



MAINTENANCE OF PLAYING FIELDS AND PUBLIC OPEN SPACES

Tenders are invited for the contract to maintain the grass verges and carry out grass cutting, trimming and specific weed control as per the following schedule for the period 1st April 2024 and 31st March 2027.

Village Open Spaces (verges)

1. The triangle opposite the Post Office (includes Millennium Cross Memorial) and the small area outside the post box (where there is an old water tap). Grass to be cut twice in every month from April to November (8 months.) A minimum of three cuts to be made between the months of December and March.
2. Sampys Hill (under the row of ornamental Cherry trees) and by the public seats (area under Chestnut Tree opposite shop). Grass to be cut twice per month from April to November (8 months) – allowing for seasonal variation due to flowerings of daffodils.
3. Grass verge around Public Conveniences & Bus Shelter Parc-an-Manns. Grass to be cut twice a month from April to November (8 months). Additionally any weeds in or around the Toilets/Bus Shelter to be cleared (nettles tend to grow behind the bus shelter) on a regular basis.
4. At Nansidwell Corner from the gate round to start of hedge. Grass to be cut once a month during May, July and September; two cuts between October and February. In addition in April/May (allowing for seasonal variation due to flowerings of daffodils) to cut a strip 1.5 metre in depth and 50mm in height following the edge of the verge to increase road safety. The area immediately in the carriageway round the border to this verge to be cleared of vegetation and detritus annually.

Junior Playing Field

We would appreciate it if you could provide the costs for a single cut of the whole site in case any additional cuts are required at any time.

Be aware that during this contract period we are looking to undertake refurbishments and modifications to the JPF that may require discussions to amend the current contract requirements.

1. Grass to be cut twice in each month, beginning March/ April (must be before the Easter school holidays) to October (depending on seasonal growing – an extra cut may be required into November.) To include cutting grass around and underneath all play equipment. The amount of grass cuttings left should be kept to a minimum.
2. NO STRIMMING is to take place directly around wooden play equipment as this causes damage to the equipment. All specific play surfaces to be brushed/blown clear immediately after grass cutting takes place.

3. Clear internal hedge boundary of all overhanging material, especially brambles (by the roots where possible) and cut back once per year - all debris to be removed off site.
4. Once a year (May to July) the footpath leading from the rear of the Playing Field toward Shute Hill is to be cleared of encroaching foliage (usually Summer cow parsley).

Carwinion Playing Field – whole site

We would appreciate it if you could provide the costs for a single cut of the whole site in case any additional cuts are required at any time.

Be aware that during this contract period we are looking to undertake the building of a MUGA that may require discussions to amend the current contract requirements.

1. April – September - Grass across the whole site to be cut by cylinder gang-mowers or similar with the exception of the cricket square three times each month (every 10 days) during periods of normal growth. We need clippings left on the field to not cause any affect to the play of matches. Only two cuts early in September are required. During times of drought, it would be expected for the contractor to use their judgement to increase the period between cuts as necessary. Grass should be cut to a height of no more than 15-20mm across the whole site
2. October – March – It is essential that cuts take place in October & March to prepare the fields for play. Otherwise grass is to be cut twice between November and February with discretion to increase this number dependent upon surface conditions and necessity. Grass should be cut to a height of no more than 50 mm in winter across the whole site and cutting should take place earlier in the week.
3. Area between where the gang-mowing finishes to the boundary hedges to be trimmed/mowed monthly between April & September. Boundary hedges also trimmed of overgrowth twice annually between August & March.
4. Small area of trees planted on outfield border to be kept trimmed and crowns raised as appropriate. Growth below & behind trees to be regularly trimmed.
5. Surface treatment of all weeds on the field to be undertaken in early summer (May/June) subject to the advice of an agronomist. Spraying of any weeds around the periphery, entrance and car parking area of Carwinion as well as around the base of any building/structure within it to take place as required (normally twice between May – September).
6. It is **ESSENTIAL** that any contractors understands that communications between the contractors and groundsmen of the cricket and football teams, rather than the parish clerk, is likely to happen on a regular basis as there may be seasonal variations which need to occur and we have found that direct contact works better than 3 way conversations. Any costed works significantly outside the scope of this contract will need authorisation from the parish clerk prior to undertaking. **Please be aware – use of our pitches is shared between football & cricket teams. Football have specific requirement to enable them to lay out their pitch at the end of August/Early September which will be contacted to you directly by them.**

7. The area behind the pavilion to be regularly cleared & trimmed back close to the boundary wall. Trees/shrubs overhanging the pavilion building must be cut back once between September & March.
8. Similarly the hedge behind the preschool needs to be cleared and cut back once a year, preferably before Easter. On the day the preschool MUST be informed of works taking place if it is during term-time to allow them to put H&S measures in place.
9. Ditch between pavilion & preschool to be kept clear of excessive growth and trees trimmed regularly.
10. The boundary wall on the main gate splay area to be cleared of overgrowth and brambles and stone wall revealed in May (once a year).
11. Small area of grass (approx. 8m to pear tree) to be trimmed once a month from April to September & any brambles in planting area to be removed. Site signage needs to remain visible at all times.
12. No equipment is to be left on site without prior agreement. Where items such as gang-mowers are left it is expected that the contractor provide a suitable enclosure/cover for them at their expense and adequate insurance be in place. The Parish Council accepts no liability for equipment left on any of its grounds or premises.
13. Access to the field is by the service gate at the end of the field. A key will be provided to the contractor for their sole use.
14. Any issues with the state of the field, carpark, access routes etc. should be communicated to the parish clerk as soon as they are noted.

All cutting is to take place as late in the day as possible. Because of the on-site preschool notice MUST be given to them on entry to the site as it allows them to ensure their Health & Safety protocols are in place. No strimming works are to take place with 5m of the concrete access path during drop-off times (currently 8:00am-9:15am; 11:45am-12:15pm; and 2:45pm-3:30pm)

Weed Control

- 1) Within this contract we require the chemical treatment provided to eradicate 90% of roadside weeds above 50mm in height along the stretches of road as indicated on the attached map (approx. 2.25Km). It is expected that the roadside kerbs and all the pedestrian surfaces but not the carriageway itself are treated. If an alternative to chemical treatment is deemed to be suitable we would consider this as an option without affecting the rest of the contract.
- 2) There will be two treatments per year for the entire area and an additional 3rd spray on the area in red dots on the attached map. Both sides of the road/ footway will need to be treated.
- 3) All weeds, detritus and other waste material removed are to be cleared from the highway promptly and disposed of.

- 4) There may also be small areas in the carriageway where pockets of grass/weeds have taken hold which will need to be completely removed (which may require digging out) as per request by the clerk. If this totals greater than 40m per annum an additional invoice may be raised.
- 5) Due regard must be given for the safety of members of the public and continued availability of all public walkways. The clerk will be available to post public notices of intended works if they are provided to her in sufficient time (1 week before works commence).
- 6) The contractor shall be responsible for ensuring that any works on or adjacent to the highway are undertaken within the appropriate legal frameworks and that any works are notified to the relevant authorities prior to commencement.
- 7) Where contractors/staff are working adjacent to a road, appropriate supervision, signage and warnings for road users and to protect contractor staff should be posted throughout the treatment period. Contractors/staff should wear appropriate protective clothing and equipment to keep them safe while performing any and all of the contracted works for Mawnan Parish Council.
- 8) Contractors will be expected to supply the following prior to signing of a contract with the Parish Council:
 - i) copies of relevant insurance certificates for employer liability and public liability
 - ii) copies of certificates of training and competence of operatives
 - iii) details of the herbicides/biocides most likely to be used & COSHH specifics
 - iv) pre-work risk assessments, COSHH assessments and any other relevant Health and Safety paperwork including details on traffic management and the authority to work within the highway corridor if applicable
 - v) details of a named contact available when works are taking place should any accident, incident or notifiable occurrence happen to either contractor or member of the public.
- 9) The treatment schedule must be discussed with the Parish Council prior to any work commencing to make sure no clashes occur.

TERMS & CONDITIONS

The purpose of this tender is to maintain the good state and attractive appearance of the parish and its public spaces. We reserve the right to request additional cuts as growing/ weather patterns dictate to ensure the best outcome is achieved. If we request additional cuts, we expect to pay for these.

Applicants are advised to inspect the site(s) before submitting their quotation. The price quoted should reflect the conditions as seen at the time of inspection. The Parish Council will not be responsible for any maintenance to equipment or any damage caused to contractor's equipment.

All materials, machinery, plant, expertise and health and safety precautions are to be provided by the contractor as part of this contract

No chemicals, equipment or plant is to be left unattended and appropriate arrangements for the safe storage and supervision need to be put in place by the contractor prior to and during the course of the fulfilment of this contract. Safety is of primary importance to the Parish Council and appropriate care needs to be taken to enact this contract with safety in mind as most areas where work is undertaken are open to the public.

Complaints from the public about the working practices or conduct of contractors are dealt with seriously and investigated; if found to be true and of a sufficiently serious nature, may result in the immediate termination of the contract.

We rely on the observances of the contractor to bring up instances where additional works are required outside of the normal scope of this contract to ensure the suitable & safe completion of contracted works. These works should be brought to the attention of the clerk as soon as possible to be assessed and should not be commenced without her agreement.

The contract will be awarded as a whole, although we do require each section be priced individually to allow us to properly compare quotes. There will be no provision within the contract for annual increases of any kind, including equivalent RPI/ 'cost of living' adjustments.

It is a condition of this contract that the contractor carrying out the work must hold a valid (minimum £1 million) public liability insurance and a (minimum £5 million) Employers liability Insurance policy. A copy of these must be attached to this tender and updated annually.

Invoices for work completed should be supplied **monthly** (to arrive no later than the 10th of the month) and should include a full list of works undertaken and the work completed. These will be paid around the third week of each month (excepting August). Periodic and random assessments of compliance will be undertaken to ensure that contracts are being fulfilled to an acceptable standard.

Where there are any issues, problems or concerns with the fulfilment of the contract the first point of contact with the Parish Council shall be the clerk.

CLOSING DATE FOR RECEIPT OF TENDERS: 12-00 NOON, 14th MARCH 2024

TENDER TO MAINTAIN THE PLAYING FIELDS AND PUBLIC OPEN SPACES

Please print clearly

NAME : _____

ADDRESS : _____

TELEPHONE NO. : _____

SELF EMPLOYMENT NUMBER : _____

Please find enclosed my tender for the contract for grass cutting and trimming etc. as per the published schedule for the period 1st April 2024 to 31st March 2027.

By signing below I confirm that I have authority within the company named above to provide quotations for works and that they hold valid public liability and Employer/Personal accident insurance policies (and will for the duration of the contract).

SIGNED : _____

DATE : _____

Please return to the Clerk to Mawnan Parish Council, at address below, in a sealed envelope, clearly marked **OPEN SPACES TENDER**. Unfortunately emailed replies will not be accepted.

TENDER TO MAINTAIN THE PUBLIC FIELDS AND OPEN SPACES: 1st April 2024 TO 31st March 2027.

Please remember, you are quoting for the 3 year contract period, not per year.

Village Open Spaces (verges)

TOTAL COST : £ _____

Junior Playing Field

TOTAL COST : £ _____

cost of single cut of site: _____

Carwinion Playing Field

TOTAL COST : £ _____

cost of single cut of site: _____

Weed Control

TOTAL COST : £ _____

Total for all elements of the 3 year contract: £ _____


SIGNED : _____


DATE : _____

PLEASE RETURN TO THE CLERK: MAWNAN PARISH COUNCIL, AT ADDRESS BELOW, IN A SEALED ENVELOPE, CLEARLY MARKED **OPEN SPACES TENDER**.

If returning by email please send pages 7 & 8 as pdf attachments so they can be printed and sealed without being reviewed until the tender date.

Weed Control – spraying Map 2024

 2 sprays per year

 3 sprays per year

