CGM Operations East

operationseast@cgmltd.co.uk Date 8th January 2024

Dear Sir or Madam

**Grass Cutting 1 April 2024 - 31 March 2025**

I am writing to invite you to submit a quotation for grounds maintenance for the 2024/25 season for this parish. The Council intends to notify the successful contractor by the end of February, **a response by the 29th January 2024 would be appreciated.**

I enclose General specifications, and detailed specifications for the following:

1) Maintenance of Norfolk County Council grass verges } Maintained by Spixworth

2) Maintenance of Spixworth to Old Catton Cycleway path } Parish Council under

3) Maintenance of Greg's Meadow

4) Maintenance of various areas in Spixworth

The specification is to provide guidance for the service required by Spixworth Parish Council.

Further information:

* The specifications stipulate strimming around obstacles. The Council requests that you state if you propose instead to weed kill around obstacles.
* Boxing off cuttings is required on the Orchard Road playground area. The specifications for the Broadland District Council areas also make this stipulation. The Council asks that you state if your machinery has the capacity to cut in such a way as to make boxing off unnecessary.
* Item (6) Weed Control – Treatment to areas classed as injurious or toxic to be excluded from the quotation and classed as an additional cost. Please specify your charge per treatment for these areas.
* Item (7) Herbicide Application in Grass – General - to include weed control to footpath links.

* The successful contractor would be required give the Council copies of its relevant Health & Safety Policy and Public Liability insurance certificates.
* The Parish Council would like the successful contractor to cut any small pockets of open space as identified by the Parish Council ( item 7 on Parish Council land specification)

Payment:

* The Parish Council will require an itemised list for the cost of all elements within the specification.
* The Parish Council will pay for services received in the preceding month on receipt of an itemised invoice.
* If work is deemed unsatisfactory payment will be withheld until such a time the service has been revisited.

If you have any further questions please do not hesitate to contact the Clerk.

Yours sincerely

Mrs C Lake

Clerk to Spixworth Parish Council.