

Procurement Strategy & Specification

FE794

Grounds Maintenance at Salisbury District Hospital

DOCUMENT CONTROL

Project reference

FE794 SDH Grounds Maintenance

Publication history

March 2015

Amendments issued since publication

Date	Text affected
------	---------------

Author(s)	Title
Simon Dennis	Strategic Procurement Manager

All rights reserved. The information contained in this document is confidential. It may also be proprietary to the client. Without the prior written approval of the NHS Trust, no part of this document may be reproduced or transmitted in any form by any means, including, but not limited to electronic, mechanical, photocopying or recording or stored in any retrieval system of whatever nature, although copyright is waived to the extent that they may be copied for use by the managers and employees of the Salisbury NHS Foundation Trust. Use of any copyright notice does not imply unrestricted public access to any part of this document.

Contents

DOCUMENT CONTROL..... 2

Background

At Salisbury District Hospital (SDH), Salisbury NHS Foundation Trust provides a range of clinical care, which includes general acute and emergency services, to approximately 225,000 people in Wiltshire, Dorset and Hampshire. Specialist services, such as burns, plastic surgery, cleft lip and palate, genetics and rehabilitation, extend to a much wider population of more than three million people. The Duke of Cornwall Spinal Treatment Centre at SDH covers most of southern England with a population of approximately 11 million people.

Trust staff provide outpatient clinics in other locations in Dorset and Hampshire. Specialist staff hold outreach clinics in hospitals within the Wessex area and, in total, the Trust employed 3,890 staff at 30 September 2014. This includes full and part-time staff.

The Trust has embarked on a strategy to upgrade and increase its Maternity provision to respond to changing demand.

This Procurement

Salisbury District Hospital covers a large site to the southwest of Salisbury. The site is surrounded by fields and bordered on one side by the Salisbury / Odstock road.

Currently grounds maintenance is carried out by an in-house employee of the Estates Technical Services department, with other pieces of work being carried out by external contractors as required.

The aim of this procurement is to appoint a single service company to carry out all grounds maintenance functions on the site.

Bidders should also be aware that the Trust carry out grounds maintenance at a number of small satellite sites in Wiltshire. These sites are not listed in this procurement due to ongoing discussions, however bidders should have the capability to manage additional sites if required.

Bidders should also be aware that this Tender contains a TUPE element with regard to an existing Trust employee. We have therefore split this procurement into two lots – Lot One, which is grounds maintenance including the TUPE element, and Lot Two, which is the same maintenance without the TUPE element should the employee decide on other options.

Outline of Works Required

The following is a non-exhaustive list of the works required. As part of the Tender process, interested bidders will be offered the opportunity to visit the site and discuss elements of the requirements with the appropriate team. It is unlikely that we would consider bids from bidders that have not visited the site.

The following can be read in conjunction with the Site Map and Overhead Picture included as part of this package.

Note – Protected Species on site. There are a number of wild orchids on site, mainly around Entrance A. However, prior to confirming a works schedule, contractors must carry out a thorough check of all work areas to ensure protected or rare species are not cut, mown, or otherwise disturbed. Contractors must also bring to the immediate attention of the Trust any invasive or notifiable (e.g. Japanese Knotweed) species found during the carrying out of normal work.

Specification for Grass Cutting

From 1st April to 31st October, all grass situated in the areas designated short grass should receive one cut every two weeks or as necessary to maintain an approximate length of 4cms, minimum length 2cms.

Approximately 18 cuts per annum are anticipated.

Contractors will ensure debris, litter, etc on lawns is collected and placed into black bags for disposal before starting to mow.

All long and rough grass in areas indicated on site plans will receive one cut per month between 1st April and 31st September. This will include but not be limited to the large grass verge to the back of the rear car park. Grounds maintenance work around car parks must be completed at weekends due to access issues.

Grass edgings and grass growing around trees and obstacles will be clipped and kept tidy as part of the regular grass cutting schedule. Care must be taken to avoid damaging tree stems and shrubs with trimmers, other machinery and weed-killers.

Specification for planted areas, existing flower beds, gardens, shrubberies, etc.

All planted areas will be assessed once a month and tidied if required. Shrubs will be cut back from paths, steps, curbs, pavements and roads on routine visits.

Work will be carried out carefully to avoid damage to existing standing plants, shrubs, trees and their roots.

All weeds, dead plants, pruning debris, suckers, debris and litter will be removed and the areas left neat and tidy. Shrub beds adjoining grass should be edged with a spade or half-moon edging tool at each visit.

Climbers and wall shrubs will be pruned and tied securely in place at the appropriate time at least once per year, as required.

The use of herbicides under shrubs and trees as selective weed-killer will be strictly in accordance with the COSHH information available.

Treated and untreated borders will be attended to on a monthly basis to remove accumulations of leaves and litter and to remove broken branches or sucker growth from shrubs as well as weed growth.

Beds with annual bedding and/or key plants will be checked every two weeks to remove weeds, dead or broken plants, debris and litter. Dead and missing plants (bedding) will be replaced and all beds will be well-watered as and when required. All other dead or missing plants will be reported to the Hospital Trust.

Roses will be pruned in March and rose borders will receive a dressing of balanced fertiliser with traces elements after pruning, incorporated into the top 75mm of soil.

On no account will any border be dug which has previously been treated with persistent herbicide. As directed by the Estates and Facilities department after tidying of shrub borders, dress with 75mm of a suitable grade of chipped bark supplied or spent mushroom compost.

Specification for weed-killing

All gravel paths, mowing strips around buildings, areas where tarmac is laid up to walls and buildings, all paved and parking areas which are subject to weed growth will be kept weed free.

Only operatives holding the relevant certification be permitted to handle or use pesticides and will be supplied with and wear the correct protective clothing.

Under no circumstances will total weed-killers be applied to edges of mown grass or any planted areas.

As permitted, a chemical-based selective weed-killer may be used to deter and combat fresh weed growth; the rate of which must be in accordance with the manufacture's guidelines.

The use of chemicals under shrubs and trees as selective weed-killer will only be permitted on areas deemed to be suitable by the Trust.

The site should receive one complete treatment per year, and two follow-up treatment of areas which have been unsuccessfully treated.

Specification for flower tubs, raised planters, and flower containers

All planted tubs and containers will be watered regularly between May to September and once weekly or as necessary at all other times.

All tubs, raised beds and containers will be checked every two weeks for pruning, trimming, and weeding as necessary and for replacing dead plants.

Containers with summer and winter bedding will be replanted in May / June and September / October with appropriate plants at a minimum density of 16 plants (9cm pot size) per barrel container, or per square metre, incorporating a balanced fertiliser with trace elements.

Containers with shrubs will receive 3 dressings of balanced fertiliser in spring, summer, and autumn worked into the top 100mm of soil.

Weed killers will not be used on containers or tubs.

Specification for hedges

Unless otherwise directed, hedges will be cut twice per year at a time agreed by both parties and completed within a set time. This maintenance will also need to be scheduled around the bird nesting season.

Hedges will be cut on both sides and top to preserve a regular straight line and level top. Growth will be cut back to within 10mm of previous cuts and hedges will be cut narrower at the top than at the bottom.

Requests may be made for reducing the height or width of a hedge, cutting into old wood; this will be discussed at the time of hedge cutting.

All debris from pruning and also litter will be collected up and removed from site with the bottom of the hedge cleared out and adjacent grass verges trimmed and left tidy.

Tall screen hedges will be cut at the top and side on an occasional basis and will be requested as additional work when needed.

The Beech hedges in the rear car park will be maintained during the weekends when access is better and the site less busy.

The mature field hedge at the back of the rear car park will be cut using tractor mounted flail mower, work completed at the weekend when better access is available and the site is less busy.

Specification for autumn and winter work

Attention will be given on a monthly basis throughout the winter to all planted areas.

Leaves will be cleared from pathways, car parks, short grass areas, beds and borders once a month in October / November / December/January.

Leaves which may cause hazard, i.e. at entrances, exits, stairs, fire escapes etc will be swept and cleared on a weekly basis.

Shrubs and small trees will be pruned at the appropriate time of year depending on species, variety and time of flowering.

Roses of large flower and cluster types will be hard pruned in late February or March. Old flowering heads, suckers and unwanted growth will be removed during monthly autumn clearing, and soil dressed.

Shrub roses will be lightly pruned according to type and species.

Replacement of failed shrubs will require a separate quote of price and will be outside of this tender specification.

Clearing elders, suckers and other woody growth by bases of walls or drainage gullies will be done as necessary during monthly or winter clearing visits.

Annual reduction of the internal courtyard populated with 'Snowberry and Buddleia' also completed, species reduced to circa 600mm in height, all debris and detritus removed off site to an approved tip.

Clearing and tidying of overgrown areas of the site and similar winter work will be requested on an 'as and when needed' basis and does not form part of this contract.

Specification for roadways, paths, hard standings and car parks

The Contractor will ensure that all hard surfaces, including paths, roads, external steps, ramps, fire escapes, car parks, courtyards, bases of buildings including gullies and drains are maintained free from litter and debris irrespective of its source and all arising cleared from site to an approved tip.

The Contractor will apply an effective, approved total weed killer to eradicate all weeds, tree and shrub seedlings, etc showing through in roads, paths, car parks, bases of buildings, courtyards, steps, ramps, manhole covers, fire escapes, road and general gullies and drains, hard standings, slabs and the like, tree and shrub seedlings moss etc to gravelled areas, temporary car parks, footpaths etc.

This will be carried out during the year at a period when weather conditions are suitable to achieve the required previously agreed standard.

The Contractor will apply an effective and approved proprietary chemical for moss control to hard surfaces as approved by UK Pesticide guide for that purpose.

All general building gullies (open or closed) will have the tops cleaned out of all debris.

Specification for cigarette bin emptying

The Contractor will supply all plant labour and materials to empty exterior cigarette bins on a regular basis (to be confirmed by the Trust but allowed for weekly). At the same time each smoking shelter will be swept clean.

All arisings from these operations will be removed off site to an approved tip.

Generally

Provide the services of Grounds Maintenance Manager to provide professional advice and guidance on the ongoing management of the grounds. Monthly provide short written report on works completed, suggestions for improvements and items of an unforeseen nature that may have arisen. The report will also include details of finds resulting out of the regular inspections made by the GM Manager.

Selection Process and Criteria

The selection process is by assessment of Best Value to the Trust, including prior experience, capability, price and capacity.

The recommended criteria and weighting for adjudication is as follows:

- Experience of similar projects – 20%
- Capacity (resource availability) – 10%
- Innovation – 5%
- Requirements Interpretation – 25%
- Cost – 40%

Procurement Process & Timetable

Advertised via ConstructionLine and Contracts Finder	Wednesday 1 st April 2015
--	--------------------------------------

and TED	
Supplier Onsite Visit Day	w/c 20 April 2015
Closing Date for Clarification Questions	Thursday 30 th April 2015
Closing Date for Proposals	Friday 8 th May 2015

This Opportunity is being advertised via the ConstructionLine Opportunities Notice Board, and the Cabinet Office Contracts Finder Website.

The Procurement process is being conducted via the Trust's Ariba procurement portal. Interested bidders should email tenders@salisbury.nhs.uk with the subject title "Maternity Design Group" including full named contact details, with telephone, email and address, for the person responsible for preparing their response. The Trust will then register the bidder on the Ariba portal, and the bidder will automatically receive an Ariba event invite key. **Please ensure email systems are set to whitelist from the ariba.com domain.**

During the Procurement, technical or procurement questions should be asked via the Messaging function on Ariba, not direct to individuals. For Ariba technical queries or help, please contact Ariba Support on 0800 358 3556.