

HUGHENDEN PARISH COUNCIL; INVITATION TO TENDER GROUNDS MAINTENANCE ITT; 2023-24

Section F: Cost Submission and Pricing Form

This is the breakdown of itemised costs as per the Specification. Tenders are to be priced on an annual basis and include an annual inflationary figure where appropriate. All costs should be in Pounds Sterling and include VAT, preliminaries, expenses and other costs where applicable.

The tender prices offered should also be firm and fixed for works that make up the itemised costs. Where appropriate, additional pricing is required for *ad hoc* maintenance to specific sites. A second table is also included for the provision of additional pricing for maintenance work required generally on an ad hoc basis.

Site/ Generic Element	Work Task	Description of Works	2023-24 Cost (£)
General	Clearance	Remove all arisings, waste, litter and debris from sites	
Garden of Rest	Grass Cutting	Cut grass areas up to 21 times	
		Strim around obstacles once every 4 weeks	
	Hedges	Trim and prune all hedges once a year	
	Gardening	Keep the flower bed weed and litter free.	
		Keep shrubs cleanly pruned and maintain a good shape and size for their location.	
Templewood Playground	Grass Cutting	Cut grassland & remove arisings every 3 weeks from 1st April to 1st November (up to 10 cuts).	
		Strim around playground fencing.	
Great Kingshill Common Playground and youth area	Grass Cutting	Cut grassland & remove arisings every 3 weeks from 1st April to 1st November (up to 10 cuts).	
		Strim around playground fencing and under hedge length; from cricket pavilion to bus shelter.	

Red Allotment	Lion	Grass Cutting	Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.	
		Paths/Strips to Cut	Cut a central path (2m wide) and turning area at the end of the allotment garden.	
			Cut a perimeter boundary 2m path and 3m strip along boundary with Stag Lane.	
Cryers Allotment	Hill	Grass Cutting	Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.	
		Paths/Strips to Cut	Cut 2m path perimeter boundary path against hedges, turning areas at both ends of allotment garden and at the entrance driveway.	
Windmill Allotment	Lane	Grass Cutting	Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings	
		Paths/Strips to Cut	Cut two 2m paths, one from each entrance gate, parking areas and perimeter boundary path.	
Primrose Allotment	Hill	Grass Cutting	Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.	
		Paths/Strips to Cut	Cut 2m paths through allotment, turning area, entrance, unused area at far end of allotment and left hand boundary.	
Hughenden Valley Allotment		Grass Cutting	Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.	
		Paths/Strips to Cut	Cut a 2m central footpath from gate to gate, a 2m perimeter path on the inside of hedges/fences and Louches Lane verge.	
Louches Allotment	Lane	Grass Cutting	Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.	
		Paths/Strips to Cut	Cut the 2m entrance path to end, the 2m perimeter boundary path and the wide part at back boundary by trees.	
Walters Allotment	Ash	Grass Cutting	Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.	
		Paths/Strips to Cut	Cut the 2m entrance path to end, the 2m perimeter boundary path and the wide part at back boundary by trees.	
North Allotment	Dean	Grass Cutting	Cut every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.	
		Paths/Strips to Cut	Cut whole of entrance drive and turning area at end, from gate to far hedge and perimeter boundary fence.	
Primrose Amenity Area	Hill	Grass Cutting	Cut to 100mm the summer meadow in April and again in October. After the April cut, rising must be removed from site.	
			Cut lower amenity area every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.	

Common Road Former Allotments	Grass Cutting	Cut whole area every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.	
Cockpit Hole	Grass Cutting	Cut & remove arisings every 3 weeks from 1st April to November 1 st (up to 10 cuts).	
Limmers Mead Pond	Grass Cutting	Cut & remove arisings every 3 weeks from 1st April to November 1 st (up to 10 cuts).	
Vincent's Pond	Grass Cutting	Cut & remove arisings every 3 weeks from 1st April to November 1 st (up to 10 cuts).	
Council Office & Car Park	Grass Cutting	Cut & remove arisings every 3 weeks from 1st April to 1st November (up to 10 cuts).	
	Gardening	Keep the flower bed weed and litter free.	
		Keep shrubs cleanly pruned and maintain a good shape and size for their location.	
Cockpit Close	Grass Cutting	Cut whole road-island area every 4 weeks from 1st April to 1st November (8 cuts). Do not remove arisings.	
Ditch at Spring Rising & Harrow	Vegetation Cutting	Strim ditches twice per year (in May and September. Do not remove arisings.	
Inspection/maint enance of Bus Shelters	Inspection	Inspect all seven bus shelters monthly and complete an Inspection Check List (to forward to the Clerk before the last day of each month).	
	Maintenance	As required, undertake maintenance and cleaning of bus shelters	
Inspection/maint enance of Benches	Inspection	Inspect all 22 benches monthly and complete an Inspection Check List (to forward to the Clerk before the last day of each month).	
	Maintenance	As required, undertake maintenance and cleaning of benches.	
Inspection/maint enance of Noticeboards	Inspection	Inspect all 23 noticeboards monthly and complete an Inspection Check List (to forward to the Clerk before the last day of each month).	
	Maintenance	As required, undertake maintenance and cleaning of noticeboards.	
Verges (Devolved Services)	Grass Verge Cutting	Approximately between four to six urban grass-verge cuts per annum	
	Hedge cutting	Trim once in winter as necessary	
	Signage and street furniture	Inspect and maintain as necessary	
		Annual Totals:	

Additional Services Pricing				
Site/ Generic Element	Work Task	Item	Rate	2023-24 (£)
Garden of Rest	Tree Work	General tree maintenance as required.	Hourly rate	
	Clearance	Remove unauthorized mementos, objects, shrubs, flowers and wreaths.	Fortnightly basis	
	Building Maintenance	Routine maintenance to the Garden of Rest building	Annual basis	
		Make repairs as necessary	Hourly rate	
	Benches	Inspect and maintain benches	Hourly rate	
	Composting	Maintain composting area	Fortnightly basis	
	Clearance	Winter clearance of snow and ice from the access road	Hourly rate	
Ponds	Clearance	Ensure ponds are kept free of litter, rubbish, dead animals and dead and/or invasive plants.	Hourly rate	
Arboriculture	Tree Work	Ongoing maintenance of trees, including emergency call-outs.	Hourly rate	
		Tree services including the supply and planting of new trees.	Hourly rate	
Winter Conditions	Clearance	As required, to clear snow and grit paths to enable Council activities.	Hourly rate	
Emergencies	Call-outs	As required, in emergency and unforeseen circumstances, to assist at short notice in undertaking Additional Services e.g. in instances of localised flooding etc.	Hourly rate	
Council Buildings, Maintenance & Minor Repairs	Building Maintenance	As required, to undertake maintenance and minor repairs at the Council Office and other buildings.	Hourly rate	