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**Contract for:**

**THE PROVISION OF EXTERNAL GROUNDS MAINTENANCE SERVICES TO VARIOUS, IDENTIFIED, LEAZES HOMES PROPERTIES**

**Contract Reference: C-012305**

**ITT Schedule 1 - Specification and Scope of Work**

**Client: Leazes Homes Limited**

**Nominated Representative: Your Homes Newcastle Limited**

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**Background, Introduction, Specification and Scope of Works**

**Background and Introduction**

Leazes Homes Limited

Leazes Homes is an affordable housing provider based in Newcastle upon Tyne in the North-East of England. We offer a range of housing options to those in need, from family homes to supported living for older people and those with additional care needs.

Leazes Homes was set up in 2009 by Newcastle City Council and became an independent charity, limited by guarantee to provide social housing, in 2012. Leazes Homes returned to the Your Homes Newcastle Group (Newcastle City Council’s ALMO for housing) as a community benefit society, in August 2021.

Leazes Homes is registered in England and Wales with the Financial Conduct Authority registration number 8692. We have a Board of Trustees, which is chaired by Dawn Keightley. Leazes Homes’ charitable objects are to provide affordable homes and support for people in need by:

* the efficient development of new social housing
* becoming a preferred partner of organisations in the social housing field
* becoming a landlord of choice for social housing tenants in the north-east
* developing a specific focus on special needs developments.

Leazes Homes is a registered social housing provider. Leazes Homes is committed to providing affordable homes for rent in Newcastle upon Tyne, predominately through our new build programme but, also through the acquisition and refurbishment of properties.

Leazes Homes currently own almost 750 properties across the City, offering a range of high quality, attractive properties for families, accommodation for older people and homes for some of the most vulnerable people in our communities.

All housing management services to Leazes Homes tenants are provided by Your Homes Newcastle.

Your Homes Newcastle Limited

Your Homes Newcastle (YHN) was established in 2004 to manage homes on behalf of Newcastle City Council (NCC). As an Arms-Length Management Organisation (ALMO), YHN is owned and controlled by NCC but operates at arms-length, with its own business plan, governance structure, workforce, operational procedures and premises.

YHN currently manages almost 27,750 general needs properties: approximately 27,000 on behalf of NCC, and almost 750 which are owned by Leazes Homes. YHN also manage approximately 1,850 leasehold properties on behalf of NCC.

As well as being one of the largest ALMOs in the country, YHN are one of the most diverse in terms of the range of services we deliver. YHN currently employ almost 1,000 staff.

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Introduction

Leazes Homes seeks to establish a Contract, with ‘one’ suitably experienced Contractor, for the provision of ‘external grounds maintenance services to various identified Leazes Homes properties throughout Newcastle upon Tyne. This grounds maintenance service provision would be carried out as per the attached ‘12-Cut Programme’ on a Monday-to-Friday basis (no weekend work will be required) and, between the hours of 8.00am and 5.00pm (the actual time slot would be left to the discretion of the successful Contractor as long as they informed us of this in their tender response). Leazes Homes will not be requiring a grounds maintenance service during any scheduled UK Bank Holidays.

Leazes Homes therefore invites expressions of interest and completed tender responses from any suitably experienced Contractors wishing to be considered to provide these Services and, enter into the contractual agreement with the company. The Contract will be for an initial period of two years (24 months), with an option to extend for two further periods of one year (12 months), subject to an annual performance review.

Tenderers will be expected to make site visits before submitting their tenders. To arrange / confirm a site visit, all interested Tenderers should contact Janice Gallagher, YHN Project Officer on telephone 0191 2788578 or, [janice.gallagher@yhn.org.uk](mailto:janice.gallagher@yhn.org.uk). Additional details can be found on the Appendix 1 document provided separately.

Further information about Leazes Homes can be found at our website [www.leazeshomes.org.uk](http://www.leazeshomes.org.uk)

Further information about Your Homes Newcastle can be found at our website [www.yhn.org.uk](http://www.yhn.org.uk)

Your Homes Newcastle, on behalf of Leazes Homes Limited, has procured this requirement and awarded this Contract on one previous occasion. The current Contract was procured in 2018 and, with the initial Contract period plus additional options to extend, this Contract is due to expire at the end of December 2022.

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**Grounds Maintenance of Communal Areas**

**Specification and Schedule of Works**

**Schedule of Property Addresses**

This Specification details the scope and extent of the Grounds Maintenance Service that is required by Leazes Homes at the locations detailed below.

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| **Site**  Leazes Homes - Various Property Locations in Newcastle upon Tyne |
| Beecham Close, Benwell, Newcastle upon Tyne.NE15 6LG. |
| Burnfoot Court, Harehills, Kenton, Newcastle upon Tyne. NE3 4BU. |
| 1-8 Dene Avenue, Lemington, Newcastle upon Tyne. NE15 8AH. |
| Dewley House, Vallum Place, Throckley, Newcastle upon Tyne. NE15 9JJ. |
| Hartley Court, Holmes Close, Dinnington, Newcastle upon Tyne. NE14 7JE. |
| Jubilee Court, Kenton Road, Coxlodge, Newcastle upon Tyne. NE3 3BW. |
| Kilbourn House, Newlyn Road, Fawdon, Newcastle upon Tyne. NE3 3JX. |
| Lawson House, Lawson Gardens, Byker, Newcastle upon Tyne. NE6 2UY. |
| Lilac Crescent, Blakelaw, Newcastle upon Tyne. NE5 3DG. |
| Lydney Court, Throckley, Newcastle upon Tyne. NE15 9QP. |
| Moulton Place, Blakelaw, Newcastle upon Tyne. NE5 3RL. |
| Napier Street, Shieldfield, Newcastle upon Tyne. NE2 1JX. |
| Piper Court, Kenton Bar, Newcastle upon Tyne. NE3 3ET. |
| Prince Philip Close, Benwell, Newcastle upon Tyne. NE15 6RW. |
| Reedsmouth Place, Fenham, Newcastle upon Tyne. NE5 2FA. |
| 49 Scrogg Road, Walker, Newcastle upon Tyne. NE6 4EY. |
| Station Court, Walkergate, Newcastle upon Tyne. NE6 4XF. |
| Thornley Road Development, Hawick Drive, East Denton, Newcastle upon Tyne. NE5 2FN. |
| Trevelyan Court, Trevelyan Drive, Newbiggin Hall, Newcastle upon Tyne. NE5 4EG. |
| West Avenue Court, Westerhope, Newcastle upon Tyne. NE5 5AW. |
| 261-271 Westgate Road, Elswick, Newcastle upon Tyne. NE4 6AH. |
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**Grounds Maintenance of Communal Areas**

**Specification and Schedule of Works**

**12-Cut Programme**

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| **Grass cutting - Formal** |
| Grassed areas will receive 12 cuts per year between March and November. The programme may be influenced by unpredictable weather conditions.   * All grassed areas are litter picked prior to mowing any physical obstructions for example; unsecured benches will be removed prior to mowing then returned to their original position upon completion of work. * Grass cut to a neat, even finish; Grass to be cut to 25 -30mm all cuttings to be collected and disposed of in a proper manner. * Cut back and strim grass around fixed furniture, planters, pots, inspection chambers, lighting columns and trees. * Strim all edges to produce a neat and well-defined finish. * Sweep adjoining footpaths, parking areas and other hard surfaces clear of any grass cuttings. * Where sites have flowering bulbs naturalised within the grass these areas shall not be cut until 6-8 weeks after the completion of flowering. * All accumulations are to be removed from the site on the same day that the work is completed. |
| **Grass Cutting – Informal** |
| Grassed areas which have been agreed as informal will receive two cuts per year.   * All grassed areas to be litter picked prior to cutting * Grass cut using strimmer, cuttings will be left in situ to compost naturally. * Sweep adjoining footpaths, parking areas and other hard surfaces clear of any grass cuttings. * Where sites have flowering bulbs naturalised within the grass these areas shall not be cut until 6-8 weeks after the completion of flowering. * All accumulations are to be removed from the site on the same day that the work is completed. |
| **Planted areas and borders** |
| Shrub Beds and flower beds to be maintained On four Occasions (2 visits March to September and 2 visits October to February)   * All shrub beds and flower beds are to be inspected and any litter removed prior to maintenance. * Remove all weed growth around established planting (For clarification ‘weeds’ shall include annual weeds, perennial weeds, woody weeds, self-sown saplings, unwanted climbers and suckers). * Carry out shrub pruning where required to produce a neat and compact appearance, without overhangs to grassed areas, footpaths and hard landscape areas. * Shrub growth must be kept clear of windows, doorways, signs and light fittings. * Remove all dead plant growth. * Borders which contain mulch should, at the end of each maintenance visit, have any mulch which has fallen onto the surrounding area (if not contaminated with weeds or rubbish) swept back onto the bed and then the mulch evenly redistributed across the border. * All pruning, cuttings and arising’s shall be removed from the site and disposed of in a proper manner. * Leave the area in a neat, raked condition. * On completion of cutting each shrub bed all cuttings to be immediately cleared from footpaths so as not to cause a hazard * All accumulations are to be removed from the site on the same day that the work is completed. |
| **Hedge Maintenance** |
| Hedges cut to a maximum height of 1.8 metres.   * All hedging to be cut in such a way as to provide a neat and tidy appearance with a straight level surface along tops, sides and ends. The width at top of the hedge should be slightly less than at the base. * Immature hedging should be cut in such a way as to encourage uniformity to develop. * Hedging to be cut once a year August to October.(Hedging cannot be cut between 1 March and 31 July due to bird nesting season, The contractor will not cut any hedges if an active nest is discovered the Wildlife and Countryside act 1981, states that it is a criminal offence to damage destroy and active nest) * On completion of cutting each hedge all cuttings to be immediately cleared from footpaths so as not to cause a hazard. * On completion of cutting each hedge, all weeds, brambles and litter from the base of the hedge will be removed and disposed of in a proper manner. * The contractor will inspect hedges at each maintenance visit and allow for cutting back and removing any growth from the hedge line that causes a nuisance or danger to persons or traffic. This includes vegetation overhanging pathways, growing up over windows, obstructing parking bays, signs or drivers’ sight lines. * All accumulations are to be removed from the site on the same day that the work is completed. |
| **Hard landscape maintenance**  **(footpaths, parking areas, drying areas)** |
| * At each visit all areas to be maintained where required, removing all rubbish, grass cuttings and leaves and detritus from hard surfaces. * Remove areas of established weed growth. On two occasions per year, once during April/May and once during August/September, spray all weeds on all hard paved areas with a Non - Hazardous Systemic Biodegradable Herbicide which degrades on contact with soil and hard surfaces. * Moss treatment will be undertaken on one occasion in autumn. Areas affected by moss will be treat with a Biodegradable Residual Herbicide. * Application of herbicides shall only take place during the appropriate weather conditions, i.e. not during wet or windy weather, or if the threat of rain appears imminent. The contractor will take all measures necessary to prevent drift of chemical spray on to neighbouring properties or in to open watercourses. This includes not undertaking spraying work when wind speeds would facilitate drift and using ‘large droplet’ spraying nozzles or spray shields where appropriate. * Remove all self-seeded tree saplings from sites at the first sign of growth. * The contractor will inspect and cut back any growth through the fence lines that causes a nuisance or danger such as brambles or nettles. * All accumulations are to be removed from the site on the same day that the work is completed. |
| **Leaf Collection/Removal** |
| * Collect and remove accumulations fallen leaves and other dead vegetation from all grassed areas, beds, footpaths, drying areas, and other specified hard surface areas on one occasion per annum mid-October to mid-December * All accumulations are to be removed from the site on the same day that the work is completed. |

**Additional Information**

Please note the following:-

1. The successful Contractor shall provide, run and maintain all suitable machinery and tools in accordance with the Manufacturer's instructions and Health & Safety recommendations for safe use, for gardening and the maintenance of grounds, at no additional cost.

2. The successful Contractor will be required to submit Health & Safety monitoring sheets for each site visit, which will be submitted with the appropriate monthly invoice for all works undertaken in that month. Each monthly invoice will be equal to 1/12th of the total annual Contract value (in additional to the cost of any approved 'extra' works)

3. Appropriate protection and signage must be in place whilst works are in progress, to ensure the Health & Safety of all Residents, Visitors, Site Contractor Operatives and the General Public, where applicable.

4. Fuel for machinery and tools should be included within the initial price quotation figure. The successful Contractor will ensure the safe transportation and storage of any fuels in accordance with all Health & Safety guidelines.

5. Any additional works identified must be authorised in advance of the work being carried out. Once authorised by the appropriate Officer, this additional work must be invoiced along with the normal monthly charge but, must be identified and itemised separately.

6. If possible, the successful Contractor must obtain signed confirmation from an on-site Leazes Homes or Your Homes Newcastle representative that the required works have been carried out as detailed and, to an acceptable standard. A copy of this signed document must be forwarded to Your Homes Newcastle with the Invoice for the work.

7. If the successful Contractor has any problems on-site which stop the required works from being completed, they must inform an on-site Leazes Homes or Your Homes Newcastle representative immediately.

8. Any chemicals used must be non-hazardous to both people and animals and, used and disposed of in accordance with the Manufacturer's instructions, Health & Safety recommendations, COSHH documentation. Appropriate control measures must be provided by the successful Contractor prior to any works being undertaken.

9. All works are to be carried out and completed in accordance with the Leazes Homes 'Code of Conduct' guidelines.

10. All appointed Contractor personnel must adhere to all current, relevant Government ‘Covid-19’ guidelines and ‘Public Health Advice’ when performing works and services relating to this Contract

**Leazes Homes Grounds Maintenance**

**Activity Calendar**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Month**  **Activity** | **Jan** | **Feb** | **March** | **April** | **May** | **June** | **July** | **August** | **Sept** | **Oct** | **Nov** | **Dec** |
| Grass Cutting |  |  |  | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** |  |  |  |
| Shrub Beds & Flower Beds  Autumn/Winter Maintenance | **\*** | **\*** | **\*** |  |  |  |  |  |  | **\*** | **\*** | **\*** |
| Shrub Beds & Flower Beds  Spring/Summer Maintenance |  |  |  | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** |  |  |  |
| Hedge Cutting/Maintenance |  |  |  |  | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** |  |  |
| Herbicide Application |  |  | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** |  |  |
| Maintenance of Hard Surfaces | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** | **\*** |
| Autumn Leaf Collection |  |  |  |  |  |  |  |  | **\*** | **\*** | **\*** | **\*** |

**Tender Submission:**

When you are submitting your tender electronically by means of Your Homes Newcastle’s e-tendering system (Pro-Contract), the tender should be submitted in accordance with its conditions as stated within ‘Part 2 - Summary Instructions and Details of Contract’ document. Contractors should submit one electronic copy of their quotation via the web portal [**https://procontract.due-north.com**](https://procontract.due-north.com)

Your tender submission should be uploaded onto the portal **no later than 12.00pm, noon on Friday 4th November 2022.**

**The Contract:**

Leazes Homes and Your Homes Newcastle will contract only on their accompanying terms and conditions. The work and services will be charged and paid against the prices submitted and agreed in the pricing schedule, for the initial Contract term. Any options to extend this Contract will be discussed at a later date and, the decision communicated to the successful Contractor.

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This Contract will be established for an initial period of 24-months (2-years) but, with an option to extend for a further, additional period of 2 x 12-months, taking the full Contract term to a maximum of 4 years. The Contract is intended to start on **1st January 2023** or as otherwise agreed.

The Contract will be awarded to the Provider who best demonstrates their ability to meet the exact requirements of the specification, as detailed in this document.

**Pricing Schedule:**

*(Pricing schedule score weightings is 50% of the total award score weighting. The pricing breakdown is highlighted below).*

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The Contractor shall provide the following requested pricing information:

**Service Provision**

Please provide a pricing schedule for the provision of the external, grounds maintenance services to each of the ‘23’ Leazes Homes properties / schemes identified in the schedule of property addresses, on page 4 of this document and in the ‘ITT Schedule 7’ Pricing Schedule. Along with this schedule, please also provide a final total, for the initial 2-year term of the Contract. This initial 2-year term price will be fixed and non-negotiable once agreed. This external, grounds maintenance service provision would be carried out as per the attached ‘12-Cut Programme’ on a Monday to Friday basis (no weekend work will be required) and, between the hours of 8.00am and 5.00pm (the actual time slot would be left to the discretion of the successful Contractor as long as they informed us of this in their tender response). Leazes Homes will not be requiring a grounds maintenance service during any Bank Holidays.

Your pricing schedule should state the costs of providing the service, including all / any staffing costs, along with any other costs that are appropriate (these must be identified and listed separately). The Client will not consider claims for extra payment for items that have not been specified in the initial pricing schedule document.

If possible, please could you also include your pricing schedule for the optional third year, to cover for the eventuality that the contract is extended over this additional period. The successful Contractor shall have the ability to propose to vary the Price, only if it is indicated in the Contract Particulars as being variable, by giving the Client not less than 3 months’ written notice in advance of such variation effective at the end of the initial 2-year period specified in the Contract Particulars. Such variation shall not exceed the annual Retail Price Index all items excluding mortgage interest payments (RPIX) ruling at the time of the increase and should not preclude the possibility of any reductions in charges (please see ‘PART C - PRICE AND PAYMENT’ in the Standard Terms and Conditions of Contract).

Included in ‘ITT Schedule 7’ is a pricing schedule for your completion. This completed schedule will be used as your tender pricing submission. We can not accept any partly completed pricing schedules as we require only submissions from those Companies who can complete **ALL** of the identified works at **ALL** of the identified property addresses.