

Specification for Street Parish Council's Grounds Maintenance & Horticultural Contract 2024-27

Date of issue: 26th July 2024
Contract period: 1st November 2024 – 31st October 2027

Please refer to the invitation to tender letter dated 26th July 2024 for full details on the tender process and what is required for submission.

SECTION 1 **Merriman Park Horticultural and Grounds Maintenance**

	Task	Specification
1.1	Grass cutting 7,029 Sq. metres	<ul style="list-style-type: none"> Grass cutting (approx. every 14 days between March and October – totalling 20 cuts). Additional cuts as required during high growth period. Maintenance cuts through the winter (approximately monthly). <p><u>Standards</u> <u>Grounds Maintenance (Grass Cutting)</u> Cut to Grade A – Grass Maintenance Grade B acceptable only if extreme weather is experienced</p>
1.2	Hedge and shrub maintenance to include street cleansing Approx. 400 Sq. metres of hedge	<ul style="list-style-type: none"> Hedges and shrubs maintained 4 times per year. Clean out the gulley in Spring and Autumn. <p>Note: Some of the hedge is by parked cars and a road.</p> <p>Please note the restrictions between 1st March – 31st August: https://www.gov.uk/guidance/countryside-hedgerows-regulation-and-management</p> <p><u>Standards</u> <u>Grounds Maintenance (Hedges and Shrubs)</u> Cut to Grade A Grade B acceptable if wildlife is present or if horticultural restrictions are imposed. Access and highway/traffic visibility to be maintained and available year-round.</p> <p><i>Note: Additional cuts may be authorised if there is a health and safety issue.</i></p>
1.3	Trees - Visual Inspection	<ul style="list-style-type: none"> Regular weekly visual health and safety inspections of the trees in Merriman Park. Report any tree issues to Officers. Quote for remedial works identified during checks or as part of the independent Annual Inspection that you are competent / qualified to carry out. <p><i>Note: The Parish Council will arrange for an Annual Inspection of Trees. This report will identify works which need to be carried out immediately for reasons of safety to people or property or the short-term and long-term safe retention of trees. Specialist works identified in the report will be carried out by a specialist. Street Parish Council to supply contractor with a copy of the Tree Survey Report.</i></p>

1.4	Leaf removal and dog waste removal	<p><u>Leaf removal</u></p> <ul style="list-style-type: none"> Sweeping and removal of leaves on a weekly basis throughout Autumn (1st September to 30th November). Additional leaf removal may be required prior to <u>any occasional event</u> including the Merriman Park Fun Day (1st Saturday in September) and Remembrance Parade (November). <p><u>Dog waste pick up</u></p> <ul style="list-style-type: none"> Volunteers for the Merriman Park Community Group (MPCG) will undertake a litter / dog waste pick prior to the Merriman Park Fun Day. Contractor to follow up and check the Park for any additional dog waste and remove from site immediately prior to both the Fun Day and Remembrance Parade.
1.5	Public seating	<ul style="list-style-type: none"> All seats to be cleaned throughout the year. Report defect or damage to Officers and make safe. Quote for any repairs or maintenance tasks as required. <p><u>Standards</u> <u>Asset Maintenance (Street Furniture)</u> Grade A expected, Grade B acceptable (within reason). Grade C is unacceptable and should be reported to Officers.</p>
1.6	Removal of moss and algae	<p>Removal of moss and algae from the paths and wetpour surfacing to ensure they are safe.</p> <p><u>Standards</u> <u>Sports and Play Equipment</u></p>
1.7	Litter pick, litter bin emptying and graffiti removal	<ul style="list-style-type: none"> Daily litter picking patrol in Merriman Park. Any posters, graffiti etc. to be removed as soon as possible. 5 x Litter bins and 5 x Dog waste bins as necessary with minimum emptying occurring every other day at Merriman Park. <p><u>Standards</u> <u>Litter Bins</u> Grade A expected, Grade B acceptable (within reason). Grade C is unacceptable and should be reported to Officers.</p> <p><u>Grounds Maintenance Amenity Planting / Street Cleansing</u> Grade A expected.</p>
1.8	Play equipment	<ul style="list-style-type: none"> Weekly visual health and safety inspections of all play equipment including shelter. To include play equipment, signage, tables, seating, bins, gate operating properly, and play area fencing. Inspect play area ground for trip hazards including: fox holes, rabbit holes, badger works or other animal damage. Make safe any damage or hazard. Provide photographs of any defective equipment as required to assist with the ordering of parts or assessing work. Quote for remedial works identified during visual inspections or as a result of the independent Annual Inspection. Report any matters requiring attention to Officers promptly following each inspection. Complete and return maintenance / safety inspection schedule on a weekly basis.

		<p><u>Standards</u></p> <p><u>Sports and Play Equipment</u></p> <p>Grade A expected. Grade B acceptable if immediate action cannot be carried out due to bad weather.</p> <p><i>Note: The Parish Council will arrange for an Annual Inspection of Play Areas. A report will identify works which need to be carried out immediately for reasons of safety as well as lower risk remedial works required. Specialist works identified in the report will be carried out by a specialist. Street Parish Council to supply contractor with a copy of the tree survey report.</i></p>
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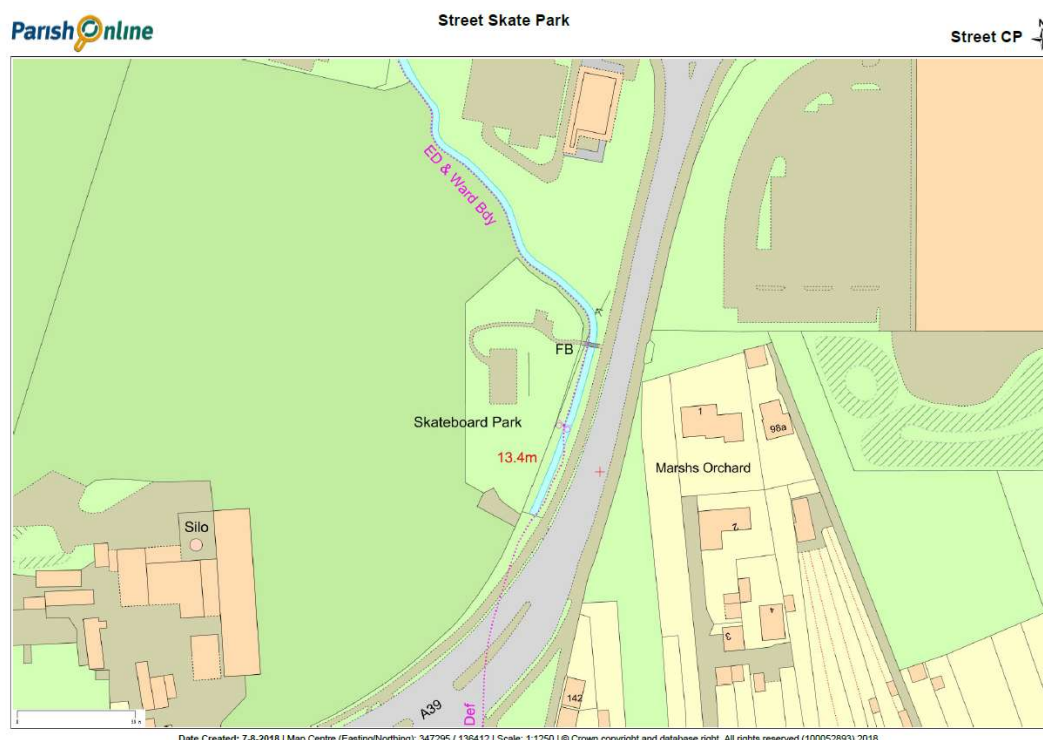


SECTION 2

Street Skatepark Horticultural and Grounds Maintenance

	Item	Specification
2.1	Grass cutting Approx. 2309 Sq. metres	<ul style="list-style-type: none"> Grass cutting (approx. every 14 days between March and October – totalling 20 cuts). Additional cuts as required during high growth period. Maintenance cuts through the winter (approximately monthly). <p><u>Standards</u> <u>Grounds Maintenance (Grass Cutting)</u> Cut to Grade A – Grass Maintenance Grade B acceptable only if extreme weather is experienced.</p>
2.2	Hedge and shrub cutting and ditch maintenance 120m long by 0.5-3 metres wide, height 1.2m.	<p>120m perimeter at 1.2m high by 0.5m wide (3m wide in some places).</p> <ul style="list-style-type: none"> Hedges, shrubs and ditch maintained 4 times per year. Height to be maintained to reduce risk of anti-social behaviour (ASB) and enable visibility to be maintained from the Westway. <p>Please note the restrictions between 1st March – 31st August: https://www.gov.uk/guidance/countryside-hedgerows-regulation-and-management</p> <p><i>Note: Additional cuts may be authorised if brambles and thorns provide a health and safety issue.</i></p> <p><u>Standards</u> <u>Grounds Maintenance (Hedges and Shrubs)</u> Cut to Grade A Grade B acceptable if wildlife is present or if horticultural restrictions are imposed.</p>
2.3	Trees - Visual inspection	<ul style="list-style-type: none"> Regular weekly visual health and safety inspections of the tree in the Park. Report any tree issues to Officers. <p><i>Note: The Parish Council will arrange for an Annual Inspection of Trees. This report will identify works which need to be carried out immediately for reasons of safety to people or property or the short-term and long-term safe retention of trees. Specialist works identified in the report will be carried out by a specialist. Street Parish Council to supply contractor with a copy of the Tree Survey Report.</i></p>
2.4	Leaf removal and litter pick	<p>Sweeping and removal of leaves on a weekly basis throughout Autumn (1st September to 30th November).</p> <p><u>Standards</u> <u>Grounds Maintenance Amenity Planting</u> Grade A expected. Grade B acceptable if extreme weather is experienced.</p> <p><i>Note: it is important to achieve Grade A to avoid slip hazards on the skate park.</i></p>
2.5	Litter pick, litter bin emptying and graffiti removal	<ul style="list-style-type: none"> Daily litter picking patrol in Street Skatepark. Any posters, graffiti etc. to be removed as soon as possible. 2 x Litter bins to be emptied every other day.

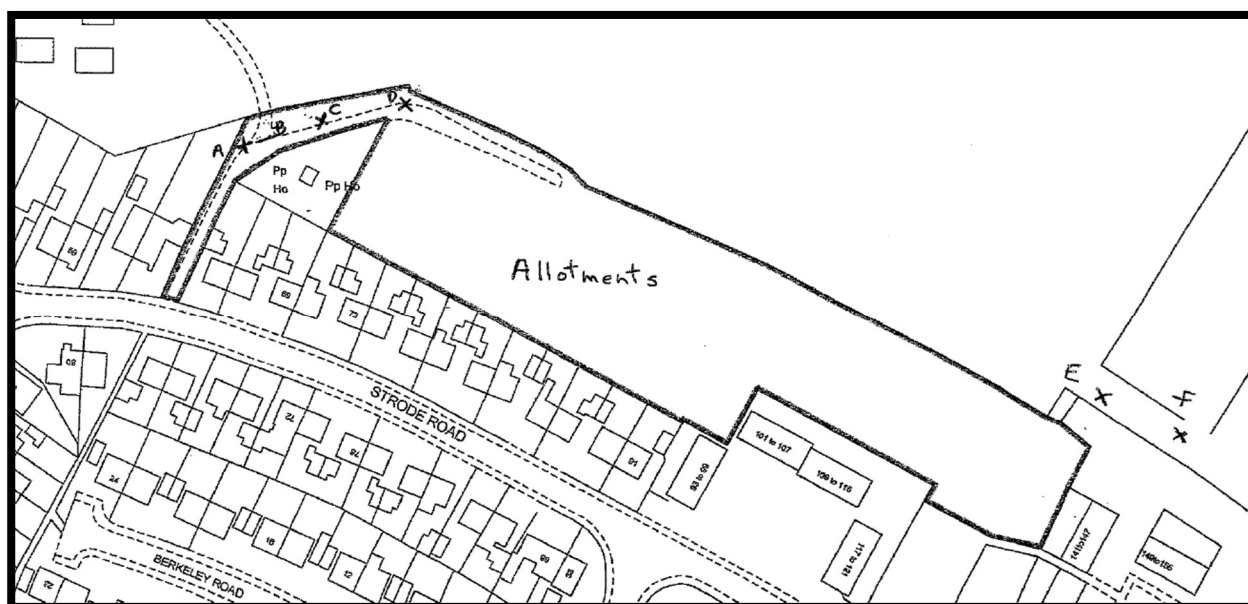
		<p><u>Standards</u> <u>Litter Bins</u> Grade A expected, Grade B acceptable (within reason). Grade C is unacceptable and should be reported to Officers.</p> <p><u>Grounds Maintenance Amenity Planting / Street Cleansing</u> Grade A expected.</p>
2.6	Play equipment	<ul style="list-style-type: none"> Weekly visual health and safety inspections of skatepark and youth shelter. To include concrete skate ramp surfaces and obstacles, play equipment, signage, shelter, seating, entrance bridge, tarmac pathways, teen shelter, metal chain and link fence and gate. Check skate ramp surface for defects. Check no gaps in perimeter hedges and perimeter fencing is in good condition. Inspect skatepark for trip hazards including: fox holes, rabbit holes, badger works or other animal damage. Submit weekly reports and report any matters requiring attention or maintenance needs promptly following each inspection. Provide photographs of any defective equipment as required to assist with the ordering of parts or assessing work. <p><u>Standards</u> <u>Sports and Play Equipment</u> Grade A expected. Grade B acceptable if immediate action cannot be carried out due to bad weather.</p>



SECTION 3

Strode Road Allotments

	Item	Specification
3.1	Clear and maintain ditch and path	<ul style="list-style-type: none"> • Clear weeds, brambles etc. from both sides of the ditch and clear silt, debris etc. from bottom of ditch once a year in early Spring. • Clear weeds, brambles etc. from both sides of the tarmac path leading from Strode Road to the allotments twice a year in early Spring and the Autumn. • Maintain ditch bank and edge.
3.2	Hedge cutting and maintenance	<ul style="list-style-type: none"> • 210m perimeter 3m high, 2-3m in width acting as an acoustic barrier for the entire length of the ditch. • Cut the hedge face (facing the allotments), and top edge (3m high). <i>Note: School cut their side.</i> • Once a year in early Spring. <p>Please note restrictions between 1st March – 31st August: https://www.gov.uk/guidance/countryside-hedgerows-regulation-and-management</p> <p><u>Grounds Maintenance (Hedges and Shrubs)</u> Cut to Grade A Grade B acceptable if wildlife is present or if horticultural restrictions are imposed.</p>
3.3	Gulley pots and Drains	<ul style="list-style-type: none"> • Empty two gully pots, one at entrance to Crispin School and one at the old nursery building as marked A and B on map, manhole marked C and exit of pipe into ditch marked D on map. • Inspect drains through from first inspection chamber marked E on map to the point where the pipe exits into the ditch marked F on map to check there is a clear flow of water and jet if necessary. • Once a year in early Spring.



SECTION 4

Roundabout Westway (near McDonalds) Maintenance

This is a Somerset Council owned roundabout that Street Parish Council maintain.

	Item	Specification
4.1	Centre of roundabout on Westway (near McDonalds)	<ul style="list-style-type: none"> Clear and remove weeds and maintain hardy plants in centre of roundabout once a month. <p><u>Standards</u> <u>Grounds Maintenance Amenity Planting</u> Grade A expected. Grade B acceptable if extreme weather is experienced.</p>

SECTION 5

High Street Enhancement (Hanging Baskets, Flower Beds, Horse Trough and Banners)

	Item	Specification
5.1	Hanging baskets	<ul style="list-style-type: none"> 78 hanging baskets (two per post) along the High Street, Farm Road and Leigh Road. Require watering minimum four times per week at peak time of year (May to September) Allow for all deadheading, watering and feeding.
5.2	Flower beds and horse trough	<ul style="list-style-type: none"> Horticultural management of 12 planters in the High Street, three planters in Leigh Road and the horse trough at The Cross. Allow for all deadheading, watering, weeding and feeding. <p><u>Standards</u> <u>Grounds Maintenance Amenity Planting</u> Grade A expected. Grade B acceptable if extreme weather is experienced.</p>
5.3	High Street and Farm Road banners 25 x banners for the High Street 7 x banners for Farm Rd	<p>To include:</p> <ul style="list-style-type: none"> Banner storage for all sets/designs when not in use. Banner maintenance/repairs to infrastructure. Putting up 32 banners (25 x banners for the High Street, seven x banners for Farm Rd) (usually overnight to avoid dangers of traffic and create minimum disruption to the community). Taking down/swapping designs according to the schedule (as below). Ad-hoc cleaning i.e. weather marks or birds' mess. <p><u>Banner rotation</u></p> <ul style="list-style-type: none"> July – November 2024 – Sam Hann's colourful corporate designs (banner swap) November 2024 – January 2025 – Festive Lighting display (banners down for festive lights) Feb 2025 – June 2025 – Lance Clark watercolours (banners up) June 2025 – Pride (banner swap) July 2025 – Nov 2025 New Alfred Gillet Trust/Street Parish Council collaboration banners (banner swap).

SECTION 6

Bin emptying, bus shelter cleaning and litter picks

Note: OPTIONAL PRICING – AWARDED FOR A 3-YEAR CONTRACT, SUBJECT TO ANNUAL REVIEW.

Contractors are invited to tender for bin emptying and litter picking duties, however these activities may be considered outside of scope for some grounds maintenance contractors. Tenders will be considered with or without the inclusion of these items. If not included, another contractor will be appointed for these items.

	Item	Specification
6.1	Litter bin cleaning	<ul style="list-style-type: none"> 1 x Litter bin on the High Street outside Pizza Express. <p><u>Standards</u> <u>Litter Bins</u> Grade A expected, Grade B acceptable (within reason). Grade C is unacceptable and should be reported to Officers.</p>
6.2	Grit bins	<ul style="list-style-type: none"> Annual audit of 28 grit bins. Remote litter and loosen compacted grit. Fill as required. <p><i>Note: Salt to be invoiced as an adhoc basis.</i></p>
6.3	Bus shelter cleaning	<ul style="list-style-type: none"> 3 x bus shelters in Leigh Road and 1 x bus shelter in Glaston Road (see map) to be cleaned inside and out each quarter. Signs will be displayed stating that flyposting is prohibited by the Council. Any posters, graffiti etc. to be removed as soon as possible.
6.4	Speed Indicator Devices (SIDs)	<ul style="list-style-type: none"> Charging, data download, moving and maintenance of 6 speed indicator devices around 10 locations in Street on a rota basis. Each quarter (or as required if Highways safety issue identified) download data from each device and email to Council. Charge and change batteries.
6.5	Southside Car Park Public Toilets	<ul style="list-style-type: none"> Provision of cleaning the Public Toilets at Southside Car Park (based on 1 visit per day including consumables and once per month deep clean).

SECTION 7

Ad hoc Works

	Item	Specification
7.1	Ad hoc works	<ul style="list-style-type: none"> Quote for repairs, maintenance and remedial works identified as required. <i>This will be based on hourly rate plus materials.</i>
7.2	Greenbank Christmas lights	<ul style="list-style-type: none"> Store, install and remove Christmas lights from Greenbank. Provide leads etc. <p><i>Please note this aspect of the contract is subject to permission from Greenbank Pool agreed on an annual basis.</i></p>

SECTION 8

Reporting

	Item	Would you be interested in tendering for this work?
8.1	Weekly inspection reporting	Detailed weekly Inspection Report (template to be provided) of all activity that is carried out together with updates to Officers. Reports are to be emailed weekly to officer@street-pc.gov.uk The Parish Council may require photo evidence as required, especially where additional remedial action is required.
8.2	Informal monthly check in meetings	In person 1-hour approx.
8.3	Quarterly contract management review	Contract management review meetings will take place quarterly.

SECTION 9

Future works from 1 May 2025

- Considerable additional future works may be available to quote to commence 1 May 2025. This could include the following:

	Item	Details
9.1	Litter bin emptying and waste collection	TBC
9.2	Additional grass cutting	TBC
9.3	Play Areas	TBC
9.4	Other	Other works associated with Somerset Council's Asset and Service Devolution