

To whom it may concern,

Longhope Recreation Ground Charity is looking to obtain quotations from suitable contractors for its annual grass cutting contract.

As such, we invite you to tender for the works as contained herein.

The key terms of the works required, and contractual obligations, are set out below:

- Fortnightly cuts of the grassed areas at Longhope Recreation Ground, this includes:
 - (a) All parts of the main playing field
 - (b) Areas within playpark
 - (c) Narrow strip in front of railings on Church Road
 - (d) Any other grassed areas within boundaries of the Recreation Ground (excluding flat area to rear of Pavilion – as Car park is being extended)
- Longhope Recreation Ground Charity requests that quotations are made/priced on a per cut basis, as, depending on weather, additional cuts may be offered to the contractor.
- All open areas should be mown, and edges strimmed (as needed) to prevent encroachment of hedges etc.
- All Grass clippings should be removed from site unless appropriate equipment is used to sufficiently mulch down the clippings.
- All areas should be left clean and tidy after works are completed.
- Where a contractor is unable to commit to providing service on a fixed schedule, LRG Charity will require confirmation of service, by way of text or email to the Charity's secretary or Chair within 24hrs of work being carried out. Where no such confirmation is provided, the Charity will deem the service to have not been provided and will not be obliged to pay any charges levied for said service.
- The contract being offered is for the Spring/Summer season of 2023, starting from a subsequently agreed date. Any contractor quoting, will commit to being able to provide such a service, regardless of staff sickness/holiday.
- The contractor shall be expected to provide any necessary PPE for themselves or their employees.
- The Contractor shall maintain sufficient Public & Employers Liability insurance at all times, and a copy of insurance certificates will be required prior to any subsequent contract coming into effect.
- The Contractor shall be obliged to notify the Charity immediately should they cease to hold sufficient insurance cover.
- Whilst providing such services on behalf of the Charity, the contractor will be expected to maintain a high standard of conduct whilst engaging with any members of the public.
- Contractors will be expected to be mindful of, and comply at all times, with the Charities Safeguarding Policy (as published under the Recreation section of www.longhopeparishcouncil.org)
- Where the contractor, of a successful quote, fails to adhere to any of these key contractual points the Charity reserves the right to terminate any contract on a 'for cause' basis.
- Payment for service shall be agreed on either of the following arrangements, to allow for internal compliance with the Charities Financial Regulations and Payment approvals:

1. Monthly in arrears, with invoices submitted by the 21st of the month and payment being made within 21 calendar days.
2. Quarterly in arrears, with invoices submitted by the 21st of the month and payment being made within 21 calendar days.

Please note, the above terms are not intended to be exhaustive, and shall not impose any obligations upon the Charity. Any relationship between the Charity and a Contractor shall be subject to signed contracts.

Your quotation should be submitted to the Chair of Longhope Recreation Ground Charity, by email, no later than 5pm on Wednesday the 29th March 2023. The Chairman can be contacted at recreation@longhopeparishcouncil.org

Please note, to avoid potential conflicts of interest, details of your quote should not be discussed with any member of Longhope Recreation Ground Charity or its Management Committee, or any individual otherwise associated with the Charity, prior to the Management Committee concluding the full review and contract award process. Failure to adhere to this will result in disqualification from this tender process.

Successful contractors will be notified no later than the 7th of April 2023.

Should you require any additional information to enable you to provide a quotation, please contact the Chairman at the email address above.

Yours Sincerely

Longhope Recreation Ground Charity