

TILEHURST PARISH COUNCIL

Invitation to tender for grounds maintenance at various sites belonging to Tilehurst Parish Council

Three-year contract to commence 1 April 2022

The initial contract will be for a three-year period from 1 April 2022 to 31 March 2025.

The contract may be extended for a further period of three years on agreement with both parties. A full review to be carried out at least three months' prior to the expiry of the initial contract.

Either party may terminate the contract on giving three months' written notice.

Either party may terminate the contract by giving written notice if the other party has committed a breach of the contract and has failed to remedy the breach (where possible) within 14 days of being required to do so.

The Parish Council reserves the right to reduce any or all of the requirements of the specification should circumstance dictate.

Any changes or additions to the agreed schedule of works must be agreed by both parties in advance of the work being carried out.

Any additional work required will be carried out at the same rates as those agreed in the initial contract.

Prices quoted should include costs of labour and materials where appropriate.

All prices quoted should be exclusive of VAT.

Prices quoted should indicate whether there is any expected variation over the life of the contract.

The agreed price of the contract will be divided into 12 equal parts to be paid at the end of each calendar month on receipt of an invoice.

All work will be paid one month in arrears of work being completed.

Insurance – the contractor is required to have a minimum of £10 million of Public Liability Insurance. Details of the contractor's insurance will be provided to the Parish Council prior to the commencement of the contract, and every year on renewal.

Risk assessments – the contractor will produce a risk assessment for each site and provide them to the Parish Council prior to the commencement of the contract. Failure to follow the requirements of the risk assessments may result in termination of the contract. Risk assessments will be provided to the Parish Council upon request.

Staff using machinery to carry out any work for the Parish Council will be suitably trained and qualified. The contractor is required to have all necessary licences and certificates, including but not limited to for waste disposal, weedkilling, use of chainsaw.

When awarding this contract, preference will be given to local companies which employ local people.

It would be preferred if chemicals used were safe for animals and children, and if weedkillers were glyphosate free.

Tender process

The contact for all aspects of this tender and the following contract is Miss Jacky Major, Clerk to the Council, Parish Office, Highview, Calcot, Reading RG31 4XD.

The sites are all open and accessible should contractors wish to visit them independently. The Clerk will also be available to go around the sites on Wednesday 23 February. Anyone wishing to attend should advise the Clerk by Monday 21 February.

Bids may be submitted by post or by e-mail to clerk@tilehurstpc.co.uk

The closing date for submitting bids is Monday 28 February 2022.

All tenders submitted will be considered against the information contained in this document and on the pricing schedule and will be considered by Full Council at its meeting on Tuesday 8 March. The chosen contractor will be notified following the meeting.

All applicants will be informed as to the situation by the end of March 2022.

Information to be provided to the Parish Council at the same time as the bid and pricing schedule are submitted:

- Company details and bid contact details
- Bank account details
- Copies of the Public Liability Insurance certificate, all other relevant insurance documents and any licences and certificates
- Examples of work (previous and current)
- Details of two referees to be taken up if successful
- Any further information the company feels might be relevant, including types of work it is unwilling or unable to undertake

BACKGROUND

Tilehurst Parish is situated to the west of Reading and extends from the A4 in the south to a few metres short of the A329 in the north. The Reading boundary forms the eastern border, whilst its western border follows the line of the Sulham escarpment.



Tilehurst Parish is outlined in red on map above

This contract includes four recreation grounds and two smaller, standalone play areas owned and managed by Tilehurst Parish Council.

GENERAL CONTRACT INFORMATION

The information below is standard across all sites. Specific details for each site are given on the following pages.

Grass cutting at all sites is covered under a separate contract.

General maintenance:

- Weedkill hard surfaces, including in play areas and car parks – monthly as required
- Reinstate ball wall and surrounding area, including soil and seed – once a year as required
- Maintenance of youth shelters, including topping up and levelling the soil around the concrete bases – once a year
- Reform path edges – twice a year
- Reinstate formal footpaths and maintain them – twice a year

Football pitch maintenance:

- Reinstate goal mouths and centre circle at the end of the playing season – once a year
- Additional repairs may be required at the end of each playing season

Note: Parish Council staff currently mark out pitches so this service is not required and is not included in the contract. Small repairs might also be carried out by Parish Council staff.

Additional information:

The appointed contractor should report any issues or potential risks, such as overhanging branches, etc, from neighbouring properties, to the Clerk.

Any damage caused by the appointed contractor must be reported to the Clerk as soon as possible; if there are repeated incidents, costs of repair might be passed on to the contractor.

The appointed contractor should advise the Clerk of any outbreaks of restricted noxious weeds such as giant hogweed, Japanese knotweed, Himalayan balsam, etc.

SITES AND DETAILS

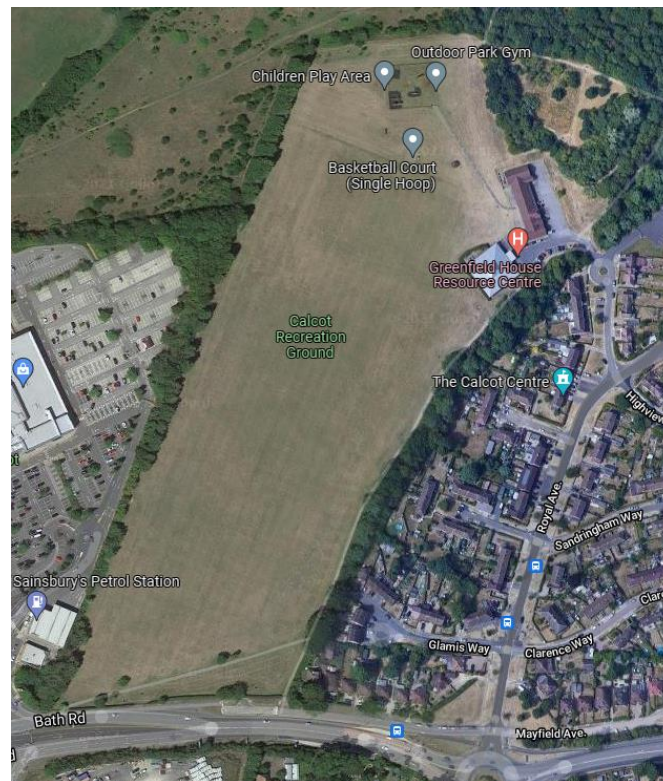
Calcot Recreation Ground and Turnhams Farm Recreation Ground



Calcot Recreation Ground

North of A4 at Calcot, accessed via Highview (off Royal Avenue) RG31 4XD

There is a play area, a ball wall, and several football pitches of different sizes which are used by local clubs during the playing season from 1 September to 30 April each year.



Schedule of work

Crown lift trees – once a year as required

Reform path edging and reinstate formal footpaths around sites – twice a year

Reinstate ball wall and surrounding area, including soil and seed – once a year as required

Maintenance of youth shelter, including topping up and levelling the soil around the concrete base – once a year

Weedkill hard surfaces including play area, car park and around the building – to be checked each month and carried out as required

Pitch maintenance

Reinstate goal mouths and centre circle – once a year at end of playing season

Turnhams Farm Recreation Ground

Little Heath Road, Tilehurst RG31 5TX

There is a football pitch as well as a children's play area, ball wall and skatepark.



Schedule of work

Crown lift trees – once a year as required

Water newly planted trees – weather-dependent, as required

Water and maintain new pyracantha hedge – as required

Reform path edging and reinstate formal footpaths around sites – twice a year

Reinstate ball wall and surrounding area, including soil and seed – once a year as required

Maintenance of youth shelter, including topping up and levelling the soil around the concrete base – once a year

Weedkill hard surfaces including play area and around buildings – to be checked each month and carried out as required

Pitch maintenance

Reinstate goal mouths and centre circle – once a year at end of playing season

Cotswold and Cornwell Recreation Grounds



Cotswold (Westwood Farm) Recreation Ground

Downs Way, off Cotswold Way, Tilehurst RG31 6SL

The field has one full-sized football pitch which is used by local clubs from 1 September until 30 April each year. There is also a children's play area, a basketball hoop, ball wall, and "goal end".

The sports centre on the site is leased to West Berkshire Council who are responsible for some of the maintenance.



Schedule of work

Reform path edging and reinstate formal footpaths around sites – twice a year

Reinstate ball wall and surrounding area, including soil and seed – once a year as required

Reinstate goal end and surrounding area, including soil and seed – once a year as required

Maintain youth shelters including top up/level soil around concrete bases – once a year

Basketball court – reform edging and control moss/weeds – twice a year

Cut back shrubs encroaching through fences – two-three times a year as required

Weedkill hard surfaces including play area, perimeter of goal end, and car park – to be checked each month and carried out as required

Weed, prune, plant log-edged flowerbed – three-four times a year as required

Trees and shrubs behind Wyre Court car park, and footpath to recreation ground – as and when required

Cut and maintain hedge at the bottom of Marten Place (leading to garages) to a height of approximately six feet – three times a year

Cut back hedge behind the garages between Marten Place and Laytom Rise, keep it clear of footpath – twice a year

Note: The area behind houses on Laytom Place is to remain uncut for approximately three feet from fence

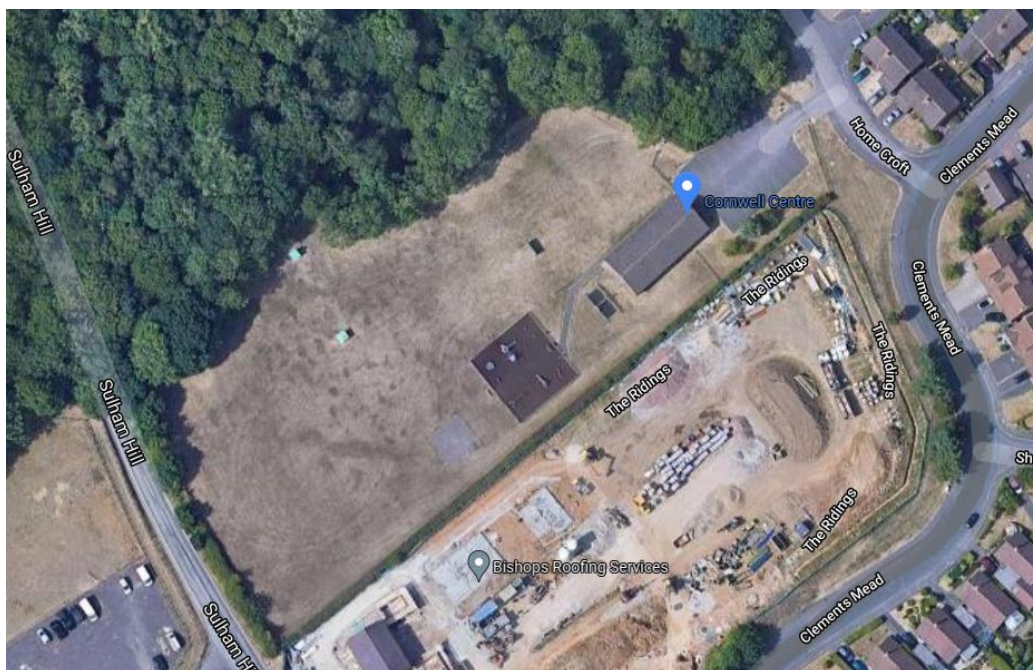
Pitch maintenance

Reinstate goal mouths and centre circle – once a year at end of playing season

Cornwell Recreation Ground

Homecroft, off Clements Mead, Tilehurst RG31 5WJ

There is a car park and community hall, and a recreation ground with a play area, a large grassed area, a basketball hoop, and a ball wall

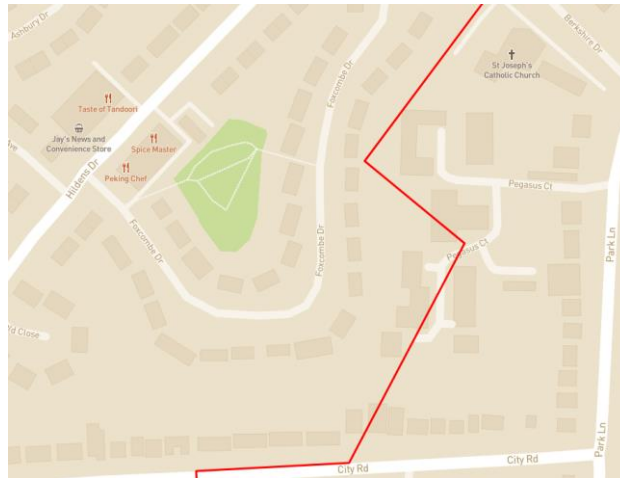


Schedule of work

- Reform path edging and reinstate formal footpaths around sites – twice a year
- Weedkill hard surfaces including play area and around buildings – to be checked each month and carried out as required
- Clear brambles and cut hedge along Sulham Lane and adjacent to housing, including vegetation overhanging stile – twice a year as required
- Reinstate ball wall and surrounding area, including soil and seed, also goal posts (when installed) – once a year as required
- Maintenance of youth shelter, including topping up and levelling the soil around the concrete base – once a year
- Maintain trees in the car park – as required
- Cut back brambles overhanging car park – as and when required

Hildens Drive Recreation Area

Hildens Drive (adjacent to 1 Foxcombe Drive), Tilehurst RG31 5HY



Schedule of work

Reform path edging and reinstate formal footpaths around sites – twice a year

Maintain tree suckers and shrub beds – once a year as required

Crown raise trees – once a year as required

Cut back boundary hedges – twice a year

Remove ivy from residents' fences as required

Cut back neighbouring willow tree when it encroaches on the entrance – as required

Curlew Drive Play Area

Curlew Drive, Tilehurst RG31 4TA

This is an unfenced grassed area on the footpath between Starlings Drive and Curlew Drive.



Schedule of work

Reform path edging and reinstate formal footpaths around sites – twice a year