



Newcastle Higher Community Council
Cyngor Cymuned Castellnewydd Uwch

Aberkenfig Square and Woodland Maintenance Contract

3 Year Contract

Request for quotation: 17th January 2023

Date to return: Friday 4th February 2023

**Contract to be awarded by:
Newcastle Higher Community Council**

Request for quotation

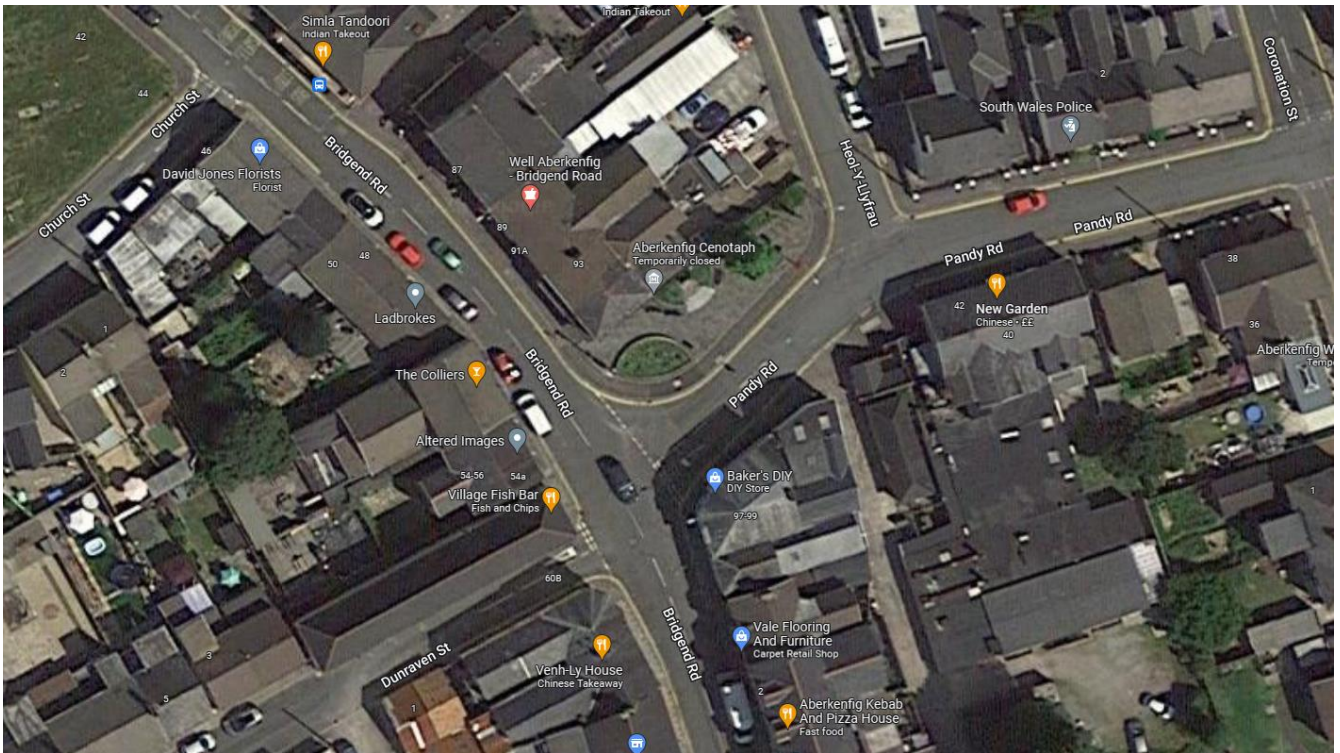
NHCC (Newcastle Higher Community Council) is a small Community Council covering the villages of Aberkenfig and Pen-y-fai in Bridgend County Borough.

Locally known as ‘Aberkenfig Woodland’, it is the community woodland space surrounded by hedgerow and trees. It is used regularly by the community for dog walking, and young adults for walks.

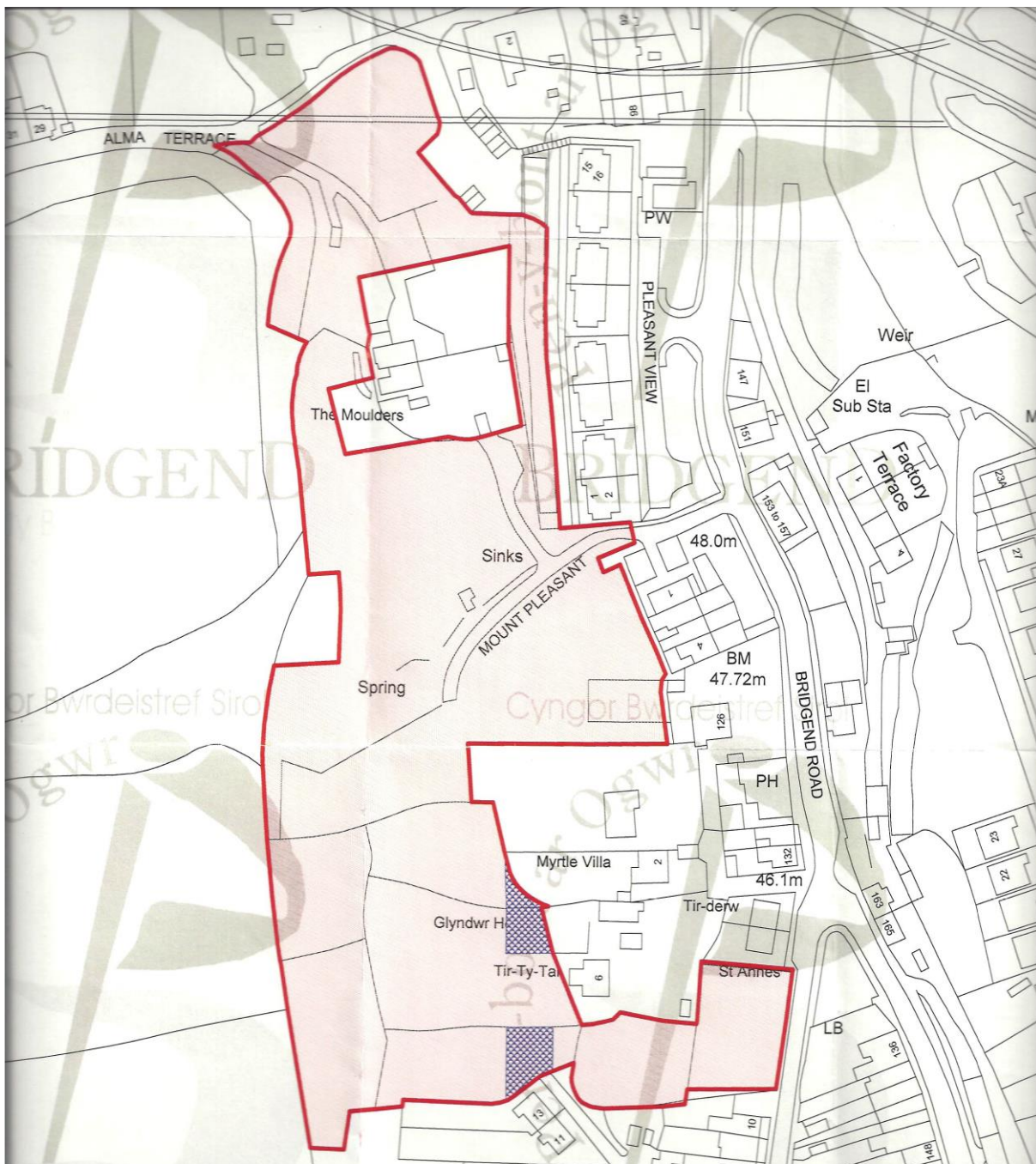
The field and accompanying car park are leased from Bridgend County Borough Council.

Locations

Aberkenfig Square
Pandy Road, Aberkenfig, Bridgend CF32 9BA



Aberkenfig Woodland Penyfai Road, Aberkenfig, Bridgend CF32 9AA



Grounds Maintenance

The overall purpose is to provide a clean, tidy and well-maintained grounds that reflects good horticultural and environmental practices. All work shall consequently be carried out and timed in such a way as to leave the site in a well maintained, safe and tidy condition at all times.

We are expecting that there may be several visits per annum, likely to be during the months April - March. There will also be a need to cut hedges surrounding the main entrance at least once per annum.

Request for quote (RFQ)

You are asked to submit a quote with itemized costings for the necessary work to be undertaken to deliver the contract. Your proposal should include:

- Details of qualifications and experience
- Examples of previous /similar work and/or references
- Note equipment owned and/or available
- Detail any Licenses you hold for equipment / machinery usage and any product licenses
- Confirmation you undertake and will provide risk assessments and method statements
- Detail of what your suggested parks and woodland maintenance schedule will cover.

1. Aberkenfig Woodland

Please provide:

- Detail of what your suggested maintenance schedule.
- Cost for annual contract with a number of visits to the woodland per year. Mainly throughout the summer months.
- Cutting of a small patch of grassed area situated at the entrance to the woodland
- Litter picking across the whole area of 2.14 acres.
- Regular inspection during winter months.
- General maintenance of the paths, to include cutting back of brambles, trees, weeds and foliage.
- To ensure paths are clear and to remove small trees or branches that have fallen.
- 1 hedgerow maintenance per annum
- To report back to the clerk on a regular basis.
- Cost per grass cut and litter picking (if we need additional)
- Cost per hedgerow maintenance (if we need additional)

2.Aberkenfig Square

Please Complete:

- Detail of what your suggested maintenance schedule.
- Cost for annual contract with a number of visits to the square per year. Mainly throughout the summer months.
- General maintenance of the square, to include cutting back of brambles, trees, weeds Litter picking and foliage.
- 2 yearly pressure washes of the square.
- To install new plants in the raised beds.

3. Penalties for unsatisfactory work

The Council reserves the right to deduct a penalty of 10% to 25% of the overall costs if work is not to the satisfaction of the Council.

Timeline / Deadlines:

Submission of proposal by the:	3 rd February 2023
Contract Awarded	Soon After the 14 th February 2023
<i>First work to be completed</i>	After the 1 st April 2023
<i>Contract to end</i>	31 st March 2026

Please provide the following information with your response:

Company name and Registration number where applicable

Contact name, email, phone number and address

VAT registration Number if applicable

Confirmation of Public liability insurance

Submission of proposal

For any queries, please contact Adam Davies, The Clerk

All quotations should be received by the 3rd February 2023 to
clerknewcastlehighercc@gmail.com