



THETFORD TOWN COUNCIL

Thetford Town Council
Seeking Tenders for vegetation management of the Town Council allotments

TTC/2017/009

Overall Requirement

This is contract to commence on 1st of June 2018 and ceasing on 31 March 2020.
To carry out the grass cutting, weed spraying and shrubbery maintenance of the Thetford Allotments.
Contract to be carried out in accordance with the specification below at the following sites:-

Allotment	Co-ordinates/Address
Bury Rd	16A St Michael's Ci, Thetford IP24 3EH
London Rd	52°24'26.1"N 0°44'16.8"E 52.407262, 0.738002
Munford Rd	Station Ln, Thetford IP24 1ND

Specification –
Works Schedule

Grass cutting and general maintenance

- Supply all machinery and operatives to mow paths and communal areas monthly April to September (6 visits).
- Remove all litter and debris before commencing the mowing process.

Shrubbery/Hedges

- To supply all the equipment and operatives once a year (Outside nesting season).
- Remove all litter and debris before commencing.
- To maintain the top and sides of all the shrubbery surrounding.
- To remove all the annual growth and remove all arising from the site.

Herbicide spraying

Supply NPTC qualified and certified operatives to include chemical, to apply to fence lines on two occasions per year.

Please provide a daily cost for two men to do allotment clearance. (They will be required to removing fencing rubbish, and some brush cutting/strimming, Rubbish to be loaded onto council vehicles for disposal).

Tender Requirements:

- **Written quotation (Annual Cost per year – Years 1 to 2 showing Inflationary Increases if desired)**
 - I.e. Year 1 - £xx.xx**
 - Year 2 - £xx.xx**
 - Copy of public liability insurance**
- **Copy of company Health and Safety Policy**
- **Method Statements**
- **Risk Assessments**
- **Two References**

Failure to supply any of the above will result in the Tender being rejected.

Contact name and number: Tina Cunnell, Town Clerk, (01842) 754247.

Quotations to be received by 12 noon on Friday 18th of May.

Payment terms will be monthly (on invoice) at:

- Annual Cost divided by 4 quarterly payable on receipt of quarter invoice.

Sealed inner envelopes to be clearly marked 'Tender – Allotment Tender, For the Attention of the Town Clerk, Thetford Town Council.

Postal Address: Kings House, King Street, Thetford, Norfolk, IP24 2AP.

Tel: 01842 754247.

Details of the winning contract will be published IAW Local Government Transparency Code 2014.

Tina Cunnell BSc (Hons), Thetford Town Clerk