

**ASTON CLINTON PARISH COUNCIL**

**TENDER SPECIFICATION**

**FOR**

**GROUNDS MAINTENANCE SERVICES**

**TENDER REFERENCE:**

**ACPC/GM/2018-1**

# TENDER SPECIFICATION FOR GROUNDS MAINTENANCE SERVICE

## SCHEDULE OF WORK BY AREA

### 1. Aston Clinton Park

The scope of the Park is shown on the maps in the Appendix and is divided into areas for grass cutting, as follows:

Area	Description	Schedule of Work
<b>A</b>	Sports and Recreation Areas	i. Cut the grass once during March, subject to growing conditions and on the request of The Council ii. Weekly Cut from beginning of April to end of September inclusive – total 26 cuts
<b>B</b>	Footpaths	2 weekly during growing season with ride-on mower
<b>C</b>	Patch Strimming	4-weekly strims during growing season, as detailed below
<b>D</b>	Outer Perimeter Areas	Twice per growing season. Once in June after flowering season and once in October.
<b>E</b>	One Tree Hill	Monthly April to September – 6 cuts
<b>F</b>	Wildflower Area	End of season only, to include removal of top growth to allow wildflowers to grow.

Strimming is to be carried every 4 weeks from the beginning of April to the end September inclusive in the following areas:

- a. Perimeter of Synthetic Turf pitch to three sides only
- b. Low level fence between main car park and football pitch
- c. Metal fence to children's play area
- d. Around playground equipment and bark boxes within the children's play area
- e. Around the perimeter Parish Office
- f. Around the perimeter of the Youth Club
- g. Around the perimeter of the bowls club and the tennis club
- h. Around any benches and bins
- i. Around the Fitness Trail equipment
- j. Along the edges of the grassed area to the entrance road from the Cafe to the public highway.
- k. Around any trees in sports and recreation areas.

### 2. St Michael's and All Angels Churchyard

1. The Churchyard is shown in the diagram at Appendix 2.
2. The grass in the Churchyard will be cut every 2 weeks from March until September. 16 cuts in total.
3. The perimeter of the Churchyard and headstones will be strimmed every 4 weeks.
4. Maintain edges of paths and spray paths with weedkiller annually.
5. Hedge to be trimmed February and late August

### 3. Aston Clinton Footpaths

1. Aston Clinton has responsibility for some 46 footpaths, which are specified at Appendix 3.
2. 9 internal footpaths are designated to be cut and trimmed back within this contract (below) - twice for the growing season (early then late in the season).
3. The remainder may be requested on an ad hoc basis.
4. The Contractor may be asked to undertake weed control spraying or other specific tasks at appropriate intervals throughout the year on an ad-hoc basis.

Footpath	Start	End	Length (M)
ACL3	Sunnybrook Close	A41	80 only
ACL7	New Rd	Yorke Close	150
ACL8	London Rd	Green End St	260
ACL10	Beechwood Way	Ickniel Way	300
ACL28	London Road	Airfield	70 + 50
ACL31	London Road	Twitchell Lane	100 only
ACL32	Brook St	ACL34 intersection	200
ACL34	London Road	Green End St	340
ACL37	Twitchell Lane	ACL34 intersection	200

## **CONTRACT STANDARDS**

### **Sports/Recreation, Meadow and Churchyard Areas**

The Contractor is required to maintain the grass sward on the Sports and Recreation areas at the same height, between 40mm – 60mm, at all times from March to October.

Tenderers are requested to provide the cost of performing additional cuts over and above the cutting schedule above to enable The Council to react to changes in weather and growing conditions.

### **Grass Cutting Standards**

The following requirements to be complied with:

1. All grass cuttings to be left where cut
2. Avoid sharp turns and scuffing with vehicles on grass areas
3. Machines to be set to give a clean, even cut across the cutting width without chewing, tearing or ribbing
4. In drought the cutting height to be raised to maintain sward at a maximum height of 60mm. Mowing to continue only while growth continues to reach maximum specified height
5. Mow at approximately 90 degrees to the direction of the previous cut
6. Machinery weight/pressure should be of a type to prevent compacting or rutting
7. Sites to be kept tidy – grass cuttings/debris to be swept off non-grass areas (paths etc)
8. Areas to be inspected prior to mowing and cleared of rubbish, litter, stones etc.
9. Naturalised bulb areas to be left uncut until 6 weeks after completion of flowering, after which areas to be cut and tidied and mown as usual specification
10. All areas to have a Risk assessment carried out prior to the initial cut. All operations to be covered by relevant insurance including £1 million public liability insurance.

NOTE: If inclement weather or site conditions prevent mowing the Contractor must regain the specification as soon as practicable.

## **WORKING HOURS**

The Contractor shall not perform the Services at any Location outside the following times:

1. 7.00 am and 6.00 pm, Mondays to Fridays.
2. In addition, the Contractor shall not use noisy equipment such as leaf blowers and lawn mowers before 8.00am. For the avoidance of doubt, where any dispute arises as to whether equipment is noisy the decision of the Clerk to the Council shall be final.

These hours may be varied in the event of an emergency either by permission of the Parish Clerk to The Council or at her instigation. In either case the Variation will be confirmed within 24 hours.

## **ACCESS**

Access to some of the Locations to be maintained is restrictive of the size of vehicle/machine that can be used. It is the responsibility of the Contractor to acquaint himself with the access to each Location, and any other problems affecting access relating to all Locations.

The Contractor shall avoid, where possible, vehicle encroachment onto grass and other areas, except where vehicle encroachment is absolutely necessary for effective performance of the Contract. In any event, the Contractor shall not encroach onto such areas during excessively wet ground conditions.

Any damage caused due to encroachment onto grass and other areas by the Contractor's plant or vehicles shall be made good at the Contractor's expense and within time limits specified by the Parish Clerk. The Contractor will be responsible for any other damage they may cause to The Council's property whilst carrying out The Services.

Any keys issued for gates etc must be signed for by the Contractor. In the event of the keys being lost or mislaid, then the Contractor may be responsible for the full cost of changing the lock and subsequent keys.

## **SAFETY, HEALTH AND WELFARE MEASURES**

The Contractor shall ensure that all safety and welfare measures required by virtue of the Contract Conditions and the provisions of any enactment or Regulations are strictly complied with, including without limitation:

- The Construction (Lifting Operations) Regulations 1961,
- The Construction (General Provisions) Regulations 1961,
- The Factories Act 1961,
- Agriculture (Field Machinery) Regulations 1962,
- The Offices, Shops and Railway Premises Act 1963,
- The Construction (Health and Welfare) Regulations 1966,
- The Construction (Working Places) Regulations 1966,
- The Asbestos Regulations 1969,
- The Highways Act 1971,
- The Poisons Act 1972,
- The Health and Safety at Work Act 1974,
- The Control of Pollution Act 1974,
- Control of Pollution (Special Waste) Regulations 1980,

- Food and Environment Protection Act 1985,
- The Control of Pesticides Regulations 1986,
- The Straw and Stubble Burning Code 1986,
- The Highways (Amendment) Act 1986,
- The Control of Asbestos at Work Regulations 1987
- The Control of Substances Hazardous for Health Regulations 1989
- Electricity at Work Regulations 1989/Noise at Work Regulations 1989
- The Water Act 1991

together with all amendments to the above regulations and enactment's and the working rules or Codes of Practice of any industry whether instituted by the industry or government of any other competent body.

All equipment, plant, fuel and appropriate health and safety equipment is to be supplied and maintained by the Contractor.

All equipment, plant and fuel is to be stored off site by the Contractor, unless agreed in advance by The Council.

It is the Contractor's responsibility to report back to The Council any issues regarding health and safety, or general park maintenance.

#### **EXISTING GRASS SWARDS - REINSTATEMENT OF DAMAGE**

The Contractor shall make good any damage caused to existing grass swards at any location as a result of the Contractor's operations. The reinstatement of the grass shall be to the satisfaction of the Parish Clerk to The Council and entirely at the Contractor's expense. This includes any damage caused by cutting with inappropriate machinery or at inappropriate times and any damage caused by herbicides.

#### **REMOVAL OF LITTER, RUBBISH AND ARISING PRIOR TO AND ON COMPLETION OF WORKS**

Prior to commencing any operation on an area within the scope of the Tender Specification the Contractor shall first collect all litter, debris and other rubbish matter from the area in order to prevent increased evidence of litter after cutting and strimming has occurred.

The Contractor shall remove from the Location rubbish and litter arising from The Services provided under this Contract both as it accumulates from time to time and at the completion of every working day. This includes all trimmings and pruning arising from work operations, edging and leaf clearance operations, and all other debris or litter.

#### **INCLEMENT WEATHER**

The Contractor shall perform The Service and any additional services to the Contract Standard and in accordance with the programme of works regardless of the weather or climatic conditions. In exceptionally adverse weather conditions the Contractor may seek the Parish Clerk to The Council's approval to suspend all or any part of The Services for the period during which the adverse weather conditions continue. The Parish Clerk to The Council acting reasonably and without undue delay may give such approval.

Signed:

Signed:

For the Contractor

For Aston Clinton Parish Council

Date:

Date:

Appended:

1. Maps of Aston Clinton Park with cutting areas
2. Map of St Michael's and All Angels Churchyard
3. Catalogue of Aston Clinton Footpaths