



SPECIFICATION OF WORKS



Whitchurch Town Council

1. Introduction

- 1.1 Whitchurch Town Council own a number of sites and is committed to maintaining them to a high standard for the benefit of the residents and visitors. The specification includes details of the number of expected maintenance visits throughout the year as a minimum but may request additional visits depending on the weather.
- 1.2 It is suggested that the tenderer should visit the sites to assess the work required, to view the topography and layout of the area, before the tender is submitted.

2. Sites

- 2.1 The sites in this contract are: -
 - i) The Cemetery - Andover Road, Whitchurch. RG28 7RL
 - ii) Harry Gilbert Allotments - Winchester Road, Whitchurch
 - iii) Alliston Way play area - off Alliston Way, Whitchurch. RG28 7LE
 - iv) Kingsley Park play area - off Kingsley Park, Whitchurch, RG29 7HA
- 2.2 Officers will visit the sites regularly to inspect the work carried out.

3. Works to be undertaken

- 3.1 The required work is fully described in the schedule of work, specification of work and Kingsley Park Management Plan.
- 3.2 The Contractor is to carry out all work in the specification within the sum quoted.
- 3.3 All works should be carried out in accordance with the principles and practices of accepted and recognised horticultural standards.
- 3.4 The Contractor shall ensure that the Council's property is protected against accidental or negligent damage likely to be caused through undertaking the works specified.
- 3.5 Any damage caused by the Contractor will be immediately made safe and repaired to the satisfaction of the Council at the Contractor's expense.
- 3.6 Any suggested works relating to tree surgery shall be referred to the Town Clerk.

4 Access

- 4.1 The Contractor will be provided with the necessary keys and access codes for the sites.
- 4.2 Public access shall not be impeded or denied by the Contractor unless previously approved by the Town Council, but the Contractor may ask members of the public to move so that works can be undertaken.
- 4.3 At all times, the site will be kept clean and tidy.

5. Insurance

- 5.1 The Contractor is required to send annually to the Town Clerk evidence of their public liability insurance which must be for £10 million or above.



6. Health and Safety

- 6.1 The Contractor's Health and Safety Policy should be sent to the Council at the start of the contract and when updated.
- 6.2 The Contractor shall ensure that employees working on the site are suitably qualified and assessed and provided with all protective clothing (PPE) applicable to the materials being applied and shall be given access to washing and cleaning facilities as necessary.
- 6.3 The Contractor shall ensure that all materials are properly stored and transported, providing secure storage as required under current legislation.
- 6.4 The Contractor shall ensure that all machinery used shall be carefully maintained whilst the contract is in place.
- 6.5 The Contractor shall ensure that the method of application and the undertaking of such works proceeds in such a manner as to cause no damage or injury to any desirable plants or vegetation, animals, machines or items of equipment. Any such damage will be held to be the responsibility of the Contractor and they will be required to make good any damage and will be responsible for any claims for compensation arising from these actions or omissions.

7. Contract value and payment

- 7.1 The Contractor should provide a price per annum and a total price for the 3 year contract, showing any annual increase.
- 7.2 The Contractor will invoice the Council monthly for works carried out. The Council may permit the Contractor to invoice the annual cost in equal monthly instalments regardless of the tasks carried out.
- 7.3 The total value of the 3 year contract requires the Council to follow the Public Contract Regulations 2015.

8. Disposal of waste

- 8.1 The Contractor shall ensure that all waste collected, produced, or arising from the undertaking of the works is correctly and properly disposed of making use of licensed and approved tips or incinerators as appropriate.

9. Weather and ground conditions

- 9.1 Work shall not be carried out with any machinery when ground conditions are such that detrimental effects may occur such as deep rutting and puddling.
- 9.2 The Contractor shall make allowance for climatic variations which may impact on the schedule.

10 General Conditions



- 10.1 Grass will be cut up to the paths, fencing or other boundary except at specific locations where a strip has been left for biodiversity.
- 10.2 The Contractor shall ensure that the bases of all seating, signs, play area posts and fencing are clear of vegetation.
- 10.3 Extreme care shall be taken when cutting around the base of trees to prevent damage.
- 10.4 Prior to cutting, the area should be inspected for obstructions such as litter and dog fouling which shall be removed and placed in the waste bins. If hypodermic needles are encountered, all necessary precautions should be taken when removing them.
- 10.5 All grass areas shall be cut cleanly and evenly to the same height without damaging the existing surface. The finish shall be free of ribbing, skids, ruts, divots and excessive tyre marks.
- 10.6 All arisings shall be removed from non-grass areas before leaving the site.
- 10.7 The Contractor will notify the Town Clerk at the start of the mowing season of the dates for the season when the mowing will be carried out.
- 10.8 During very wet conditions, all grass cutting will cease until conditions improve sufficiently to allow the work to continue without damaging the surface or creating divots.
- 10.9 During periods of drought, the Town Clerk may instruct that grass cutting is suspended.

11. Strimming

- 11.1 The Contractor may be required to strim around obstacles within the confines of the various categories of grass areas described in this schedule.

12. Pesticide Application

- 12.1 The Council would prefer to avoid the use of pesticides and herbicides, preferring non-chemical methods of weed control.
- 12.2 If herbicides and growth regulators are used, they should be suitable for use in public areas.
- 12.3 The Contractor shall ensure that all legislation is followed when using pesticides and that members of staff are trained accordingly.
- 12.4 The Contractor shall ensure that the use of pesticides does not lead to pollution of any water course or water supply. The Contractor is responsible for any pollution.

13. Hedge and Shrub Maintenance

- 13.1 All hedge and shrub maintenance should fall outside the bird nesting season.



13.2 The Contractor shall remove all debris and cuttings from the site and dispose of them under their Waste Carrier Licence.

14. Litter picking

14.1 The Contractor will need to make provision in the tender for any litter picking that maybe required prior to carrying out work.

14.2 Litter may be disposed of in the bins at the sites.

15 Additional Works

15.1 The Council may request additional works to be carried out and will request a quotation for these works. A purchase order number must be provided before any works are carried out.



Whitchurch Cemetery

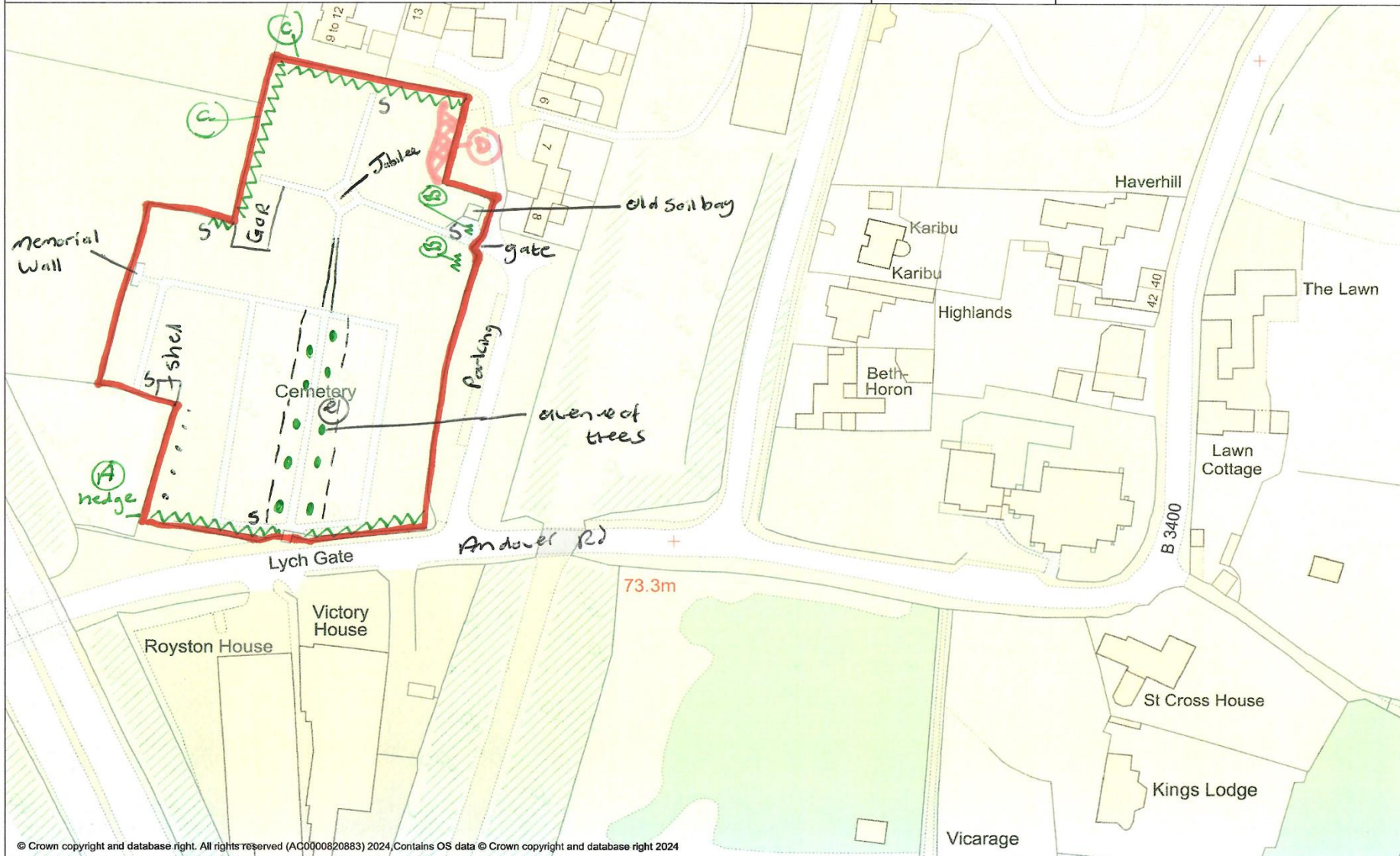
Whitchurch

Author:

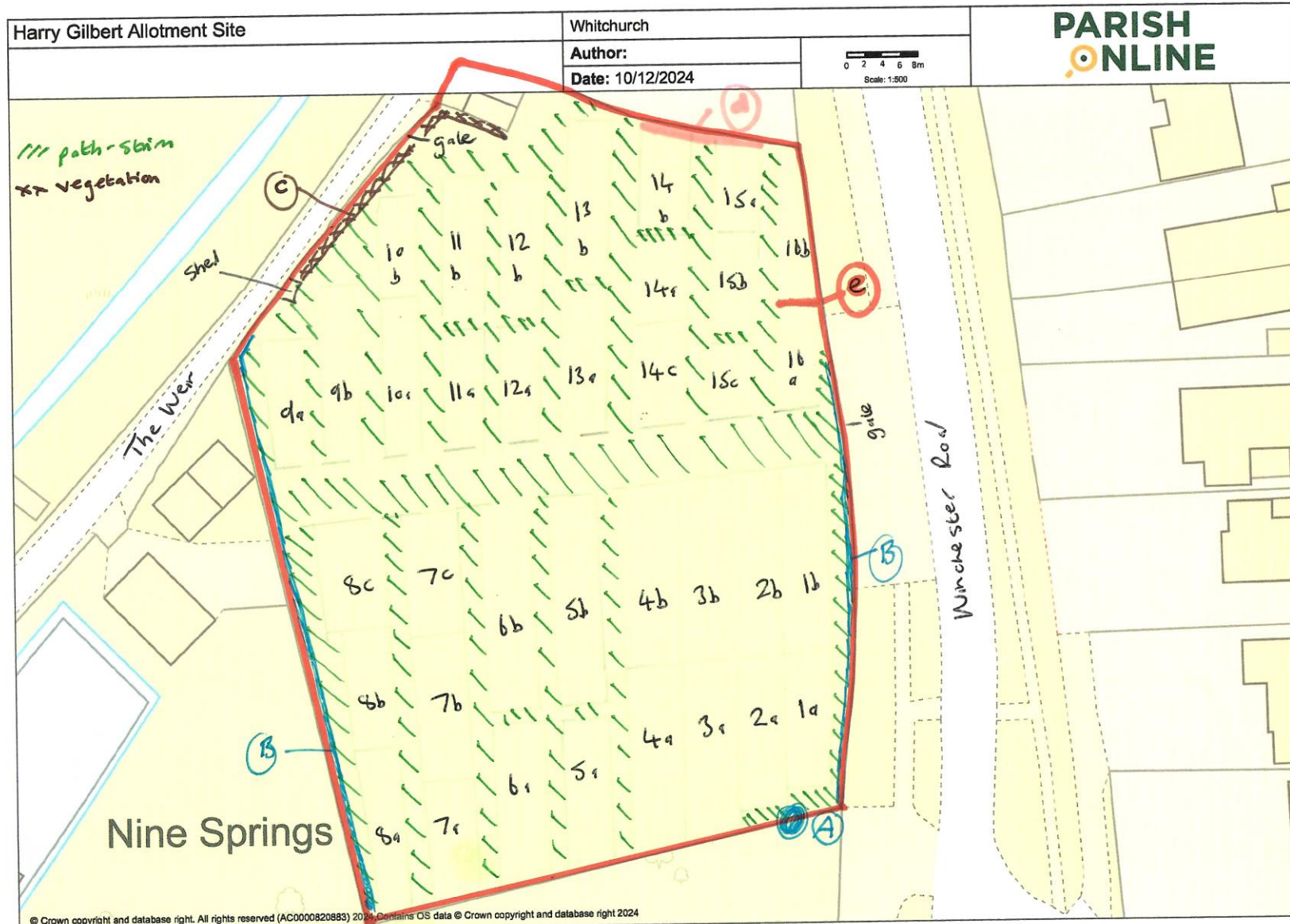
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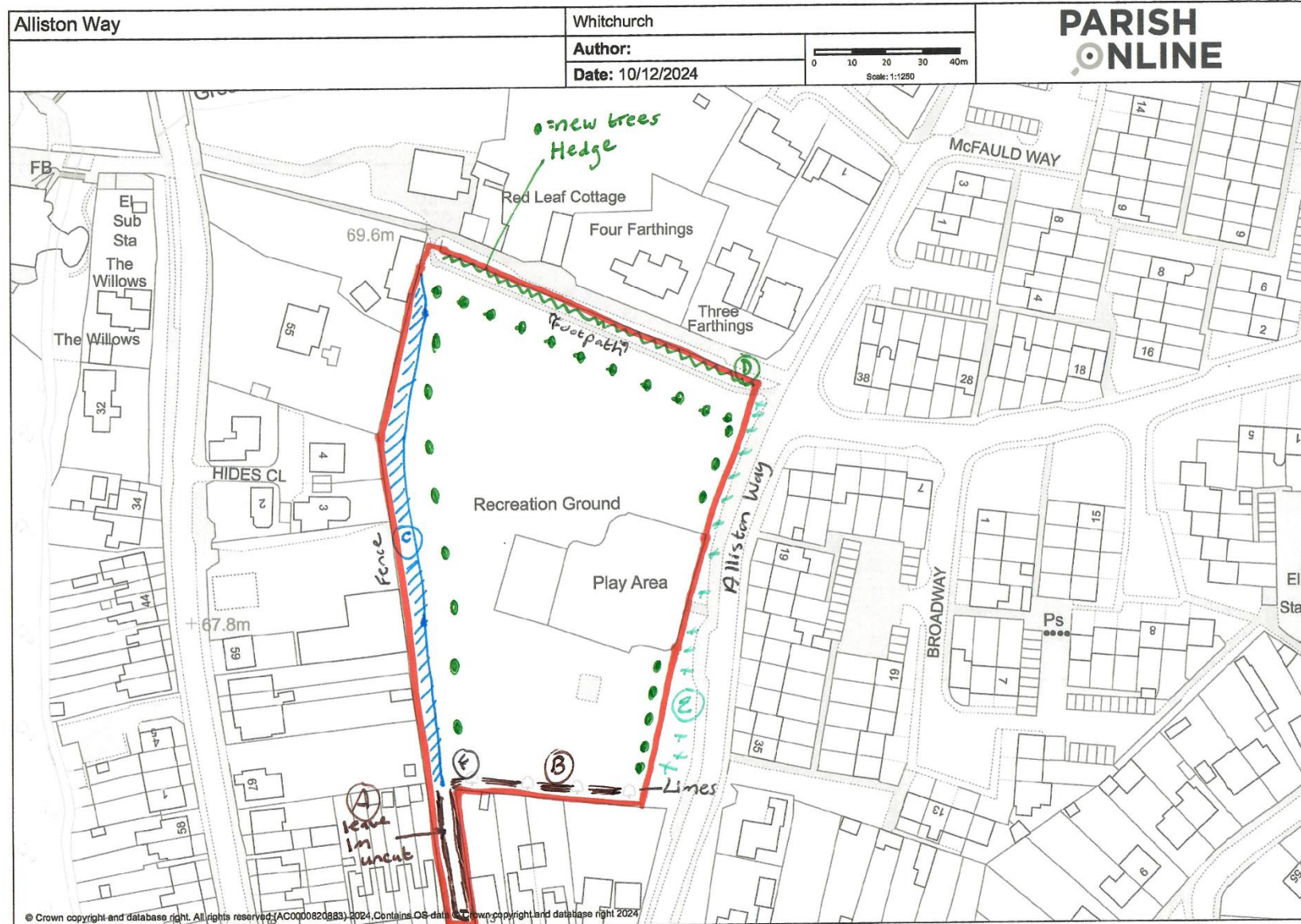
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Specification of works







Kingsley Park

Whitchurch

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