



GROUND MAINTENANCE SPECIFICATION

1. Contract Conditions

- 1.1 The Contract shall extend for a period of three years from 1 April 2025 and shall not be terminated by either party within that period save in accordance with the circumstances set out in clause 1.11.
- 1.2 The Contractor shall be deemed to have visited the various sites and satisfied themselves before submitting his price as to the accuracy of his tender which shall cover all their obligations under the Contract. The tender submitted by the Contractor shall be the annual sum in respect of the first year of the Contract.
- 1.3 During the period of the Contract the Contractor shall undertake the work set out in the Work Specification at the periods of times stated to the entire satisfaction of the Council.
- 1.4 Any cuts required by the Council which are additional to the number set out in the Work Specification shall be paid for at the rate per cut quoted by the Contractor in their tender for the Contract.
- 1.5 Provided that the Contractor shall have undertaken the work as required in the Work Specification the Council shall pay to the Contractor on submission of an invoice each calendar month a sum equal to one twelfth of the annual sum.
- 1.6 If at any time after four weeks following the commencement of the Contract the Contractor fails to undertake any of the work specified or fails to perform the work to the satisfaction of the Council, then they shall on receipt of a written notice to such effect from the Council be required to undertake the work specified by the Council in the notice within five working days of such notice being served.
- 1.7 If after the serving of a notice on the Contractor in accordance with Clause 1.6 the work specified is not undertaken to the satisfaction of the Council then 25% of the next following monthly payment may be withheld until such work is satisfactorily completed.
- 1.8 For the second and third year of the Contract the annual sum to be paid to the Contractor shall be determined in the following manner:
 - a) The amount payable to the Contractor shall be adjusted with effect from the commencement of the second year (1 April) by applying to the annual sum for the first year the rate of inflation as expressed in the Consumer Price Index published by HM Government in the immediate preceding March.
 - b) The amount payable to the Contractor from the commencement of the third year (1 April) shall be the amount for the second year (as determined by Clause 1.8 (a) above) and adjusted by applying the rate for inflation as expressed in the Consumer Price Index in the month immediately preceding the commencement of the third year (March).

The rate per cut for any additional cuts required will be adjusted for the second and third years applying the same formula as applies in the annual amount.

- 1.9 The Contractor shall agree to indemnify the Council against all liability to any person whatsoever arising out of the performance of the Contract or any act or omission of any employee of the Contractor and shall at all times maintain in force adequate insurance policies to insure and indemnify the Contractor against legal liability to the Council and any of its employees, the employees of the Contractor or any other person.
- 1.10 The Contractor shall not assign or sub-contract any part of the Contract without the prior written consent of the Council.
- 1.11 The Council may without prejudice to any rights or remedies under the Contract by notice in writing having immediate effect if the Contractor fails to perform a substantial part of the specified work for a continuous period of four weeks; is served with more than six notices in accordance with Clause 1.6 in any year; commits any breach of their obligations under the Contract; is convicted of a criminal offence or becomes bankrupt or makes a disposition or arrangements with their creditors.

WORK SPECIFICATION

2. Preliminary Auxiliary Work to all areas

- 2.1 Remove all debris, cans, bottles etc and any other item which may cause damaged equipment, or be a Health and Safety hazard, prior to commencing work.
- 2.2 Accept all risks in connection with damaged equipment.
- 2.3 Clear up any safety hazards (broken glass, shredded cans, etc.,) which are inadvertently created during Grounds Maintenance operations.

3. Playing Field Specification

- 3.1 The Playing Field is situated at the western end of Manor Garth (off Trinity Garth), Riplingham Road, Skidby.
- 3.2 Gang Mow or triple mow all areas except the area wherein play equipment or safety surfaces are situated, and any area cordoned off as a cricket square at a frequency of one cut per week between 1 April and 30 September, the cuts to be undertaken every Friday. This shall equate to 26 cuts per year. Extra cuts may be required, depending on climatic conditions, for which additional payment will be made.

Mow once over, travelling at no more than 5mph, to give a clean even cut. Leave no part unmown. Raise and lower the unit as necessary to achieve a high quality finish. Raise and lock units before travelling between cutting areas. The Contractor is to ensure that excessive grass clippings are not left on the cricket play area.

- 3.3 The area approximately 25 yds by 50 yds, wherein the play equipment and safety surfaces are situated must be cut by hand to the same frequency as above using a hand controlled mower with clipping collection box. The safety surfaces surrounding each item of play equipment are to be swept clean of any grass cuttings on completion of work.
- 3.4 Mow any meadow/ornamental grasses in the play area once per season in September.

3.5 Work to obstructions

An obstruction is defined as any article which is positioned in or adjacent to a grassed area and involves additional work when carrying out other operations to grassed areas (e.g. manhole covers, buildings, play equipment, fence posts or seats).

Rotary cut or strim to perimeter of buildings, manhole covers, paths and the like (every second cut, April to September).

Long handled shear to edges of isolated obstructions such as play equipment, seats and fence posts (every second cut, April to September).

Remove all debris/deposited grass cuttings etc., from the area of the obstruction following each application.

- 3.6 The mixed hedges on the eastern boundary behind the flood defences and adjacent to the pedestrian gate are to be cut once each year in August and maintained at a height of 2.5 metres. Hedges around the pedestrian gate should be cut as necessary to maintain access.

4. Cemeteries Specification

- 4.1 The contract includes works at two sites, Riplingham Road, Skidby and Little Weighton Road, Skidby.
- 4.2 Every effort must be made to avoid any damage to headstones and any damage must be reported to the Parish Council immediately. Any vase memorial accidentally moved must be replaced in its correct position.
- 4.3 Any litter or other debris (cans, bottles etc) should be removed prior to grass cutting.

4.4 Riplingham Road Cemetery

- 4.4.1 The grassed areas, including the roadside grass to Riplingham Road, shall be cut with a suitable mower during the growing season, at intervals not exceeding 3 weeks, depending on the growth of grass. Grass shall not be allowed to grow to a height in excess of 60mm.
- 4.4.2 Paths are to be kept weed free and edged at all times. If necessary weedkill the gravel paths using appropriate approved material, and charge knapsack sprayer or controlled droplet application equipment away from site. Apply weedkiller over area avoiding double cover ensuring no part is left untreated. Avoid damage to adjacent grass, plants and other equipment. Make good any damage.
- 4.4.3 Hedges, bushes etc. to be cut and trimmed twice each year in late June and October or when growth requires such cutting, and lower branches of trees to be pruned when necessary to allow access beneath them at all times. Remove any weeds/plants growing through established shrubs. Weedkill the area to the base of the bushes, shrubs and trees using Round Up Pro Advantage or equivalent approved material, and charge knapsack sprayer or controlled droplet application equipment away from site. Apply weedkiller over area avoiding double cover and ensuring no part is left untreated. Avoid damage to adjacent grass, plants and other equipment. Make good any damage. (Once per year, March/April).
- 4.4.4 Beds and grave tops are to be kept weed free and tidy at all times.
- 4.4.5 The base of hedges to the perimeter of the cemetery and the sides and bottom of the dyke to the front of the site and alongside the public footpath to Eppleworth are to be cleared of all rubbish and vegetation in June and October each year.
- 4.4.6 New graves are to be levelled and returfed within three months after allowing for initial settlement. Graves are to be relevelled where necessary.

4.5 Little Weighton Road Cemetery

- 4.5.1 The grassed areas, including the roadside grass to Little Weighton Road, shall be cut with a suitable mower during the growing season, at intervals not exceeding 3 weeks, depending on the growth of grass. Grass shall not be allowed to grow to a height in excess of 60 mm.
- 4.5.2 Paths and roadways are to be kept free of weeds and moss at all times. If necessary weedkill the precast concrete paving paths using Round Up Pro Advantage or equivalent approved material, and charge knapsack sprayer or controlled droplet application equipment away from site. Apply weedkiller over area avoiding double cover and ensuring no part is left untreated. Avoid damage to adjacent grass, plants and other equipment. Make good any damage. (Once per year March/April).
- 4.5.3 Beech hedges on the roadside boundary are to be cut in August each year and such other times as excessive growth indicates is necessary. The mixed hedges on the remaining boundaries are to be cut twice each year in late June and October. The lower branches of trees shall be trimmed as necessary to allow access beneath them at all times.
- 4.5.4 Weedkill the area to the base of bushes, shrubs and trees using Round Up Pro Advantage or equivalent approved non residual material, and charge knapsack sprayer or controlled droplet application equipment away from site. Apply weedkiller over area avoiding double cover and ensuring no part is left untreated. Avoid damage to adjacent grass, plants and other equipment. Make good any damage. (Once per year, March/April).
- 4.5.5 Beds and grave tops are to be kept weed free and tidy at all times and roses in the Garden of Rest to be lightly pruned in November and fully pruned in March each year.
- 4.5.6 The bases of hedges to the perimeter of the cemetery are to be cleared of all rubbish and vegetation in June and October each year.
- 4.5.7 New graves are to be levelled and returfed within three months after allowing for initial settlement. Graves are to be relevelled where necessary.
- 4.5.8 Leaf fall is to be cleared as necessary.

5. Open Area Specification

- 5.1 The Contract includes work at Roustoby Park, a picnic site on Little Weighton Road opposite the cemetery and the former Baptist Burial Ground between 29 and 31 Main Street.

5.2 Roustoby Park

- 5.2.1 The grassed areas shall be cut with a suitable mower during the growing season once per month.

5.2.2 The lower branches of trees over the grassed areas shall be trimmed as necessary to allow access beneath them at all times.

5.2.3 Weedkill the area to the base of bushes, shrubs and trees using Round Up Pro Advantage or equivalent approved material, and charge knapsack sprayer or controlled droplet application equipment away from site. Apply weedkill over area avoiding double cover and ensuring no part is left untreated. Avoid damage to adjacent grass, plants and other equipment.. Make good any damage. (Once per year, March/April).

5.3 Former Baptist Burial Ground

5.3.1 Weedkill the whole of the area using Round Up Pro Advantage or equivalent approved material. Apply weedkiller over area avoiding double cover and ensuring no part is left untreated. The Contractor shall apply a stronger approved weedkiller if necessary to ensure removal of Bottery shoots. (Four times per year as growth indicates).

5.3.2 Cut back the trees and shrubbery around the internal and external perimeter of the cemetery removing any growth overhanging adjacent properties once per year in August. – (access to be agreed with resident of 31 Main Street).

5.3.4 Cover the whole area with bark chippings and top up as required but at least once per year.

SKIDBY PARISH COUNCIL

FORM OF TENDER

In accordance with the Specification prepared by the Council I hereby tender to carry out the whole of the work described therein as follows:-

£

Section 2 Preliminary Works

Section 3 Work to Playing Field

Section 4 Work to Cemeteries

Section 5 Work to Open Areas

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TOTAL £

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In accordance with Clause 3.2 the additional cost of a cut to Playing Field required as a result of climatic conditions will be £.....per cut.

Signed	
Position	
Organisation	
Date	
Contact Details	
Address:	
Tel No:	
Email:	

Skidby Parish Council is not bound to accept the lowest or any tender.