



PRESCOT
TOWN COUNCIL

**Grounds Maintenance
Tender Requirements
January 2021**

Prescot Town Council currently hold long term leases on two public open spaces within the Town. Under the conditions of lease the Town Council are required to ensure that these spaces are kept in a clean and tidy condition.

The Town Council place great value in the day-to-day management of these sites as the free resource that all residents can enjoy. Green Spaces are a vital part of our community infrastructure contributing in a variety of ways to the health and well-being of all that use them or even enjoy the simple visual amenity. We are very proud of the fact that one of our sites holds a prestigious Green Flag Award and we are currently working on a submission for the same award with our other site. In addition to the two public open spaces the Town Council also own and operate Prescot Town Hall which sits in a prominent position within the town on the junction of St Helens Road and Warrington Road, the Town Hall has a number of flower beds and car park that will require maintenance to ensure they reflect the high standards to which the Town Hall operate.

Therefore, it is vital that the maintenance of these spaces is carried out to the highest standard and fully reflects the quality of service that the residents of Prescot pay for.

The purpose of this document is to provide those wishing to tender for the provision of services with the requirements and standards under which the contract will be operated.

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Grounds Maintenance Specification

Each site has an individually tailored maintenance specification. Tenderers are encouraged to arrange site visits with the Deputy Town Clerk to ensure they have a full and comprehensive picture of what is expected through the specification and that there is no ambiguity in the delivery of service. If this site visit is not performed prior to the submission of the tender, it will be required before the contract is let.

Each identified task must be costed individually, this allows the Town Council to ascertain an individual cost per task so that in the event of the need for value engineering it will be a simple process. Additionally, should any tasks go uncompleted during the course of the contract this will allow the Town Council to apply a deduction to the contractor's payment at the predetermined rate as per the maintenance specification provided.

Maintenance specifications for each site are provided in excel format as appendix 1.

Maintenance standards

General grass maintenance

The main mowing season shall typically run from start of March until the end of October. If after any cutting, it is evident that "bents" and "stalks" are significantly detracting from the appearance of the grass, an alternative method of cutting e.g., changing from a cylinder to a rotary type cutting machine shall be substituted by the Contractor at no extra charge to achieve a good uniform standard.

In order to minimise the risk to passers-by and to help keep the Town clean, the Contractor shall collect litter and fly tipped material from the land subject to maintenance prior to cutting the grass.

The Contractor shall ensure that all grass cuttings are removed from the machines before proceeding onto the footpaths / highway. After each cut, any cuttings laying on hard surfaces are to be swept or blown from any hard standing back onto the grassed area.

The grass around permanent obstructions on all grass cutting regimes shall be trimmed after each cut and to a height to match that of the area that has

been mown to ensure continuity. During strimming and all grass cutting operations, adequate precautions must be taken to protect all trees from damage as well as the protection of passing vehicles and members of the public.

All grass cutting equipment shall be maintained in a condition that avoids 'ribbing', and to ensure an even, uniform finish to the grass. If ground conditions are such that the service cannot be delivered without undue damage to the grass or the ground (i.e., extremely wet) the Contractor shall use their discretion and not conduct the planned service until the needs have been agreed with the Deputy Town Clerk or in their absence the Town Clerk. The Deputy Town Clerk or in their absence the Town Clerk may suspend or delete the cutting of the area(s) from the Programme for that cycle.

Pedestrian Grass Cutting

Litter picking of grassed areas shall be undertaken immediately prior to the commencement of grass cutting. Areas of grass detailed as pedestrian shall be cut with an appropriate walk behind machine at regular intervals as per the agreed frequency in the specification, with all cuttings being collected. Grass shall be cut to an average finished height of between 15mm and 25mm after cutting. Grass within 100 mm of permanent obstructions shall be strimmed every cycle. Use of chemicals to control grass around such obstructions will be permitted, subject to the approval of the Deputy Town Clerk. Any such chemicals must be non-harmful to the environment.

Ride On Grass Cutting

Litter picking of grassed areas shall be undertaken immediately prior to the commencement of grass cutting. Areas of grass detailed as cut and collect shall be cut with an appropriate machine at regular intervals as stated by the number of cuts during the mowing season, with all cuttings being collected and disposed of 'off site'. Grass shall be cut to an average finished height of between 15mm and 25mm after cutting. Grass within 100 mm of permanent obstructions shall be strimmed every cycle.

Tractor Grass Cutting

Litter picking of grassed areas shall be undertaken immediately prior to the commencement of grass cutting. The grass shall be cut using appropriate machinery to an average finished height of no more than 50mm after cutting. Grass cuttings shall be dispersed onto the site to minimise arisings. Excessive

arisings, in the opinion of the Deputy Town Clerk or in their absence Town Clerk, must be removed from site, or mowed to mulch.

Invasive weeds

The Contractor shall manage and treat all such plants as defined by the Weeds Act 1959 (e.g., Ragwort, Japanese knotweed and other noxious and injurious etc weeds) that may appear on site as part of the Programme of Services and according to industry standards. The contractor will be responsible for carrying out an annual inspection.

Meadowland and wildflower areas

Wildflower areas will receive an annual sow of wildflower seed (typically a versatile mixture of British wildflower species (20%) and non-competitive grasses (80%). Such programmes should provide colour and suits a variety of soil types and situations, with the non-aggressive grasses keeping the weeds at bay and allowing the flowers to establish.

Examples of wildflower species include betony, birdsfoot trefoil, black knapweed, black medick, common agrimony, common st john's wort, common vetch, corn marigold, corncockle, cornflower, field poppy, foxglove, hairy st john's wort, hedge bedstraw, hoary plantain, ladys bedstraw, meadow buttercup, musk mallow, oxeye daisy, ribwort plantain, red campion, salad burnet, self-heal, sorrel, white campion, wild carrot, yarrow and yellow rattle.

Wildflower and Meadow land areas will receive an annual flail cut (and when required to reduce soil fertility, an annual collect). Typically, this is undertaken in September.

Seasonal leaf fall

The Contractor shall make arrangements to deal with the autumn leaf fall from pathways and paved areas. Autumn leaf collection shall commence in October and shall be completed by the end of January (subject to seasonal changes).

Litter picking, Fly tipping, drugs and collection of sharps.

The Contractor is required to litter pick the site in accordance with the frequency set by the maintenance specification, this action may be supported by the various Friends Groups any litter picked by them will also be the responsibility of the contractor to remove from site. They may also from time to time be required to remove non-hazardous fly tipped waste from land to which this Contract applies. Unless the items fly tipped are of such a nature as

to require specialist equipment to aid removal, all such items must be removed within 24 hours of being reported. The contractor should contact the Deputy Town Clerk or in their absence Town Clerk in relation to any hazardous waste and/or drug paraphernalia to inform them of safe disposal.

Play area safety inspection

The contractor will be responsible for the maintenance and health and safety inspections of a range of toddler and junior play equipment. This includes:

Independent (ROSPA) Inspection - Annually

The British and European safety standard BS EN1176 and the Health and Safety Executive strongly recommend that all play areas have an annual inspection from an independent suitably qualified body e.g. RoSPA. Such inspections ensure the long-term safety of the site, equipment and ancillary items. This will also meet legal and insurance responsibilities as well as complying with the requirements of EN1176 (the new European Playground Standard). The contractor will arrange for the annual inspection and provide an annual report to the Deputy Town Clerk.

Visual Inspection & Maintenance

The contractor will undertake a weekly play area inspection, this will be carried out by a RoSPA level 2 qualified person and should include a list of checks to ensure the safety of the play equipment. Confirmation of this qualification will be required annually or at any time when a change of staffing occurs. Reports will be provided to the Deputy Town Clerk. Any identified defects must be reported immediately and if in the view of the qualified person dangerous the item must be closed off with appropriate measures.

Repair and Replacement of Play Equipment

Following a fortnightly inspection, depending upon the specification, the contractor may be required to undertake playground repairs / replace damaged equipment. Alternatively, if this is not specified, the contractor must contact the Deputy Town Clerk or in their absence Town Clerk to seek approval to undertake such repairs or to affect the replacement of play equipment. This work must be carried out as soon as reasonably practicable. Dangerous equipment must be closed immediately prior to repair.

Green flag standard parks

All Public Open Space maintained under this contract must be done so to Green Flag Standard, all operatives employed under this contract must be aware of this standard. <https://www.greenflagaward.org/how-it-works/judging-criteria/>

Performance monitoring and meeting customers expectations

Contract monitoring

It is vital that the Town Council are able to effectively monitor the completion of the maintenance specification, a required specification of the management plan for Green Flag parks.

The Contractor will ensure that an appropriate contract monitoring tool is in place. Any such tool will enable the Town Council to receive prompt information regarding performance so that any resident queries can be answered in a timely manner. The contractor will be required to attend monthly performance meetings with the Deputy Town Clerk or in their absence Town Clerk in a format to be agreed and be available to meet up to discuss performance as requested when required.

Meeting Customer Expectations

All public services are customer focused therefore it is vital that the appointed contractor is able to demonstrate a commitment to meeting these expectations.

- Attendance at appropriate times: accounting for factors such as litter and usage patterns, activities and events.
- ID and branding: presenting a clean, professional image including ID badges and clearly liveried vehicles.
- Consideration and courtesy: including our general approach and demeanour and working with due regard for park users and neighbours.
- Communication: explaining what we are doing and providing up to date quality information

- Skilled operatives: demonstrating excellence in horticultural practice.

Both public open spaces benefit from the existence of established and active 'Friends' groups. The Friends groups are amongst our most important stakeholders as they regularly drive development within sites and provide events and activities aimed at increasing usage and appreciation of the sites. The appointed contractor must be willing to engage with these groups when facilitated by Town Council.

Staffing

The Town Council require the appointed contractor to ensure all operatives employed in the discharging of the contract are appropriately qualified to undertake the works included on the maintenance specification.

It is expected that where appropriate operatives will hold a minimum of a

- NVQ Levels 1,2 and 3 horticulture
- NVQ Levels 1,2 and 3 arboriculture
- RoSPA level 2 Play Inspectors or equivalent such as Register of Play Inspectors International (RPII) Level 1 and 2

Along with an appropriate understanding of the requirements of Green Flag Award Criteria - Clean and Well Maintained

Skills Gaps

The appointed contractor will provide details of how skills gaps identified in the workforce will be met.

Equipment

The appointed contract will ensure the testing of maintenance equipment meets standards of the provision and use of work equipment regulations (PUWER) 1988. The procedure for testing and replacement of equipment and associated records will be with the contractor carrying out the works but must be made available to the Town Council on request.

Quality Assurance

The appointed contractor will demonstrate the use of a Quality Management System such as ISO 9000, and how this system is operated.

Health and Safety

General

Prescot Town Council are committed to making health and safety a primary and integral part of its activities and aims to ensure the health and safety of all employees, contractors and any members of the public affected by our undertakings.

To achieve this the Town Council will require its contractor to meet the following objectives:

- Provide adequate control of the health and safety risks arising from work activities.
- Consult with employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction, and supervision for employees.
- Ensure all employees are competent to do their tasks, and to give them adequate training.
- Prevent injuries and cases of work-related ill health.
- Investigate all injuries, incidents, and work-related illnesses to identify actions to prevent recurrence.
- Provide adequate first aid resources.
- Monitor and maintain safe and healthy working conditions.
- Comply with regulations and other requirements to ensure the health and safety.
- Ensure effective emergency procedures.

Work Procedures & Safe Systems of Work

The Town Council expect that staff are suitably trained in safe systems of work and refreshed again at regular intervals through training and toolbox talks. Safe systems of work must be in place to address lone working, security, vehicle use, operation of tools and equipment and other work activities.

Risk Assessments

Under Green Flag requirements each site is required to have a generic risk assessment, and staff are trained to undertake specific risk assessments against areas where there is thought to be risk. Risk Assessments & Method Statements must be available on request.

COSHH Assessments

The Town Council require contractors to ensure that COSHH risk assessments are undertaken for all substances used in connection with the provision of service were required by HSE.

Accident and Incident Investigation Procedure

Accident and incident records are maintained, and each is reported to the departmental Manager - Health & Safety for investigation. In specific cases, reports of an accident will be declared to the Town Clerk & Health & Safety Executive.

Inspection

As part of the day-to-day role the Town Council would expect the contractor to report any identified health and safety matters with regard to park infrastructure. Defects should be noted and reported to the Town Council for action, this action may be collaborative.

Children's playgrounds must be inspected to ensure compliance with the BSEN1176/77 standards, with court ready documentation available on request. Visual inspections are required to be carried out weekly and engineering inspections fortnightly. Evidence of such inspections must be at a standard required to defend against litigious claims.

Training

The appointed contractor Health & Safety Training Plan which is intended to identify core health and safety training needs for each individual job role.

Monitoring

Evidence of how health and safety is monitored must be made available upon request.

Environment Consideration

The Town Council recognise its responsibility to minimise its impact on the environment by taking action to reduce carbon emissions and environmental impacts associated with our services. We require our partners to share our commitment and seek evidence to support this.

An environmental management strategy / policy is required.