



**CYMDEITHAS Y MERLOD A'R
COBIAU CYMREIG
THE WELSH PONY AND COB
SOCIETY**

INVITATION TO TENDER

An invitation to tender for the Grass Cutting and Grounds Maintenance contract at the Welsh Pony and Cob Society

Location of WPCS: Bronaeron, Felinfach, Lampeter, Ceredigion SA48 8AG

Contact: Gemma Bassett Burr - 01570 471754 or gemma@wpcs.uk.com

Introduction

The WPCS is seeking proposals from Ground maintenance/landscaping firms to provide a range of works for regular grass cutting and associated maintenance of the Paths, Tress and Shrubbery surrounding the office of an area of approximately 0.5acre/2000m².

(Before tendering the Contractor is advised, at his/her own discretion, to visit the site to satisfy themselves as to the full extent of the Contract Specification. No claims arising from failure to do so will be accepted)

Requirements of the service provider.

- Grass cutting inclusive of strimming.
- Undertake weed control
- Basic Tree and Shrubbery Management
- Pathway clearance
- General maintenance (to be discussed ad hoc)
- Possible Planting
- Power washing

Insurance

The Contractor is required to have adequate public liability insurance in place for Contracts. A current Certificate of Insurance must be produced to the WPCS prior to commencement of the Contract. The Contractor shall indemnify the WPCS against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the WPCS of any action likely to cause injury or damage to a third party

Health and Safety

The Contractor shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this Contract

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice. Risk assessments, staff training and appropriate licences are the responsibility of the contractor.

The Contractor will always during the period of the Contract supply all necessary tools and machinery and ensure that machines are properly guarded and maintained to present no danger to the operator, surrounding structures, vehicles, or any person in the vicinity of operations. The Contractor will provide all working people with safety equipment, (boots, reflective vests etc.), and will ensure that all individuals will always use these when they are engaged in work for the WPCS. The WPCS take no responsibility for any tools or machinery.

Scope of the work

This is a year-round contract based on a minimum of ten site visits to keep on top of the work. The grounds feature established planting which requires cutting back over a period to make good. Mowing will take place on the full area of grass at the site, up to all path edges, fencing, obstacles, and any other boundaries.

Location	Work Required	Frequency
WPCS, Bronaeron, Felinfach, Lampeter, Ceredigion SA48 8AG	Cut grass and trim lawn edge – remove all grass cuttings from site Remove weeds from borders and tidy Shrubs/hedges/ Brambles/Trees – remove all trimmings from site Power wash and maintain pathways and fencing leading to and around offices	A minimum of 10 site visit per annum.

Duration of contract – Two year contract with a break clause after year one subject to a break clause. There is an option for the WPCS to extend for a further period of one year after the two-year period has commenced. With effect from the 1st May 2025.

To visit the site please contact Gemma to arrange a suitable time via telephone 01570 471754 or email gemma@wpcs.uk.com.

Information to be supplied.

Please quote a price per hour on a monthly basis and as a total for the calendar year, noting whether VAT is applicable.

Please outline any other services you can provide.

All Proposals must be submitted by **25Th April 2025** either addressed to

Gemma Bassett-Burr
WPCS
Bronaeron
Felinfach
Lampeter
SA48 8AG

Marked (Ground Maintenance)

Or by email to gemma@wpcs.uk.com

Please provide a contact number, email address and address

Please provide two references.

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Gemma Bassett-Burr

Company Secretary

All information provided in relation to this tender document is confidential and must not be disclosed to third parties without the prior written consent of the Welsh Pony and Cob Society