

Tender document for the maintenance of Whiteley open spaces and play areas.

Contract begins 1st October 2021

Companies tendering for this contract must be based within 10 miles of Whiteley.

Note TUPE will apply to this contract, successful contractor will be expected to employ PHS Greenleaf groundsman Dave Ellis under similar or enhanced conditions to his existing contract until such time as he wishes to retire.

PHS Greenleaf 0800 090 2325 General enquiries

1. Scope of the work

1.1 The work comprises grounds maintenance to Meadowside recreation ground and all the facilities thereon together with Rosemary Gardens, Caraway, Saffron Way, Mollison Rise and Cheshire Close play areas and servicing dog waste bins on Meadowside Recreation Ground, Leafy Lane, Sorrel Drive and Bluebell Way.

1.2 The location and extent of work is shown on site plans reference as follows:

1. Meadowside Recreation Ground
2. Caraway
3. Saffron Way
4. Rosemary Gardens
5. Mollison Rise
6. Cheshire Close.

1.3 The Contractor should visit the sites to understand any constraints which may affect the tender price.

1.4 The Contractor will be expected to comply with good industry practice, complying with current law and regulations ordinarily expected from a skilled and experienced body engaged in a similar type of undertaking under similar circumstances.

1.5 The specification should be read in conjunction with the terms and conditions of the contract.

2. Length of contract

2.1 Tenderers should assume a contract length of 3 years, there may be an opportunity to review after 3 years.

3. Insurance

3.1 The Contractor will provide evidence that a minimum of £10,000,000 Public Liability Insurance and £10,000,000 Employers Liability Insurance is maintained.

4. Communication and administration

4.1 Key Contacts

4.1.1 The contact details for the Authorised Officer will be advised to the Contractor in writing at the start of the contract.

4.1.2 General instructions, authorisation of additional work and certification of payments will only be made by the Authorised Officer and no instructions should be taken from Town Council members or members of the public.

5. Contract Monitoring

5.1 The Contractor will meet with the Authorised Officer on a fortnightly, or other agreed basis to discuss the needs of the Contractor, Whiteley Town Council and users of the football pitches in delivering the maintenance required.

5.2 The Contractor will allow for quarterly evening meetings, if required, with members of the Town Council to discuss performance and any improvements required.

5.3 The extent of the contract will be reviewed 6 months from the date of commencement and any adjustments will be made through negotiation between the Authorising Officer and the Contractor.

5.4 Remedies in the event of inadequate performance are set out in the terms and conditions of the contract.

6. Inclusions

6.1 The tender price will include costs for all requirements of the terms and conditions of the contract including:

- complying with all current health and safety and welfare regulations
- vehicles, fuel and plant
- labour
- spot hire of machinery
- management costs and supervision
- administration
- consumables
- all cleaning materials and associated equipment
- overheads
- training
- recruitment
- planning
- disposal costs of all arisings from works
- all other costs that may arise in order to complete the work in accordance with the specification and site plans

7. Site compound

7.1 There is the potential for a compound on Meadowside recreation ground, its use by the Contractor if required will be under license and the Contractor will be responsible for returning it to the Town Council at the end of the contract in a clean and tidy state. If the compound is used the Contractor will be responsible for the cost of electricity and water and for maintaining it in a safe and tidy condition.

8. Litter collection

8.1 Health & Safety – drug related litter

8.1.1 The Contractor is expected to collect and dispose of drug-related litter under this contract. Appropriate provision to ensure that staff receive proper training in the handling and disposal of drug-related litter will be made.

8.1.2 The Contractor to ensure that appropriate personal protective equipment and a supply of sharps boxes and/or other relevant disposal/storage containers are available to each member of staff that who may come into contact with drug-related litter as part of their job.

8.2 Litter bins and dog waste bins

8.2.1 The Contractor to carry out the emptying of all litter bins and dog waste bins on Meadowside recreation ground, play areas and dog bin sites **at an appropriate frequency to ensure that the capacity of any bin is not exceeded.** The Contractor is to ensure that all bins on Meadowside recreation ground are emptied frequently, minimum requirements are set out in the specification.

8.2.2 During school holidays from March until the end of October litter to be collected and bins emptied daily.

8.2.3 Litter and dog bins to be fitted with a disposable PVC liner bag each time they are emptied. All bins to be deep cleaned using disinfectant at least twice a year.

8.3 Disposal of litter, waste and arisings from grounds maintenance

8.3.1 The Contractor is to provide to the Authorised Officer in writing prior to the commencement of the contract full details of the measures to be taken to comply with the 'Environmental Protection Act 1990: Waste Management: The Duty of Care. A Code of Practice' in relation to waste produced, kept carried or disposed of as a result of the works.

8.3.2 In addition, the Contractor must provide to the Employer prior to the commencement of the Contract, and at appropriate times thereafter a copy of the Contractor's Certificate of Registration under the control of Pollution (Amendment) Act 1989.

8.3.3 The Contractor is to ensure that all waste collected, produced or arising from the works is correctly and properly disposed of making use of approved and licensed points of disposal as provided by Hampshire County Council.

9. Grass cutting

9.1 The grass cutting season is defined as the period from early March to early November.

9.2 The Contractor should be aware that during times of extreme dry and wet conditions grass cutting may be suspended with the agreement of the Authorised Officer. The Contractor to re-schedule the cuts to meet the specification in agreement with the Authorised Officer. Fewer cuts may be required at the beginning and end of the season.

9.3 Prior to each cut the Contractor to ensure all litter, debris and obstructions are removed. All such items collected to be removed from site for correct disposal by the Contractor.

10. Conservation area

10.1 Cut and collect using mechanised flail collector or cut using brush cutter and hand rake. Remove all arisings from site to authorised tip.

11. Amenity grass

11.1 All grass that isn't sports pitches or play areas.

11.2 Note litter picking required prior to cut.

11.3 Cut and fly maximum height 35mm allow for 32 cuts per year. Edges to be kept trimmed and re-edged at least annually. Fence lines to be kept cut back and tidy.

12. Sports pitches

12.1 See plan for area allowed for sports pitches.

12.2 Fixtures to be provided to groundsman by clubs by Wednesday before game.

12.3 Any non sporting events planned for the pitch area will also be notified to the Contractor as soon as bookings are confirmed.

12.4 On Fridays or other weekday for midweek games during the playing season the pitch is to be inspected by the groundsman before 11am and in liaison with the

football team manager and the Authorised Officer a decision on whether the pitch is playable be made.

12.5 The Contractor to undertake games attendance and associated duties as required by the Authorised Officer.

12.6 Unless directed by the Authorised Officer the Groundsman/Attendant will be available at all times during the period booked, to attend to the requirements of site users in a professional, helpful and courteous manner.

12.7 Staff undertaking duties of a Groundsman/Attendant must either be a qualified Groundsman (in possession of appropriate NVQ qualification or equivalent) or have practical Groundsman experience and have received proper instruction in the procedures to be followed and duties to be undertaken.

12.8 Should the Contractor become aware of any accident involving injury to anyone using the facilities or pitches, he is to report them to the Authorised Officer on a form as agreed with the Authorised Officer. In the case of a serious incident, immediate contact is to be made with the Authorised Officer

12.9 The sports pitches are currently marked out as two adult football pitches and one junior pitch.

12.10 At the start of the season, pitches to be re- marked to the dimensions to comply with the Football Association regulations.

12.11 Grass to lines to be mown to a height of 10 to 15mm immediately prior to marking out. Line marking to be undertaken with equipment that produces straight, even width lines of equal pigmentation using a non-toxic whiting agent so they are clearly visible from 30 metres away.

12.12 One set of goal posts, net stays and nets to be erected to each pitch and removed to store at the end of the season. Nets to be removed to store after each fixture. Goal posts, nets and fixings to be checked weekly during the playing season.

12.13 During the playing season, ensure that all line marking is uniformly remarked as often as required to maintain clear visibility from 30 metres away and after general grass cutting.

12.14 Grass cut and fly using ride on triple cylinder mowers or tractor mounted sports cutters to a height of between 10 and 25mm during the playing season allow for 40 cuts per year (weekly).

12.15 Cut and fly to a height of 35mm during the off season allow for 6 cuts per year (fortnightly).

12.16 Replace torn turf and tread in divots after each game.

12.17 Collect litter and debris generated by the teams and spectators immediately after the game. (Note playing teams will be required to carry this out and will be charged if they fail to do so)

12.18 Spike worn areas around the goal and central area of the pitch with a fork as often as necessary to prevent water logging.

12.19 Worn areas of the pitch to be thinly dressed with coarse washed sand to prevent the build up of water.

12.20 The area of the pitch is to be spiked with solid tines giving a minimum penetration of 150mm as required to relieve compaction and maintain infiltration depth at least annually. Liaise with the Authorised Officer if additional spiking is thought to be necessary.

12.21 Scarifying, harrowing, moss control, weed killing, reseeding and the application of fertiliser may be required from time to time as instructed by the Authorised Officer.

12.22 At the end of the playing season the Contractor to renovate the pitches in accordance with a schedule agreed with the Authorising Officer. Work is likely to comprise restoring worn areas i.e. goalmouths and in-filling and levelling low areas using sand and top soil.

13. Shrub bed maintenance

13.1 The Contractor to allow for four visits per year to each shrub bed

13.2 On each visit to each shrub bed, the Contractor to carry out the following:

- Remove all litter and debris
- Edge grass edges with long handled shears and remove arisings
- Remove all weeds and dispose of

13.3 Annually the Contractor will

- Prune shrubs in accordance with the Authorising Officer's schedule and remove arisings
- Apply a mulch of composted bark

14. Hedge Maintenance

14.1 Hedges are all sited in areas well used by pedestrians and appropriate care should be taken in the choice of machinery and number of operatives to maintain pedestrian safety at all times.

14.2 Unless otherwise directed by the Authorised Officer, remove current growth back to the old wood to maintain a consistent height, width and general shape.

14.3 All arisings to be either removed from site or shredded, composted and stored within the compound.

14.4 Allow for one cut per year but entrances clear during the year.

14.5 Attention is drawn to the Wildlife and Countryside Act 1981 which protects nesting birds and bats. The Contractor to inspect the hedges for nesting birds before commencing hedge maintenance. In the event the hedge is unable to be cut because of nesting birds the Contractor is to inform the Authorised Officer immediately.

15. Tree Maintenance

15.1 Minor tree surgery and tree planting may be required and a provisional sum of £500 per year to cover expected costs is to be included in the tender. Tree work will be instructed under a variation order by the Authorised Officer.

16. Play Areas other than Meadowside

16.1 Play areas are to be visited weekly, non grassed surfacing to be swept as necessary to keep clear of leaves, litter and any other debris and all arisings disposed of.

16.2 Play areas to be cleared of litter weekly and bins to be emptied at least weekly.

16.3 Grass to be cut weekly from March to November

16.4 Hedges and shrub beds to be maintained as specification, work in addition to the specification to be carried out under a variation order.

16.5 Visual inspection of all equipment to be made weekly and any damage reported immediately to the Authorised Officer.

16.6. Full safety inspections to be carried out fortnightly by a RoSPA trained operative and survey results forwarded to the Authorised Officer.

16.7 Work to repair or remedy damage to be carried out under a variation order.

17. Meadowside play area

17.1 Play area to be visited every other day including once at the weekend, safer surfacing to be swept as necessary to keep clear of leaves, litter and any other

debris and all arisings disposed of. Bark chipped areas to raked level, particularly under the swings.

17.2 Grass to be cut weekly from March – end of October

17.3 Play area to be cleared of litter every other day including once at the weekend and bins to be emptied as necessary.

17.4 During school holidays from March until the end of October litter to be collected and bins emptied daily.

17.5 Hedges and shrub beds to be maintained as specification, work in addition to the specification to be carried out under a variation order.

17.6 Visual inspection of all equipment, gates, fencing and seats to be made weekly and any damage reported immediately to the Authorised Officer.

17.7 Full safety inspections to be carried out fortnightly by a RoSPA trained operative and survey results forwarded to the Authorised Officer.

17.8 Work to repair or remedy damage to be carried out under a variation order.

18. Meadowside skatepark

18.1 Skatepark to be visited every other day including once at the weekends, ramps and surrounding concrete to be swept as necessary to keep clear of leaves, litter and any other debris and all arisings disposed of.

18.2 During school holidays from March until the end of October litter to be collected and bins emptied daily.

18.3 The skatepark and the area behind the compound to be cleared of litter every other day including once at the weekend and bins to be emptied as necessary.

18.4 Full safety inspections to be carried out fortnightly by a RoSPA trained operative and survey results forwarded to the Authorised Officer.

19. Contingencies

19.1 Tenders should allow £4,000 per year for contingency items of which 60% is likely to be labour costs to cover additional items of work that may be required. This work could include:

Replacement of damaged play equipment

Moss clearing to play areas

Repairs and maintenance to notice boards, map boards, seats and litter bins

Additional litter picking/clearing of flytipping or graffiti

Hedge planting/renovation

Fence repairs

Snow clearing

Bill of Quantities/Schedule of rates – Note tendering contractors to carry out their own assessment of areas

	Whiteley Grounds Maintenance				
Ref	Description	Quantity	Units	Rate £	Total £
1	Preliminaries				
2	Meadowside Recreation Ground				
a	Clear litter on alternate days including one day at the weekend	183	visits		
b	Empty litter and dog bins to ensure the capacity of the bin of not exceeded, at least weekly, clean bins as specification	52	visits		
c	Litter to be collected and bins emptied daily during school holidays from 1 st March – 1 st November				
d	Maintain conservation area according to specification	9,845	m2		
e	Maintain amenity grass according to specification	20,597	m2		
f	Maintain sports pitches as specification, currently marked out as three adult pitches, two with further markings to create four mini pitches including attending on football teams throughout playing season	24,972	m2		
g	Maintain boules terrain but keeping clear of litter and raking once a week		item		
H	Maintain three raised beds and 3 hanging baskets		item		
j	Maintain hedges according to specification, see site layout plan		item		
3	Meadowside play area				
a	Clear litter on alternate days including one day at the weekend and every day during school holidays from March - November	213	visits		
b	Sweep non grassed areas and rake over woodchip to provide a level surface at least weekly	1324	m2		
c	Cut grass as specification with weekly cuts from March - November	40	visits		
d	Empty bins to ensure capacity of bin is not exceeded, at least three times a week and every day during school holidays from 1 st March – 1 st November	213	visits		
				Total	

	Whiteley Grounds Maintenance				
Ref	Description	Quantity	Units	Rate £	Total £
	Meadowside play area cont.				
e	Maintain hedges and shrub beds to the perimeter of the play area as specification	180	m2		
f	Weekly visual inspection of fence, gate and all play equipment and report damage and repairs needed to Authorised Officer	52	visits		
g	Fortnightly full safety inspection and written report carried out by a RoSPA trained operative, report forwarded to Authorised Officer	26	visits		
4	Meadowside skatepark				
a	Clear litter on alternate days, keep ramps and surfaces clear of leaves, litter and other debris.	323	m2		
b	Empty bins to ensure capacity of bin is not exceeded, at least three times a week, everyday during school holidays 1 st March – 1 st November	213	visits		
c	Fortnightly full safety inspection and written report carried out by a RoSPA trained operative, report forwarded to Authorised Officer	26	visits		
5	Saffron Way play area				
a	Clear litter once a week as specification	52	visits		
b	Sweep non grassed areas to remove debris, at least weekly	262	m2		
c	Empty bins to ensure capacity of bin is not exceeded, at least once a week	52	visits		
d	Maintain amenity grass according to specification and cut weekly from 1 st March-1 st November	3,893	m2		
e	Weekly visual inspection of 22 No trees, fences, gates and all play equipment and report damage and repairs needed to Authorised Officer	52	visits		
f	Fortnightly full safety inspection and written report carried out by a RoSPA trained operative, report forwarded to Authorised Officer	26	visits		
				Total	

	Whiteley Grounds Maintenance				
Ref	Description	Quantity	Units	Rate £	Total £
6	Caraway play area				
a	Clear litter once a week as specification	52	visits		
b	Sweep non grassed areas to remove debris, at least weekly, maintain grass to amenity specification and cut weekly 1 st March- 1 st November	234	m2		
c	Empty bins to ensure capacity of bin is not exceeded, at least once a week	52	visits		
d	Maintain shrub hedge and 11 trees as specification to perimeter	80	m		
e	Weekly visual inspection of fences, shrubs, gates and all play equipment and report damage and repairs needed to Authorised Officer	52	visits		
f	Fortnightly full safety inspection and written report carried out by a RoSPA trained operative, report forwarded to Authorised Officer	26	visits		
7	Rosemary Gardens play area				
a	Clear litter once a week as specification	52	visits		
b	Sweep non grassed areas to remove debris, at least weekly, maintain grass to amenity specification and cut weekly from 1 st March – 1 st November	259	m2		
c	Empty bins to ensure capacity of bin is not exceeded, at least once a week	52	visits		
d	Maintain shrub bed / hedge as specification to perimeter	28	m		
e	Weekly visual inspection of fences, shrubs, gates, seats and all play equipment and report damage and repairs needed to Authorised Officer	52	visits		
f	Fortnightly full safety inspection and written report carried out by a RoSPA trained operative, report forwarded to Authorised Officer	26	visits		
				Total	

	Whiteley Grounds Maintenance				
Ref	Description	Quantity	Units	Rate £	Total £
8	Mollison Rise play area				
a	Clear litter once a week as specification	52	visits		
b	Sweep non grassed areas to remove debris, at least weekly, maintain grass to amenity specification and cut weekly from 1 st March-1 st November	966	m2		
c	Empty bins to ensure capacity of bin is not exceeded, at least once a week	52	visits		
d	Weekly visual inspection of fences, shrubs, gates, seat and all play equipment and report damage and repairs needed to Authorised Officer	52	visits		
e	Fortnightly full safety inspection and written report carried out by a RoSPA trained operative, report forwarded to Authorised Officer	26	visits		
9	Cheshire Close play area				
a	Clear litter once a week as specification	52	visits		
b	Sweep non grassed areas to remove debris, at least weekly, maintain grass to amenity specification and cut weekly from 1 st March-1 st November	107	m2		
c	Empty bins to ensure capacity of bin is not exceeded, at least once a week	52	visits		
d	Maintain shrub bed / hedge as specification to perimeter		item		
e	Weekly visual inspection of fences, shrubs, gates, seats and all play equipment and report damage and repairs needed to Authorised Officer	52	visits		
f	Fortnightly full safety inspection and written report carried out by a RoSPA trained operative, report forwarded to Authorised Officer	26	visits		
				Total	

	Whiteley Grounds Maintenance				
Ref	Description	Quantity	Units	Rate £	Total £
10	Provisional sums				
a	Maintain trees in all areas				500.00
b	Contingencies				4,000.00
				Total	

	Summary	
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	Total	
	Daywork rates:	
	Labour: skilled £ per hr	
	unskilled £ per hr	
	Materials invoice cost + %	
	Plant / equipment invoice cost + %	