**MAINTENANCE/GRASS CUTTING CONTRACT – Mareham le Fen Parish Council, Lincolnshire.**

**Invitation to Quote**

**Outline**

Mareham le Fen Parish Council (“the Council”) hereby invites tenders for the carrying out of Grounds Maintenance and Grass cutting within our Parish in accordance with the Contract documents attached, which comprise:

**Appendices**

A Standard Conditions of the Contract

B Specification of Works

C Schedule of Works

D Areas/Maps

E Formal Tender

F Questionnaire

G Referees/ Testimonials

Mareham le Fen Parish Council is offering the work required into four separate Lots allowing contractors to tender for the work they wish to undertake. The Parish Council has no preference whether a contractor wishes to tender for all the Lots or for one or more Lots. The Council is not bound to select the cheapest tender but will take into account the best value for the community.

**Tenders**

A. Tenders should be submitted for all work set out in the contract by **12noon Friday 25h April 2025**, any tenders received after this date will not be considered.

B. Prospective Contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their quotation is accepted.

C. Any queries regarding the interpretation of any part of the Contract Documents should be addressed to the Parish Clerk by no later than 5pm on Tuesday 22nd April 2025.

**D. The tender shall be submitted on the form of Tender attached as Appendix E.**

E. Prospective Contractors should note that the Council’s decision is final and no correspondence will be entered into why the tender has been rejected.

F. The successful tender together with the Council’s written acceptance shall form a binding agreement in the terms of the Contract documents.

G. If having examined the tender documents you wish to submit a tender you should

1. Fully complete and return the following documents

Appendix E - Form of Tender

Appendix F – Questionnaire

Appendix G – Referees (if you have not worked for Mareham le Fen Parish Council in the last 2 years)

2. Return tenders and all related documentation by **12noon Friday 25th April 2025** to:

Clerk to Mareham le Fen Parish Council

Linghall Farm

Sandy Bank

New York

Lincoln

LN4 4YG

**Write ‘Grass-cutting’ on the back of the envelope.**

Parish Council website: <https://mareham-le-fen.parish.lincolnshire.gov.uk/>

Email address: grass-cuttingcontracts@marehamlefen-pc.gov.uk

**APPENDIX E - Form of Tender**

**Grass Cutting Contract**

**Lot A – Cemetery and Cemetery Extension**

|  |  |
| --- | --- |
|  | **2025** |
| Lot A area per cut |  |
| VAT |  |
| Total cost including VAT |  |

**Lot B – St Helen’s Church, Mareham le Fen Churchyard**

|  |  |
| --- | --- |
|  | **2025** |
| Lot B area per cut |  |
| VAT |  |
| Total cost including VAT |  |

**Lot C – Grass verges along roads, footpaths and residential areas**

|  |  |
| --- | --- |
|  | **2025** |
| Lot C area per cut |  |
| VAT |  |
| Total cost including VAT |  |

**Lot D - Hedge-cutting around the Cemetery and St Helen’s Church churchyard (2 cuts required 2025)**

|  |  |
| --- | --- |
|  | **2025** |
| Lot D quote per cut |  |
| VAT |  |
| Total cost including VAT |  |

*I/We understand that Mareham le Fen 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 the preparation of this tender.*

*I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of works as laid out in conjunction with the site plans.*

*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 tendered has not been communicated in any way to any person, firm or company and will not be communicated to any person, firm or company until after the closing date for the submission of Tenders.*

*I/We accept that if successful in securing the Contract that we will produce the necessary Certificates of Insurance and all other relevant documentation prior to commencement of the Contract.*

**Signature: Print Name**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: Position**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: Within Mareham le Fen Parish

 Outside Mareham le Fen Parish (approx. distance to Parish \_\_\_\_\_\_ miles)

**Return Appendix E, F and G(if applicable) to the address on the first page. Write ‘Grass-cutting’ on the back.**

**APPENDIX F- Questionnaire**

Name:

Address:

Landline:

Mobile:

Email Address:

Business/Company Name:

Position in Business/Company:

Registered Company Number (if applicable):

Nature of Business:

VAT Registered?: Yes / No If YES what is the VAT number?

Is this a subsidiary of another company?: Yes No

Please give details if Yes:

Date business Formed:

Number of grounds/maintenance staff:

Does your business/company comply with the Health and Safety Act 1974? Yes / No

Organisations that employ 5 or more employees must have a written Health and Safety Policy and Risk Assessments. Do you have 5 or more employees? Yes / No

In the past three years have you been taken to court for not complying with environmental legislation requirements?

 Yes / No

Has your organisation, at any time during the last 3 years, been in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings where the proceedings were commenced for valid reasons? Yes / No

Has your organisation, its directors or any other person who has the power of representation, decision or control of the named organisation ever been convicted of a criminal offence related to business or professional conduct, including fraud or conspiracy to defraud? Yes / No

Does your organisation have Public Liability Insurance of £10million in place and Employee Liability Insurance of £10million? Yes / No

Signed : Dated:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX G – REFERENCES**

**If your business has not been contracted directly to supply or provide work to Mareham le Fen Parish Council in the last two years please provide the details of three referees that would be able to provide a reference if approached about recent contract work that you have completed with them. References will only be sought if your business is likely to be offered the contract prior to Mareham le Fen Parish Council confirming the contract with you.**

1. Name of person to contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of the work completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Name of person to contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of the work completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Name of person to contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of the work completed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_