



ROSS-ON-WYE TOWN COUNCIL

Grounds Maintenance and Planting Contract (3 years)

1st April 2020 – 31st March 2023

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Note: This tender document is to be completed in full and returned in total as the tender offer

Invitation to Tender

1) Background

- a) Ross-on-Wye Town Council is located in the south of the county of Herefordshire.
- b) It is the Council's aim to improve the quality of life for all those who live in, work in or visit the town. This will be done by enhancing the environment, supporting artistic and cultural events, and encouraging tourism to help to sustain a vibrant market town. By-listening to residents, the Council aims to deliver services fairly and efficiently, whilst making wise use of natural and financial resources.
- c) Tenderers should be aware that, particularly in view of the financial pressures currently being faced by Central and Local Government, the Town Council places considerable importance on the financial aspects of this Contract. There is an expectation within the Council that significant savings will be achieved through a competitive tendering process.
- d) This Invitation to Tender sets out how your organisation can tender for the provision of a Grounds Maintenance and Planting Service to the Council.

2) Outline Requirement

- a) This Service includes grass cutting, strimming, litter collection, shrub and flower bed planting and maintenance of public realm 'green areas' as specified in the Appendix C entitled Schedule of Works.
- b) The contract duration will be for an initial Term of 3 years starting on the 1st April 2020.
- c) The Contractor shall provide a comprehensive Grounds Maintenance Service recognising the Council's aims in maintaining the visual and environmental wellbeing of the area. The Contractor shall ensure that the highest standards of service delivery are provided.
- d) The Council will appoint an Authorised Officer (the Clerk) for the purpose of management of this Contract. The Council reserves the right to change the Authorised Officer at any time. The Authorised Officer may delegate duties to the Amenities Manager. For the avoidance of doubt, and in the interests of lawfulness, no individual member (Councillor) is authorised to instruct the Contractor in relation to this Contract.
- e) The Contractor shall be expected to have visited all parts of the town and to have familiarised itself with the nature of the various areas of the town to which this Contract applies. In doing so they shall be deemed to have made an assessment of any problems likely to be encountered in accessing all land, e.g. due to parked cars or other obstructions such as gates and bollards etc. No payments will be made in respect of additional cost incurred by the Contractor in dealing with any obstruction or access problems.
- f) The Contractor shall continually seek to enhance the performance of the Service within what continues to be challenging financial circumstances through the concept of continuous improvement. This necessitates positive interaction and in particular joint working with the Council and its other partners and stakeholders.
- g) All work detailed in this Specification shall be deemed to be included in the fixed Contract Price for Programmed Work unless specific reference is made.

3) Project Schedule

- a) The following is the proposed timetable for the procurement and implementation of the Service which may be subject to alteration.

Issue Invitation to Tender	13 th December 2019
Contractor Visits	December / January
Receive Response from Tenderers	31st January 2020 MIDDAY
Interviews for shortlisted tenderers	Early February 2020
Contract Award	Mid-February 2020
Contract Start Date	1 st April 2020

4) Instructions to Tenderers

- a) If you intend to tender for the provision of the grounds maintenance service to the Council, please read the following instructions carefully and prepare your tender accordingly.
- b) The Council will not be responsible for any costs or expenses you incur in preparing or delivering, or in the evaluation of the tender, nor with any costs or expenses incurred with the formation of a contract should you be successful.
- c) You are deemed to have obtained at your own expense; all information necessary for the preparation of your tender.
- d) Prior to the date for return of tenders, the Council may clarify, amend or add to the documentation. A copy of each such instruction will be issued by the Council to every contractor and shall form part of the tender documentation. No amendment shall be made to the tender documentation unless it is the subject of such an instruction. You should promptly acknowledge receipt of such instructions. If the tenderer alters or seeks to alter the tender documents, other than as noted before, his tender may be rejected.
- e) As soon as practical after receipt of any request for clarification, the Council will respond in writing to all tenderers except where the clarification has been identified by the tenderer, and subsequently agreed by the Council, as being commercially sensitive. The Council will not be bound to respond to any request for clarification of the Invitation to Tender which is received later than the deadline.
- f) Only clarifications made in writing by the Council will form part of the Invitation to Tender documents.
- g) All questions submitted to the Council in writing and answers, will be logged, summarised and promptly issued to all tenderers.
- h) All information contained in the invitation to tender shall be treated as confidential except insofar as is necessary to be disclosed for the purposes of obtaining quotations essential for the preparation of your tender.

5) Tender Response

- a) Please submit a paper copy of your Tender
- b) Your tender must include:
 - The completed schedule of prices for the work set out in the Schedule (Appendix C)
 - Explanations / additional comments that you feel are pertinent to your submission
 - Background history of your company, along with details of work undertaken for Local Councils
 - Details of the organisational structure of your company, contact details and names
 - A copy of your insurance policy – this must cover at least the start of the period of the tender
 - A copy of your Health & Safety policy and a sample of risk assessments relating to work carried out under this Contract
 - A copy of your waste carrier registration document or other appropriate licenses

- Two business references for work that is either currently being undertaken or has taken place within the past year
 - Any brochures or website details of your company
- c) PLEASE NOTE THAT IF THE ABOVE ITEMS ARE NOT INCLUDED IN YOUR SUBMISSION, THE COUNCIL RESERVES THE RIGHT TO REMOVE YOUR COMPANY FROM THE SELECTION PROCESS.
- d) Where any external reference material, such as brochures, specifications and system descriptions, is used to support your tender, any statements within the reference material which may allow change to obligations or reduce liability, such as "specifications subject to change without notice", or other disclaimers will be regarded as void and shall not form part of the contract in the event that the tender is accepted.
- e) Where a particular section of the tender response relates to information given in another section or in external reference material, then you must ensure that the response is clearly cross-referenced.
- f) All pricing should be stated exclusive of VAT.
- g) A price shall be inserted against each item of the Form of Tender.
- h) Tenders must be priced on an annual basis. There will be no opportunity to alter the rates tendered during the term.
- i) The option of a 1-year extension is available by agreement from both parties at a maximum uplift equivalent to the rate of RPI applicable at that time.
- j) Tenders shall remain open for an initial acceptance for a minimum of 60 calendar days, although the Council may ask you to extend the period of validity.
- k) Tenderers shall be expected to visit the locations where the Services will be performed to satisfy itself as to the facilities for access and all other site conditions likely to affect the accuracy and completeness of tender offers.

6) Submission of Tenders

- a) The original signed tender must be returned in an envelope marked Tender – Private & Confidential to:
The Town Clerk
Ross-on-Wye Town Council
7 High Street
Ross-on-Wye
HR9 7HL
- b) The original, signed tenders must be received by no later than **31st January 2020 MIDDAY** on the Form of Tender attached at Appendix E

7) Evaluation of Tenders

- a) The Council may seek confirmation that suppliers meet the Council's minimum levels of economic and financial standing or technical or professional ability, originally stated in the contract notice, at any time.
- b) Tenderers must be financially sound. We may use an external credit reference agency and, in addition, may seek copies of accounts and annual reports for larger contracts. We expect tenderers to have been trading long enough to have published accounts and developed a client base.
- c) The contract will be awarded on the basis of the most economically advantageous offer having regard to:
- i) The Total Cost of the service (60% of the total score)

- ii) The Quality of the solution in terms of functionality and infrastructure (40% of the total score) takes into account issues such as; technical merit, environmental characteristics, cost effectiveness and technical assistance. This information will be gleaned from the information required in 5b
- d) The Council shall be under no obligation to accept the lowest tender or award a contract for all or any part of the requirement set out in the Invitation to Tender, to any tenderer or at all.
- e) You may be required to answer any Council queries on your proposal and to attend formal meetings with the Council during the tender evaluation period. Additionally, the Council may wish to visit tenderers' premises to view the facilities and systems that may be used to deliver the service.

8) Canvassing

- a) **Any contractor who directly or indirectly canvasses any member or official of the Council concerning the award of the contract for the provision of the Goods/Services, or who directly or indirectly obtains or attempts to obtain information from any such member or official concerning any other tender for the Goods/Service will be disqualified. If discovery occurs after the award of the contract, the Council shall then be entitled to summarily terminate the contract.**

9) Awarding of the contract

- a) The successful Contractor will be contacted by phone and letter once the Contract has been awarded.
- b) The successful tender together with the Council's written acceptance shall form a binding Agreement in the terms of the Contract documents.

Standard Condition of Contract

1) Contractor staff and resourcing

- a) The Contractor shall appoint a local Contract Manager.
- b) The Contractor shall ensure that properly qualified and experienced staff are recruited, trained and managed to fully meet the requirements of the Contract.
- c) All Contractor's employees and any others employed by the Contractor in the delivery of the service related to this Contract must wear badged uniform. All Contractor's employees shall wear the approved uniform at all times whilst working in public in association with the delivery of Services related to this Contract.
- d) The Contractor will provide its employees with all relevant Personal Protective Equipment (PPE) i.e. boots, reflective vests, ear defenders etc... which must be worn as necessary.
- e) The Contractor is not permitted to erect any advertising or sign boards at the locations covered by this contract.
- f) The Council reserves the right to be the first to publicise any work that is undertaken by the Contractor in the form of press releases, social media and PR announcements. The Contractor is required to obtain consent for any publicity relating to work undertaken for the Council, that they wish to use, before publishing.

2) Contract management

- a) Any changes to personnel by either party shall be notified to the other party as soon as is reasonably practicable.
- b) The Council would be happy to provide and may also invite two-way feedback on managers' performance as part of any formal appraisal scheme.

3) Restricted access sites

- a) The Contractor shall make its own arrangements for access as may be required to the land. The Contractor must only access the land by the permitted routes and shall be responsible for ensuring that gates etc. are left properly secured each time after their use. The Contractor shall be responsible for any necessary remedial services arising from such use no matter how caused.
- b) The Contractor shall be responsible for any keys as may be provided to enable such access and shall return them at the end of the Contract. The Contractor shall be liable for the full cost of replacing any lost keys.
- c) The Contractor shall be liable for any costs incurred by the Council in the event of the Contractor failing to secure locked gates etc.

4) Contract Monitoring

- a) The Contractor shall ensure that arrangements are in place to enable contact at all reasonable times.
- b) The Authorised Officer has the right to inspect all of the services executed by the Contractor at any time.
- c) Joint inspections shall be undertaken at least twice yearly, by the Authorised Officer and Contractor to assess performance and quality of work completed in each area.
- d) The Authorised Officer may require the Contractor to undertake joint inspections of areas of land which are part of this Contract where there has been a complaint. Thereafter the Contractor shall advise the Authorised Officer of the subsequent action taken if the complaint is deemed by the Authorised Officer to be justified.
- e) The Contractor shall carry out his own routine performance monitoring of the Contract and provide evidence of this activity if requested.

- f) The Authorised Officer will inform the Contractor of any services requiring rectification and will specify the time for completion following receipt of instruction. The Contractor shall rectify any of the Service failures within the prescribed time scales. The Authorised Officer will specify timeframes that are considered reasonable according to the circumstances.
- g) The Contractor must comply with the Health and Safety at Work Act 1974 and any other legislation pertaining to the health and safety of employees.
- h) From time to time health and safety audits will be carried out by the Authorised Officer.

5) Duration of Contract

- a) The duration of the Contract will be from 1st April 2020 until 31st March 2023.

6) Payment

- a) The annual Contract Sum shall be paid in equal quarterly instalments upon receipt of invoice.
- b) Invoices presented for payment must include a schedule of works completed during the relevant period including the dates of work.

7) Insurance

- a) The Contractor is required to have a minimum of £10m public liability insurance.
- b) 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.

8) Health and Safety

- a) The Contractor shall at all times comply with all statutory and other provisions to be observed in connection with the Service and in particular the requirements of the Health & Safety at Work Act 1974 in addition to any other legislation pertaining to health and safety.
- b) The Contractor shall provide the Service safely and in a manner which is not likely to cause injury or be detrimental to the environment.
- c) The Authorised Officer may suspend the Service under the terms of the Contract in the event of non-compliance by the Contractor for the failure of complying with health and safety law, regulations and procedures. All additional costs, fees and expenses occasioned by such suspension shall be borne by the Contractor, including those costs incurred to return the programme of works back to schedule.

9) Vehicles, Plant and Equipment

- a) The Contractor shall at all times provide, replace and maintain in good repair and condition all vehicles, plant and equipment necessary for the performance of the Services associated with this Contract.
- b) All vehicles shall remain fit for their intended purpose to the satisfaction of the Authorised Officer.
- c) So far as is reasonably practicable all vehicles shall be capable of working without causing spillage or nuisance. In the event of any type of leakage or spillage the Contractor shall take immediate action to effect proper containment and clear up. The Contractor shall notify the Authorised Officer as soon as practically possible of any spillage likely to give rise to damage to the environment including the highway surface or pollution of road gullies, ditches, rivers, Sustainable Drainage Systems (SUDS) and any land subject to protection, e.g. Sites of Special Scientific Interest (SSSI).

10) Termination of contract

- a) In the event the Contractor fails to provide the Service or any part thereof in accordance with the Schedule of Works and they are not addressed to the satisfaction of the Authorised Officer, the Council shall be entitled to make alternative arrangements to rectify the situation, the costs of which will be borne by the Contractor.
- b) The contract may be terminated by the Council following repeated or persistent breach of performance of the works or gross misconduct by giving no less than four weeks' notice in writing.

Appendix B

Specification of Works

1) The Programme

- a) The Contractor shall deliver the Services according to an agreed Schedule of Works (Appendix C), which shall clearly indicate how the work shall be undertaken in compliance with the provisions of this Contract as part of a regular annual cycle. The method of work shall also include for pre and post inspection records.
- b) The Schedule shall contain such information as commencement dates etc. The Authorised Officer will provide all available information to assist the Contractor in the formulation of the work. Once agreed, any significant deviation from the delivery of the Schedule shall be reported to the Authorised Officer. For the purposes of this Clause any variation of 7 days or more against the scheduled Schedule of Works is also to be reported. In considering the Schedule the Authorised Officer will have regard to times of operations etc and may, if considered unreasonable, direct that they be amended. In preparing the Schedule for approval the Contractor will be expected to deploy his resources in order to minimise nuisance and disruption to the general public.
- c) All other work shall be considered as Non-Programmed work and is referred to as Provisional Items in Clause 17 of the Schedule of Works.
- d) All Programmed work shall be the Contractor's first priority. Non-Programmed work shall still be undertaken but not in such a way as to compromise this obligation without the authority of the Authorised Officer.

Schedule of Works

1) Grass maintenance

- a) Unless otherwise agreed at the commencement of the mowing season, the existing grass length should not be reduced by more than half its height in line with good landscape management practice.
- b) Grass planted with spring/autumn bulbs must remain uncut until the foliage of the bulb dies down.
- c) The Contractor shall be required to maintain all grass as per the relevant schedule.
- d) The Contractor shall collect litter and any other significant waste from land subject to maintenance as per this Contract prior to cutting the grass. Any debris allowed to pass through the mower must be removed afterwards.
- e) All grass cutting equipment shall be maintained in a condition that avoids 'ribbing', and to ensure an even, uniform finish to the grass. Should any damage to the mown surface occur as a result of the Contractor's actions, it shall repair and maintain the damaged area to match the surrounding area at no cost to the Council.
- f) If ground conditions are such that the Service cannot be delivered without undue damage to the grass or the ground, the Contractor shall use his discretion and not conduct the planned Service until the needs have been agreed with the Authorised Officer. The Authorised Officer may suspend or delete the cutting of the area(s) from the Schedule for that cycle.
- g) The Contractor must take particular care when mowing near members of the public, animals or parked cars.
- h) The Contractor shall ensure that all grass cuttings are removed from the machines before proceeding onto the Highway.
- i) After each cut, any cuttings laying on hard surfaces are to be swept or blown from any hard-standing back onto the grassed area.

2) Grass Cutting cycle

- a) Grass shall be cut using appropriate machinery at intervals which will provide an averaged finished height of no more than 40mm after cutting.
- b) During an average season it is anticipated that 12 cuts will be required between March – November inclusive depending on the growing season (with an additional 2 cuts to be authorised if necessary).
- c) Other than specified areas cuttings shall be mulched and left on the areas cut. However, if that would lead to an unacceptable appearance or adversely affect the condition of the grass, the cuttings should be taken for disposal.
- d) Further cutting on limited areas for safety reasons may be ordered by the Authorised Officer as and when necessary throughout the cutting season. To improve biodiversity a 1 metre diameter should be left at the base of all trees with an annual grass cut undertaken and the removal of arisings.
- e) Use of chemicals rather than strimming to control grass around obstructions in the grass (e.g. benches) is not permitted unless agreed with the Authorised Officer, and then shall only be carried out by suitably qualified staff.

3) Strimming

- a) The grass around permanent obstructions (i.e. seats, posts, bins etc) on all grass cutting regimes shall be strimmed after each cut and to a height to match that of the area that has been cut to ensure continuity where required. During strimming and all grass cutting operations, adequate precautions must be taken to protect all trees from damage and ring barking as well as the protection of passing vehicles and members of the public.
- b) Damage to plants and trees must be avoided when strimming weeds or around other objects.

4) Ragwort, Japanese knotweed and other noxious and injurious etc weeds

- a) The Contractor shall manage and treat all such plants as defined by the Weeds Act 1959 as part of the Schedule of Works and according to industry standards.

5) Flood Plain Meadow Area (Long Acre)

- a) The Meadow area as identified in the Schedule shall be treated in accordance with the frequency stated.
- b) The grass shall be cut annually (hay cut) with the arisings being removed.
- c) Colonies of wildflowers growing shall be notified to the Authorised Officer who may suspend the mowing of these areas in order to allow the plants to flower and seed. Thereafter it shall be maintained as a wildflower/flood plain meadow area.

6) General planting

- a) All planting as detailed in the Site Plans (Appendix D) shall be maintained to the specified frequency and as appropriate to ensure the removal of all significant weed and unwanted plant growth and litter. In the winter period, all borders shall be forked to fully loosen the soil. The Contractor may apply residual or pre-emergent herbicides or mulching to help the control of weed growth.
- b) Grass edges to all borders shall be maintained as necessary to keep in a neat and tidy condition at each border visit.
- c) Pruning of shrubs in borders shall be carried out at a time of year appropriate to the species and in a manner that maintains a shape typical of that species.
- d) If required, the Contractor shall apply fertiliser or compost to assist established shrubs and flower beds but will seek approval from the Authorised Officer in the first instance

7) Summer Planting - Pole Toppers

- a) There are 12 x 24" Pole toppers with self-watering reservoirs and 16 half baskets (which join to go around 8 poles) which will be supplied by the Council with a list of locations in the town centre and along Wilton Road.
- b) Summer planting will be carried out in May using vibrant mixed plants, bedding compost (peat free), water retaining granules and slow release plant food as deemed appropriate. If a particular colour scheme is required, the Authorised Officer will notify the Contractor in January.
- c) Watering will be undertaken by the Council.
- d) At the end of the season the Contractor will be responsible for removal, emptying and cleaning the containers and returning them to the Council for storage.
- e) The Contractor will be responsible for collecting the Pole Toppers at the commencement of the season ready for summer planting.
- f) The Contractor is required to be available for re-planting any pole topper due to vandalism or failure of plants upon request. The cost of this is to be negotiated with the Council.

8) Planting Scheme

- a) During the first-year beds will be planted in May/June and October/November with no more than 30% seasonal bedding plants, with the remainder being a mixture of bulbs, structural leaf plants and perennials. Existing perennials should be retained where appropriate or moved to an alternative bed if necessary.
- b) During the second year and subsequent year/s the amount of seasonal bedding plants will reduce to 20% and 10% respectively until a transition has been made to a totally sustainable planting scheme.
- c) Where a particular colour scheme is required, the Authorised Officer will notify the Contractor.
- d) After initial planting, watering will be undertaken by council staff.
- e) The Contractor shall be responsible for the ongoing maintenance including the weeding and removal of litter.
- f) The Contractor is required to be available for re-planting of any bed needed due to vandalism or failure of plants upon request. The cost of this is to be negotiated with the Council.
- g) During autumn, the Contractor shall undertake a programme of general maintenance with a view to ensuring the continued regeneration of the border plants through regular pruning.
- h) All clippings shall be removed as part of the maintenance obligation and disposed of in an appropriate manner.
- i) Where the Contractor finds that the perennial plants are either dead or dying and unlikely to recover, to the significant detriment of the visual appearance or where at risk due to disease the Contractor shall notify the Authorised Officer. Where new planting is required the Contractor shall provide a quotation for plants plus materials to be agreed by the Authorised Officer.

9) Tudorville Cemetery and Closed Churchyard at St Mary's Church

- a) The Council is responsible for maintaining the closed churchyard at St Mary's Parish Church. The Contractor shall ensure good working relationships with the local Clergy and any relevant local interest group so far as it may relate to the Services provided.
- b) It should be noted that the grounds contain graves and special care is required in respect of headstones, floral tributes and their containers. Any damage caused must be reported to the Authorised Officer immediately.

10) The Environment

- a) The Contractor shall ensure that every effort is made to prevent pollution of the environment and harm to human health. Where possible and practical, only biodegradable, non-toxic, non-hazardous materials and substances shall be used in carrying out the Service.
- b) The Contractor shall take all necessary preventative measures to ensure that no aqueous waste or contaminated water arising from the provision of the Service enters the public waterways, or watercourses.
- c) The Contractor shall take all reasonable precautions to minimise noise from any vehicles, plant and machinery used in the delivery of the Service.
- d) The Contractor shall make arrangements to ensure that litter and organic waste e.g. leaves are segregated to enable recycling and composting.
- e) The Council aspires, as far as is practically possible, to prohibit the use of peat or peat-based products.

11) Use of Chemicals

- a) The Contractor is only permitted to use approved pesticides in agreed locations in connection with this Contract. The Council shall not be responsible for the storage of Contractor's chemicals.

12) Waste disposal (including organic waste)

- a) The Contractor shall be registered to the satisfaction of the Council, prior to Commencement of the Contract, as a waste carrier and shall meet all costs in connection with this registration.
- b) Unless otherwise agreed by the Authorised Officer, the disposal of waste generated in the execution of this Contract by burning other than in an approved processing facility is prohibited.
- c) All organic/green waste (including leaves) collected in the delivery of this Contract must be diverted from landfill. Litter and other contaminants shall be removed from such waste as far as is practicably possible. The Contractor shall make his own arrangements for the disposal of organic/green waste. The cost of the disposal of all green waste, leaves and contaminants collected within the green waste shall be borne by the Contractor.

13) Litter

- a) Litter picking of grassed areas and borders shall be undertaken in such a manner such that it does not caused damage to the vegetation, wildlife and natural habitat.
- b) All waste produced or collected in the delivery of services shall be cleared from the site by no later than the end of each shift and suitably disposed of.

14) Reporting loss, damage or theft

- a) The loss or damage (whether malicious or accidental) of any item or property belonging to the Council shall be reported to the Authorised Officer as soon as is practically possible. The Contractor shall also advise any damage caused in the delivery of this service to any privately-owned property. Reports must include details of the circumstances in which the theft or damage occurred and proposals as to how the loss/damage is to be rectified. Any loss e.g. theft or major accident likely to give rise to external interest or damage the Council's reputation must be reported as soon as possible to the Authorised Officer.
- b) Claims for loss, theft or damage shall be dealt with by the Contractor as soon as is reasonably possible. The Contractor shall respond in writing to all such claims within 5 working days, notifying the claimant of the Contractor's claims procedure and giving a point of further contact. All correspondence shall be available to the Authorised Officer if requested.

15) Materials and Consumables

- a) Where not specifically required or otherwise negotiated as an additional cost within the terms of this Contract the Contractor shall supply within the Fixed Price Sum all necessary materials and equipment associated with the provision of this Contract.
- b) The Contractor shall use materials and equipment that have a British or European Standard wherever possible. Where no such specific Standard applies then all materials shall be of the highest industry equivalent commensurate with the purpose for which they are to be supplied.
- c) Bags used for litter collection shall be included in the Fixed Price Sum and shall be easily identifiable and in a specification to be agreed prior to the Commencement of the Contract.
- d) The Authorised Officer shall have the right to inspect any material to be used in connection with the Contract and may reject its use if not satisfied that it meets the required standard.

16) Changes in methods of service delivery

- a) The Contractor shall consult and discuss with the Authorised Officer in advance any proposals for significant changes to the method of Service delivery.

17) Provisional Items

- a) The operations in this part of the Schedule are those that do not form part of the Grounds Maintenance and Planting Contract for which a tender sum is required.
- b) The tenderer may submit prices for the following works which can be requested outside the Contract on an ad-hoc basis and should be quoted at a day work rate to include labour and machinery costs;

Hedge Trimming

Tree Works

Leaf Clearance

Grass cutting

Strimming

Appendix D

Site Plans

1) Grass Cutting/Strimming

All sizes are approximate

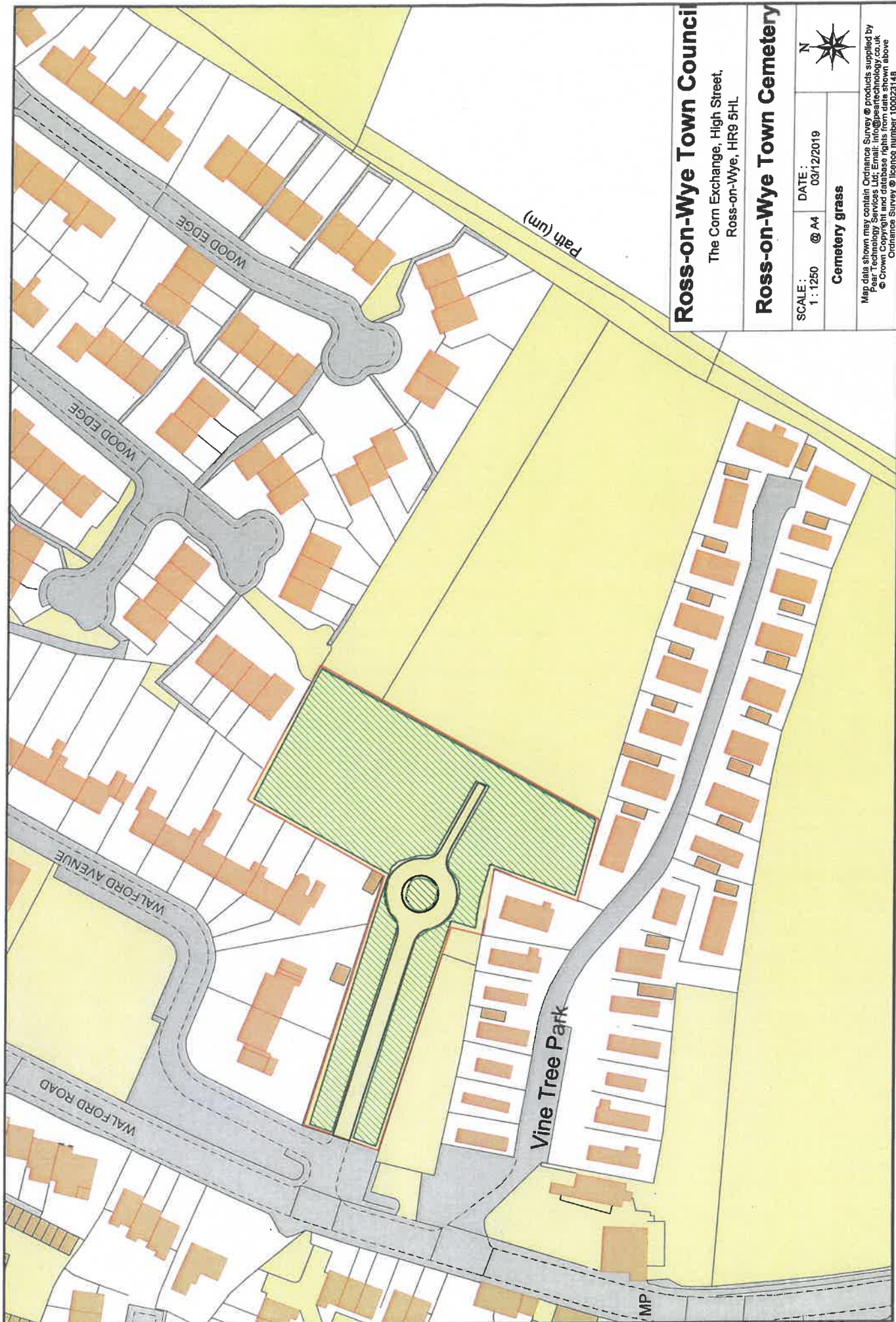
Ross-on-Wye Town Cemetery	area including gravestones	3,200m ²
St Mary's Closed Churchyard	area including gravestones	6,000m ²
The Prospect		2,700m ²
Deanhill Park:		
Parkland		4,000m ²
Playground including play equipment		750m ²
Long Acre:		
Amenity grassland		16,200m ²
Flower/Floodplain Meadow		3,800m ²
Long grass		2,100m ²
Caroline Symonds Gardens:		
Amenity grassland		10,200m ²
Long Grass		830m ²
Rope Walk amenity grassland		19,500m ²
Homs Road Car Park grass verges		400m ²

2) Planting Scheme

The following beds are to be planted in accordance with Appendix C - Section 8

All sizes are approximate

Gloucester Road (by No.3)	30m ²
The Prospect Gardens (large rectangular bed in centre)	54 m ²
Edde Cross Street/Markyes Close (by car park)	40 m ²
Tump Bed, Crossfields	30 m ²
Badge Bed, Crossfields	10m ²



Ross-on-Wye Town Council

The Corn Exchange, High Street,
Ross-on-Wye, HR9 5HL

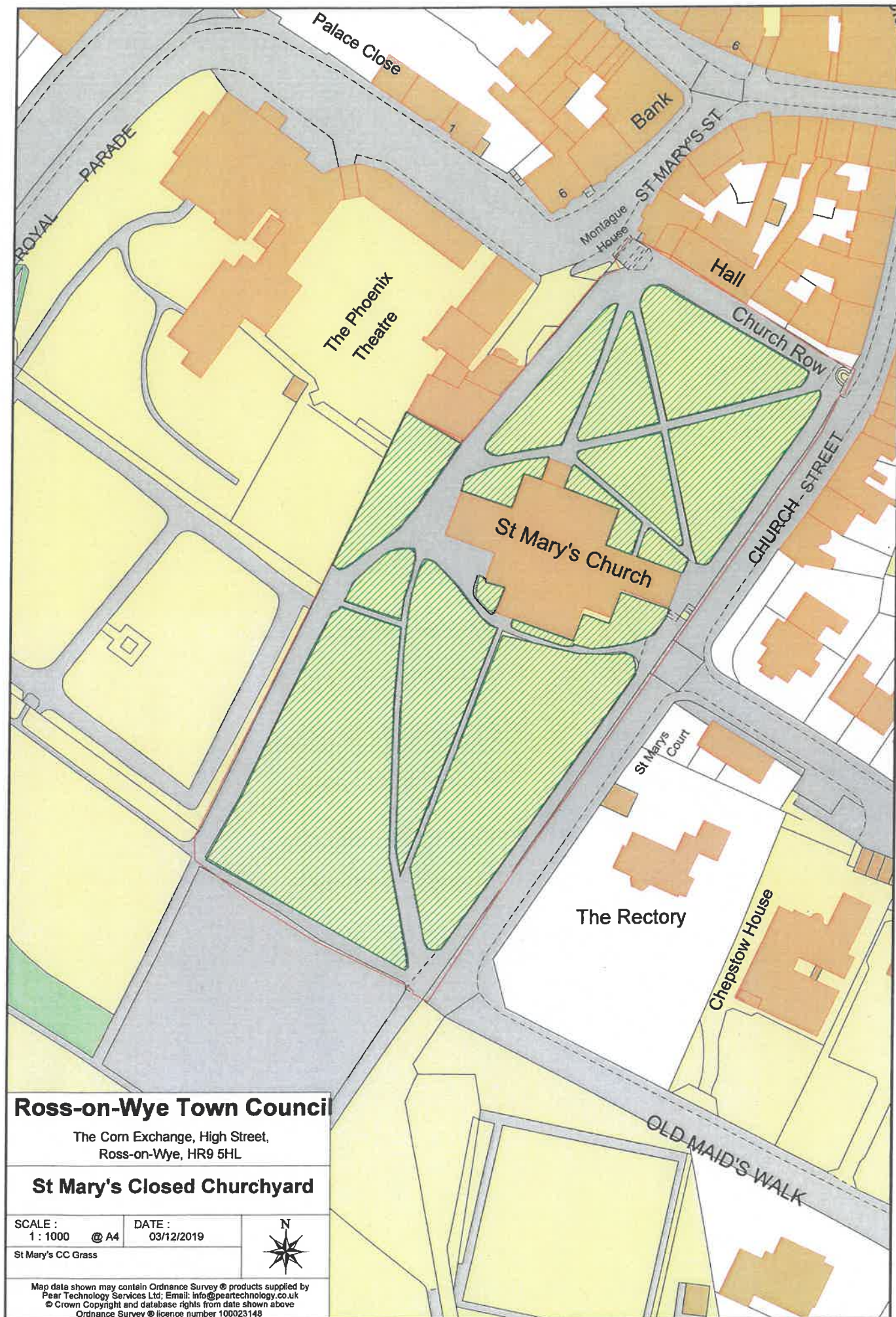
Ross-on-Wye Town Cemetery

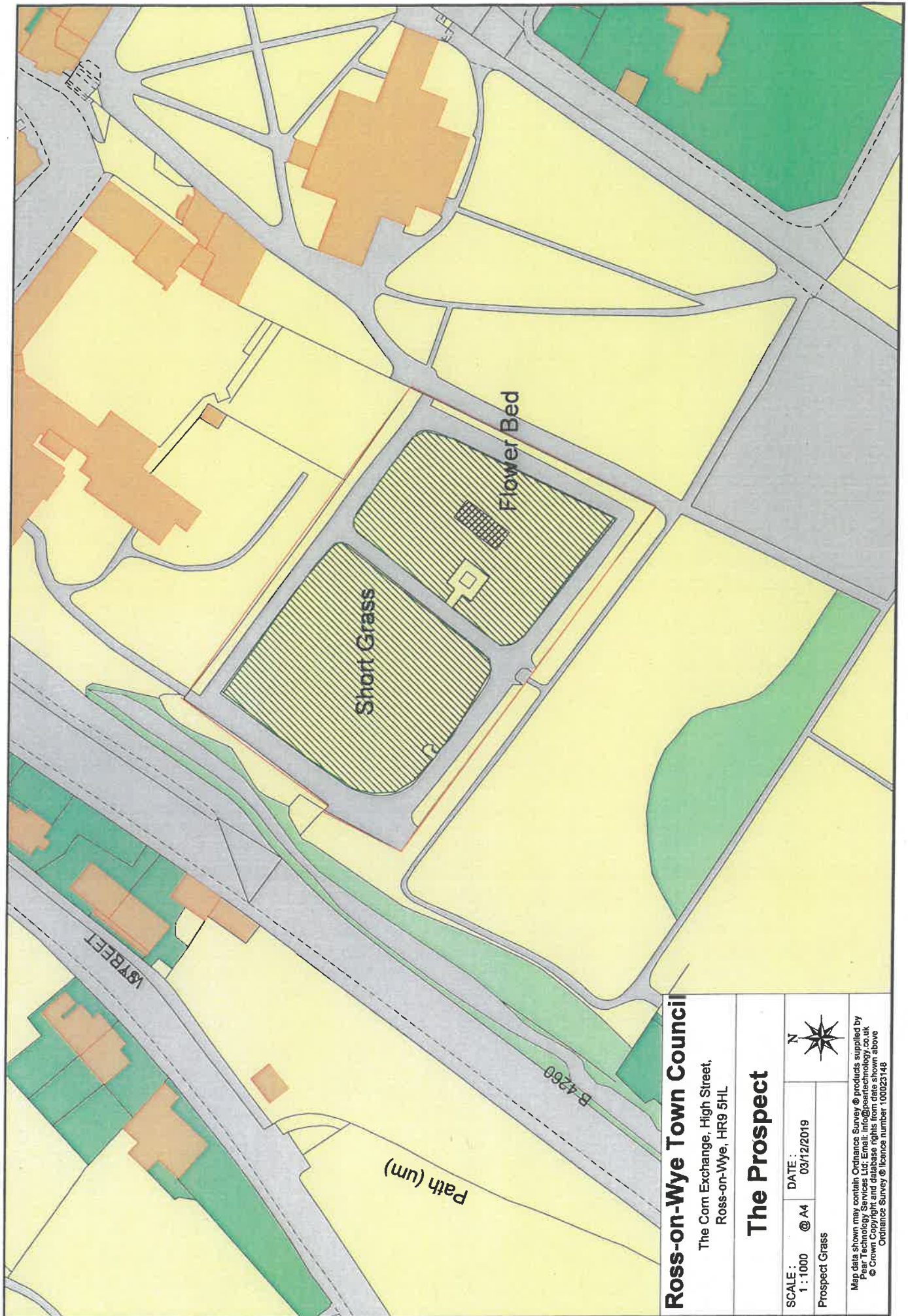
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DATE : 03/12/2019

Cemetery grass



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Ross-on-Wye Town Council

The Corn Exchange, High Street,
Ross-on-Wye, HR9 5HL

The Prospect

SCALE : 1 : 1000 @ A4



DATE : 03/12/2019

Prospect Grass

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Ross-on-Wye Town Council

The Corn Exchange, High Street,
Ross-on-Wye, HR9 5HL

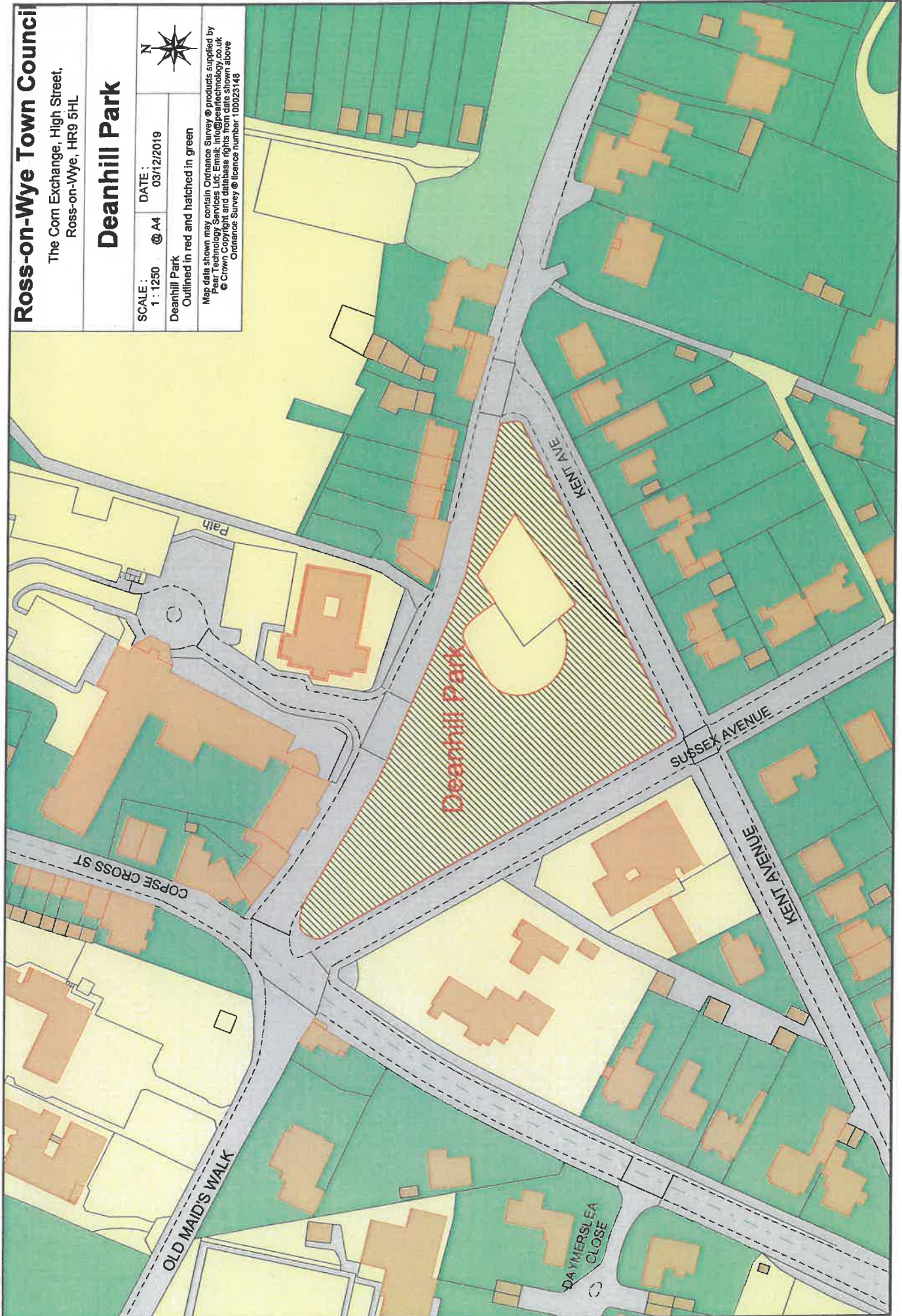
Deanhill Park

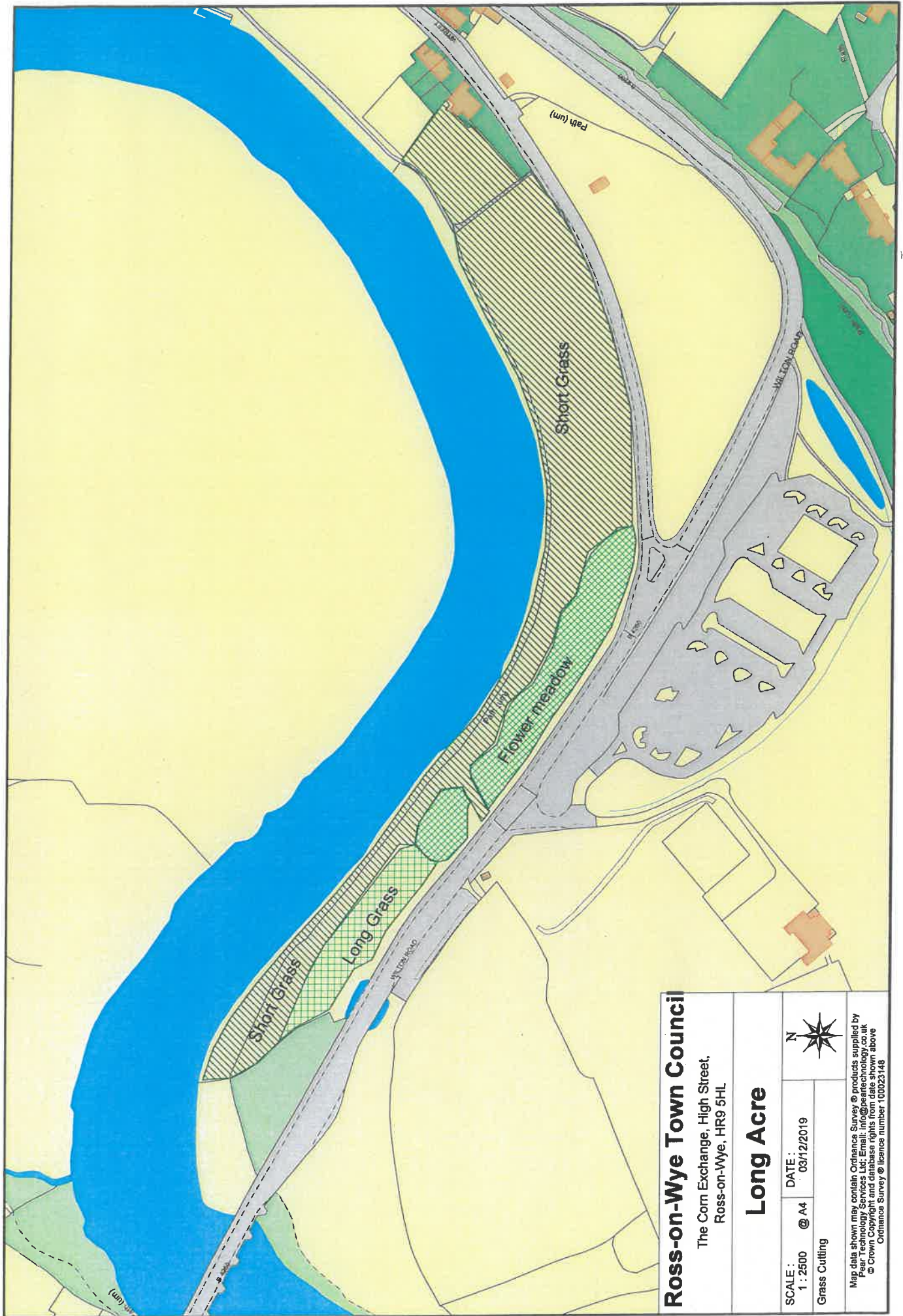
SCALE : 1 : 1250 @ A4 DATE : 03/12/2019

Deanhill Park
Outlined in red and hatched in green



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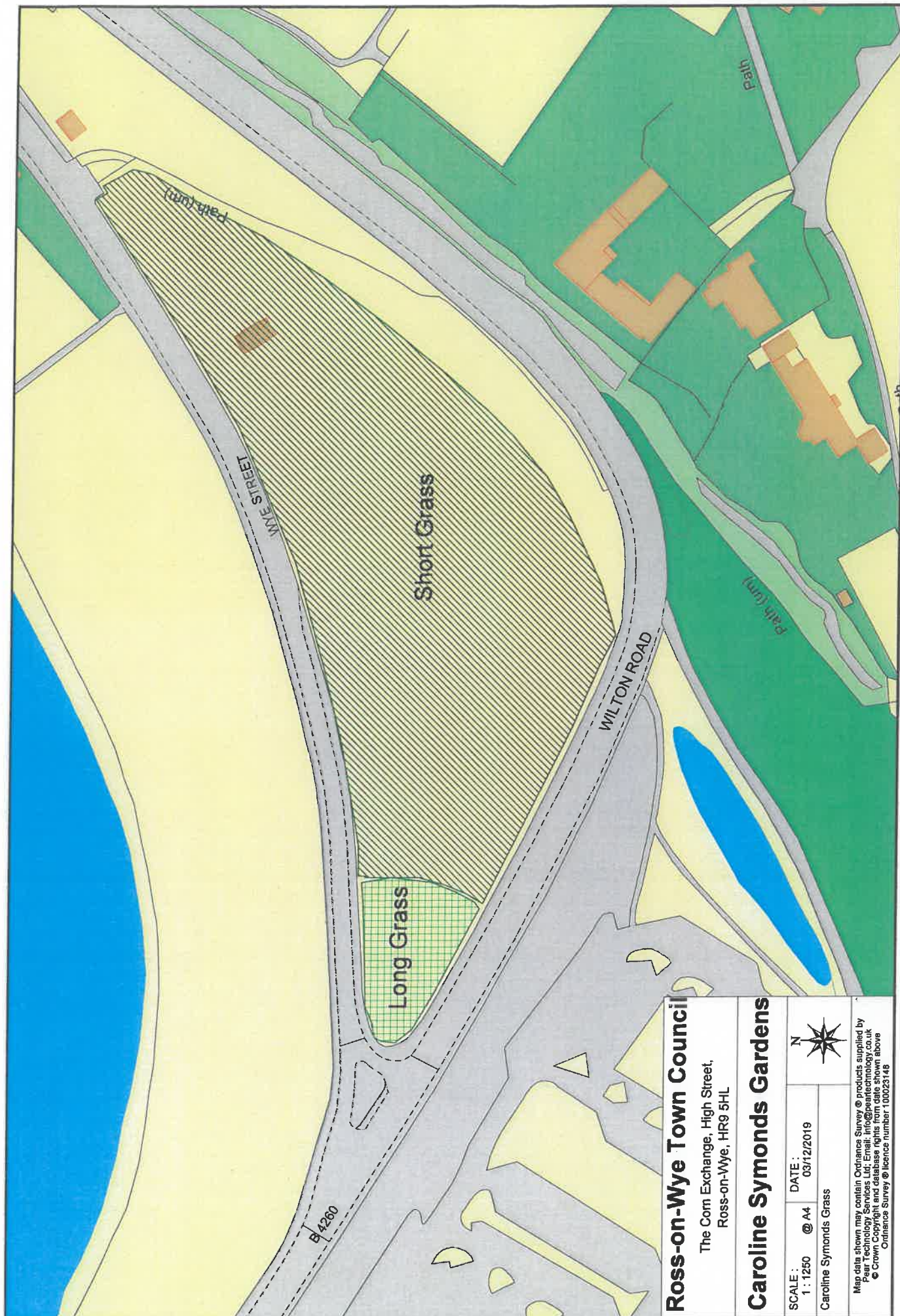


Ross-on-Wye Town Council

The Corn Exchange, High Street,
Ross-on-Wye, HR9 5HL

Long Acre

SCALE : 1 : 2500	@ A4	DATE : 03/12/2019	
Grass Cutting			
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Ross-on-Wye Town Council

The Corn Exchange, High Street,
Ross-on-Wye, HR9 5HL

Caroline Symonds Gardens

SCALE:	DATE:
1 : 1250	@ A4 03/12/2019
Caroline Symonds Grass	



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Ross-on-Wye Town Council

The Corn Exchange, High Street,
Ross-on-Wye, HR9 5HL

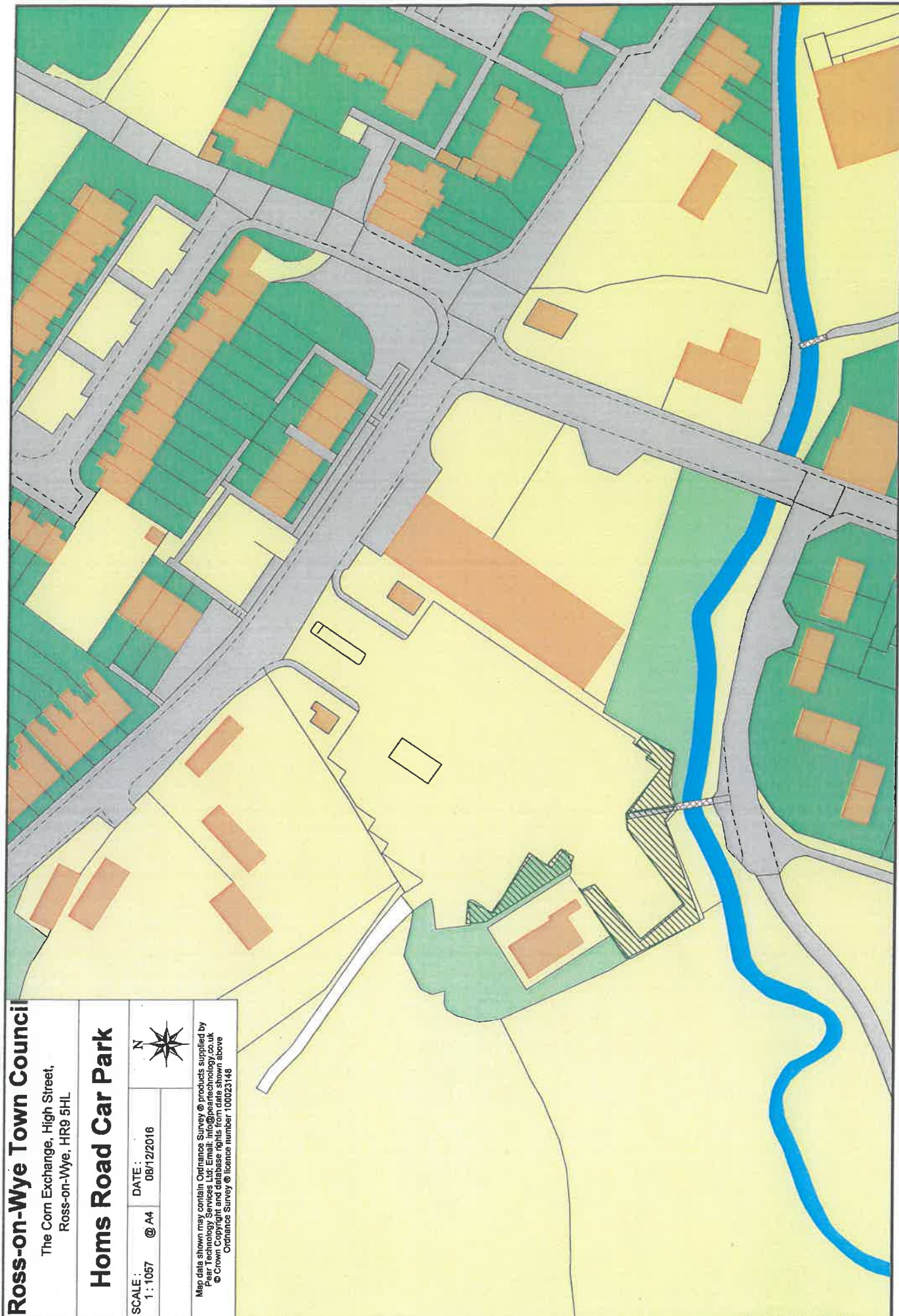
Homs Road Car Park

SCALE :
1 : 1057 @ A4

DATE :
08/12/2016



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Appendix E

Form of Tender

QUOTATION FOR THREE YEAR CONTRACT – FIRM PRICE

Year 1

Part 1 Grounds Maintenance by Site	Programme	Max Grass Height	Plant/Materials	Labour	Total £
Closed Churchyard (St Mary's)	Cut, strim and collect	40mm			
Deanhill Park	Cut, strim	60mm			
Tudorville Cemetery	Cut, strim and collect	40mm			
Ropewalk	Cut, strim	75mm			
Long Acre - Short Grass	Cut, strim	75mm			
Long Acre – Floodplain Meadow/Long Grass	Annual hay cut, remove arisings	N/A			
Caroline Symonds Gardens	Cut, strim	75mm			
The Prospect	Cut, strim and collect	40mm			
Boundary of Homs Road car park	Cut, strim	60mm			
Annual grass cut around trees	Remove arisings				
Total					
Part 2 Pole Toppers	Summer Planting		Winter Planting	Quantity	Total £
Per Pole Toppers				x 12	
Per 2 x half pole basket				X 8	
Total					
Part 3 Planting	Summer Planting		Winter Planting	Maintenance	Total £
Gloucester Road					
Prospect Gardens					
Edde Cross St/Markyes Close					
Tump Bed, Crossfields					
Badge Bed, Crossfields					
Total					

Year 2

Part 1 Grounds Maintenance by Site	Programme	Max Grass Height	Plant/Materials	Labour	Total £
Closed Churchyard (St Mary's)	Cut, strim and collect	40mm			
Deanhill Park	Cut, strim	60mm			
Tudorville Cemetery	Cut, strim and collect	40mm			
Ropewalk	Cut, strim	75mm			
Long Acre - Short Grass	Cut, strim	75mm			
Long Acre – Floodplain Meadow/Long Grass	Annual hay cut, remove arisings	N/A			
Caroline Symonds Gardens	Cut, strim	75mm			
The Prospect	Cut, strim and collect	40mm			
Boundary of Homs Road car park	Cut, strim	60mm			
Annual grass cut around trees	Remove arisings				
Total					
Part 2 Pole Toppers	Summer Planting		Winter Planting	Quantity	Total £
Per Pole Toppers				x 12	
Per 2 x half pole basket				X 8	
Total					
Part 3 Planting	Summer Planting		Winter Planting	Maintenance	Total £
Gloucester Road					
Prospect Gardens					
Edde Cross St/Markyes Close					
Tump Bed, Crossfields					
Badge Bed, Crossfields					
Total					

Year 3

Part 1 Grounds Maintenance by Site	Programme	Max Grass Height	Plant/Materials	Labour	Total £
Closed Churchyard (St Mary's)	Cut, strim and collect	40mm			
Deanhill Park	Cut, strim	60mm			
Tudorville Cemetery	Cut, strim and collect	40mm			
Ropewalk	Cut, strim	75mm			
Long Acre - Short Grass	Cut, strim	75mm			
Long Acre – Floodplain Meadow/Long Grass	Annual hay cut, remove arisings	N/A			
Caroline Symonds Gardens	Cut, strim	75mm			
The Prospect	Cut, strim and collect	40mm			
Boundary of Homs Road car park	Cut, strim	60mm			
Annual grass cut around trees	Remove arisings				
Total					
Part 2 Pole Toppers	Summer Planting		Winter Planting	Quantity	Total £
Per Pole Toppers				x 12	
Per 2 x half pole basket				X 8	
Total					
Part 3 Planting	Summer Planting		Winter Planting	Maintenance	Total £
Gloucester Road					
Prospect Gardens					
Edde Cross St/Markyes Close					
Tump Bed, Crossfields					
Badge Bed, Crossfields					
Total					

Total for 3-year Contract £.....

In words

NAME.....

SIGNED

COMPANY

DATE

Business Qualification Questionnaire

Details relating to Prospective Tenderer

1. Name:
2. Address:
.....
3. Telephone number:
4. Email:
5. Contact Name and Position in Company:
6. Nature of Business:
7. If the Business is a Company:
Is it a Subsidiary of another Company?
If yes, please give details:
8. Date of Business formation:
9. Please state number of grounds maintenance employees:
10. Please give any other details, which you feel may be relevant, for example, similar Contracts in the area or for similar authorities, etc:

Signed:

Position:

Date: