



HARTLEY WINTNEY PARISH COUNCIL GROUNDS MAINTENANCE CONTRACT 2018 – 2021 INVITATION TO TENDER

Hartley Wintney Parish Council is responsible for maintaining the following areas: location plans are provided within the tender document.

- Dilly Pond, Dilly Lane
- St. Mary's Burial Ground
- Jubilee Field
- Vicarage Hill Allotments
- Dilly Lane Allotments
- Vaughan Millennium Orchard, Hunts Common
- All Souls Churchyard, Hartfordbridge
- Springfield Avenue Play Area

In preparing the tender, the following points should be noted:

I Tenders are to be returned to the Parish Council Office by no later than 5:00pm on Wednesday 24th January 2018. Tenders will be considered at the Full Council meeting on Monday 5th February 2018.

II The Parish Council is not obliged to accept the lowest tender.

III The tender is to include for the provision of all plant, labour and materials and allow for any specialist equipment and sub contractors that may, in their view, be required to carry out the works

IV The type of weedkiller to be used must be specified in the tender.

V The tender is to include all costs associated with the disposal off site of all grass cuttings and any other arisings associated with the works etc. as required.

VI The tender is to include a copy of the contractors current Public Liability Insurance Certificate for which the Parish Council requires a minimum cover of £5m.

VII The tender is to include confirmation that the contractor and their sub contractors are insured against any damage, including damage to trees, caused by their operatives to any tomb/memorial or item of furniture during their works.

VIII The contractor is to ensure that the operatives and sub contractors are fully conversant with their responsibilities under Health & Safety legislation current throughout the term of the contract.

IX The contractor is to provide with the tender a copy of their company Health and Safety Policy together with a risk assessment.

X The site plans provided are indicative only — this applies particularly in the case of the Burial Ground, St. Mary's Churchyard and All Soul's Churchyard, contractors are therefore **STRONGLY** advised to visit all the sites prior to preparing their tenders.

XI Times and frequency of grass cutting will be agreed prior to the grass cutting season and, subject to weather conditions, the appointed contractor will be expected to adhere to the timescales agreed at this time.

XII The contractor is to liaise only with the Parish Council Executive Clerk or their named, designated representative(s), on matters relating to this tender and the implementation of the works contained therein.

XIII Payment for any works undertaken by the contractor other than those directed by the Parish Council Executive Clerk or their named, designated representative(s) will be the subject of negotiation and will be made at the discretion of the Parish Council and/or its relevant Standing Committee.

c. Contractors may be asked to supply references for previous work commensurate with those described in this tender; should these not be made available, the tender may be disallowed.

HUNTS COMMON (A)

The Vaughan Millennium Orchard at Hunts Common, located to the North East of the village centre, is registered Common Land owned by Hart District Council but currently leased to the Parish Council.

The grass cutting regime is up to 8 cuts per year including for two parish council events (currently Jazz Picnic and Apple Day), with dates to be agreed during each season dependent upon events at the Orchard. Similarly the precise extent of the area to be cut will be determined from year to year and is likely to exclude areas on the northern and eastern edges which are set aside as a wildlife area but will include the roadside verge alongside Hunts Common road. For the purpose of this tender however, the contractor should assume the entire area marked on the map is to be cut. Arisings to be removed from site.

SPRINGFIELD AVENUE (B)

Springfield Avenue is a three acre site owned by the Parish Council. The site has a natural boundary between the maintained grass area near the play area and the natural woodland. The site also contains a mixed hedge on the boundary line which will require cutting twice a year on the inside and top (marked blue). Grass to be cut up to 10 times per year as marked on the map in red. When grounds maintenance work is being carried out, appropriate warning signs are to be placed in close proximity to the play area.

DILLY POND, DILLY LANE (C)

The ownership of Dilly Pond is not known But the Parish Council first took responsibility for the site in 1996. The grass cutting regime established accommodates the marginal planting carried out in 1999 and NO works should be undertaken pond—side of the timber post and rail fence without specific instruction from the Parish Council. Strim road side of Pond as marked on the attached plan and road edge to the West side of the Pond as shown. Strim road side only of feeder ditch. Ten cuts each year.

ST. MARY'S CHURCHYARD & BURIAL GROUND (D)

Hartley Wintney Parish Council Burial Ground and St Mary's Church are situated approximately one mile to the south of the centre of the village. The site plans are indicative only and the following must be considered when preparing the tender.

I Vehicular access to the site is limited

II When grounds maintenance work is being carried out, appropriate warning signs placed immediately inside the four entrances to the site; the Burial Ground gates, lychgate and the Registered Footpaths in the South of St. Mary's Churchyard and South West of the Burial Ground.

III Grounds maintenance works may not be undertaken in the Burial Ground or St. Mary's Churchyard during an interment.

IV Arising are to be removed and disposed of off site by the contractor.

The following areas are required to be cut as follows and as shown on map

a. The hedges lined in blue to be cut top and both sides twice a year (with the exception of the hedge labeled A to be cut top and inside only) plus the front hedge between the lychgate and the vehicle access gate to be cut up to 3 times per year.

b. Areas edged in red (whole site); cut all grass and strim around headstones and other obstructions from April to October each year, including roadside bank. Area hatched on map to be cut up to ten times per year. All other areas to be cut up to fourteen times per year.

c. Paths. Treat with weedkiller four times each year.

JUBILEE FIELD (E)

The site is bounded by pavements on the South East and South West and by hedges to the North East and North West; in the North there is a small length of drainage ditch. The site includes two children's play areas which are

maintained by Parish Council staff and does not form part of this tender except as indicated. Ownership of the strip of land in front of Clayton Close is uncertain but is maintained by the Parish Council.

a. Grass outlined in red on the map to be cut to playing field standard every two weeks throughout the season including a 5m wide strip of grass fronting Clayton Close. The area coloured outlines in green to be cut/strimmed at the same time as the grass is cut. When grounds maintenance work is being carried out, appropriate warning signs are to be placed in close proximity to the play area.

VICARAGE HILL ALLOTMENTS (F)

Vicarage Hill Allotments are owned by the Parish Council and are situated alongside the A323 to the South of the village, bounded by the A323, Vicarage Hill to the East and Church Lane to the South West. Allotment tenants have a contractual responsibility to maintain the inside of the perimeter hedge but the Parish Council maintains the outside and top of the hedge. However, the grass within the Allotments is the responsibility of the tenants and does not form part of this tender.

- a. Cut the perimeter hedge, outside and top — edged green on the map three times each year; arisings to be removed from site.
- b. Cut/strim the perimeter grass around the site marked in red, including the triangle to the South side up to ten times each year.

DILLY LANE ALLOTMENTS (G)

The Dilly Lane Allotment site is leased to the Parish Council from Hart District Council and is situated within the QEII Field in Dilly Lane. Please be aware that there is chicken/stock fencing around the perimeter and contractors must take care not to damage this during cutting as the site is prone to rabbits when holes are put in the fence. The council will not be liable for any damage caused to equipment when maintaining the area around the chicken stock fencing.

- a) Strimming/cutting of the grass (outlined in red) inside the boundary fence of the site and across the middle up to 10 times per year.
- b) Cutting the perimeter hedge twice per year.

ALL SOUL'S CHURCHYARD (H)

All Soul's Churchyard is situated approximately a mile to the North East of the village centre. In 1999 the Parish Council entered into an informal arrangement with the Parochial Church Council to maintain the Churchyard and the grass cutting regime has been introduced to ensure it remains well cared for. The site plan is indicative only and the following should be considered in preparing the tender.

I There is no vehicular access on to the site

II When grounds maintenance work is being carried out, appropriate warning signs must be placed immediately inside the site entrance and works may not be undertaken during an interment (rare)

III Arising are to be removed and disposed of off site by the contractor.

- a. Areas outlined in red; cut all grass and strim around headstones and other obstructions from April to October each year. Up to fourteen cuts each year.
- b. Cut perimeter hedge — both sides and top — edged in blue at least twice each year; arisings to be removed from site.
- c. Cut centre hedge at least twice each year; arisings to be removed from the site.

HARTLEY WINTNEY PARISH COUNCIL - TENDER SUMMARY: Grounds Maintenance 2018 - 2021

Hunts Common

Price per cut
Annual Price

Springfield Avenue

Price per cut (grass)
Price per cut (hedge)
Annual Price

Dilly Pond, Dilly Lane

Price per cut (grass)
Annual Price

St. Mary's Churchyard & Burial Ground

Price per cut (grass)
Price per cut (hedge)
Price per application (weedkiller)
Annual Price

Jubilee Field

Price per cut
Annual Price

Vicarage Hill Allotments

Price per cut (grass)
Price per cut (hedge)
Annual Price

Dilly Lane Allotments.

Price per cut (grass)
Price per cut (hedge)
Annual Price

All Soul's Churchyard

Price per cut (grass)
Price per cut (hedge)
Annual Price

DECLARATION

NAME & ADDRESS OF COMPANY SUBMITTING TENDER

TELEPHONE No

E—MAIL

CONTACT NAME

I DECLARE THAT THE DETAILS CONTAINED IN THIS TENDER ARE CORRECT AT THE TIME OF SUBMISSION.

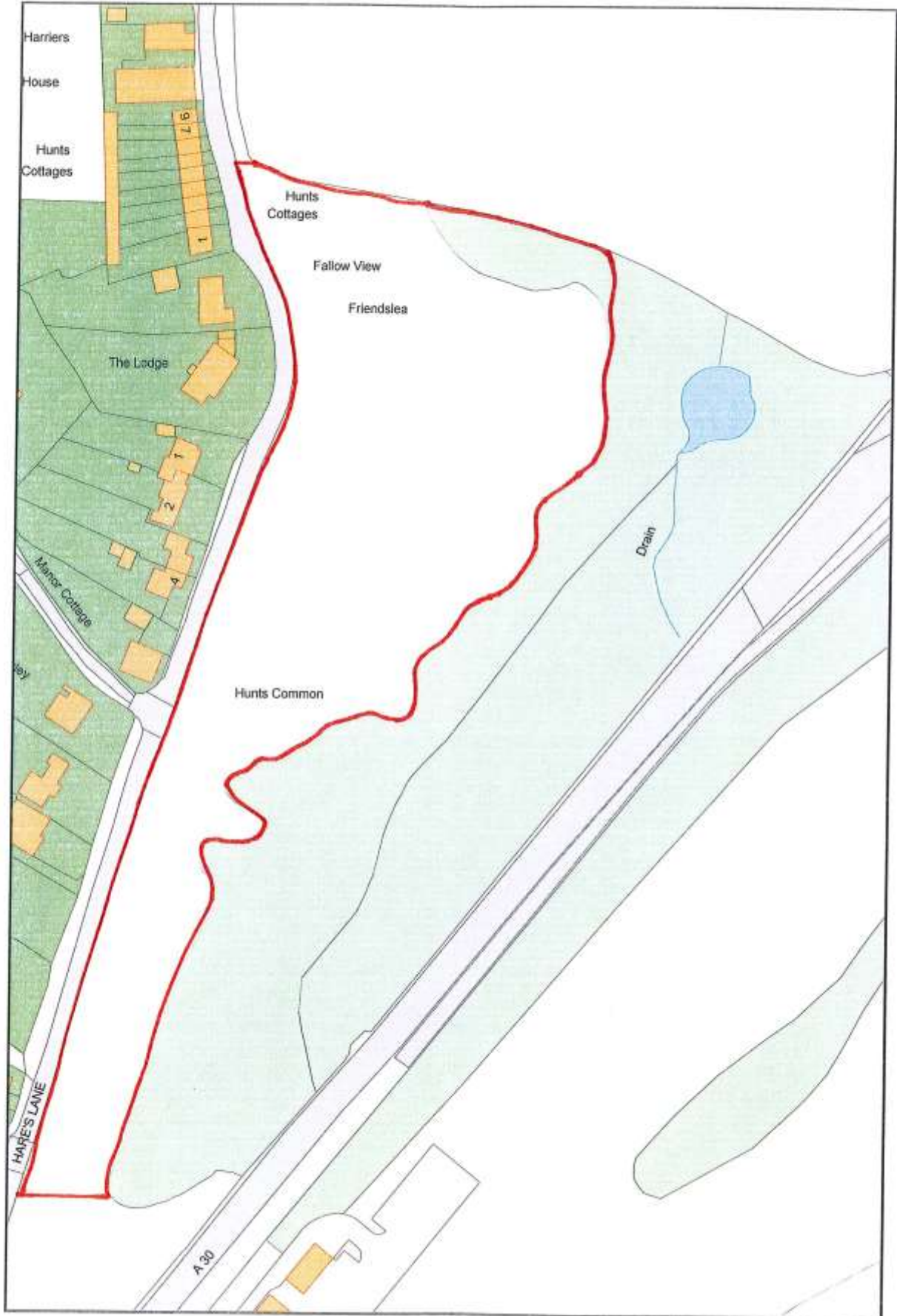
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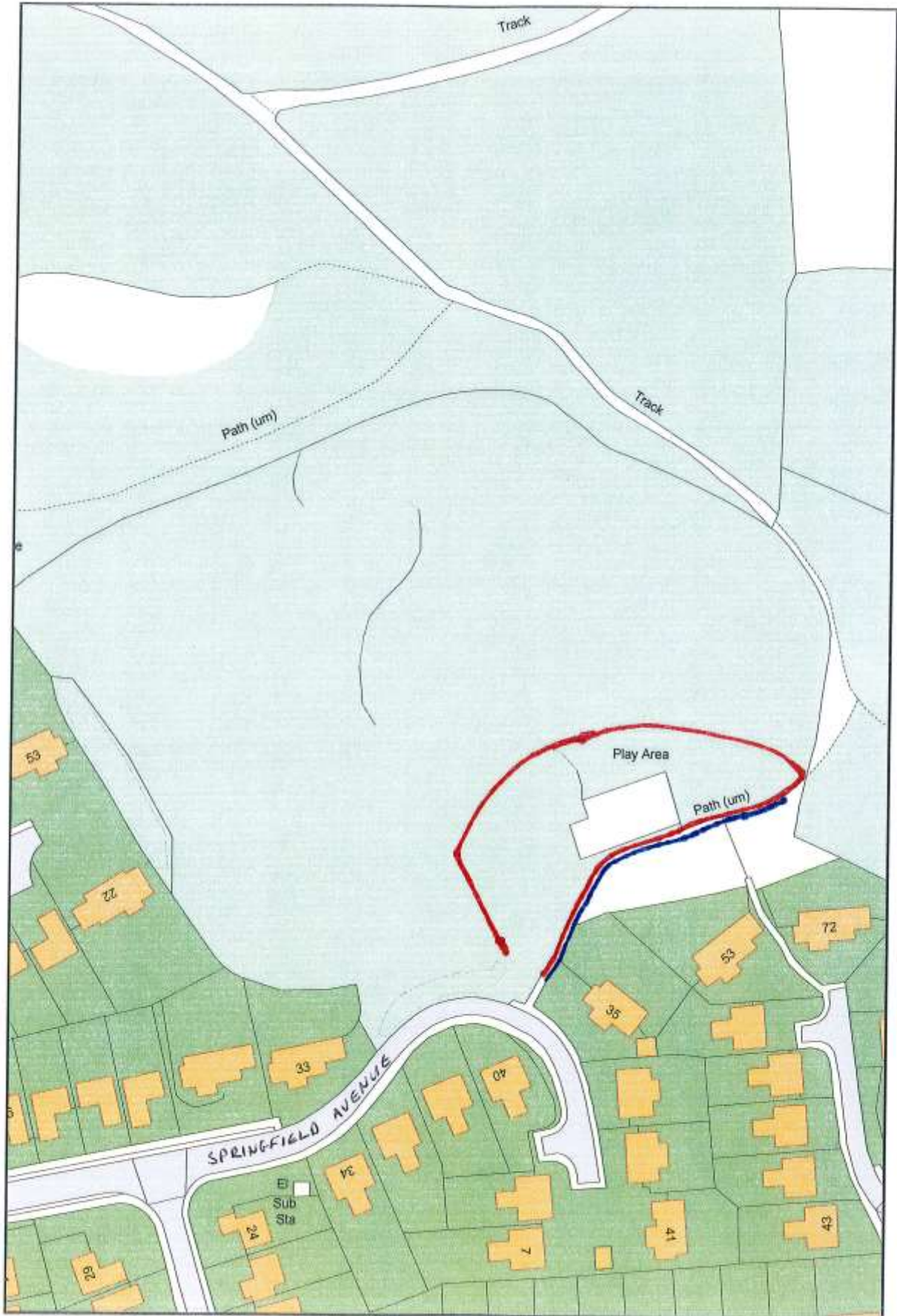
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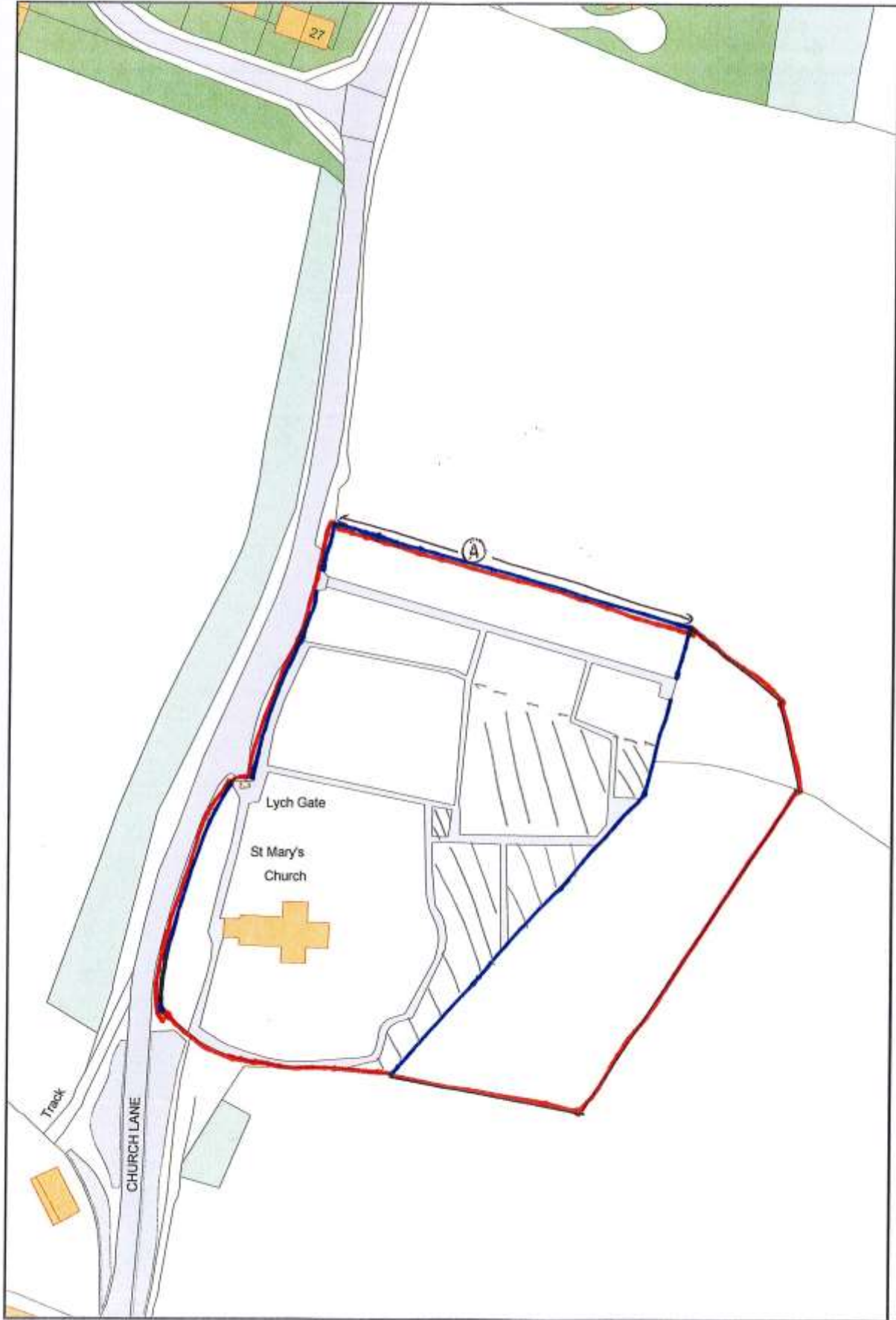
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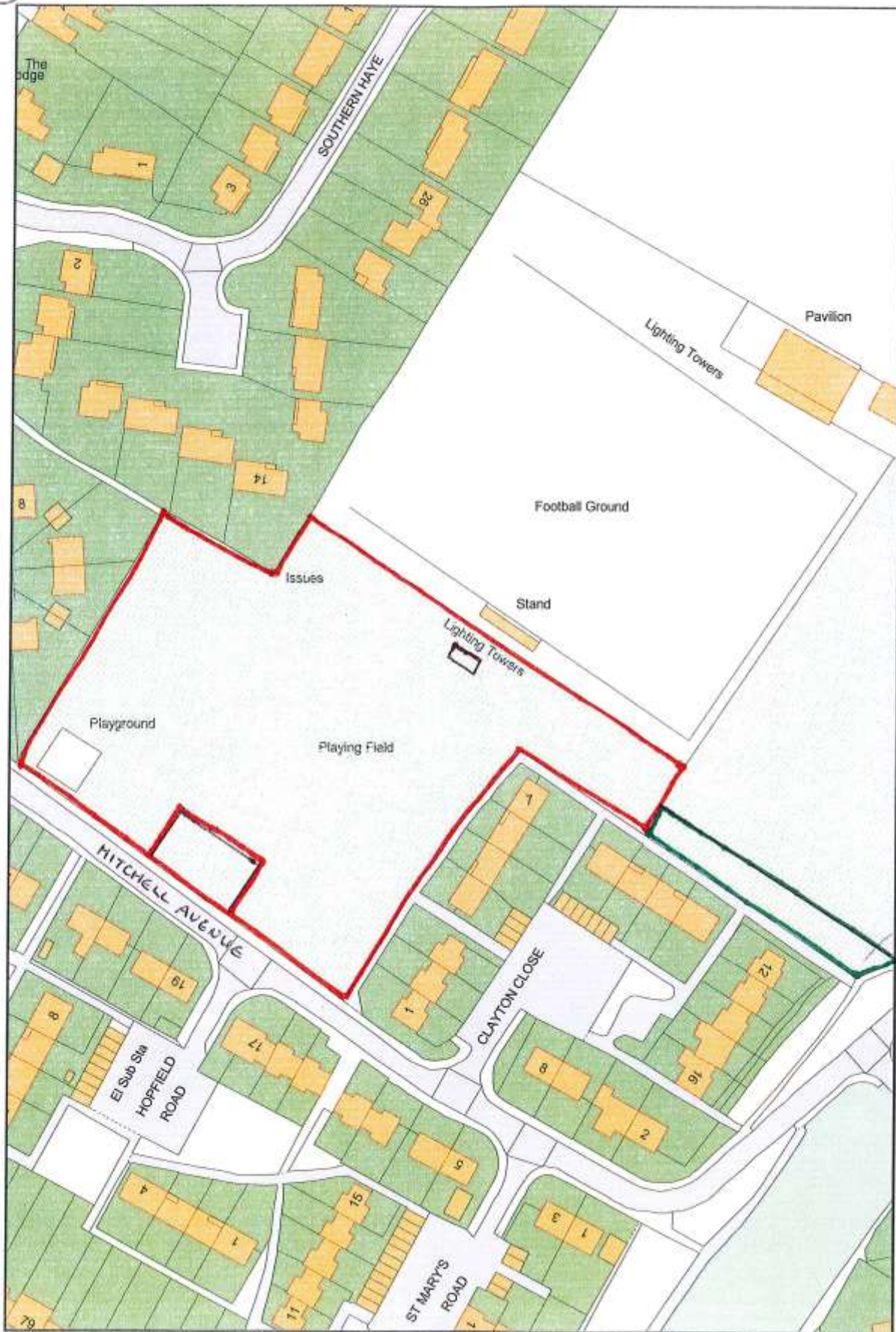


(C)

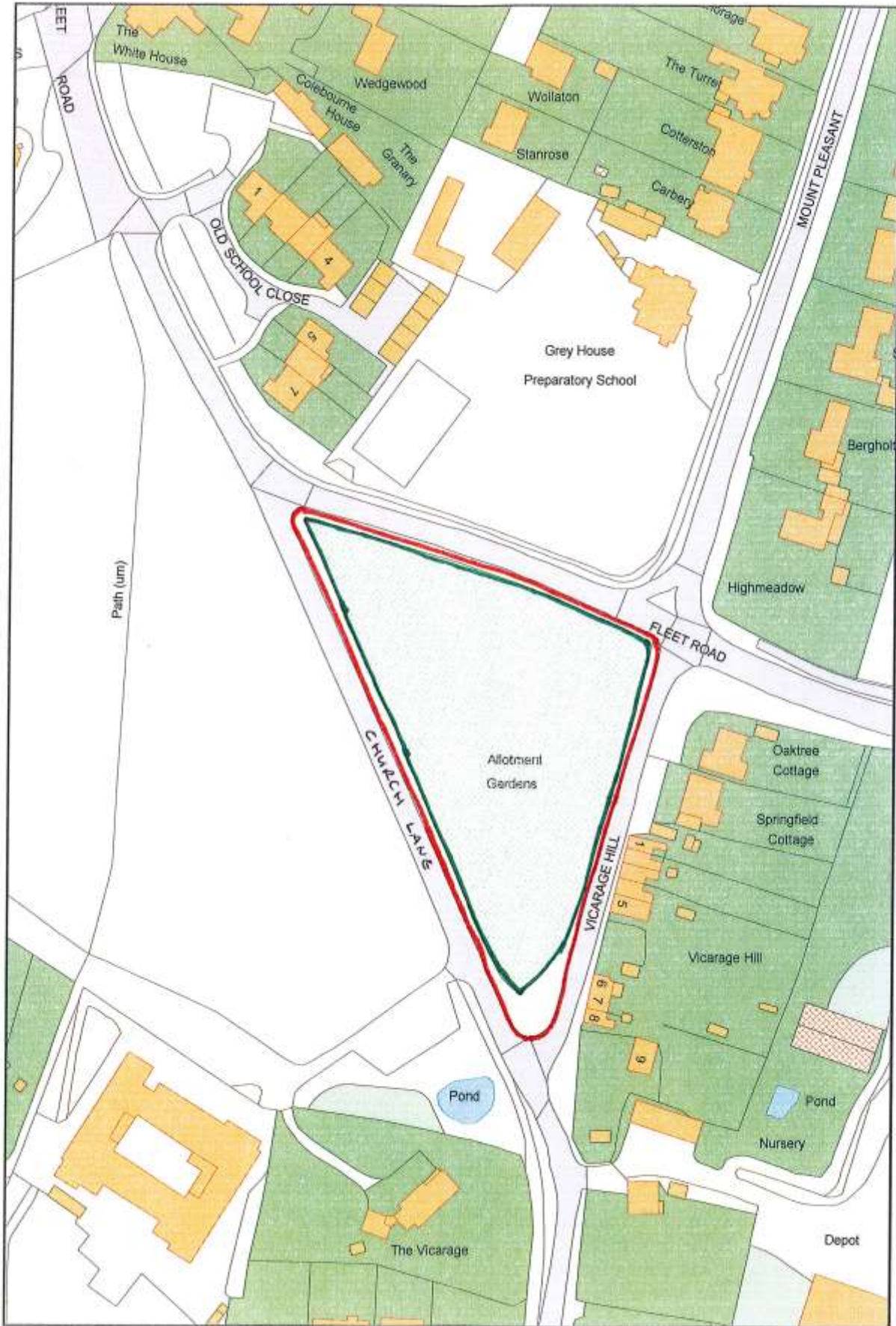


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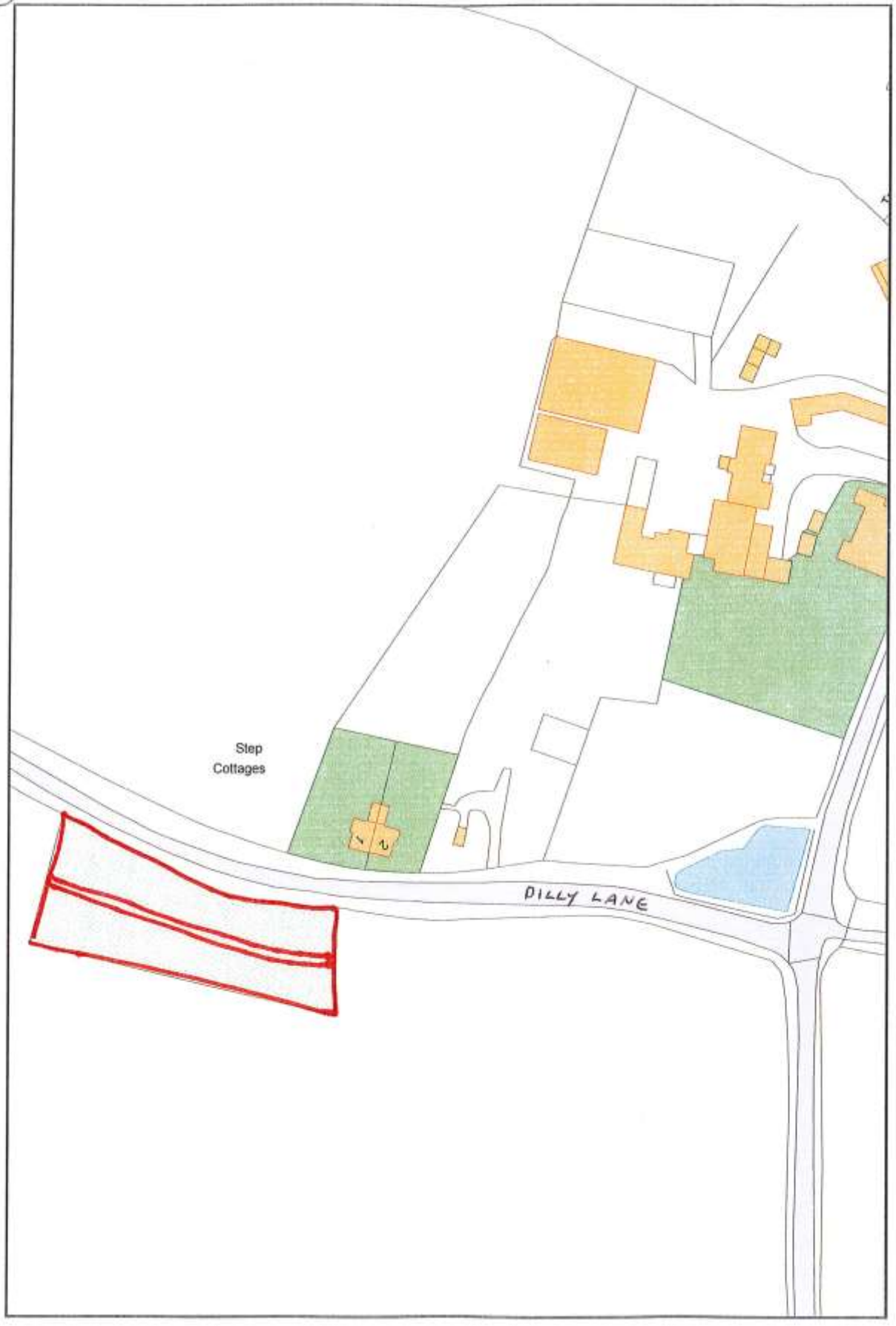




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