or footpaths is not prevented.
- 3.4 The contractor is not permitted to leave equipment or materials unattended.
- 3.5 The contractor is responsible for maintaining decorum among his operatives at all times.
- 3.6 No burning to take place on site. All rubbish to be removed.

### **4. Reporting**

- 4.1 Report to the Clerk to the Burial Committee immediately, any damage caused in or to the cemetery whether by the contractor, his operatives and equipment or any other person.
- 4.2 Report to the Clerk to the Burial Committee any problems with the water supply.
- 4.3 The contractor is not normally responsible for the maintenance of memorials, but must report any which require repair or appear to have become dangerous.
- 4.4 No payment will be made without the appropriate detailed invoice being submitted to the Clerk.

### **5. Notes**

- 5.1 The use of all weed killers and similar is a complex area and the Contractor should ensure that their use is in full compliance with all the laws. Further guidance can be found on the HSE website.  
(See [www.pesticides.gov.uk/guidance/industries/pesticides](http://www.pesticides.gov.uk/guidance/industries/pesticides))

---

The Contract is for a three-year period commencing on 1<sup>st</sup> April 2022 based on a price for 2022 with an allowance for inflation for the two subsequent years.

Payment will be made monthly in arrears on submission of invoice.