



WROUGHTON PARISH COUNCIL

Grounds Maintenance ITT

01 March 2024 - 31 October 2026

Opening Date: 24 July 2023

End Date: 04 September 2023

Contents

- 1 Invitation to Tender
- 2 Tender Process
- 3 Contract Conditions
- 4 Specification of Work
- 5 Maunsell Way Recreation Ground Schedule of Work
- 6 Falkirk Road Field Schedule of Work
- 7 Weir Field Recreation Ground Schedule of Work
- 8 North Wroughton Recreation Ground Schedule of Work
- 9 Total Quote
- 10 General Schedule
- 11 Contractor Details and Declaration

1 Invitation to Tender

Wroughton Parish Council is committed to providing a high standard when maintaining local open spaces and sports fields. Further to your expression of interest please find the relevant details in the form. Maps of the areas have been included for your reference but you are strongly advised to visit each site prior to submitting your quote.

Within the document is the specification for each of the three areas. Please provide the costs (Ex VAT) associated with required items.

Depending on quotes received the final contract offer may be amended.

The Parish Council is not obliged to accept the lowest offer. For full details on the council procedure please refer to section 2 of the document (Tender Process).

Please ensure the completed form is sent to the below address by **5pm** on the **30 August 2023**. Ensure the envelope clearly states "Tender for grounds contract" so all tenders can be opened after the closing date.

Clerk

Wroughton Parish Council
Ellendune Community Centre
Barrett Way
Wroughton
Swindon
SN4 9LW

If you have any questions or would like to arrange a site visit with a member of staff then please contact clerk@wroughton.gov.uk.

2 Tender Process

Wroughton Parish Council Financial Controls and Procurement. WPC Standing Orders (Page 17 – 19)

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective Contractors contacting councillors or staff to encourage or support their tender outside the prescribed process. The Clerk must ensure that Articles 109 to 114 of the Public Contracts Regulations 2015 are complied with;
 - iii. the invitation to tender shall be advertised on the Government Contract Finders website and in any other manner that is appropriate unless Paragraph 110 (5)(b) of the Public Contracts Regulations are invoked, in which case the reason for not advertising will be contained in the body of the resolution of the Council;
 - iv. tenders are to be submitted in writing addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.

- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015/102 and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

3 Contract Conditions

Extent of Work - The work will be comprised of grass cutting three large open spaces in Wroughton; Maunsell Way, Weir Field and North Wroughton. This also includes strimming boundaries and around obstacles.

A set number of cuts has been authorised but additional items may be required with appropriate notice.

Machinery and Equipment - The Contractor must provide a high standard when maintaining the grounds. The machinery and equipment must be safe, conform to all relevant standards and be used by trained and competent persons.

Additional Installations/Removals - The council may any time add or remove installations on the open spaces. Unless there is a significant alteration the contract price will not change.

Contract Duration – The contract is for **THREE YEARS** commencing on **01 MARCH 2024** and will be subject to a review if performance is not acceptable.

Termination – Either party may, without reason, terminate the contact giving a minimum of three months' notice.

Insurance - The Contractor is required to have and evidence a minimum of £5,000,000 public liability insurance. A current Certificate of Insurance to this effect must be produced and the supporting policy wording, to the Officer prior to commencement of the contract and annually thereafter. The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property or persons or animals as a result of negligence, poor workmanship or failure to notify the Council of any action likely to cause injury or damage to a third party. Any damage caused to any property during the performance of this contract must be reported to the Officer immediately and any costs involved to rectify the damage will be the responsibility of the Contractor.

Payment Terms - The Contractor will issue an invoice before the 10th of the following month which will be paid on/or around the 25th of the month. Bank details must be provided on invoice. Invoices submitted late will be paid in the subsequent month.

Health & Safety – The Contractor must be compliant with all relevant Health & Safety and ensure the employees are sufficiently trained and competent. Risk Assessments and CoSHH will need to be submitted before the commencement of the contract.

Key holder – Keys will be issued to the Contractor for site access. The keys will be signed out at WPC offices when the contract commences and will be signed in at the end of the contract. If a replacement key is required during the contract, then the Contractor will be responsible for covering any associated costs.

Notes

- The prices to be included in the Tender are to be the full inclusive value of the work described and must be **EX VAT**.
- A price shall be inserted against each item on the Tender for each element of the contract. This will be required if future additional work is required also.
- No alteration to the text of the Tender is to be made by the Contractor tendering. Any amendment could invalidate the form.
- Regular inspections will be carried out by the Councils grounds team throughout the period of the Contract to ensure the work is completed to a high standard and in accordance with this document.
- Invoices presented for payment must include a schedule of the works completed including the date of the work.
- Contractors are asked to contact the Officer if any clarification is required.

4 Specification of Work

1. Prior to cutting or trimming any area, the Contractor will ensure that the site is free of any significantly large stones and all paper, tins, bottles and other debris on the cutting area.
2. The Contractor will also inspect each site for areas of ground sinkage/potholes and areas of potential hazard and will inform the Council immediately of any such potential hazards.
3. The Contractor will at all times during the period of the Contract, ensure that all machines engaged in grass cutting operations are sharp and properly set, so as to produce a true and even cut. Any damage or areas of grass not cut to the approval of the Council from such lack of maintenance will be made good by the Contractor at their own expense and to the satisfaction of the Council.
4. The Contractor will at all times during the period of the contract ensure that machines are properly guarded and maintained so as to present no danger to the operator, surrounding structures, vehicles, any person or animal in the vicinity of operations. The Contractor will provide their staff with all safety equipment, (boots, reflective vests etc.), and will ensure that staff use these at all times they are engaged in work for the Council.
5. All grass will be cut cleanly and evenly without damaging the existing surface and with sufficient overlap between passes of the cutter. The grass height shall be cut to 25mm unless otherwise stated.
6. The Contractor will complete one area of grass cutting before moving onto the next, and immediately after cutting a scheduled area, the Contractor will ensure, where applicable, that all grass clippings and other arising's are cleared from all paved areas, playground equipment safety surfaces, paths and public footpaths etc., by sweeping or using a blower.
7. Grass collection is not applicable for any of the areas listed in this contract.

8. Soft vegetative growth, such as clover will be deemed to be part of the Contract where it falls within large areas of grass.
9. Since it is not possible to predict accurately the precise number of mowing's which may be required on any site in any one year, the Schedule of Works includes a minimum number of mows, but the Contractor will be paid on a pro-rata basis for additional cuts, dependent upon the prevailing weather conditions throughout the growing season and at the discretion of the Council.
10. Mowing will take place on the full area of grass at the site, up to all path edges, fencing, play equipment, obstacles and any other boundaries.
11. Areas not cut to the satisfaction of the Council will be re-cut by the Contractor at the Contractor's own expense.
12. In very wet conditions all operations involving grass cutting shall cease until conditions allow operations to recommence without damaging the ground or grass.
13. Should the Contractor cause damage to the surface or levels of the ground, or create divots during grass cutting operations, the Contractor will at their own expense reinstate such damage to the satisfaction of the Council.
14. Mowing will be carried out as close as possible to fixed obstructions. Moveable obstructions can be removed to facilitate cutting, and replaced before the Contractor leaves the site.
15. Mowing around obstructions including seats, trees, fence lines, posts, stones and kerbs will be undertaken using methods, tools and machines as appropriate to ensure neat edges to paths etc.
16. Strimmers must not be allowed to damage any trees, shrubs etc. or permanent or removable fittings; particular attention shall be paid to the bases of play equipment
17. All persons operating grass cutting machinery must be appropriately trained, and the Council reserves the right to ask the Contractor to provide adequate proof that their operators are well trained, compliant with Health and Safety legislation and competent in their operating methods.
18. The Contractor shall work within appropriate day light hours between 8am - 3pm.
19. If site access is restricted the Contractor shall inform the Council.
20. The public toilets are located within a 5 minute drive from all locations and accessible between 8am - 3pm.

5 Maunsell Way Recreation Ground

Refer to appendix A – Maunsell Way Recreation Ground

Site - Maunsell Way Recreation Ground is located off Maunsell Way, the site can be accessed by several points for pedestrians but only has one large access gate for tractors and mowers. There two internal gates to access the East and West of the recreation ground. Keys will be required for access.

There is a large BMX track on Maunsell Way with steep embankments.

The area is a popular for BMX riders, dog walkers and several youth football teams play on the weekends.

The site consists of:

Open grass field (approx. 10 acres)

BMX track (approx. 0.44 acres)

Pavilion (approx. 120m²)

Fenced Play Area

MUGA and play equipment, BMX track equipment and bins

Schedule of Work – Grass Cutting and Strimming

- 1 There to be a minimum of 18 cuts between 01 September – 30 August for the following year. The first cut to be in September then fortnightly until the end of October. Grass cutting will re-start in March. Refer to Appendix E for a preferable schedule.
- 2 The grass cutting will include the strimming of boundaries and obstacles including pavilion and play equipment.
- 3 All footpaths, seating areas, entrances etc. to be cleaned off by sweeping or blowing after each cut/strim.
- 4 Grass cuttings to be dispersed evenly over grass and not left in mounds.
- 5 Grass should be cut to 25mm-30mm all season.
- 6 In the event of rapid grass growth, the subsequent cuts must be taken down in 5mm increments to achieve the desired height once again.
- 7 The BMX track embankments require strimming once a month between March - September.
- 8 The field will require rolling once a year. The Contractor must notify the Council officer when this item will be carried out.
- 9 The sports pitches will require spiking once a year. The Contractor must notify the Council officer when this item will be carried out.

Notes

- There is a pending planning application for a redevelopment of Mansell Way Pavilion. In the event the development starts during the contract period there may be areas which will be inaccessible. WPC will aim to reduce any disruption and will keep the Contractor updated.
- No tree or hedge maintenance required.
- No stream maintenance required
- No line-marking required

Site Visit completed on	
-------------------------	--

If the Contractor is unable to quote for specific items, please add 'N/A' and add a note in the following section to explain why.

Location	Activity	Annual Visits	Price per cut £ (EX VAT)	Total Annual Cost £ (EX VAT)
MW	Grass Cutting (inc. Strimming)	18		
MW	Roll Field	1		
MW	Spiking (sports pitches)	1		
MW	BMX Track Strimming	9		
Total				

The Contractor can identify restrictions or considerations in the box below. Please specify what exact equipment and machinery is intend to be used for each item.

Site notes	
------------	--

6 **Falkirk Road Field**

Refer to appendix B – Falkirk Road Field

Site - Falkirk Road is situated to the East of Maunsell Way on the opposite side of the stream. The site can only be accessed from Falkirk Road.

The site consists of:

Open grass field (approx. 2.2 acres)

Access Track

Schedule of Work – Grass Cutting and Strimming

- 1 There to be a minimum of 18 cuts between 01 September – 30 August for the following year. The first cut to be in September then fortnightly until the end of October. Grass cutting will re-start in March. Refer to Appendix E for a preferable schedule.
- 2 The grass cutting will include the strimming of boundaries and obstacles.
- 3 The track must be cleared off by sweeping or blowing after each cut/strim.
- 4 Grass cuttings to be dispersed evenly over grass and not left in mounds.
- 5 In the event of rapid grass growth, the subsequent cuts must be taken down in 5mm increments to achieve the desired height once again.

Notes

- No key is required for access
- No tree or hedge maintenance required.
- No stream maintenance required

Site Visit completed on	
-------------------------	--

If the Contractor is unable to quote for specific items, please add 'N/A' and add a note in the following section to explain why.

Location	Activity	Annual Visits	Price per cut £ (EX VAT)	Total Annual Cost £ (EX VAT)
FR	Grass Cutting (inc. Strimming)	18		
Total				

The Contractor can identify restrictions or considerations in the box below. Please specify what exact equipment and machinery is intend to be used for each item.

Site notes	
------------	--

7 Weir Field Recreation Ground

Refer to appendix C – Weir Field Recreation Ground

Site - The Weir Field Recreation Ground is situated on Devizes Road and can be accessed via the Wroughton Club car park. There is a gate to access the field, a key will be required for access.

The area has a pavilion (approx. 140m²) in the North West corner of the site. There are two metal football catching nets and internal fencing surrounding the playing fields.

The sports pitches on the field are the football pitch and cricket pitch. The cricket season generally runs from May-August and the football season September-April.

The site consists of:

Open grass field (approx. 4.8 acres)

Pavilion (approx. 120m²)

Cricket wicket

Goal catching nets, fencing and bins

Schedule of Work – Grass Cutting and Strimming

- 1 There to be a minimum of 28 cuts between 01 September - 30 August for the following year. The first cut to be in September then weekly until the start of October. Grass cutting will re-start in March at a fortnightly interval. Weekly cuts run from 01 May - 30 August. Refer to Appendix E for a preferable schedule.
- 2 The grass cutting will include the strimming of boundaries and obstacles including pavilion and fences.
- 3 All footpaths, seating areas, entrances etc. to be cleaned off by sweeping or blowing after each cut/strim.
- 4 Grass cuttings to be dispersed evenly over Grass Verge not left in mounds.
- 5 During the football season the grass shall be cut to 25mm-30mm
- 6 During the cricket season the outfield shall cut to 20-25mm.
- 7 In the event of rapid grass growth, the subsequent cuts must be taken down in 5mm increments to achieve the desired height once again.
- 8 The sports pitches will require rolling once a year. The Contractor must notify the Council officer when this item will be carried out.
- 9 The sports pitches will require spiking once a year. The Contractor must notify the Council officer when this item will be carried out.

Notes

- No tree or hedge maintenance required.
- Fencing may be added to enclose the football pitch in the upcoming season.
- No cricket wicket maintenance is required.
- The play area to the South of the site is maintained by WPC grounds team.

Site Visit completed on	
-------------------------	--

If the Contractor is unable to quote for specific items, please add 'N/A' and add a note in the following section to explain why.

Location	Activity	Annual Visits	Price per cut £ (EX VAT)	Total Annual Cost £ (EX VAT)
WF	Grass Cutting (inc. Strimming)	28		
WF	Roll Field	1		
WF	Spike Field	1		
Total				

The Contractor can identify restrictions or considerations in the box below. Please specify what exact equipment and machinery is intend to be used for each item.

Site notes	
------------	--

8 North Wroughton Recreation Ground

Refer to appendix D – North Wroughton Recreation Ground

Site – North Wroughton Recreation Ground is located the East of Swindon Road. Access onto the site is via an un-adopted access road. There is a gate to access the field, a key will be required for access.

There is a container in the South West corner of the site.

The area is primarily used for youth football on weekends.

The site consists of:

Open grass field (approx. 2.1 acres)

Play area (approx. 480m²)

Container

Fencing and bins

Schedule of Work – Grass Cutting and Strimming

- 1 There to be a minimum of 18 cuts between 01 September – 30 August for the following year. The first cut to be in September then fortnightly until the end of October. Grass cutting will re-start in March. Refer to Appendix E for a preferable schedule.
- 2 The grass cutting will include the strimming of boundaries and obstacles including play area and fences.
- 3 All footpaths, seating areas, entrances etc. to be cleaned off by sweeping or blowing after each cut/strim.
- 4 Grass cuttings to be dispersed evenly over Grass Verge not left in mounds.
- 5 Grass should be cut to 25mm-30mm all season.
- 6 In the event of rapid grass growth, the subsequent cuts must be taken down in 5mm increments to achieve the desired height once again.
- 7 The sports pitches will require rolling once a year. The Contractor must notify the Council officer when this item will be carried out.
- 8 The sports pitches will require spiking once a year. The Contractor must notify the Council officer when this item will be carried out.

Notes

- No tree or hedge maintenance required.
- The land to the South of the site is maintained by WPC grounds team.

Site Visit completed on	
-------------------------	--

If the Contractor is unable to quote for specific items, please add 'N/A' and add a note in the following section to explain why.

Location	Activity	Annual Visits	Price per cut £ (EX VAT)	Total Annual Cost £ (EX VAT)
NW	Grass Cutting (inc. Strimming)	18		
NW	Roll Field	1		
NW	Spike Field	1		
Total				

The Contractor can identify restrictions or considerations in the box below. Please specify what exact equipment and machinery is intend to be used for each item.

Site notes	
------------	--

9 Total Quote

Location	Activity	Annual Visits	Price per item £ (EX VAT)	Total Annual Cost £ (EX VAT)
MW	Grass Cutting (inc. Strimming)	18		
MW	Roll Field	1		
MW	Spiking (sports pitches)	1		
MW	BMX Track Strimming	7		
FR	Grass Cutting (inc. Strimming)	18		
WF	Grass Cutting (inc. Strimming)	28		
WF	Roll Field	1		
WF	Spike Field (sports pitches)	1		
NW	Grass Cutting (inc. Strimming)	18		
NW	Roll Field	1		
NW	Spike Field (sports pitch)	1		
Total				

10 General Schedule

If the Contractor is able to offer the council other services it may find useful please fill out any applicable prices from the below list.

Activity	Est Price per item £ (EX VAT)
Grass line Marking (11-aside)	
Grass line Marking (Youth)	
Allotment plot strimming (125m ²)	
Allotment plot strimming (250m ²)	
Road sign cleaning (per sign)	
Waste collection (per bin)	
Dog waste collection (per bin)	
Spray Weed Kill (per hour)	
Bin emptying (per 110L bin)	

11 Contractor Details

Name:		
Company Name:		
Company Address:		
Contact Name:		
Contact Number:		
Contact E-mail		
Website:		
Public Liability Insurance limit:	£	
Reference 1	Contact/Organisation	
Reference Contact	Phone	E-mail
Reference 1	Contact/Organisation	
Reference Contact	Phone	E-mail
Other Relevant Information (staff size, machinery availability, specific contract manager, local authority experience)		

Declaration

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We agree to submitting insurance liability, applicable risk assessments and CoSHH, if required.

I/We understand that Wroughton Parish Council is not bound to accept the lowest or any Tender or part thereof and that the Council will not be responsible for any expense incurred in preparing this Tender.

I/We certify that the amount of the Tender has not been calculated by agreement or arrangement with any other person, firm or company and that the amount of the Tender has not been communicated to any person and will not be communicated to any person until after the closing date for the submission of Tenders.

I/We agree to not discuss the Tender cost with council officers or councillors.

By signing and submitting this tender form you agree that you fully understand the commitments and requirements contained and, if successful are willing to be bound to the contract as expressed.

Signed Date.....

Print Name

Position

Appendix E - Proposed Schedule of work

2024	2025	2026
21 March	20 March	19 March
4 April	3 April	2 April
18 April	17 April	16 April
2 May	1 May	30 April
9 May	8 May	7 May
16 May	15 May	14 May
23 May	22 May	21 May
30 May	29 May	28 May
6 June	5 June	4 June
13 June	12 June	11 June
20 June	19 June	18 June
27 June	26 June	25 June
4 July	3 July	2 July
11 July	10 July	9 July
18 July	17 July	16 July
25 July	24 July	23 July
1 August	31 July	30 July
8 August	7 August	6 August
15 August	14 August	13 August
22 August	21 August	20 August
29 August	28 August	27 August
5 September	4 September	3 September
12 September	11 September	10 September
19 September	18 September	17 September
26 September	25 September	24 September
3 October	2 October	1 October
17 October	16 October	15 October
31 October	30 October	29 October
General Areas Weir Field Additional cuts		