

Invitation to Tender (ITT)

Slapton Parish Council – Mowing Contract 2026–2029

1. Introduction

Slapton Parish Council invites suitably qualified contractors to submit a tender for the **Mowing and Grounds Maintenance Contract** for the period **1 October 2026 to 31 March 2029**, forming part of a **three-year contract cycle (2026–2029)**.

The Council reserves the right to amend the mowing schedule annually and review rates in line with inflation.

2. Scope of Works

The contractor will be responsible for delivering all mowing, strimming, trimming, and associated maintenance across the parish in accordance with the detailed **Schedule of Works**.

This includes (but is not limited to):

- Monthly mowing and strimming (February–October) across designated areas
- Protecting and working around daffodil and crocus planting areas
- Maintaining visibility at road junctions, signs, and footpaths
- Managing specific biodiversity requirements (e.g., Alexanders topping, glow worm protection)
- Removing grass cuttings where specified
- Ensuring safe pedestrian corridors and clear sight lines
- Reporting damage or hazards to the Clerk

A full breakdown of all locations and requirements is included in the **Schedule of Works** (Plans 1–7) and **Appendix A** (Daffodil & Crocus Locations).

3. Schedule of Works Summary

The contract covers the following areas:

- **Plan 1:** Bus Shelter to Southgrounds entrance
- **Plan 2:** Southgrounds entrance to Park & Walk
- **Plan 3:** Grass area opposite campsite entrance
- **Plan 4:** Campsite to start of tarmac footpath
- **Plan 5:** Tarmac footpath to FSC bird-ringing hut
- **Plan 6:** Triangles at Higher Green, Lower Green & Towns End Cross
- **Plan 7:** Recreation Field (including biodiversity management and pitch cutting)

Full operational details, seasonal requirements, and biodiversity instructions are included in the extracted document.

4. Contract Requirements

Contractors must:

- Hold **£5 million Public Liability Insurance**
- Hold a valid **DCC Chapter 8 Highways Certificate**
- Comply with all relevant Health & Safety legislation
- Provide copies of required certificates **before 1 April each year**
- Sign and return acceptance of terms annually

5. Payment Terms

- Hourly rate for 2026/27: **to be agreed**
- Mileage: **to be agreed** (fuel receipts may be requested)
- Payment by bank transfer
- Invoices must be fully itemised, including mileage
- Payment made within **3 days after the monthly Parish Council meeting**, provided invoices are received **7 working days prior**

6. Contract Duration

- This tender covers **1 October 2026 – 31 March 2029**
- Part of a **three-year contract (2026–2029)**
- The Council may add or remove mowing areas; contractor must provide revised pricing in writing
- Termination:
 - Council may terminate with **1 month's notice** for non-compliance or unresolved complaints
 - Contractor may terminate with **2 months' notice**

7. Submission Requirements

Tender submissions must include:

- Company/contractor name and contact details
- Evidence of required insurance and certifications
- Pricing proposal (hourly rate, mileage, any additional costs)
- Confirmation of ability to meet the full Schedule of Works
- Any relevant experience or references

8. Evaluation Criteria

Tenders will be assessed on:

- Compliance with the Schedule of Works
- Experience and capability
- Price and value for money
- Ability to meet biodiversity and safety requirements
- Reliability and communication

9. Submission Deadline

Completed tenders must be submitted by: 24th August 2026

Send to: Hannah Iles

Email: clerk@slaptonparishcouncil-devon.gov.uk

10. Appendix A – Daffodil & Crocus Locations

The contractor must **strim around daffodils and crocuses only until they have died back.**

Locations include:

- Carr Lane leat strip
- Stokenham sign (post box)
- Start sign triangle
- Brandis Park verges
- Verge opposite FSC
- Sands Road verges and Park & Walk area
- Five Mile Lane triangles and sign areas
- Pollardscombe footpath sign and triangle
- Start area verges and Water Lane corner

(Full list included in the extracted document.)