



### THETFORD TOWN COUNCIL

## **Thetford Town Council is Seeking Tenders for the Grass Cutting, weed spraying and shrubbery maintenance of the Town Council Play Areas, Thetford**

**TTC/2017/002**

### **Overall Requirement**

This is a three year contract with a reserved annual break clause by Thetford Town Council (to be the subject of an annual satisfactory performance review of the contractor).

To commence on 1<sup>st</sup> of July 2017 and ceasing on 31 March 2020.

To carry out the grass cutting, weed spraying and shrubbery maintenance of the Thetford play areas.

Contract to be carried out in accordance with the specification below at the following sites:-

<b>Play Area</b>	<b>Post Code</b>	<b>Special features</b>
<b>Richard Easton Way Play Area</b>	<b>IP24 1ED</b>	<b>Two grassed areas &amp; play area.</b>
<b>Brandon Rd Play Area</b>	<b>IP24 3NE</b>	<b>Grassed area around play equipment</b>
<b>Elm Rd</b>	<b>IP24 3HH</b>	<b>Immediate area around basketball hoops and benches</b>
<b>Edinburgh Way</b>	<b>IP24 1DS</b>	<b>Fenced in play area</b>
<b>Bergamont Close</b>	<b>IP24 2XE</b>	<b>Fenced In play area, planting and maintenance of shrubbery beds</b>
<b>Pine Close</b>	<b>IP24 3LA</b>	<b>Fenced in play area</b>
<b>Harriet Martineau</b>	<b>IP24 1TR</b>	<b>Fenced In play area, maintenance of shrubbery and grass inside the fenced area</b>
<b>Redcastle</b>	<b>IP24 3PT</b>	<b>Fenced in play area, grassed area around equipment.</b>
<b>Fairfields</b>	<b>IP24 1JW</b>	<b>Fenced in play area</b>
<b>Ramsey Close</b>	<b>IP24 2LS</b>	<b>Strim the area</b>

### **Specification – Works Schedule**

#### **Grass cutting and general maintenance**

- Supply all machinery and operatives to mow fortnightly March to October (17 visits).
- Remove all litter and debris before commencing the mowing process.

#### **Shrubbery/Hedges**

- To supply all the equipment and operatives twice yearly (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 hard surfaces, expansion joints, gravelled areas, on two occasions per year.

**Quotation Requirements:**

- **Written quotation (Annual Cost per year – Years 1 to 3 showing inflationary increases if desired)**
  - i.e. **Year 1 - £xx.xx**
  - Year 2 - £xx.xx**
  - Year 3 - £xx.xx**
  - Copy of public liability insurance**
- **Copy of company Health and Safety Policy**
- **Method Statements**
- **Risk Assessments**

**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 Thursday 15th of June.**

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 – Play park grass cutting, 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