

Whissonsett Parish Council

Parish Clerk: Sheryl Irving. Tel: 01362 667756

whissonsettparishcouncil@gmail.com

Bay Tree Cottage, School Road, Brisley, Dereham. NR20 5LH

INVITATION TO TENDER

GRASS-CUTTING CONTRACT 2025 ONWARDS

Whissonsett Parish Council invites bids for the Whissonsett grounds maintenance as listed below:

Location	Cuts per year (if growing conditions require)
Grass Cutting and/or Strimming:	
Village Sign Grass Area	18
Playing Field	18
Play Area and Verges	18
Playing Field Posts	9
Playing Field Car Park	18
Trees – Western Boundary of Playing Field	3
Campingland posts and edges	18
Campingland Central items	9
Churchyard	12
Church Lane North	7
Church Lane West	7
Church Lane East	7
Church Lane East – Conservation Area	2
Hedge Cutting:	
Church Lane North Hedges	2
Church Lane East Hedges	2
Church Lane South Hedges	2
Churchyard Conifer Hedge	1
Play Area Hedge	1
Weed Control Application	
Village Hall Car Park & Church Lanes	3 applications

Some of the locations listed above suffer from mole activity and contractors must take care and avoid damage to its machinery.

In addition to the above list, further works may be required but with agreement and at an additional cost to Whissonsett Parish Council.

Each active month a report of completed works must be sent to the Clerk. Failure to do so may result in payment being withheld. Payment will be made only for works carried out, reported and verified.

Bids should be for a one-year period (2025), a three-year period (2025 - 2027), with a five year option (2025 – 2029) if possible. All works should be itemised and VAT should be identified separately within the bid. They should include any expected uplift in costs year on year.

Whissonsett Parish Council wishes to be billed for the costs of the contract in two equal amounts, in April and October each year, with the payments being made following the Parish Council meeting each May and November. However, there is some flexibility in this matter.

Any necessary clarification should be sought from the Parish Clerk, whose details are shown above. A site meeting can be arranged if required.

Fully costed bids may be sent by post or email and should reach the Parish Clerk by the 5th March 2025 at the very latest. The Clerk will acknowledge receipt of all bids.

Bidders should expect to provide evidence of previous work, either in the form of details of references which Whissonsett Parish Council can approach or outline details of existing contracts.

The successful bidder will be required to have public liability insurance to the value of £10M.

Whissonsett Parish Council would expect to decide on the successful bidder at its meeting on the 10th March 2025, with all bidders being notified soon thereafter.

Sheryl Irving
Parish Clerk

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Thursday 13th February 2025

Notes:

- Grass must be cut with a mulching machine with no large clumps left lying.
- Any spring bulbs should be mown around and only cut when at least three after flowering has finished.
- Care must be taken when strimming around headstones and other memorials, play area equipment etc, so as not to cause any damage.