

# Dartmoor Forest Parish Council



**Parish Clerk:** Mr N K Tigwell, Wheal Lucky House, Rundlestone. Princetown, Yelverton, Devon. PL20 6SS  
**Telephone:** 01822 890274, 07985 459 804  
**Email:** clerk@dartmoorforestpc.net

**INVITATION TO TENDER FOR THE**  
**DARTMOOR FOREST (PRINCETOWN AND POSTBRIDGE)**  
**COMBINED GRASS CUTTING CONTRACT FOR THE PERIOD**  
**1 JUNE 2014 – 31 MARCH 2017.**

## Introduction

Dartmoor Forest Parish Council, in Partnership with the Duchy of Cornwall, St Michael and All Angels Church and, potentially from 2015, the Dartmoor National Park Authority, is inviting tenders for a combined grass cutting contract for Princetown and Postbridge.

Although all Partners will use the single combined contract for grass cutting services, current funding arrangements will require the contractor to submit separate invoices for each of 3 groups of areas.

The Parish Council is the lead authority for contract tendering and is the single point of contact for all enquiries.

## Specification

The work specifications and the number of cuts required are detailed in the following tables.

## Proposed Terms and Conditions

All machinery, equipment and fuel are to be supplied by the contractor.

The contractor must hold appropriate certification for the disposal of all waste generated under this contract.

The contractor must hold appropriate third party insurance for any damage, injury or death caused by the contractor when supplying services under this contract.

The contract is to run from 1 June 2014 to 31 March 2017, subject to satisfactory performance by the contractor.

Payment will be in eight equal instalments at the end each month of the assumed growing season (April to November).

The contractor will be paid by cheque on submission of separate invoices to the Parish Clerk for each Group of Areas.

## Tender Response Required

A tender response form is provided at the end of this Invitation to Tender. Three costs are invited from each tenderer, one for each group of areas, reflecting current funding arrangements within this Partnership. Also, as this contract will start part way through the 2014 grass cutting season, separate costs are requested for each year of the contract.

## Deadline

Tenders are to be received by the Parish Clerk at the above address no later than: **Friday 2 May 2014.**

A handwritten signature in black ink, appearing to read 'Nigel Tigwell'.

Nigel Tigwell  
Parish Clerk

# Dartmoor Forest Parish Council



## Grass Cutting Specification

Areas	Specification
<b>Group A</b>	
Princetown Play Area.	To cut grass/strim playground including around play equipment, trees, seats and perimeter of area. To collect all cuttings/debris, remove and dispose of.
Access road and areas around the Princetown Community Centre	To cut grass/strim areas, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of.
Princetown Village Green (around the war memorial).	To cut grass/strim area including around edges of seats etc, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of. Final cut to be made in the week prior to the Remembrance Parade.
Plot on corner of Tavistock Road and Bellever Close, Princetown.	To cut grass/strim area including around edges of seats etc, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of.
St Michael & All Angel's Churchyard, Princetown	To cut grass/strim the area including around graves, headstones, benches etc. To collect all cuttings/debris, remove and dispose of. First cut to be after the majority of wild flowers have finished. One cut to be to be made in the week prior to any visit by the Daughters of America (dates will be advised by Clerk).
Postbridge cemetery.	To cut grass/strim the area including around graves, headstones, benches etc. To collect all cuttings/debris, remove and dispose of. The Henley Grave and two Commonwealth War Graves to be maintained in a neat and tidy condition.
Grass area in front of Postbridge cemetery gates.	To cut grass/strim area. To collect all cuttings/debris, remove and dispose of.
<b>Group B</b>	
Around the Duchy Estate Workshops at Duchy Yard, Station Road, Princetown	To cut grass/strim area including around edges of seats etc, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of.
Around Devonport House and Stoneycliffe Place at the rear of the Duchy Square Creativity Centre.	To cut grass/strim area including around edges of seats etc, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of.
A 1-1½ metre strip around the edges at the rear of Royal Court, Princetown.	To cut grass/strim area including around edges of seats etc, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of.
Area of grass at the junction between Tavistock Road and Burrator Avenue, Princetown	To cut grass/strim area including around edges of seats etc, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of.
Area of grass between the Duchy Office & the public toilets, Princetown.	To cut grass/strim area including around edges of seats etc, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of. Care is to be taken to prevent parked cars becoming covered in debris.
<b>Group C</b>	
Area of grass between Tavistock Road & Station Cottages junction and High Moorland Visitors Centre.	To cut grass/strim area including around edges of seats etc, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of.
All grass areas between the car park, Station Cottages and the High Moorland Visitors' Centre.	To cut grass/strim area including around edges of seats etc, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of.
Grass banks and areas around the car park and at the back of the car park.	To cut grass/strim area including around edges of seats etc, to sweep paths etc of debris made through cutting of grass. To collect all cuttings/debris, remove and dispose of. Care is to be taken to prevent parked cars becoming covered in debris.

## Number of Cuts Required For Each Season

Areas	Annual Periodicity	2014 (1 Jun 14 – 31 Mar 15)	2015 (1 Apr 15 – 31 Mar 16)	2016 (1 Apr 16 – 31 Mar 17)	Clippings Collected
<b>Group A</b>					
Princetown Play Area.	10 x pa	8 cuts	10 cuts	10 cuts	Yes
Access road and areas around the Princetown Community Centre	10 x pa	8 cuts	10 cuts	10 cuts	Yes
Princetown Village Green (around the war memorial).	10 x pa	8 cuts	10 cuts	10 cuts	Yes
Plot on corner of Tavistock Road and Bellever Close, Princetown.	10 x pa	8 cuts	10 cuts	10 cuts	Yes
St Michael & All Angel's Churchyard, Princetown	4 x pa	4 cuts	4 cuts	4 cuts	Yes
Postbridge cemetery.	5 x pa	4 cuts	5 cuts	5 cuts	Yes
Grass area in front of Postbridge cemetery gates.	5 x pa	4 cuts	5 cuts	5 cuts	Yes
<b>Group B</b>					
	10 x pa	8 cuts	10 cuts	10 cuts	Yes
Around the Duchy Estate Workshops at Duchy Yard, Station Road, Princetown	10 x pa	8 cuts	10 cuts	10 cuts	Yes
Around Devonport House and Stoneycliffe Place at the rear of the Duchy Square Creativity Centre.	10 x pa	8 cuts	10 cuts	10 cuts	Yes
A 1-1½ metre strip around the edges at the rear of Royal Court, Princetown.	10 x pa	8 cuts	10 cuts	10 cuts	Yes
Area of grass at the junction between Tavistock Road and Burrator Avenue, Princetown	10 x pa	8 cuts	10 cuts	10 cuts	Yes
Area of grass between the Duchy Office & the public toilets, Princetown.	10 x pa	8 cuts	10 cuts	10 cuts	Yes
<b>Group C</b>					
Area of grass between the junction of Tavistock Road and Station Cottages, and the High Moorland Visitors' Centre.	10 x pa	-	10 cuts	10 cuts	Yes
All grass areas between the car park, Station Cottages and the High Moorland Visitors' Centre.	10 x pa	-	10 cuts	10 cuts	Yes
Grass banks and areas around the car park and at the back of the car park.	5 x pa	-	5 cuts	5 cuts	Yes

# Dartmoor Forest Parish Council



**TENDER RESPONSE FORM FOR THE**  
**DARTMOOR FOREST (PRINCETOWN AND POSTBRIDGE)**  
**COMBINED GRASS CUTTING CONTRACT FOR THE PERIOD**  
**1 JUNE 2014 – 31 MARCH 2017.**

This document will be treated as strictly private and confidential

## TENDERER'S DETAILS

Name	
Address	
Telephone No	
eMail	

## PRICE

Group of Areas, to specifications detailed in the Invitation to Tender	1 Jun 14 – 31 Mar 15	1 Apr 15 – 31 Mar 16	1 Apr 16 – 31 Mar 17
Group A	£	£	£
Group B	£	£	£
Group C	-	£	£
Total	£	£	£

## ANY CAVEATS OR CONDITIONS PROPOSED BY THE TENDERER

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Continue overleaf if required

This form is to be signed by an individual who has the authority to commit the bidding organisation to the value of any agreement that may be offered by Dartmoor Forest Parish Council as a result of this tender.

Signed		Position	
Print Name		Date	