



10 Melrose Road, West Mersea, Colchester, Essex CO5 8JD, [www.westmersea.org](http://www.westmersea.org)  
[info@westmersea.org](mailto:info@westmersea.org) telephone: 01206 382128

## **GROUNDS MAINTENANCE TENDER - WEST MERSEA TOWN COUNCIL**

### **Project**

- A. Grass cutting and strimming of all Council owned parks and cemeteries
- B. Sports Pitch marking

### **Location**

West Mersea, Colchester, Essex.

The Parish of West Mersea is located in the Borough of Colchester. The Town Council operates a number of facilities including car parks, sports pitches and cemeteries. It is the objective of the Council to maintain the facilities and public spaces under its control to the highest possible standard.

The tenderer must demonstrate that they can provide a comprehensive service for the benefit of the Town.

The standard of Grounds Maintenance within West Mersea is a key part in maintaining the visual aspect and biodiversity of open spaces. The tenderer shall ensure the highest standards of service delivery are provided .

The Town Council will appoint an authorised office (The Town Clerk) for the purpose of the management of this contract. The authorised officer may delegate duties to the Cemetery Clerk of to the Grounds Staff.

For the avoidance of doubt, no individual member (Councillor) of the Town Council is authorised to instruct the Contractor in relation to this contract.

All work detailed in the specification below shall be deemed to be included in the fixed Contract Price for the Programmed work unless specific reference is made in the tender submitted.

**Consideration of public using parks, cemeteries, footpaths and toilets. Respect for mourners attending funerals and care to be taken around grave goods and memorial flowers.**

**Consideration to flowering plants seasonally that grow in cemeteries, parks and SSSI areas– daffodils, bluebells, orchids.**

A site visit is recommended.

**Tender Timetable;**

Tender submission deadline	<b>18 August 22</b>
Award Contract by	<b>16 September</b>
Contract Start	<b>01 October 2022</b>

Please note that these dates may be subject to change due to unforeseen circumstances beyond the control of the Town Council.

## **A. Grass cutting and strimming of all Council owned parks and cemeteries**

### **1. Coast Road SSSI**

**Blackwater Estuary Site of Special Scientific Interest (SSSI).** St Peter's Well Meadow, Coast Road CO5 8LS.

[w3w.co/pits.rules.champions](http://w3w.co/pits.rules.champions)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow footpath with ride on rotary mower. Hand mow mulching mower on smaller areas with strimming to tidy up around furniture and edges, pathways and gullies to be cleared of cuttings after each cut. Cutting all banks and small grass bank to left of steps at Monkey beach and up to the neighbouring wall. Grass to be let on right hand side of steps at Monkey beach save for a 1 metre strip to be cut along steps. This right hand bank to have an annual cut in September. 1metre strip to be cut to both sides of boardwalk from bottom of Monkey Beach steps to St Peters Well. Fenced seating area to be cut to all boundaries.

### **2. Broomhills Greensward**

Corner of Victoria Esplanade/Broomhills Road CO5 8AS

[w3w.co/riverside.thrillers.whites](http://w3w.co/riverside.thrillers.whites)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow large area with ride on rotary mower. Hand mow with mulching mower on smaller areas with strimming to tidy up around furniture and edges, pathways cleared of cuttings after each cut. Beds to be hoed and weeded each visit.

### **3. Willoughby toilets**

Victoria Esplanade CO5 8BH

[w3w.co/poetry.basics.writings](http://w3w.co/poetry.basics.writings)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow larger areas with ride on rotary mower. Hand mow with mulching mower on smaller areas with strimming to tidy up around furniture and edges, pathways cleared of cuttings after each cut. Beds to be hoed and weeded each visit.

#### **4. Fairhaven toilets**

Victoria Esplanade CO5 8BP

[w3w.co/selects.animates.keyboard](http://w3w.co/selects.animates.keyboard)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow larger areas with ride on rotary mower. Hand mow with mulching mower on smaller areas with strimming to tidy up around furniture and edges, pathways cleared of cuttings after each cut. Beds to be hoed and weeded each visit.

#### **5. Seaview car park**

Seaview Avenue CO5 8BX

[w3w.co/stones.resonates.windy](http://w3w.co/stones.resonates.windy)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow larger areas with ride on rotary mower. Hand mow with mulching mower on smaller areas with strimming to tidy up around furniture and edges, pathways cleared of cuttings after each cut

#### **6. Glebe 1**

Colchester Road CO5 8RS

[w3w.co/feelers.leotard.marmalade](http://w3w.co/feelers.leotard.marmalade)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow larger areas including field boundary and car park areas with ride on rotary mower. Hand mow with mulching mower on smaller areas with strimming to tidy up around furniture and edges, pathways cleared of cuttings after each cut.

Cutting of pitches to approximately 25-30mm height for football pitches, 50mm for Rugby Areas around goal posts to be individually strimmed each time.

#### **7. Glebe 2**

Glebe View CO5 8GH

[w3w.co/wacky.calendars.rush](http://w3w.co/wacky.calendars.rush)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow larger areas including area alongside Glebe View, Wellhouse play area, wildlife area pathways, BMX area and field boundary with ride on rotary mower. Hand mow with mulching mower on smaller areas with strimming to tidy up around furniture and edges, pathways to be cleared of cuttings after each cut.

Wildlife paths to be cut into longer grass to eastern edge.

Cutting of pitches to approximately 25-30mm height for football pitches, 40mm for Rugby Areas around goal posts to be individually strimmed each time.

#### **8. Barfield Road Cemetery**

Barfield Road CO5 8QT

[w3w.co/replayed.petal.passport](http://w3w.co/replayed.petal.passport)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow larger areas with ride on rotary mower. Hand mow with mulching mower and strim around grave stones. Pathways cleared of cuttings after each cut. Remove tree overgrowth at base as required.

## **9. St Peter & St Paul Churchyard**

High Street CO5 8QD

[w3w.co/routes.speakers.elders](http://w3w.co/routes.speakers.elders)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow larger areas with ride on rotary mower. Hand mow with mulching mower and strim around grave stones. Pathways cleared of cuttings after each cut. Weed kill Church boundary and graves. Remove tree overgrowth at base as required. Remove fallen leaves until end of October.

## **10. Church Green**

High Street CO5 8QD

[w3w.co/truth.roadmap.triangles](http://w3w.co/truth.roadmap.triangles)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow larger areas with ride on rotary mower. Hand mow with mulching mower on smaller areas with strimming to tidy up around furniture and edges, pathways cleared of cuttings after each cut. Remove fallen leaves until end of October.

## **11. Firs Road Cemetery**

Firs Road CO5 8JR

[w3w.co/wiggly.scout.permit](http://w3w.co/wiggly.scout.permit)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow larger areas with ride on rotary mower. Hand mow with mulching mower and strim around grave stones. Pathways cleared of cuttings after each cut. Strim along all hedge lines.

## **12. Feldy View Footpath**

Rear of Firs Road Cemetery above

[w3w.co/baroness.silk.aunts](http://w3w.co/baroness.silk.aunts)

Strim pathway edges from cemetery to seawall and face back encroaching vegetation (stems no greater than 2.5cm) with hand held edge cutters leaving arisings on site throughout the growing season every 3 weeks (minimum of 13 cuts per year).

## **13. Sensory Gardens**

Corner Barfield Road and Melrose Road CO5 8JA

[w3w.co/joyously.headset.pavement](http://w3w.co/joyously.headset.pavement)

Grass cutting throughout the growing season every 3 weeks (minimum of 13 cuts per year). Mow larger areas with ride on rotary mower. Hand mow with mulching mower on smaller areas with strimming to tidy up around furniture and edges, pathways cleared of cuttings after each cut. Beds to be hoed and weeded each visit.

Since it is not possible to predict accurately the precise number of cuts which may be required in any one year, the contractor will be paid per cut for a minimum of 13 cuts. Any additional cuts needed, dependant upon weather conditions through the growing season must be agreed in advance.

## B. Sports Pitch marking

**Glebe 1** (Colchester Road CO5 8RS  
[w3w.co/feelers.leotard.marmalade](http://w3w.co/feelers.leotard.marmalade)) and

Football. August/September to May 2 x 11 aside football pitches, 1 x 5 aside football pitch  
Cricket. Mark their own boundaries.

**Glebe 2** (Glebe View CO5 8GH  
[w3w.co/wacky.calendars.rush](http://w3w.co/wacky.calendars.rush))

### **10 pitches in total.**

Football. August/September to May (approx.) Football pitches: 1 x 11 aside, 1 x 9 aside, 1 x 7 aside.  
Rugby. August to April 2 x rugby pitch football pitch, mini pitches and training pitches  
Cricket. Mark their own boundaries.

Pitch requirements vary over seasons.

### **White line marking**

White lining to be carried out weekly with controlled droplet spray marker to keep clear crisp lines.  
Initial marking to be completed using laser guided equipment of GNNS equipment for accurate lining. No weedkiller to be used to preserve grass and reduce cracking in the ground during dry spells.

**Contract length 3 years 6 months,**

**Start date 1<sup>st</sup> October 2022**

**End date 31<sup>st</sup> March 2026**

- Preferred payment terms –12 equal monthly invoices for each financial year 1<sup>st</sup> April to 31<sup>st</sup> March.
- The supplier shall not sub contract the work.
- The contractor shall use machinery appropriate in size, shape and method of cutting for the type of work involved on areas which allow the use of large cutting machinery. Less accessible areas should be cut with a smaller hand machine to the same standard as the main area. Cutting shall be carried out up to the edges of paths, buildings and as close as possible to site boundaries and other obstacles.
- The contractor shall, at their own expense, make good any damage caused to fences, walls, furniture, bins, trees, buildings, benches, graves and any other obstructions during grass cutting operations.
- Any grass cuttings shall be brushed off paths and distributed evenly over grassed areas.
- Reasonable care should be taken to avoid going over any litter on the cutting area, and any item presenting a hazard should be removed prior to cutting operations. The contractor will inform the Council immediately of hazards.

Please advise of principal Contacts including process for reporting of errors, omissions, breakages.

**Please specify COST of contract for the periods;**

**6 months Oct 22 to March 23**

**Year 1 April 23 to March 24**

**Year 2 April 24 to March 25**

**Year 3 April 25 to March 26**

#### **Health and Safety**

Contractors must comply with the Health & Safety at Work Act 1974.

Contractors to provide Risk Assessments and Safe Methods of Working.

Contractor questionnaire to be completed.

Contractor to provide evidence of competent trained staff.

#### **Public Liability**

Supplier must provide details of their Public Liability insurance cover.

#### **Recommendations**

Suppliers are encouraged to forward details of previous works and commendations with their quotation.

#### **Quotation evaluation**

Suppliers responses will be scored against the criteria set below.

<b>Evaluation Criteria</b>	<b>Points</b>	<b>Description</b>	<b>Score</b>
Service Provision	20	The tender meets the specification. Detailed schedule of works has been provided.	
Value for money	50	Project cost is competitive. Tender offering best value for money	
Quality Competencies and Schedule of works	20	Contractors questionnaire has been completed and all necessary documents are included	
Presentation	5	There is a good presentation of tender, clear breakdown of cost, and all requested documents and information are included.	
Commendations	5	Evidence of provision of similar services	

The Town Council is not obliged to accept the lowest price when considering quotations but value for money is an important factor.

The Council reserves the right to undertake further discussions with any Contractor in order to clarify the details of the submissions.

The Council reserves the right to vary, suspend, alter or abandon the tender process at any stage.

The tender document does not form the contract.

#### **Commendations**

Suppliers are encouraged to forward details of previous works and commendations with their quotation.

Any questions on the tender to be submitted to [town.clerk@westmersea.org](mailto:town.clerk@westmersea.org) or [info@westmersea.org](mailto:info@westmersea.org) or by calling 01206 382128.

**Tenders to be submitted to the Town Clerk by 5pm on Thursday 18<sup>th</sup> August to [town.clerk@westmersea.org](mailto:town.clerk@westmersea.org) titled "Grounds Maintenance Tender".**



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## CONTRACTOR QUESTIONNAIRE

West Mersea Town Council regard themselves as a responsible organisation and are concerned about any activities carried out their site/s. In order to control our business this questionnaire enables us to measure your general health and safety performance. You must understand that the information provided must be to the best of your knowledge and accurate. Any information provided on this form will be held in strict confidence.

**Contractor organisation** \_\_\_\_\_

**Date** \_\_\_\_\_

### Liability Insurance

Does your organisation have sufficient public and employer liability insurance? Yes / No

Please supply copies of your insurance certificates. Supplied Yes / No

### Health and Safety

▪ Do you have a Health and Safety Policy? Yes / No

If yes please supply a copy Supplied Yes / No

▪ Do you have risk assessments and method statements? Yes / No

Please supply completed copies for contracted works Supplied Yes / No

▪ Do you use substances hazardous to health in your work? Yes / No

If yes please supply safety data sheets and any current CoSHH assessments;  
Supplied Yes / No

▪ Do you have a competent employee or the services of a consultant to assist you with health and safety?  
Yes / No

If yes please supply their name and qualifications Supplied Yes / No



**Accident Record**

- Please inform us of the number of accidents that have occurred in your Company in the last three years

Minor accidents

Reportable accidents

Dangerous Occurrences

**Prosecutions, Prohibition and Improvement Notices**

- Has the company been subject to any Enforcement Officer fines in the last three years?

Yes / No

- Have you received any Improvement or Prohibition Notices in the last three years

Yes / No

If the answer to any of the last questions is yes please give details below

Further details

**Signature of the Responsible Person****Position:****Date:****Please attach copies of relevant documentation with this form**