



# Drighlington Parish Council

The Community Hub  
1, Moorside Approach  
Drighlington BD11 1JF

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## INSTRUCTIONS TO TENDERERS

### 1. Introduction

- 1.1. Drighlington Parish Council ('DPC') has responsibility for grass cutting and maintenance of some of the footpaths in the Parish and 2 other locations in the Parish (details in the attached scope and shown in the enclosed photographs).
- 1.2. The DPC is inviting tenders for this Contract, from suitable Contractors.
- 1.3. It is anticipated that the contract will commence from 1<sup>st</sup> April 2025, for an initial period of 1 year. Subject to acceptable performance from the Contractor, the Contract may be extended for a further two 12-month periods.

### 2. Instructions to tenderers

- 2.1. Tenderers must be submitted on the template attached and must include:
  - Schedule of pricing and rate card – see enclosed spreadsheet.
  - Proposed plan for cutting
  - Contractors Terms and Conditions of Contract
  - Valid certificates of insurance for public and employer's liability.
  - Completed tender submission template.
- 2.2. All documents submitted must quote the reference DPC1/1.
- 2.3. All tenders are to be submitted by noon on the 24th of March 2025
- 2.4. Tenderers must email their tenders to [clerk@drighlingtonparishcouncil.gov.uk](mailto:clerk@drighlingtonparishcouncil.gov.uk). Hard copy tenders are not acceptable.
- 2.5. Tenderers must base their tender on the schedule of cuts described within paragraph 2 of the Scope.
- 2.6. It is the responsibility of each tenderer to ensure they satisfy themselves that they understand the requirements of this Contract, including visiting any of the sites detailed in the Scope.

### 3. Outcome

- 3.1. A meeting of the DPC (known as an 'extraordinary meeting') shall be held to review the tenders received and confirm the outcome of this tender process. It is anticipated that this will take place on 26<sup>th</sup> March 2025. A recommendation for the award shall then be made to the Full Council meeting also on 26<sup>th</sup> March 2025.
- 3.2. The clerk will notify the outcome to the successful tenderer on the 27<sup>th</sup> of March 2025 via email.
- 3.3. The Parish Council reserves the right not to award a Contract as part of this process and to seek clarifications relating to any bid submitted. The DPC is not obligated to accept the lowest priced tender and will award the Contract to the Contractor that it deems provides value for money for the community of Drighlington, using the criteria price and quality (to include all elements of the attached template).

### 4. The Contract

- 4.1. The Contract shall comprise of the successful tender including schedules of pricing, terms and conditions of Contract, proposed grass cutting plan and rate card.