# Parish Council of Coleford

**Miss V Watts**
**Clerk to the Council**
**Tel: 07971 516916 / 01749 880428**
**Email: clerk@colefordpc.org.uk**
**Website: www.colefordpc.org.uk**

**Gallant Hill Farm**
**Foxcote**
**Radstock**
**BA3 5YB**

1st November 2026

Dear Sir or Madam,

**Ref: Grass cutting and grounds maintenance contracts for Coleford Parish Council**

I am writing on behalf of the Parish Council to invite you to tender for the two-year grass cutting and grounds maintenance contracts in the village commencing Spring 2027. The contract includes the option of extension to three years, subject to satisfactory performance. Please find enclosed the specification.

**It is crucial that the contract is quoted as requested, with prices proposed per cut. The Parish Council also requires separate prices for the specified maintenance work to the areas known as D The Butterfly Bank.**

We are looking for a contractor who has capacity and equipment to deal with any difficulties on site e.g. roughened ground due to damage by animals and brush cutting (Area D). Any additional works required to deal with any such difficulties to be agreed in advance and paid for by agreement between the Parish Council and contractor.

Please ensure that the tenders are returned in a sealed envelope marked Grass Cutting by **Monday 7th December 2026.** This is to ensure it is not opened prior to the Parish Council meeting which follows on the **Wednesday 9th December.**

It is essential that you also supply at least two references from other clients, referring to your performance whilst undertaking work similar to that described in this invitation to tender.

If you have any queries please contact Mrs Vickie Watts on email clerk@colefordpc.org.uk

I look forward to hearing from you.

Yours faithfully

Vickie Watts
Clerk to the Council

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# Specification for Grass Cutting and Grounds Maintenance Contract in Coleford

The contract will run for two years (provided the first year is to the satisfaction of both parties) from March 2027 to February 2029 and, for the grass cutting elements will comprise fourteen cuts per year. The first cut to be made during the first week in April or earlier if so required. Notice to terminate the contract can only be given at the end of a cutting year. The Council may offer to extend the contract to February 2030, if performance is satisfactory and prices for the third year are agreed.

Please find attached details of the contract. These comprise of a location plan, individual site plans, and the relevant cutting specifications.

Tenders must be submitted for all elements of the contract. Those tenderers wishing to submit a price for all works detailed must price individually on the Form of Tender.

- For grass cutting/strimming prices are required per cut.
- Separate prices are also required for works to Area D, the Butterfly Bank at Lower Coleford Playing Field and Area O, the unallocated Allotment plots.

Tenders, in a sealed envelope marked 'Grass Cutting', are to be received by the Clerk no later than **Monday 7th December 2026.**

Payment will be on a monthly basis by standing order each month. Invoices must be submitted by the 7th day of the month, together with work sheets showing cutting dates.

The Council will not be held responsible for personal injury or mechanical breakdown of the contractor accepting this work.

The Contractor must have public liability Insurance Cover to the sum of £5 million. **A copy of this document is required.**

The Council is not bound to accept the lowest or any tender and will not pay any expenses in connection therein.

The Contractor is advised to visit the sites to ascertain all relevant conditions and means of access and to thoroughly acquaint himself with the extent and nature of the proposed works and will be deemed to have done so before submitting a tender.

Your attention is particularly drawn to the fact that care must be taken to avoid damaging by cutting or strimming memorials / gravestones and any trees and saplings. Spring bulb type flowers not to be cut until foliage has died down. Any so damaged must be replaced at the Contractor's expense.

# SPECIFICATION
# Areas A to O

## AREA 'A' - HIGHBURY PLAYING FIELD (EXCLUDING FOOTBALL PITCH).

The field has been recently reseeded and will therefore require special attention during the first season, which will be recommended by the Agronomist. The number of cuts may be less than specified, please price per cut.




The main area to be cut by gang mower or rotary and finally the edge strimmed to perimeter with each cut. At all times cuts are to be made as close to play equipment and the boundary as practical.

This area includes:-

- Around / under Play Equipment in Under 9's Play Area and also one metre strip outside of Play Area fence on Northern Boundary
- Around Hard Courts Play Area - strim
- Roadside from Highbury Street down Newbury Lane - strim
- Entrance and surrounds of car parking area to be tended as necessary

## OPTIONAL EXTRA

Extra cost of cutting the Football Pitch Playing Area in Highbury Playing Fields if requested occasionally. Cost per cut.

## AREA 'B' – BMX PUMP TRACK

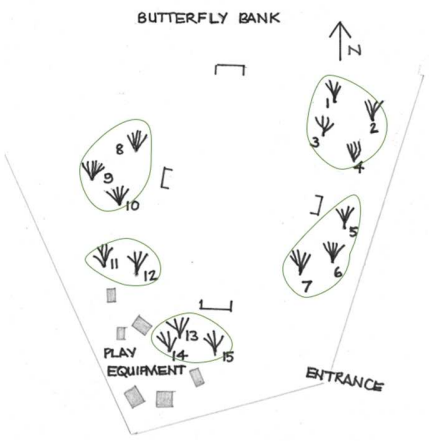
The slopes around and within the BMX Pump track need to be strimmed. This area includes:

- The inner and outer banks
- Either side of the ramp accessing the track from the concrete pad
- The area adjacent to the pad at the top of the ramp

Any grass cuttings falling onto the surface to be swept clean.

## AREA 'C' - COLEFORD PLAYING FIELD

The main area to be cut by gang mower or rotary and finally the edge strimmed to perimeter with each cut. Islands of grass (as indicated below) are to be left uncut around the fruit trees from Spring until September, followed by a cut and removal of the long grass, then any regular cuts along with the rest of the grass during the Autumn.




Access to the Playing Field is restricted due to a sharp turn from a steep road onto a narrow slope to the Playing Field gates, this will need to be given consideration for the contractor's machinery.

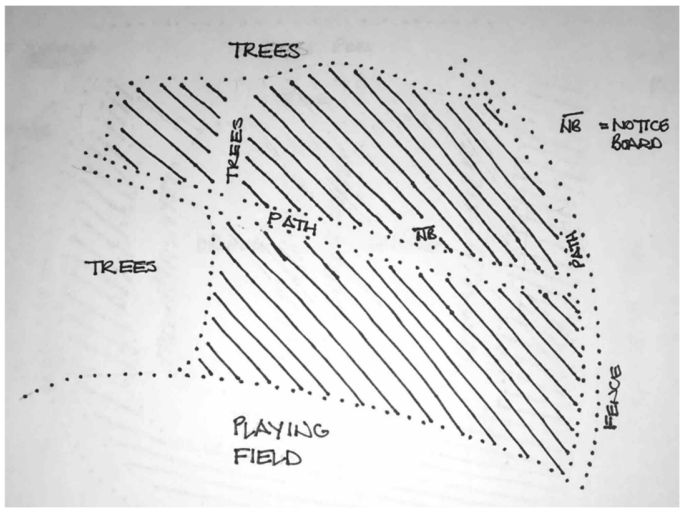
This area includes:

- The area under / around all seats
- The area around / under play equipment.

At all times cuts are to be made as close to play equipment and the boundary as practical without causing damage. Care to be taken when cutting / strimming around trees / saplings to avoid damaging bark. Any so damaged must be replaced at the contractor's expense.

## AREA 'D' – THE BUTTERFLY BANK AT COLEFORD PLAYING FIELD

The Parish Council also requires the contractor to carry out one cut annually of the area known as the Butterfly Bank (area shown below) between 31st October and 28th February. This is to be a cut to near ground level by brush cutter, of brambles and soft vegetation. (The cut material to be removed by volunteers.) The date of the cut to be notified to the Parish Council, with 2 weeks' notice.




Contractors should specify the cost of this annual cut separately in their bid.

**AREA 'E' - AREA IN CHURCH STREET GARDENS**

Grass cutting –

Triangular area approximately 36 x (average) 4 m, and verge between path edging and fence line approximately 36 x 1.5 m to be cut by mower or strimmer. Please avoid any growing flowers / bulbs.

Footpaths to be swept clean following each cut

**AREA 'F' - CEMETERY**

Grass cutting –

Area to be cut preferably by cylinder mower and strimmed to perimeter. Care to be taken when cutting / strimming around trees / saplings to avoid damaging bark. Any so damaged must be replaced at the contractor's expense. Pathways in and around graves to be cut. Care must be taken around memorials and gravestones to avoid damage to same. Any grass on the memorials after the cut must be removed to leave in a clean state.

At each cut, the bins in the Parish Council's cemetery area to be emptied.

Footpath and steps to be swept clean following each cut

**AREA 'G' - CORNER OF CHURCH STREET / HIGH STREET**

Area to be strimmed to perimeter. Any grass cuttings falling in roadway or steps to be swept clean and removed. Please avoid any growing spring flowers / bulbs.

**AREA 'H' – ROMAN WAY PLAY AREA**

Area to be cut by mower or strimmer. Any grass cuttings falling into rubberized surface to be swept clean. At all times cuts are to be made as close to play equipment and the boundary as practical.

**AREA 'I' - CORNER OF BEACON VIEW / ANCHOR ROAD**

Area to be cut by mower or strimmer. Any grass cuttings falling in roadway and footpath to be swept clean.

**AREA 'J' – GOODEAVES PLAY AREA**

Area to be cut by mower or strimmer. Any grass cuttings falling into rubberized surface to be swept clean. At all times cuts are to be made as close to play equipment and the boundary as practical.

**AREA 'K' – BEACON VIEW**

Area to be cut by mower or strimmer. Any grass cuttings falling into footpath to be swept clean. The track to the entrance gate to be mown.



Care to be taken around the trees and shrub plantings – site inspection is essential. Any so damaged must be replaced at the contractor's expense.

**AREA 'L' - AREA AROUND BUS SHELTER IN HIGHBURY STREET**

Area to be cut by mower or strimmer. Any grass cuttings falling in roadway and footpath to be swept clean.

**AREA 'M' – AREA AROUND BUS SHELTER IN ANCHOR ROAD**

Area to be cut by strimmer around the bus shelter opposite the Farley Dell turning. Any grass cuttings falling in roadway or footpath to be swept clean.

**AREA N – AREA AROUND SEAT AT LIPYEATE BUS STOP.**

Area to be cut by strimmer around and under the seat including trimming any over-hanging branches of bush. Any grass cuttings falling in roadway to be swept clean.

**AREA O – THE ALLOTMENTS**

The perimeter and main tracks shown in green on plan in green to be cut by gang mower or rotary.
You may be required on occasions to cut unallocated plots. Please quote a price per allotment for this purpose.

There is no requirement to cut the area hatched in orange.



# FORM OF TENDER

## GRASS CUTTING & GROUNDS MAINTENANCE IN COLEFORD
## March 2027 to February 2029

To: The Chairman and Members of the Council

Having examined the Drawings, Conditions of Contract and Specification for the grass cutting etc in Coleford, I offer to cut and maintain the grounds, in conformity with the said Drawings, Conditions of Contract and Specification.

I undertake to complete and deliver the whole of the works comprised in the specification.

I enclose a copy of my CIS and insurance documents.

I enclose a timetable of the planned cutting dates which may be adjusted due to weather conditions but only in consultation with the Parish Council.

Name (in Capitals) ……..

Signed ..... Date .....

In the Capacity of .....

Address .....

.....

.....

Email address .....

Telephone ……

## Delivering the Required Works

**(Please answer all questions)**
**(Please note that your answers will be taken into account by the Parish Council in evaluating tenders, and the successful tenderer will be required to meet the commitments that they give in their answers.)**

**Q1 Please give details below on what back up you have for mechanical failure or illness.**

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**Q2. What Equipment do you have available for**

1) grass mowing?

2) grass strimming?

3) cutting brambles and soft plants?

**Q3. Do you have equipment that can deal with grass areas disrupted by, for example, animals digging or vehicle tracks / ruts ?**
Please specify available equipment.

**Q4. Do you have public liability Insurance Cover to the value of at least £5 million?**
Please enclose a copy of your existing insurance document.

**Q5a. Have you visited the sites listed in this specification?**

**Q5b. And are you satisfied that you can access all sites with the equipment that you propose to use?**

**Q6. Do you have experience of grass cutting in cemeteries and the techniques required to avoid damage to gravestones, memorials, saplings? and Spring bulbs**
(Any so damaged must be replaced at the Contractor's expense.)

**QUOTE FOR GRASS CUTTING AND GROUNDS MAINTENANCE IN COLEFORD**
**March 2024 to February 2026**

**Areas A & B - Excluding Football Playing Area**

| **2027 SEASON** | **2028 SEASON** |
|---|---|
| per cut (FIGURES) | per cut (FIGURES) |
| per cut (WORDS) | per cut (WORDS) |

**Area D - Annual brush-cutter cut of the Butterfly Bank at Coleford Playing field**

| **2027 SEASON** | **2028 SEASON** |
|---|---|
| per cut (FIGURES) | per cut (FIGURES) |
| per cut (WORDS) | per cut (WORDS) |

**Area O – Cut to perimeter and main track at the Coleford Allotments**

| **2027 SEASON** | **2028 SEASON** |
|---|---|
| per cut (FIGURES) | per cut (FIGURES) |
| per cut (WORDS) | per cut (WORDS) |

**Area C, E, F, G, H, I, J, K, L, M and N - Grass cutting**

| 2027 SEASON | 2028 SEASON |
|---|---|
| per cut (FIGURES) | per cut (FIGURES) |
| per cut (WORDS) | per cut (WORDS) |

**Total Cost of all areas A to O**

| 2027 SEASON | 2028 SEASON |
|---|---|
| per cut (FIGURES) | per cut (FIGURES) |
| per cut (WORDS) | per cut (WORDS) |

**Optional Extras**

**Football Pitch**

| 2027 SEASON | 2028 SEASON |
|---|---|
| per cut (FIGURES) | per cut (FIGURES) |
| per cut (WORDS) | per cut (WORDS) |

**Allotment Car park and Orchard area**

| 2027 SEASON | 2028 SEASON |
|---|---|
| per cut (FIGURES) | per cut (FIGURES) |
| per cut (WORDS) | per cut (WORDS) |

**Unallocated Allotment Plots - Prices per plot**

| 2027 SEASON | 2028 SEASON |
|---|---|
| per cut (FIGURES) | per cut (FIGURES) |
| per cut (WORDS) | per cut (WORDS) |

## LOCATIONS FOR GRASS CUTTING AND OTHER SPECIFIED WORKS

| | |
|---|---|
| A | Highbury Playing Field |
| B | BMX Pump Track |
| C | Coleford Playing Field |
| D | The Butterfly Bank at Coleford Playing Field |
| E | Area in Church Street Gardens |
| F | Cemetery |
| G | Corner of Church Street / High Street |
| H | Roman Way Play Area |
| I | Corner of Beacon View / Anchor Road |
| J | Goodeaves Play Area |
| K | Beacon View |
| L | Area around Bus Shelter in Highbury Street |
| M | Area around Bus Shelter in Anchor Road |
| N | Area around the seat at Lipyeate Bus Stop |
| O | The Allotments |