



Newcastle Higher Community Council
Cyngor Cymuned Castellnewydd Uwch

Grounds and playing field 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

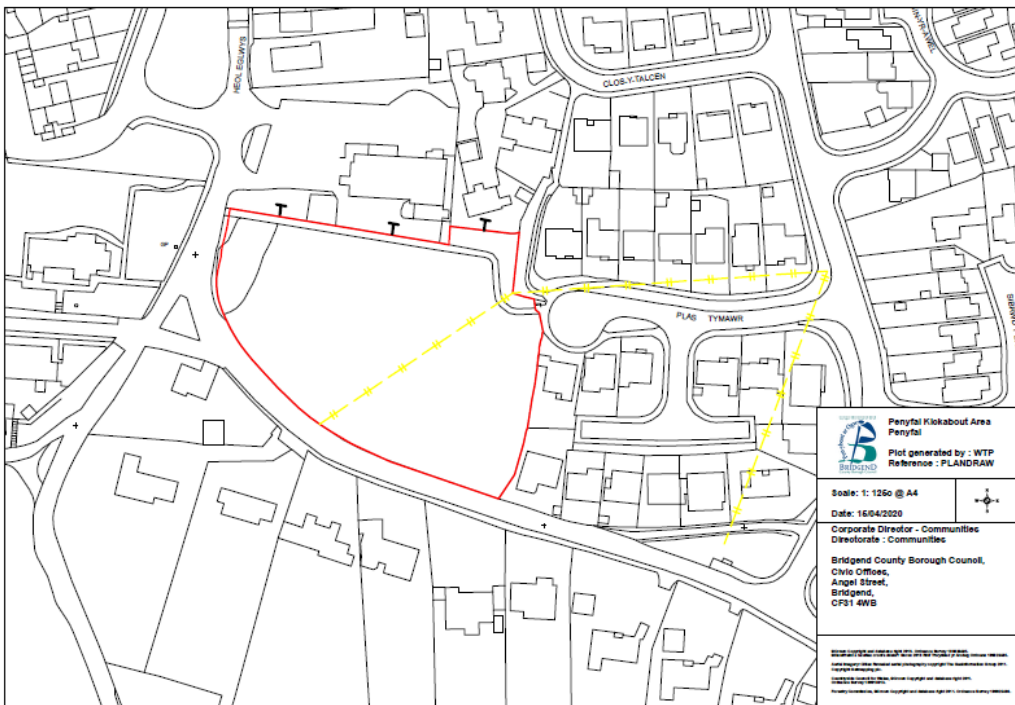
NHCC (Newcastle Higher Community Council) is a small Community Council covering the villages of Aberkenfig and Pen-y-fai in Bridgend County Borough.

The Council has taken on the lease of the green spaces within Pen y Fai, locally known as 'The Pheasant Field', which is the green community space surrounded by hedgerow and trees. It is used regularly by the community for dog walking, and during the spring and summer months, young people's soccer sessions are run on the field.

The field also hosts a number of village events throughout the year.

Location

Church Rd, Pen-y-fai, Bridgend CF31 4LY



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 up to 13 cuts per annum, likely to be during the months March - November. There will also be a need to cut hedges surrounding the inside and outside of the Field at least once per annum.

Request for quote (RFQ)

You are asked to submit a quote with itemised 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. PHEASANT FIELD

Please provide :

- Detail of what your suggested maintenance schedule.
- Cost for annual contract of up to 13 grass cuts and litter picking simultaneously for an area of 1.8 acres.
- 1 internal hedgerow maintenance per annum
- 1 external hedgerow maintenance per annum
- Cost per grass cut and litter picking (if we need additional)
- Cost per hedgerow maintenance (if we need additional)

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 for Pheasant Field	Soon After the 14 th February 2023
<i>First Cut to be completed on Pheasant Field</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