

# WOKINGHAM TOWN COUNCIL



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## GROUNDS MAINTENANCE SPECIFICATION

### LOCATIONS:

**HOWARD PALMER GARDENS,  
JOEL PARK & HOLT COPSE,  
KING GEORGE V PLAYING FIELD,  
LANGBOROUGH RECREATION GROUND,  
LESLIE SEARS PLAYING FIELD,  
VIKING FIELD (off Leslie Sears Playing Field),  
& REDLANDS FARM PARK**  
(annotated maps enclosed)

### SERVICE REQUIRED:

**PARKS AND OPEN SPACES GROUNDS MAINTENANCE FOR  
A THREE YEAR PERIOD: 1<sup>st</sup> April 2018 – 31<sup>st</sup> March 2021**

### SPECIFICATION:

#### 1. **Extent of Works**

The detailed works as per the enclosed grounds maintenance schedule 2018-2021 consist mainly of cutting grass and trimming round trees, obstacles, fence lines and walls every two weeks from early April to late September each year (total of 15 cuts each year) together with the cleaning of shrub areas. A further grass cut in October of each year may be required depending on prevailing weather conditions and growth.

#### 2. **Grass cutting**

**(a)** The cutting of the grass shall be by hand and mechanical means. All mechanical plant shall be adequately protected against causing damage to the public and all of the Employer's property. No mains electrical power shall be obtained for the operation of plant from any point within the Employer's property.

**(b)** All cutting shall be carried out as expeditiously as possible and the Contractor shall at all times have

sufficient labour and plant available to ensure that cutting is completed at two weekly intervals at each site. Should the weather conditions be such that in the opinion of the Employer they are unsuitable for the cutting of grass either because the ground conditions are unfavourable because of heavy rain or because the grass has not grown due to a period of dry weather, the Contractor agrees to a pro rata reduction to the tender price for grass cutting.

**(c)** Before carrying out the cutting operations at any of the sites the Contractor shall examine each site, pick up and remove from site any rubbish, cans, bottles, paper, stones, bricks, household rubbish, builders' materials, etc. and any materials or objects thereon at his own expense and the rates inserted in the Schedule should be deemed to include this work. The Employer will not accept any claim by the Contractor for damage to equipment on this account.

**(d)** The Contractor shall ensure that the grass is cut in accordance with the Schedule over the whole of each and every grassed area listed in the Schedule. Their tendered prices shall allow for the necessary handwork to carry out the work as described in this sub-clause.

**(e)** The Contractor shall cut the grass with approved cylinder or rotary machines (depending on growth). These machines are to be adequately guarded at all times to comply with the provisions of the Health and Safety at Work Regulations. Grass cut on the first cut will be required to be raked off and composted. On subsequent cuts grass to be fly-cut leaving clippings in situ, but clippings must be swept off footpaths and play equipment areas especially in wet conditions to the satisfaction of the Employer. However, for Howard Palmer Gardens all clippings must be removed after the first and every subsequent cut. The grass at Howard Palmer Gardens is to be cut to 'garden' standard. Horizontal stripes are to be visible in the grass after it has been cut.

**(f)** The Contractor shall ensure that the prices submitted are adequate to allow the grass to be cut along all edges whether shrub borders around the trees, fence lines, including around play areas, or walls as per the attached grounds maintenance schedule.

3. **Scarifying**

To be carried out in March/April before the first cut of the season with thatch and debris removed from site.

4. **Spiking**

To be carried out twice a year in the spring and autumn, the exact dates to be agreed with the Employer depending on prevailing weather conditions.

- 5. Fertiliser** Application of weed and feed fertiliser to be applied in the first week of April after the appropriate cut for the period.
- 6. Football pitches** Goalmouth areas to be levelled and re-seeded at the completion of the football season (mid-May) and chestnut paling (if necessary) to be erected around seeded areas at Langborough Recreation Ground and King George V Playing Field.
- 7. Harrowing** Harrow once a year during May in two directions. Football pitches, prior to re-seeding, are to be harrowed. Cut and collect all debris and remove from area of football pitches.
- 8. Maintenance of tree/shrub areas** The Contractor shall allow for four visits to each site during the period early April to late September and undertake the following works:-
- a) Removal of paper and all rubbish including tins, bottles, builders' rubbish or other waste material of a non-horticultural nature before grass cutting.
  - b) Weeding areas around bases of all trees.
  - c) Every care must be taken to ensure that no damage is caused to existing shrubs or plants and any so damaged must be replaced by the Contractor at his own expense.
  - d) All rubbish removed from tree/shrub areas by the Contractor shall be carted to a licensed tip at his own expense.
  - d) Keep brambles and bushes abutting and within play areas and major footpaths in Joel Park and Holt Copse, Langborough Recreation Ground, Leslie Sears Playing Field and King George V Playing Field cut back in accordance with the grounds maintenance schedule.
- 9. Viking Field** The Contractor shall in each year of this contract sow a minimum of six varieties of wild flower seeds suitable for the soil type ( to be determined in the first year) and location. Areas of sowing to be determined by the Employer in consultation with the Contractor. After sowing initial maintenance of the sown area to be carried out in accordance with the seed fact sheet or suppliers' recommendations. Grass cutting is as per grounds maintenance schedule.
- 10. Return of work** The Contractor shall submit to the Employer or his representative at his office at the Town Hall, Market Place, Wokingham, Berkshire RG40 1AS a typed copy of the grounds maintenance schedule 2018 – 2021 listing the sites completed the previous day so that an inspection can be made to ascertain whether the work has been

carried out to a satisfactory standard. In the event of the work not being satisfactory the Contractor will be informed and the work must be undertaken again. The appropriate grounds maintenance schedule log must then be re-submitted by the Contractor.

**11. Ditch clearance and autumn leaves pick-up**

One autumn pick-up of leaves as per the grounds maintenance schedule is to be made. Ditches at Joel Park are to be cleared of silt and debris annually in November or December.

**12. Marking of pitches**

At King George V Playing Field the Contractor is required to white-line the football pitches at the beginning of August and then as instructed by the Employer. At Langborough Recreation Ground the Contractor is required to white-line the football pitch from mid-July and then throughout the football season.

**13. Equipment**

It may be necessary for the Contractor to allow a representative of the Employer to visit the Contractor's depot so that he can satisfy himself about the adequacy of the Contractor's machinery, his maintenance facilities and arrangements.

*November 2017*