



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
Tel: 01268 741880
Email: clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk
VAT Number: 830 7558 23



1st May 2018

Dear Sir/Madam

THREE YEAR GROUNDS AND PREMISES MAINTENANCE CONTRACT

Please find enclosed specification for a three year contract. Any contractor submitting a tender must ensure that the document is returned to:-

The Town Clerk, Rayleigh Town Council, The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex in the envelope provided by **29th June 2018 by midday**. Please do not send your tender by email. Office hours are Monday to Friday, 9.00am to 3.30pm for delivery of tenders.

Canvassing by any person of Rayleigh Town Council regarding this contract is not permitted, failure to comply with this ruling may result in tender documents being dismissed.

Please note that tenders must include unit costs for works as detailed in the contents list (items 2 – 11) of the specification and that unit costs listed should be exclusive of VAT. Current TUPE information is attached.

Yours faithfully

Kerry Cumberland
Town Clerk

**RAYLEIGH TOWN COUNCIL
GROUNDS AND PREMISES MAINTENANCE CONTRACT**

I/We understand that you are not bound to accept the lowest or any quotation you may receive.

I/We understand that no increased cost of labour and or material will be allowed during the period of the contract.

If this quotation is accepted I/We agree that these quotation documents together with your written acceptance and order shall constitute a binding contract between us.

This agreement is made between the undersigned contractor and Rayleigh Town Council.

CONTRACTOR DETAILS

Signed.....

For and on behalf of.....

Address.....

.....

.....

Post Code.....

Telephone.....

Mobile Telephone no.....

Email Address.....

Date.....

UNIT COSTS

		COST
Section 2.	Pesticides
Section 3.	Health and Safety
Section 4.	Cleansing and Associated Tasks
Section 5.	Grass Cutting
Section 6.	Grass Edges
Section 7.	Shrub/Rose Beds
Section 8.	Hedge Cutting
Section 9.	Sports Pitches
Section 10.	Playground/ Skateboard Equipment
Section 11.	Miscellaneous Duties

Additional Information/comment

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THREE YEAR GROUND AND PREMISES MAINTENANCE CONTRACT

1ST APRIL 2019 – 31ST MARCH 2022

CONTRACTOR DETAILS

Name.....

Address.....

.....

.....

Telephone.....

.....

COSTINGS

CONTRACT YEAR ONE

1st APRIL 2019 to 31st MARCH 2020

COST (all units) £.....

VAT £.....

TOTAL £.....

CONTRACT YEAR TWO

1st APRIL 2020 to 31st MARCH 2021

COST (all units) £.....

VAT £.....

TOTAL £.....

CONTRACT YEAR THREE

1st APRIL 2021 to 31st MARCH 2022

COST (all units) £.....

VAT £.....

TOTAL £.....

RAYLEIGH TOWN COUNCIL

SPECIFICATION

FOR THREE YEAR

**GROUND AND PREMISES MAINTENANCE
CONTRACT**

(1st April 2019 – 31st March 2022)

**Rayleigh Town Council
The Pavilion
King George V Playing Field
Bull Lane
Rayleigh
Essex
SS6 8JD
Tel 01268 741880**

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- 8. Hedge Maintenance**
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- 11. Miscellaneous Duties**

APPENDICES

Appendix 1 KGV Playing Field Closure Times

Appendix 2 Quality Control System

Appendix 3 Site Plans

**King George V Playing Field, Woodland Trust
Land, Allotment Sites at Grove Road, Kenilworth
Gardens, Lower Wyburns and Sweyne Park, Bus
Shelters and Market Area.**

1. INTRODUCTION

Where referred to in this contract Rayleigh Town Council acts on behalf of the King George V Trust (reg. charity No. 293583) for any matters that relate to the KGV field.

This contract defines all aspects of grounds maintenance services that are required by Rayleigh Town Council

Appropriate paragraph numbers within this contract indicate the specific tasks/requirements.

Special Notes

(a) Unit Costs

When submitting tenders for the work the contractors are required to specify a unit cost for each of sections 2 – 11.

(b) Public Liability

The contractor is required to provide Rayleigh Town Council with evidence of Public Liability Insurance cover of at least £5,000,000.00 prior to commencing any works.

(c) Contract Period

The works included within this contract will run for a three year period from 1st April 2016 to 31st March 2019.

(d) Variation to the Contract

Rayleigh Town Council reserves the right to vary this contract in consultation with the contractor.

(e) Staff

The contractor is responsible for adhering to all legal requirements in relation to new and existing staff. The contractor will also ensure that staff receive the correct training to enable them to meet Rayleigh Town Council's requirements.

The Contractor will provide a member of staff to work from 7.00am to 5.00pm, 7 days a week to perform all duties described in the contract. Suitable cover will be maintained at all times for sickness and holidays. The only days of the year that full staff cover is not required are Christmas Day, Boxing Day and New Years Day when staff will be expected to lock/unlock the gates of the KGV field and to deal with any emergency issues only. Staff will notify the Town Council office if they are to leave site during the working day

The Contractor will be required to provide suitable transport and equipment to allow staff to work at other sites in Rayleigh that are managed by the Town Council.

Staff will report daily to Council staff and will receive directions on work to be undertaken other than the routine. Staff management will be conducted by the Contractor.

- i) Contract staff shall wear clearly recognisable uniforms or carry identity cards.
- ii) Contract staff must be fully experienced and suitably qualified in all aspects of grounds maintenance. It is the responsibility of the Contractor to ensure that all staff employed have the necessary DBS clearance certification.
- iii) Contract staff must at all times be in possession of an operating mobile phone the number of which to be made available to Rayleigh Town Council.
- iv) Contract staff shall immediately report any issues to the Council or to the police as appropriate regarding anti-social behaviour, criminal activity or matters concerning health and safety.

(f) Meetings with Contractor

The Contractor will meet with the Town Council on a regular basis to discuss all matters relating to the contract.

(g) Premises

Staff will be based and will work primarily at the King George V Playing Field. Work at other sites is most likely to be undertaken during the autumn/winter seasons when there is less work available on the KGV Playing Field, but is not restricted to this time of year. All work will be conducted during the contract staff's normal working hours. The contractor may be required to ensure that staff have suitable transport and equipment to work at all sites that are managed by the Council. Further sites may be added if the Council increases its responsibilities and will become part of this contract.

2. PESTICIDES

2.1 Usage:

Pesticides shall only be used with the approval of Rayleigh Town Council and in accordance with the procedures detailed hereunder. The contractor must use pesticides that are approved by recognised bodies such as the Soil Association and must provide details to Rayleigh Town Council prior to use.

2.2 Materials

The make and/or type of chemical may be changed as required to alleviate the possibility of chemical build-up, or when necessary to meet changes in legislation.

All pesticides used shall follow the guidelines issued by Department of Environment, Food, and Rural Affairs (DEFRA)

The Contractor shall notify Rayleigh Town Council of the amount of pesticides used and the application rates and shall complete, on every spraying, a chemical usage record sheet, which will be retained by the Contractor for the duration of the Contract period. Upon conclusion of the contract a copy will be supplied to Rayleigh Town Council.

2.3 Control of Substances Hazardous to Health (COSHH):

All methods of application, materials, tank mixes, methods of working and storage shall be in accordance with COSHH Regulation 1988 And Safe Use of Pesticides Act 1988

2.4 Training of Staff:

All operatives engaged in undertaking the application of any pesticides as defined within the terms of the Acts will be in excess of 18 years of age and will hold a certificate of competence from a body recognised by DEFRA under the terms of the Acts. Prior to commencement of the Contract, the Contractor will present to Rayleigh Town Council proof that the employees to be engaged on such work are suitably qualified.

2.5 Protective Clothing:

The Contractor will provide staff with all protective clothing applicable to the materials being applied at any one time, and will give his/her staff access to such washing and cleaning facilities as required. The Contractor will ensure that his/her staff whilst engaged in the application of pesticides, wear such protective clothing as is required and that they observe all safety precautions as laid down by the Health and Safety Executive. (COSHH1988)

2.6 Storage of Materials:

The Contractor will ensure that all materials are properly stored and transported, providing a secure store as required under the Act. Should such a store hold at any time in excess of 200 litres of liquid material, 200 Kg. of dry material, or any combination of liquid and dry material in excess of 200 units, for use in the execution of the contract or any works, the store will comply with the requirements of the Act, and the store keeper will hold a BASIS certificate approved by DEFRA. Details of the registration of the store and the storekeeper shall be provided to Rayleigh Town Council prior to the commencement of the contract.

2.7 Provision and Use at Work Equipment Regulations 1992:

The Contractor will be advised that under the Provision and Use at Work Regulations 1992, all plant used in the application of pesticides will have to have been considered for its safety by the manufacturer. The purchases/uses of the equipment must then ensure that it is used, maintained and operated to the standards expected by the manufacturers.

The Contractor shall note that all equipment to be used will have to comply to a European Standard which will be called a CE Mark, which in most cases will be equivalent to the British Standard.

2.8 Method of Working:

The Contractor will ensure that the method of application and the undertaking of such works proceed in such a manner as to cause no damage or injury to any desirable plant, animal, machine or item of equipment. Any such damage will be the responsibility of the Contractor and he/she will be required to make good any damage and will be responsible for any claims for compensation arising from actions or omissions.

In carrying out the mixing of chemicals, the Contractor will ensure that no spillage of chemical takes place, so that no damage results to vegetation surfaces, plants or equipment. Any such damage will similarly be held the responsibility of the Contractor.

2.9 Inclement Weather:

The timing of works will be such that no spraying takes place during inclement weather, or when rainfall is expected within a time period that is less than that specified by the manufacturer of the chemical being used

2.10 Pollution:

The Contractor will ensure that the application and the undertaking of works does not lead to pollution of any water supply. Any such pollution will be held to be the responsibility of the Contractor and he/she will be required to make good any damage and held responsible for any claims for compensation arising from his/her actions or omissions.

2.11 Disposal of Materials and Containers:

The Contractor, will according to the Control of Pesticides Regulations 1986, The Environmental Protection Act 1990 and any other relevant legislation, ensure that all waste containers and chemicals are correctly disposed of. Prior to the commencement of the contract the Contractor will supply Rayleigh Town Council with details of the arrangements that have been made for such disposal and the Contractor will inform Rayleigh Town Council of any changes in these arrangements.

2.12 Dosage Rates:

In carrying out the application of pesticides the Contractor will ensure that no area is over dosed and the dosage of each particular treatment is in accordance with the manufacturers recommendations or the instructions of Rayleigh Town Council, and the total area specified is treated.

2.13 Notification of Work:

Prior to carrying out any application of pesticides, the Contractor will notify Rayleigh Town Council of his/her working plans, giving two working days notice and updating Rayleigh Town Council at regular intervals. The progress of such work will be reported by direct communication daily.

2.14 Operational Spraying:

When spraying in public areas, i.e. Parks or Play Areas or any such areas frequented by the public, The Contractor shall place signs stating spraying operations are being undertaken. The signs shall be placed in entrances and in close proximity to the actual operation. This signage shall remain in place until all risk of contamination to any person has passed.

Any advice given by the manufacturers on the product label relating to Health and Safety and/or protective clothing shall be treated as an instruction and must be complied with.

2.15 Weedkilling:

The Contractor will ensure that the areas listed below are kept in a weed and moss free state at all times.

- a) Fence Lines – underneath plus 150mm on public side
- b) Trees – 300mm diameter
- c) Seats – 150 mm all round edge of base
- d) Litter bins – 150mm all round from edge of base
- e) Wall lines – 150 mm on public side
- f) All Hard Surfaces – (seating areas, games areas, paths, hardstanding areas, and car parks.

g) Dog Bins – 150mm all round from edge of base.

In the event of areas not being maintained weed free, the weeds should be strimmed whenever the adjacent grass areas are mowed, keeping the area in a tidy condition.

The Contractor is fully responsible for any damage that is caused by the use of pesticides whether to Council or privately owned property; any such damage must be rectified as soon as possible and Rayleigh Town Council notified immediately.

3 HEALTH AND SAFETY

3.1 Health and Safety at Work Act 1974:

The main aim of the Act, in addition to placing duties of general care, employers, employees and the self employed are: -

- To secure the Health, Safety and Welfare of persons at work.
- To protect other people, including members of the public against risk to Health or Safety arising out of activities of persons at work.
- To control the keeping and use of dangerous substances and prevent unlawful acquisition
- To control the emission into the atmosphere of noxious or offensive substances from prescribed premises.

3.2 Employers (contractor) Obligations:

1. A safe working environment and work methods, supplying protective clothing, guards, etc, where necessary.
2. Safe equipment and machinery, maintained in good order
3. Safe methods for handling, storing and transporting materials.
4. Adequate instruction and training for employees
5. Adequate supervision by competent personnel.
6. Information to employees to ensure their health and safety at work

3.3 Employees Obligations:

1. Taking reasonable care for their health and safety at work
2. Co-operating with the employer in meeting statutory requirements for health and safety.
3. Not mis-using or interfering with anything provided to protect Health, Safety or Welfare in compliance with the law.

3.4 Obligations to the General Public:

All people at work have a duty to inform members of the general public of any danger or risk to Health and Safety, which may arise out of their work.

3.5 Powers of Inspectors

If any inspector of an enforcing authority discovers at a place of work a contravention of one of the existing Acts or Regulations or a contravention of a provision of the 1974 Act he/she can: -

1. Issue an **IMPROVEMENT NOTICE**. In this case the activity referred to may continue, but the specified remedial action must be taken within a stated time limit.

2. Issue a **PROHIBITION NOTICE**, if there is a risk of serious injury, to prohibit the carrying on of the activity giving rise to this risk, until the remedial action specified in the notice has been taken.

This notice can be issued whether or not there is a contravention of legal provisions and be served on the person undertaking the activity or on the person in control of it at the time the notice is served.

3. **PROSECUTE** any person contravening a relevant statutory provision instead of or in addition to serving a notice.
4. **SEIZE, RENDER HARMLESS or DESTROY** any substance or article that he/she considers to be the cause of imminent danger of serious personal injury.

3.6 Sanctions

Contravention of a relevant statutory provision can lead to a prosecution summary in a Magistrates Court, with a maximum fine on conviction of £2,000. Contravention leading to a prosecution on indictment in a Crown Court carries a conviction in limited fines, or imprisonment for up to two years or both. The sanctions can attach to the employee as well as the employer or both.

3.7 Health and Safety at Work etc. Act 1974 – Procedures:

Contractors should be aware that any NOTICE issued by an Inspector from the Health & Safety Executive must be complied with. The Contractor is required to notify Rayleigh Town Council immediately of any such NOTICE issued.

The contractor will be responsible for any costs resulting from a failure by him/her or his/her employees to comply with the requirements of the Health & Safety at Work Act.

4 CLEANSING AND ASSOCIATED TASKS

4.1 General requirements

- 4.1.1 The term Cleansing shall include, but **NOT** be limited to, the thorough sweeping and litter picking of hard and soft areas; emptying of litter and dog fouling bins; and subsequent removal and disposal to an authorised site of the accumulated sweepings; the removal of litter, debris, detritus, leaf and blossom fall; isolated growths of grass and weeds, excrement, cans, cartons paper, boxes, timber, metal, stones or other matter whatsoever; and shall include for the total clearance of build up of all the aforementioned subjects.

Drinks cans and plastic bottles shall be collected separately from other litter and stored in appropriate containers for collection and recycling.

Special attention shall be paid to broken glass on grassed areas and hard surfaces, and shall be swept up and removed immediately. Fly tipping shall be considered as litter and removed from site immediately. The method of dealing with fly tipping shall be as detailed in **Section 4.10**.

- 4.1.2 The services will be carried out to the standards specified in the Environmental Protection Act 1990 (EPA) and the associated Code of Practice on Litter and Refuse. The standards and response times contained in the Code of Practice shall be the minimum acceptable to the Council. Notwithstanding any other cleansing frequencies specified, the standards laid down in the EPA and the associated Code of Practice shall take precedence, and all standards shall comply with the standards and response times therein.

- 4.1.3** The services shall include the complete removal of all litter, debris and detritus lodged in shrub beds, hedges, fences and walls forming the boundaries of the cleansing areas. All litter debris and detritus laying in and amongst the various planted areas situated within the cleansing areas shall also be removed and disposed of. Care shall be taken to ensure that no damage is caused to the planted areas or surrounding areas. All areas covered by this contract shall be cleansed in accordance with **4.2 Cleansing Standards**.
- 4.1.4** The services shall be carried out regardless of the distance from the location of the services to the nearest access point to the vehicles, or other handling problems, or access problems, or other constraints caused by the services.
- 4.1.5** Animal faeces shall constitute litter and shall be removed and disposed of accordingly.
- 4.1.6** It is the Contractors responsibility to dispose of all rubbish/litter, etc to a suitable licensed disposal site in accordance with current legislation and pay any costs associated with this requirement. The contractor shall conduct appropriate recycling of waste material, including litter, as specified.

4.2 Cleansing Standards:

Cleansing shall be carried out to Grade A Standard as specified in the Code of Practice on Litter and Refuse (Environmental Protection Act 1990).

If the Standard should fall to Grade B it must be returned to Grade A within 24 hours

If the Standard should fall to Grade C it must be returned to Grade A within 12 hours.

4.3 Flower and Shrub Beds

All flower and shrub beds including those outside the entrance in Eastwood Road and within the identified site shall be litter picked on a daily basis.

4.4 Hedge and Verge along Stile Lane

The hedge and verge along Stile Lane as identified on the site plan, (from the gate in Stile Lane that leads into King George V Playing Field south to the end of Stile Lane), shall be pruned and cleared and shall be litter picked on a daily basis. The hedge topped to the new fence height. The rear face of the hedge, being between the hedge and the fence, shall be cut back. The debris and rubbish to be removed from site at the Contractors expense.

4.5 Litter Bins (including Recycling Bins):

- 4.5.1** Litter Bins shall be emptied and the contents removed from the site, each day (inclusive of weekends). An end of day emptying of bins should be conducted in busy periods before the contractor leaves the field at 5pm. Litter bins shall include all recycling bins provided by the Town Council. Material for recycling may be stored on site in appropriate containers provided by the contractor and removed for recycling. Proof that this material has been recycled is required by the Town Council. The contractor shall remove all inappropriate material from recycling bins to ensure that only recycled items are collected. (4.11.2)

For the purpose of this specification, where the Contractor becomes aware that Litter Bins are full and/or require emptying sooner than the minimum cleansing frequencies specified herein, the Contractor shall undertake their emptying immediately. Litter Bins shall not be allowed to overflow. Where Rayleigh Town Council informs the

Contractor of a full bin, the Contractor shall undertake the emptying within 1 (one) working day (inclusive of weekends).

- 4.5.2** Extreme caution shall be exercised when emptying bins. Gloves shall be worn at all times, and the contents tipped from the bins into a suitable and appropriate container, residual matter shall be scraped from the inner surface of the outer casing, and the inner surface of the inner lining using a suitable implement before replacing the liner. A clean plastic bin liner shall be fitted in the inner lining after emptying. Ensure that liners and lids are replaced properly, and where bins are provided with locks they are securely locked on completion of cleaning. Where the liner is fixed to the outer frame the contents will be removed by the use of a litter-collecting tool to avoid any danger to the operators.

Careful observation shall be made of the contents before disposal to an authorised disposal point and non-recycling items removed from recycle bins. Should any dangerous objects be in evidence they shall be carefully placed separately for suitable disposal in a safe and healthy manner and the police shall be informed if necessary.

- 4.5.3** The contractor shall supply Rayleigh Town Council with a list of any damaged litter/dog fouling bins, missing metal liners or any other defect at the end of each week. The contractor shall be responsible for the repair of bins

The Contractor shall also be responsible for the installation of replacement litterbins, which Rayleigh Town Council will supply. The Contractor will empty such bins at no additional cost.

- 4.5.4** It is the Contractors responsibility to provide polythene type bin liners/bags for both litter/dog bins and normal rubbish collection.

- 4.5.5** Any litter surrounding a bin shall be swept up and removed after the contents have been emptied.

- 4.5.6** Litter picks shall be conducted every morning on the opening of the playing field and in the hour before staff leave at the end of the working day. Additional litter picks may be necessary during busier times of use.

4.6 Dog Fouling Bins

- 4.6.1** Dog fouling bins shall be emptied and the contents removed from site three times per week.

Where the Contractor becomes aware that dog-fouling bins are full and/or require emptying sooner than the minimum cleansing frequencies specified herein the Contractor shall undertake their emptying immediately; bins shall not be allowed to overflow. Where Rayleigh Town Council informs the Contractor of a full bin, emptying shall be undertaken within 1 (one) working day (inclusive of weekends).

- 4.6.2** Extreme caution shall be exercised when emptying bins. Gloves shall be worn at all times, and the contents tipped from the bins into a suitable container, residual matter shall be scraped from the inner surface of the outer casing, and the inner surface of the inner lining using a suitable implement before replacing the liner. A clean plastic bin liner shall be fitted in the inner lining after emptying. Ensure that liners and lids are replaced properly, and where bins are provided with locks they are securely locked on completion of cleaning.

- 4.6.3** Any litter surrounding a bin shall be swept up and removed after the contents have been emptied.

4.6.4 Bins will be dismantled and all surfaces washed on both the outside and inside every two months and any drainage holes cleared and disinfected with deodorising chemical prior to assembling.

4.7 Sweeping Hard Paving and Sports Areas:

Sweeping shall be carried out on a regular basis as required sweep all roads, entrances, car parks, play areas including all safety-surfaced areas, hardstanding sports areas, paths, service yards and other paved areas including area adjacent to the Pavilion and keep free from glass, mud and debris. Mechanical sweeping will not be permitted at any time without the permission of Rayleigh Town Council.

Broken Glass shall be removed immediately

4.8 Leaf Clearance

Leaf clearance shall consist of removal of leaves from all areas of the site. Access paths and sports areas are to remain clear at all times. Clearance of other areas shall be carried out and completed to the satisfaction of Rayleigh Town Council. All arisings shall be removed from site to the contractor's disposal site or composted for future use.

4.9 Snowfall

The contractor shall include in his/her price the following works, which shall consist of labour plant and machinery. The Contractor shall use his/her expertise to quantify this work and price accordingly, since it is dependent on weather conditions.

After snowfall, all paths, access roads, car parks, hard standing sports areas and roof of pagoda and teen shelter within the park boundary shall be cleared and suitable signs displayed to warn the public of slippery conditions. Snow shall be stacked to the side of the path, applying rock salt to the cleared surface to prevent icing. Avoid salt damage to adjacent landscape areas. Any turf or plant loss shall be made good by the Contractor at his/her own expense. The contractor at his/her expense shall supply rock salt.

Cleared snow shall not be piled on any bed or shrubbery. Where snow falls have been so heavy as to present danger to trees, hedges, bushes and other features by causing possible collapse, on instruction from Rayleigh Town Council, remove snow by beating, stacking, sweeping or other appropriate method.

4.10 Fly Tipping

Fly tipping shall be considered as litter and removed from the site immediately. The Contractor shall immediately pick up and dispose of any accumulation of fly tipping or domestic refuse as part of the Service.

4.11 Recycling

4.11.1 Recycling and Use of Peat

It is expected that all green waste produced as part of his/her contract will be recycled and returned to areas within the contract for spreading as mulch, or as instructed by Rayleigh Town Council. Storage of such products will only be allowed on site with the approval of Rayleigh Town Council. An approved local recycling contractor may be used for this purpose.

The contractor will not be permitted to use peat unless authorised by Rayleigh Town Council.

4.11.2 Litter

The Town Council shall provide recycling bins for cans and plastic bottles. The contents of these bins shall be emptied by the contractor and stored on site in containers provided by the contractor and collected by a suitable company for recycling at the expense of the contractor. Proof that the contents of recycle bins have been recycled shall be provided by the contractor to the Town Council. Any material that is placed in a recycle bin that is not suitable for recycling shall be removed by the contractor and placed in other litter containers.

4.12 Premises

King George V Playing Field Pavilion has three sections. One is leased to the Bowls Club and overlooks the bowling green and is outside the terms of this contract. The second is the first floor office and Council Chamber. The third overlooks the Field and comprises of: -

4 showers (tiled)

2 changing rooms with bench seats

Referee's room with shower

Ladies and Gents toilets

Snack Kiosk area maintained by snack kiosk operator

Public Ladies, Gents, and Disabled (with a baby changing facility) toilets (*public toilets may be updated/refitted to remove public lobbies and include direct access cubicles*)

The public toilets are to be opened daily (seven days a week) at 7.00am and closed at 5.00pm.

The Contractor will be required to conduct general 'handyman' type tasks such as general maintenance, decoration and repair of interior and exterior of pavilion.

The Contractor must ensure that the Grounds man is on site when the Pavilion is in use for football matches and events held during normal working hours and will endeavour to assist with additional Town Council requirements.

The Contractor must ensure that the gate leading from the front of the pavilion to the rear is unlocked when the pavilion is in use to allow disabled access to the public toilets/front of the pavilion.

The Contractor is responsible for the unlocking/locking of the snack kiosk during operational hours as specified by the snack kiosk operator.

The Contractor must ensure that the exterior of the pavilion is kept free of graffiti and "fresh" graffiti must be removed as soon as possible but within 24 hours and offensive graffiti should be removed immediately.

The Contractor should check that there is a supply of hot water to the showers and report any failure to Rayleigh Town Council.

The Contractor must ensure that the Pavilion and changing and toilet facilities are fully swept after each use and mopped with an approved cleansing agent throughout the year.

The Contractor must report in writing to Rayleigh Town Council any damage to buildings and fixtures within 24 hours, this to include details of the last user. Football clubs are instructed to report damage to changing rooms to the contractor immediately on discovery.

Cleaning materials, i.e. rags, cloths, brushes, mops etc. used for cleaning appliances in lavatories must not be used for cleaning wash basins, sinks or drinking fountains.

The Contractor must leave toilets, changing room/buildings in a neat, tidy, clean condition on completion of cleaning duties

Minor repairs may be conducted to prevent or stop water leaks. Problems should be immediately reported to the Town Council or dealt with by calling an emergency plumber if necessary outside of office hours. Water should be cut off at stop cocks as necessary.

Cleaning Requirements

All the toilets will be cleaned on a daily basis (seven days a week) when opened in the mornings and checked periodically during the day for cleanliness, damage, misuse.

The groundsman will conduct deep cleaning of toilets monthly and will arrange for a specialist team to conduct deep cleaning on an annual basis.

ALL OTHER CLEANING WILL TAKE PLACE AFTER EVERY USE AND ONCE ON A MONTHLY BASIS.

Cleaning Schedule as listed below.

4.12.1 Waste Receptacles, Paper Dispensers and Hand Dryers

Receptacles are to be emptied and contents disposed of in accordance with instructions

The equipment shall be thoroughly washed with germicidal detergent solution and dry polished

Paper towels shall be provided and replaced by the Contractor at his/her cost

4.12.2 Mirrors

Mirrors to be wiped with a damp leather and dry polished

4.12.3 Soap Dispensers

Soap dispensers are to be refilled as required and wiped clean with hot water

All dispenser outlets must be cleaned and cleared of blockages.

The Contractor will supply liquid hand cleaner approved by Rayleigh Town Council

4.12.4 Doors, Partitions, Benches, Clothes Hooks, Frames and Walls, Dressing Room Bowls

Remove soil, finger marks and graffiti with required solution and dry polish up to a height of 2 metres.

4.12.5 Urinals

All surfaces of urinals to be washed down using a germicidal detergent. Particular attention is to be paid to channels and outlets. If necessary, the germicidal detergent may be supplemented with a mildly abrasive cleaning cream or paste. Cistern, flush pipes and fittings are to be wiped down with hot water and neutral detergent.

4.12.6 Lavatory Bowls

The inside and outside of the pan is to be scrubbed down with a WC brush using a germicidal detergent. Particular attention is to be paid to the WC traps and flushing rims. If necessary the germicidal detergent may be supplemented with mildly abrasive cleaning cream or paste. Toilet seats are to be washed down both sides and dry polished.

4.12.7 Toilet Rolls

Toilet rolls will be supplied and replaced by the Contractor at his/her expense as required and of a type approved by Rayleigh Town Council.

4.12.8 Floors

Remove litter and dispose, remove all soil traces, wash with a germicidal detergent solution. Pay particular attention to corners and edges; remove all standing liquid
Deep clean floors once a month

4.12.9 Light Tubes/Bulbs etc.

The Contractor is required to inform Rayleigh Town Council of any interior or exterior light bulbs/fluorescent tubes that require replacing or any lighting repairs. Rayleigh Town Council will arrange for an electrician to carry out the necessary work.

4.12.10 General Areas

Once per week

1. Partitions and Doors
Remove dust from top surfaces
2. Floors
Scrub and remove standing liquid
3. Windows
Cleaned and where possible dry polished
4. Window Ledges
Damp wipe and where possible dry polished

Once per Month

1. Ceilings
Remove dust and cobwebs
2. Window Frames and Walls
Wash with neutral detergent and where possible dry polish
3. Deep clean floors

4.12.11 Boot Cleaning Equipment

The Contractor shall ensure that the area around the equipment is kept clear of mud, litter, debris, detritus, leaf and blossom fall, stones or other matter whatsoever; and shall include for the total clearance of build up of all aforementioned material.

The Contractor shall be responsible for the repair, cleaning, and maintenance of the brushes. All mud, litter, debris, and detritus cleaned from the brushes to be removed and disposed of. Care should be taken to ensure that no damage is caused to the brushes/equipment. Replacement brushes will be supplied by Rayleigh Town Council and fitted by the Contractor at his/her expense.

5. GRASS CUTTING

5.1 Machinery:

The cutting of grass shall be by hand or appropriate mechanical means. Cylinder or rotary machines may be used with the prior approval of Rayleigh Town Council. All mechanical plant shall be fitted with approved safety guards and adequately protected against causing damage to the public and all property.

Cutters to all mowers shall be sharp and properly set and shall cut the sward evenly and cleanly. Mowers shall have their cut height so adjusted so that at no time does scalping occur.

The Contractor, at his/her own cost, shall rectify any damage caused to trees or shrubs by machinery. If new trees or shrubs are required these will be maintained until established including watering.

5.2 General:

The Contractor shall be deemed to have inspected the site and satisfied himself to the nature and extent of the work that is required and where necessary brought to the required standard. Due consideration shall be taken during the time when excessive growth occurs and the Contractor shall ensure that adequate resources are provided for this work.

Rayleigh Town Council may instruct the Contractor to vary his/her programme of grass cutting to take into account any special events, which might occur. Prior notification will be given.

During the period June to September Rayleigh Town Council may instruct the Contractor to carry out one mowing cycle using a rotary mower to remove all grass and weed seed heads. This instruction will not entitle the Contractor to claim for additional payment.

5.3 Bulbs and Corms:

Where bulbs and corms occur in the grass area, the grass shall not be cut after the leaves have emerged in the Spring. Cutting of the bulb planted areas shall not commence until instructed by Rayleigh Town Council. These areas are to be flailed down and all arisings removed from site and the area returned to the standard indicated for the adjoining site.

5.4 Litter Collection

Prior to the commencement of grass cutting at each site, removing all litter and disposing of the arisings at an authorised disposal site. Litter shall have the same definition here as in Section 4.1.1 under Cleansing and Associated Tasks.

The purpose of collecting litter prior to grass cutting is to avoid soft litter being shredded and becoming wind-borne. Similarly, the cutting of grass around hard litter leaving long grass around an item of litter will not be acceptable. In such cases, the Contractor will be issued with immediate default notices.

Where Litter is shredded or cut around, the Contractor shall be responsible for returning to the site immediately and collecting such litter, disposing and completing any grass cutting operations.

6. GRASS EDGES

6.1 Abutting Shrub/Rose Beds:

Grass shall be trimmed with a suitable edging tool to produce neat/clean straight lines or smooth curves. This operation shall be carried out as necessary during the year.

6.2 Abutting Hard Surfaces:

Edge all grass edges abutting hard surfaces with a suitable edging tool to produce neat/clean straight lines or smooth curves once a year as instructed by Rayleigh Town Council, and remove all arisings from site. The grass should be returned to the edge of the existing hard surface. This task is to be carried out as necessary on all grass areas covered by this contract.

6.3 General

Normal grass edging with a strimmer or edging shears shall be carried out at the same time and frequency as the cutting of the adjoining grass areas.

7. SHRUB/ROSE/FLOWER BEDS AND PLANTERS

7.1 General Requirements:

The purpose of flowerbed maintenance is to keep the beds and planters in a weed and litter free state. This will be achieved by the following methods: -

(i) Litter:

Hand pick, rake, and mechanical litter pickers. The definition of litter is as Section 4.1.1

(ii) Weeds

Hand weed, hoeing, digging, forking or the use of a herbicide if approved by Rayleigh Town Council, being careful to ensure that no damage to mulched surfaces, bulbs, shrubs or trees takes place. In the event of any damage, due to the operations being carried out to flowerbeds, the Contractor on notification from Rayleigh Town Council will rectify all damage at no cost to the Council.

(iii) Litter collection shall conform to the standards specified in the Code of Practice for Litter and Refuse. Litter shall be collected on each and every occasion that the Contractor visits the flowerbeds to undertake weeding and /or pruning operations

(iv) The Contractor shall remove from the site all arisings, deleterious materials, litter or fly tipping from the beds.

(v) Water and maintain flowers in planters as necessary

7.2 Damage to Trees, Shrubs etc.

The Contractor shall be liable for any damage caused to any trees or shrubs or any surrounding grassed areas as a result of his/her work. Any damage will be repaired or replacements provided at the Contractor's expense as soon, as is practicably possible within the bounds of good horticultural practice. The replacements will be maintained until established which will include watering as required.

7.3 Rose Bed Maintenance.

All rose beds within King George V Playing Field will be mulched once per year to a required depth of 75mm, using a bulky organic material such as well rotted farmyard manure or as agreed with Rayleigh Town Council, during the month of May, unless already mulched with bark or woodchip.

All rose beds are to be kept clear of weeds, litter and rubbish at all times. The beds are to be picked over by hand fork during the Autumn period. Care shall be taken not to damage any roots. At least every three weeks cut off all dead flower heads and remove suckers back to source between April and October.

Roses are to be topped back in the Autumn to prevent wind rock. Prune in early Spring whilst plants are dormant, remove dead and diseased wood, cut back to an outward facing bud to effect a "wine glass form". Pruning shall be carried out using sharp secateurs; cuts will be clean and 5mm above a bud.

Prune all remaining growth to leave 3-5 buds per stem on large flowered roses, and 7 buds per stem on cluster flowered roses. The Contractor will notify Rayleigh Town Council within 48 hours of the presence of any pest or disease attacking or affecting roses.

The Contractor shall treat all pest and disease within three days of reporting.

The Contractor is to inspect rose beds every August and will notify Rayleigh Town Council of the presence of dead plants. Dead rose bushes will be removed from the site and replaced by the Contractor with stock supplied by Rayleigh Town Council during Autumn and Winter

The planting area shall be single dug and all arisings removed from the site. Planting positions shall be agreed with Rayleigh Town Council. When roses are set out, precautions will be taken to prevent roots drying out. All holes will be excavated to allow roots to be fully spread and ENMAG fertiliser or similar product shall be added to the excavated soil to manufacturer's recommended rate plus the use of TPMC or similar product. Spread fertilisers at the rate of 25 grammes per square metre of 14N, 10K, 10P or as specified by Rayleigh Town Council. Backfill around rose bushes, firm by treading. On completion, the rose will be in an upright position and the root collar at soil level.

All bags, pots, litter and other arisings shall be removed from site.

All rose and shrub areas will be treated each year with an inorganic fertiliser.

7.4 Tree Maintenance

The KGV field is in the Conservation area and all trees are protected. The Town Council must seek permission from the District Council before it undertakes any work on trees in the playing field.

The Contractor is responsible for the removal of all basal growth/suckers and any low/overhanging/damaged branches which Rayleigh Town Council considers to be a danger to the public. Rayleigh Town Council may also require the pruning of tree branches.

8. HEDGE MAINTENANCE

8.1 Formal Hedges (to include Laurel, Conifers, Hawthorn):

The Contractor will, three times a year, trim both sides and top of formal hedges carefully and neatly to remove current growth and form a regular line and shape, with a width at the top of the hedge less than that at the base. Use only suitable approved mechanical/hand held equipment in line with good horticultural practice.

8.2 Informal hedges:

Once a year face back both sides and top of the hedge to the previous season's growth, or as directed by Rayleigh Town Council. Use suitable mechanical/hand held equipment. Remove all arisings from site. Bases of hedges are to be kept weed and litter free at all times.

8.3 Pruning and Wildlife

Due care and attention must be given to the Wildlife and Countryside Act 1981 Section 1 when trimming hedges/shrubs, etc to avoid disturbance to nesting birds, etc.

8.4 Bark Chippings

The contractor will apply bark chippings to areas in the playing field where necessary at their own expense.

9. FOOTBALL PITCH MAINTENANCE

9.1 General

The football season will normally commence on the first weekend in September; the Contractor should note that occasionally pre-season friendlies are arranged for some pitches.

The season will normally finish on the third weekend in April, unless otherwise instructed by Rayleigh Town Council.

Extensions to the sports season may be granted if delays to the sports season have been caused by bad weather or an increase in the fixture list, in which case the Contractor will be advised by Rayleigh Town Council. Rayleigh Town Council will inform the Contractor in advance of start/end of season dates, including preparation for pre-season games and season extensions at selected sites. The Contractor is required to be flexible enough to prepare a facility for play within 24 hours of fixture notification.

The contractor will be expected to give the Council advice regarding the condition of the pitches before matches. The Council and match officials will make the final decision on whether football matches may go ahead in inclement weather.

9.2 Damage and Reinstatement

The Contractor is responsible for the repair and reinstatement of any damage caused by his activities during the Contract Period. The Contractor will also be held responsible for any loss of revenue to the Employer caused as a result of damage to a sporting facility. Any such loss of income will be deducted from monies owing to the Contractor. The Contractor must report to Rayleigh Town Council any acts of malicious vandalism that he may witness or discover on any of the sites within this Contract; such report to be given to Rayleigh Town Council within 24 hours of witnessing it.

9.3 Prevention of Pollution

The Contractor shall take all reasonable precautions to prevent pollution to the air, soil or water bodies arising from the execution of works required within this Contract. The cost of rendering harmless or removing any discharge or deposit will be borne by the Contractor plus the cost of any necessary repair, replacement or reinstatement. The Contractor shall abide by any governmental and local controls on noise and smoke and shall take all necessary precautions against fire.

9.4 Vehicles and Plant

The Contractor shall provide and maintain vehicles and plant sufficient to ensure the smooth running of the service. All vehicles and plant shall be in a clean, safe and presentable condition.

9.5 Inclement Weather

The Employer would normally expect the Contractor to continue cutting in wet weather unless the ground became so soft that ground rutting was taking place. If however, inclement weather prevents grass cutting the Contractor must quickly resume grass cutting once the conditions become suitable again.

9.6 Drought Conditions

In periods of drought Rayleigh Town Council reserves the right to suspend mowing operations on any site, or in total.

9.7 Selective Weed Control

Prior to the start of the season the Contractor will apply an approved pesticide for the control of broad leaved weeds. The Contractor must comply with the manufacturer's instructions and COSHH regulations.

9.8 Line Marking

- a. All pitch and facility markings will be carried out in accordance with the requirements of the governing body for each sport, unless otherwise instructed by the Rayleigh Town Council, in which case alternative dimensions and requirements will be supplied by the Rayleigh Town Council.
- b. All lines, except where otherwise stated will be white, weatherfast and applied using an approved marking machine. Lines will be uniform in width, with dimensions of a maximum of 12 cm in width . An approved non-toxic water based compound or dry whitening compound will be used. Lime must not be used. The use or addition of any chemical other than the white line compound, such as a herbicide, phenol, creosote, etc. is strictly forbidden. If such chemicals are used the affected area will require excavating to a depth of 100 mm by minimum width of 200 mm, backfilled with top soil, consolidated and turfed to the satisfaction of the Rayleigh Town Council and at the Contractors own expense.
- c. All markings, lines, angles, arcs etc. will be true and remain true to above requirements throughout all the playing seasons within the term of the contract. If any lines are not straight or to a smooth curve, the Contractor will remove them and remark them correctly. The Contractor will ensure that there is no spillage during the preparation and marking operations, any accidental spillage must be removed and the surface cleaned prior to leaving site.
- d. During the close season the Contractor may mark the positions of sockets or strategic pitch corners to ensure accurate alignment on remarking at the commencement of a new season; the method of such marking to be approved by Rayleigh Town Council.
- e. The Contractor should however note that at the start of a season Rayleigh Town Council may wish to slightly alter the positions of football pitches so as to give goalmouths and touch lines a rest.

9.9 Set Out Lines Pre-Season

- a. Prior to the beginning of the season and as directed by Rayleigh Town Council, the Contractor will set out and mark the football pitches. The dimensions will conform to the rules of the relevant governing body.
- b. The exact positioning of each pitch or facility will be approved by Rayleigh Town Council. The Contractor will not automatically follow the lines of the previous season's markings.
- c. Prior to marking, the Contractor will mow out the line if necessary, to a height of 20 mm and width of 300 mm - 600 mm. A line of cord must be used to ensure that all

markings are straight and true. The Contractor must ensure that no white line compound is deposited anywhere other than on the white lines.

9.10 Overmarking

- a. The Contractor will be responsible for the regular re-marking of pitches during the playing season, and must ensure that all lines are clear, visible, accurate and true throughout the sports season.
- b. Marking will be carried out on either Thursday and/or Friday for weekend fixtures and before mid-week games, with additional overmarking of goal lines and touchlines over the weekend. Additional marking in periods of increased fixture activity or bad weather may be necessary.
- c. The Contractor will mow the lines on five occasions throughout the season. The lines will be cut to a height of 20 mm and a width of between 300 mm – 600 mm and be left clear of all arisings. Windrows must not be left on the playing surface
- d. The Contractor will allow for the clearance of leaves and other accumulated debris on up to two occasions during the autumn before re-marking, in order to produce a more accurate and longer lasting line.
- e. During wet ground conditions, pitches will be overmarked using a dry line marking compound. This will be done on muddy areas of the pitch.

9.11 Goal Posts

General

- a. All posts must comply to BS EN 748. Any health and safety issues should be reported to the Council immediately upon discovery.
- b. Any damaged/missing hooks on the crossbars to be replaced at the expense of the Contractor.
- c. The Contractor shall note that the number of pitches required may vary from one to two.
- d. It will be the responsibility of the Contractor to erect the football posts, nets, corner flags etc, for all football matches and to remove to a safe store after each game. The Contractor shall also be responsible for the security of the pavilion building (excluding Bowls Club) during use.

The contractor is responsible for inspecting all equipment such as goal posts, goal sockets and nets at the end of each season. The contractor must report to Rayleigh Town Council any item that must be replaced for the following season.

9.11.1 Erect and Remove Goal Posts

- a. During the football season goal posts shall be erected on a Friday and removed on a Monday morning and stored in the shed. The Town Council will advise the contractor of the fixtures and the pitches required. The contractor must inform Rayleigh Town Council immediately of any reason that prevents installation or removal of goal posts.
- b. The Contractor will be required to remove the football posts/nets/flags/pins immediately after games and store them on site, re-erecting before any subsequent

games. Football posts/nets/flags/pins removed/damaged by vandals, must be repaired and refitted by the Contractor at his expense.

- c. Prior to the erection of posts, and at least two weeks prior to the start of the season, the Contractor will inspect all post sockets for signs of damage, rot, blockage or instability. Any sockets or surrounds found to be damaged or in need of re-instatement must be reported to Rayleigh Town Council at least two weeks prior to the start of the season.
- d. The Contractor will ensure that the sockets and surrounding concrete are a minimum of 25mm below surrounding levels. If necessary the Contractor will reinstate the surrounding grassed area to achieve this, or lower the socket.
- e. Within six working days after the end of the playing season all posts will be dismantled and transported to the client's storage area, until the following season. The Contractor will then cap-off or insert blocks into all goal sockets to prevent injury to the general public. The Contractor will provide caps/blocks for this purpose that leaves a true finish with the surrounding ground level.

9.11.2 Adjust Goal Posts

The Contractor will regularly inspect the posts and cross bars while they are erected to ensure that they are safe and secure in accordance with BS EN 748. Any damage shall be reported to Rayleigh Town Council within 24 hours. All net hooks and stanchions must be checked and replaced as required to ensure a full complement on each inspection. It will be the Contractor's responsibility to notify Rayleigh Town Council and to rectify any faults as required, at their own expense.

9.11.3 Paint Posts

- a. During the period between playing seasons, the Contractor will be required to paint all football posts.
- b. Before painting, each post shall be thoroughly washed to remove any dirt and grease.
- c. Posts will then be brushed down using a wire brush or similar, to remove stubborn dirt, rust and loose paint. When dry, each post shall receive one application of white undercoat, and one coat of white gloss.
- d. Painting shall be carried out in suitable weather conditions and not when wet weather is imminent, unless painting can be carried out undercover.

9.12 Grass Cutting

- a. All soccer pitches will be cut by tractor mounted/drawn cylinder or approved rotary grass cutting units. The tractor is to be fitted with tyres specifically designed for use on turf.
- b. The Contractor will be required to maintain the grass sward on all pitches to a height of between 40 mm - 60 mm.
- c. During the playing season the grass should be maintained at a height of as near 40 mm as possible.
- d. During the 'autumn and spring flushes' of grass growth the Contractor may have to carry out one or more cuts with a rotary mower to cut off flowering stalks of grasses and to lightly top the growing grass so that the grass is maintained between 40 mm - 60 mm in height.

- e. During the course of grass cutting the Contractor will be responsible for clearing from site any small quantities of tree debris prior to cutting.

9.13 Pitch Harrowing

- a. The Contractor will be required to harrow all soccer pitches as necessary with a minimum of four times a year in order to maintain surface levels, using machinery approved by Rayleigh Town Council.
- b. Harrowing will be carried out in one direction longitudinally' with a 300 mm overlap on adjacent passes ensuring that the entire pitch area plus five metre margin is covered.
- c. The operation should not be carried out when soil conditions are so wet as to cause damage to the soil structure/levels. Any damage caused to the sward by this operation shall be repaired at the Contractors own expense.

9.14 Aeration

- a. The Contractor will spike all pitches as required using 150 mm – 200 mm slit tines using machinery approved by the Rayleigh Town Council.
- b. Spiking will be carried out in one direction longitudinally with a 300 mm overlap on adjacent passes. The Contractor should ensure that the entire playing area is covered plus a five metre band around the sides of the marked-out pitch area.
- c. The operation should not be carried out when soil conditions are so wet as to cause damage to the soil structure/levels. Any damage caused to the sward shall be repaired at the Contractors own expense.

9.15 Vertidrain

The Contractor shall vertidrain twice a year.

9.16 Sequence and Timing of Operations

- a. The Contractor will carry out 'in season' maintenance to pitches described above such that harrowing should succeed aeration within 24 hours.
- b. These operations will be carried out ensuring that no damage is caused to pitches and goal posts. Any damage caused shall be reinstated/repared to the satisfaction of Rayleigh Town Council at the Contractors own expense.
- c. Any lines that fall below specified standards due to cultural operations must promptly be re-marked so that the pitches are always available for play.

9.17 End of Season Renovation

The Contractor will carry out one end of season operation on each football pitch and subject to the approval of Rayleigh Town Council. The dates at which these operations can be carried out will be given by Rayleigh Town Council but will normally fall between the third week in April to the third week in May. All operations will be completed within four weeks of the respective end of season date.

Operations will be carried out in approximately the following order as agreed by Rayleigh Town Council at the close of the season:

- i. Vertidrain.
- ii. Renovate goalmouths by hand.
- iii. Fence off renovated goalmouths - only on instruction from the Rayleigh Town Council as part of non-scheduled works.
- iv. Top up and renovate pitch depressions.
- v. Top dress and dag mat – only on instruction from the Rayleigh Town Council as part of non-scheduled works.
- vi. Contravate/over-seed.
- vii. Fertilise.
- viii. Harrow.

i. Vertidrain

The Contractor shall verti-drain the entire marked pitch area plus a 3 m strip around the pitch. The verti-drain machine should have 25 mm diameter tines penetrating to a depth between 200 mm – 400 mm at between 100 mm and 200 mm spacing (when possible heave should be applied).

ii. Renovate Goalmouths by Hand

The Contractor shall rotovate only the goalmouth area worn bare to a depth of 150 mm using machinery approved by Rayleigh Town Council. All stones and other deleterious material brought to the surface by this operation shall be removed to tip. Any topdressing imported should be to the stated specification. The area will then be over seeded and raked by hand to even levels.

iii. Fence off renovated goalmouths

All renovated goalmouths should be fenced off to prevent damage to the area, until the grass seed has germinated and a grass sward established.

iv. Top up and Renovate Pitch Depressions

The Contractor shall infill, grade and level any depressions that have formed on the playing surface. The area to be topped up shall first be lightly forked to provide a keying surface and specified topdressing, free from grit and stones will be introduced and firmed. The area will then be over seeded and raked by hand to even levels that are flush with surrounding contours.

v. Top Dress and Lute

This is a Non-scheduled work specification. Apply 80 tonnes of a specified sand topdressing should be applied to each pitch prior to verti-draining. After verti-draining, the pitches should be brushed in two directions using a drag mat (After 3 applications the amount of sand should be assessed).

vi. Contravate/Overseed

The Contractor will contravate/overseed each pitch on one occasion carrying out a minimum of two passes crossing diagonally at approximately 20 degree angles. An approved football renovation grass seed mix specified by Rayleigh Town Council and purchased from a reputable supplier shall be sown, the cost of this will be included in the contract price, using machinery approved by Rayleigh Town Council. The sowing

density shall be at the recommended and agreed rates to ensure total grass coverage of the pitch area.

vii. Fertilise

The Contractor will supply and apply approved spring/summer and autumn fertilisers purchased from a reputable company in accordance with the materials specification. The nutrient ratios will be agreed by the Rayleigh Town Council prior to purchase.

The fertiliser will be applied evenly over the entire pitch in accordance with the manufacturer's recommendations using machinery approved by the Rayleigh Town Council.

The Contractor will be responsible for the safe storage of the fertiliser.

viii. Harrow

See Specification 'Pitch Harrowing'.

Specification of Materials

Standard of Particulate Material for use in Top-Dressing the Surface of Football Pitches

Type/Name of Material: **Medium Sand**

Main Range of Particles: **0.500 mm to 0.250 mm**

Breakdown of Particle Range:

Particles between 1.000 mm and 0.500 mm not to exceed 10% of total

Particles between 0.500 mm and 0.250 mm to be 55% to 80% of total

Particles between 0.250 mm and 0.125 mm to be 15% to 40% of total

Particles below 0.125 mm not to exceed 5% of total

Particle Shape: **Rounded to Sub-rounded**

% of Particles in Required Shape: **90%**

Minimum Hydraulic Conductivity: **1,000 mm per hour**

Standard of Particulate Material for use as rootzone

Type/Name of Material: **Sandy Soil**

Main Range of Particles: **0.500 mm to 0.125 mm**

Breakdown of Particle Range:

Particles between 2.000 mm and 1.000 mm not to exceed 5% of total

Particles between 1.000 mm and 0.500 mm to be 5% to 15% of total

Particles between 0.500 mm and 0.250 mm to be 25% to 50% of total

Particles between 0.250 mm and 0.125 mm to be 25% to 40% of total

Particles between 0.125 mm and 0.053 mm to be 5% to 10% of total

Particles below 0.053 mm to be 10% to 20% of total

Particle Shape: **Rounded to Sub-rounded**

Minimum Hydraulic Conductivity: **200 mm per hour**

Grass Seed

All seed must be certified (OECD Green or Blue Label Certification). Purity, germination, harvest and origin of each mixture component must be indicated on the tender document and attached to each bag.

The Contractor shall supply the details of the proposed mixture and cultivars to Rayleigh Town Council for approval.

Only approved cultivars, which comply with the following criteria, shall be acceptable.

Cultivar criteria in accordance with the STRI 'Turfgrass Seed 2009; mixture to be composed of the following:

	Minimum %	Maximum %
Perennial Ryegrass	100	100

Due to the changing nature of turfgrass research and development, different mixtures based on the above may be permitted, subject to the prior approval of Rayleigh Town Council.

Fertiliser

A Certificate for Nutrient Analysis Content shall be provided for each type of fertiliser used. Each fertiliser shall consist of an approved compound containing the specified nutrients and the fertiliser shall be evenly applied at the manufacturers recommended rate.

All fertiliser material shall comply, where applicable, with the Fertilisers Regulations 1990 and all subsequent Amendments.

- **Autumn Fertiliser**

The Nitrogen content will depend upon at what time during the autumn period any fertiliser is applied, e.g. low Nitrogen content will be given during the late autumn.

Nitrogen	4% to 11%
Phosphate (P ₂ O ₅)	2% to 6%
Potash (K ₂ O)	4% to 10%

- **Spring / Summer Fertiliser:**

To be in a ratio of 2:1:1 unless otherwise approved.

Nitrogen	10% to 20%
Phosphate (P ₂ O ₅)	5% to 10%
Potash (K ₂ O)	5% to 10%

10. PLAYGROUND/FITNESS EQUIPMENT

10.1 Play Equipment at King George V Field as at start of contract. New or replacement equipment may be installed during the period of the contract and will be included within this contract.

Cradle Arch Swing x 2
Jess the Cat Rocker
Scottie 2-Way Bounce About
Mystical World Multi-play – Forbidden City
Rope Swinger
Double Zig Zag Twister
Single Zig Zag Twister
Modular Play System
Double Swings
Spiro-Whirl Roundabout
Matrix K5 (with two slides)
Solid Square Hopscotch
Aerial Runway
Mound Slide
Basket Swing – Pendulum Swing
Basketball Net and Court

10.2 Playground Inspections

Play areas and safety surfaces are to be visually inspected every day and written records of inspections provided to Rayleigh Town Council on a weekly basis. The reports should indicate whether the contractor or the Town Council needs to conduct remedial work. The contractor may close the play areas by locking the gate and putting up appropriate signs due to health and safety concerns and should discuss with the Council as necessary.

Inspections must be carried out by persons qualified and experienced to do so. A recognised certificate in play equipment inspections, i.e. ROSPA, ILAM, WICKSTEED LEISURE must have been attained. Experience in play equipment repair and maintenance will be essential in respect of additional repair works requested.

The Contractor will clear all areas of litter and broken glass or any other deleterious material.

Inspect concrete and wooden edging to safety surfaces in accordance with BS 5696 on a daily basis (seven days a week).

Should the Contractor as a result of his/her inspections or otherwise become aware of the presence of any damaged or dangerous equipment, the Contractor will, within two hours, take steps to fence and immobilise the items of equipment affected using fencing approved by Rayleigh Town Council. The contractor will report immediately to the Town Council office to notify of the high risk damaged or dangerous equipment at the time of the inspection.

The contractors' playground inspector will sign and date each report sheet on behalf of the company, and this will be retained as a legal record for any future insurance claim.

The Contractor will, during park opening times, seven days per week, provide an emergency call out service whereby he responds to reports of damage within two hours of the report. An emergency telephone number must be provided to Rayleigh Town Council.

10.2.1 All Safety Surfaces

- (a) Ensure that impact absorbing safety surfaces are securely attached and reglued if required, including refixing any edging. The Contractor is responsible for all repairs to safety surfaces at his expense.
- (b) Rake over, level and remove any weed growth from loose aggregate surfaces such as bark or sand and topping up as required to maintain a safe area. The Contractor will carry this out at his/her expense using materials approved by Rayleigh Town Council.
- (c) Chemical weed control will only be allowed with the permission of Rayleigh Town Council.

10.2.2 Graffiti

All graffiti is to be removed/overpainted within two working days, using the manufacturer's recommended paint or jet washer as appropriate. If chemical graffiti remover is used, care should be taken to remove all residues; the site must be attended until this is completed.

10.2.3 Fencing

- (a) Check and ensure that all fencing is secure and that any damage is reported immediately to Rayleigh Town Council
- (b) Check and ensure gates and self-closing mechanisms operate safely and efficiently. Maintenance to gates is included in this contract.
- (c) Ensure that all play areas are inaccessible for dogs and rectify where this is not the case.
- (d) Ensure fences, and gates are not a danger.
- (e) Any damage to be repaired within five working days.
- (f) Temporary fencing to be erected as appropriate within 24 hours of occurrence and to the satisfaction of Rayleigh Town Council at the Contractor's expense.

Any damage or repairs effected shall be reported to Rayleigh Town Council within 24 hours.

No additional work shall be carried out without permission in writing of Rayleigh Town Council.

The Contractor will respond immediately to all matters of safety in relation to play area equipment.

Where additional work is requested, either resulting from the inspections or otherwise, it shall be commenced within 48 hours and completed as a single operation.

Damage to tarmac bases and paths shall be made good within five working days. The Contractor will supply emulsions and tarmac and undertake any repairs required on request at the cost of Rayleigh Town Council.

10.2.4 On each twice-weekly inspection, all moveable parts shall be inspected and recorded appropriately on the forms provided, along with the following: -

(a) Climbing Equipment

Inspect paintwork and ensure it is in good condition

Check: All parts are present and secure
Supports are firmly fixed
Corrosion at ground level
Corrosion/rot elsewhere
Play surface is in good condition
Tube plugs are secure

(b) Swings

Check: Wear between links
All parts are present and secure
Paint work
Supports are firmly fixed
Ground level corrosion
Corrosion elsewhere
Play surface is in good condition
Timber parts are in good condition
Front bar of cradle swing for correct operation

(c) Slide

Check: Paint work
All parts are firmly fixed supports are firmly fixed
Corrosion at ground level
Gaps in chute surface
Surface under slide equipment is in good condition

(d) Rotating Equipment

Check: Paint work
Supports are firmly fixed
Corrosion at ground level
All parts are present and secure
Surrounding surface is in good condition
Sharp corners, edges or projections
Timber parts are in good condition
Moving parts are in good condition and inaccessible

(e) Rocking Equipment

Check: Paint work
Supports are firmly fixed
Corrosion at ground level
All parts are present and secure
Surrounding surface is in good condition
Sharp corners, edges or projections
Timber parts are in good condition
Moving parts are in good condition and inaccessible.

(f) Skateboard Facility

Check: DAILY (Seven days a week)

All riding/skating surfaces for wear, damage and vandalism, look for tears/gouges to the edges or any other part of the facility to make sure this sort of damage does not leave a “large wound” that could be dangerous to the users.
Check for missing coping end caps.
Look for loose girt/rubble on the concrete surfaces
For items placed on ramp platforms (such as benches or crates) that could cause injury or damage if dropped.
Metal fittings such as run up plates are secure.
Inspect skateboard area for vandalism of any kind.

Remove any build up of debris against ramp edges and in corners etc

10.3 Lubrication

All moving parts of equipment must be lubricated every third month with suitable lubricants in accordance with the manufacturer’s instructions. A manufacturer’s approved lubricant, grease or oil is to be used by the Contractor as required in all circumstances.

During the lubrication of equipment, all bearing surfaces and pivots are to be treated; grease nipples are to be greased with a high pressure grease gun until clean, fresh grease escapes from the bearings: **Clean excess lubricant from equipment.**

The Contractor must indemnify the Council for any damages to users or their clothing caused by excess lubricant.

10.4 Replacement of Components

All component parts will be supplied by Rayleigh Town Council for the Contractor’s use and will remain the property of the Council and should only be used at the site.

Components shall be replaced whenever necessary with the correct replacement parts. Substitute items must not be used unless the approval of the manufacturer or Rayleigh Town Council has first been obtained. If screw fastenings that had been riveted over are removed they should be replaced with new components and similarly riveted.

Rayleigh Town Council to supply replacement parts. Contractors will be required to replace at his/her expense any damaged parts with the exception of the main support frames of swings, runaways and multi-play structures found to be faulty or damaged from whatever cause. The Contractor will if requested by Rayleigh Town Council paint any equipment.

Any questions as to what parts are classed as main support systems will be clarified by Rayleigh Town Council.

- A unit cost is required for adding additional play equipment to this contract at a later date.

10.5 The contractor will be required to repaint/treat all equipment with products approved by the equipment manufacturer every 2 years during which time the area will be closed.

11. MISCELLANEOUS

11.1 Furniture (Seats, Bins, Signs/Notice Boards, Fences, Storage Sheds, Hard Surfaces, pagoda, picnic benches, turnstile, teenshelter). Other furniture may be added by the Town Council and included in this contract.

The Contractor shall repair any furniture found in a dangerous condition and subsequently report to Rayleigh Town Council

The Contractor will keep furniture clean, free from dirt, grease, graffiti and other undesirable materials. All furniture must be painted or treated with an approved preservative once a year between April and November.

The Contractor will maintain seats, signs, bins and notice boards in situ to a good standard throughout the duration of the contract.

11.2 Lost Property

The Contractor will be required to keep a record of all property lost or found within the field. Details of the person reporting such finds/losses should be recorded.

All lost property items shall be properly labelled and kept in a safe and secure place. If lost property is not claimed within three months, then the lost property shall be handed over to Rayleigh Town Council for appropriate disposal.

Money found shall be handed to the Council, who will be responsible for dealing with any claim.

11.3 Fires

Under no circumstances may any fires be lit on the land to dispose of waste materials. All rubbish must be removed from the site to an approved site at the contractor's expense.

11.4 Security Duties

The Contractor will be required to open and close gates to the playing field every morning and evening throughout the year, in accordance with instructions as listed in APPENDIX 1 or by instruction from Rayleigh Town Council.

It is the responsibility of the Contractor to ensure that all members of the public are instructed to leave the area before securing the gates.

11.5 Storage Buildings

Storage buildings are available on site, for use by the Contractor if required. It is the Contractor's responsibility to maintain the interior and exterior of these buildings in a tidy and good state of repair.

APPENDIX 1

PARK CLOSING TIMES

Note: Park opening time 7.00 a.m.

Parks Closure

January	5.00 p.m.
February	5.00 p.m.
March	7.30p.m. until British Summer Time and then 8.00 p.m.
April	8.00 p.m.
May	9.00 p.m.
June	10.00 p.m.
July	10.00 p.m.
August	9.30 p.m.
September	8.00 p.m.
October	6.30 p.m.
November	5.00 p.m.
December	5.00 p.m.

Notice Boards will indicate Park Gates will be locked at dusk.

Park closing times may vary at the discretion of the Town Council

QUALITY CONTROL SYSTEM

Grounds Maintenance

Default notices will be issued for the following and will attract the corresponding number of penalty points. Penalty points will continue to accrue until the Rayleigh Town Council is satisfied that the Contractor has undertaken the work to the required standard.

Each incident of poor quality	2 points
Each item of periodical (daily, weekly etc.) not completed	2 points
Each item of seasonal work not completed	5 points
Each incident of poor or inadequate response to Council enquiry from the Contractor's staff	5 points
Each incident of discourteous attitude towards the public	10 points
Each incident that contravenes safe working practices	15 points

- **Any repetition of the above listed defaults, within a 4-week period, will automatically incur a 25-point penalty at the discretion of the Supervising Officer.**

Interpretation

Work not completed - The definition for this purpose is:-

- Any teams work not completed on the specified date.
- Weekly work not completed within 24 hours of the specified day.
- Seasonal or other work not completed within 7 days of the specified day.

POINTS WILL ALSO BE DOUBLED FOR EACH PERIOD BEYOND THESE INTERVALS

Procedures

1. 50 – 74 penalty points in any 4 week period – Within seven days, the Contractor's Regional Manager will be required to meet the Town Clerk and Chairman of the Council to offer an explanation.
2. 75 or more penalty points issued within any 4-week period – The Contractor's Director will be required to attend the next meeting of the appropriate committee to offer an explanation. Financial penalties may come into force and unfavourable reference may be given.

All defaults that remain outstanding for periods of 1 month or more, without written permission from the Rayleigh Town Council, will automatically lead to a financial deduction from the contract payment to compensate for the work that has not been completed.

RAYLEIGH TOWN COUNCIL

WELCOMES YOU TO THE KING GEORGE V PLAYING FIELD

Contact by phone 01268 741880, email clerk@rayleightowncouncil.gov.uk
www.rayleightowncouncil.gov.uk or at the Town Council Office in the Pavilion



Please use bins provided



Toilets



NO FOULING



Pedestrian Gate

**Playing Field opens at 7.00am and
closes at dusk
use turnstile when the gates are locked**

**Emergency Vehicle Access at
Bull Lane and Eastwood Road Gates**

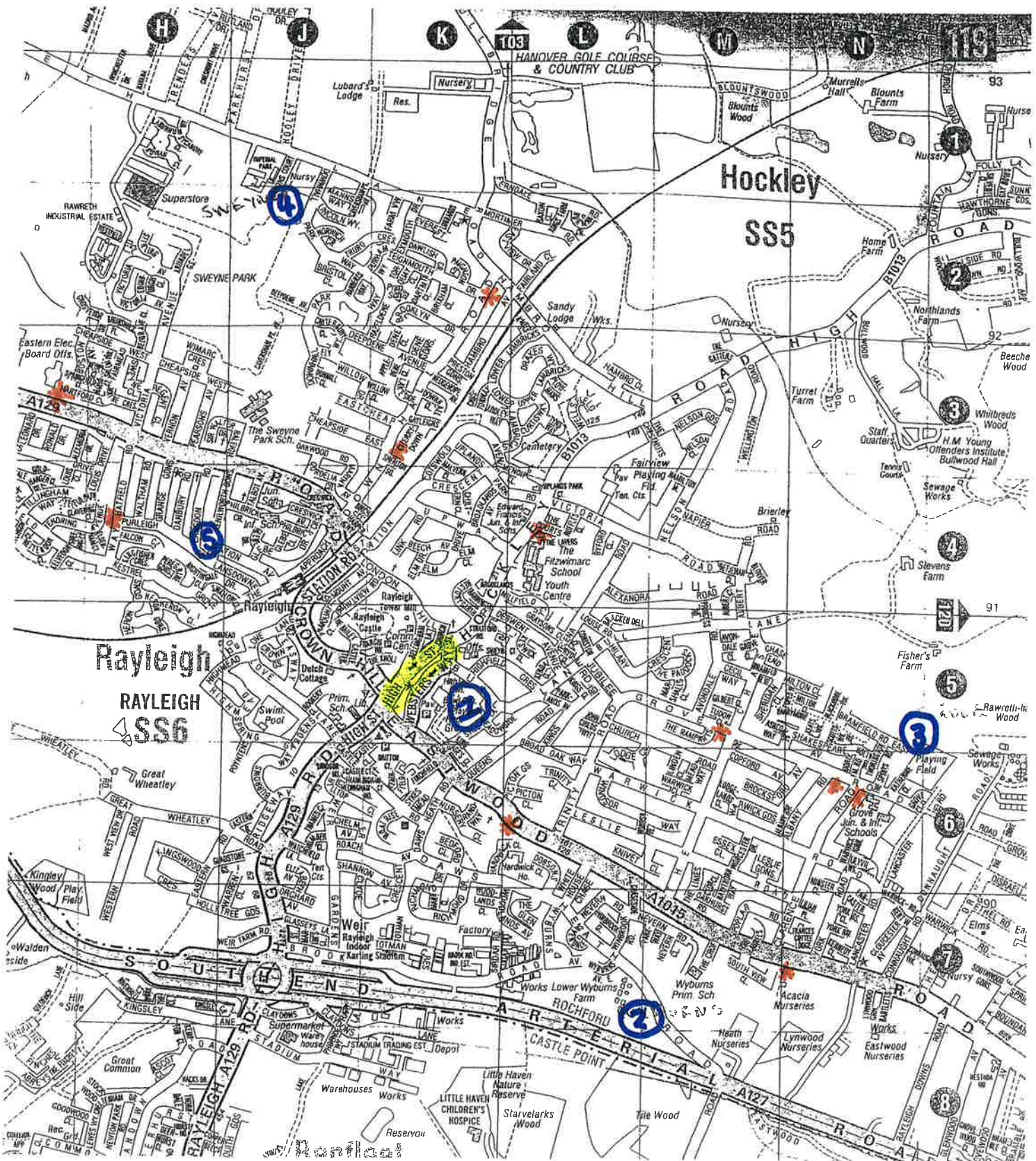
**Pavilion – Rayleigh Town Council Office,
Snack Bar, Public Toilets & Bowls Club**

**Fires, Barbecues, Camping & Horse
Riding prohibited**

**Be a responsible dog owner, clear up &
use dog bins. Keep dogs under control**

**The Byelaws for this playing field are
available from the Town Council
Office and website**

- ① KING GEORGE V PLAYING FIELD
- ② LOWER WYBURNS WOODLAND TRUST LAND + ALLOTMENT SITE
- ③ GROVE ROAD ALLOTMENT SITE
- ④ SWEYNE PARK ALLOTMENT SITE
- ⑤ KENILWORTH GARDENS ALLOTMENT SITE



* BUS SHELTERS

RAYLEIGH MARKET TAKES PLACE IN THE HIGH STREET

Private & Confidential

TUPE DETAILS - 1 Member of Staff	
Started Work with ELM	04/04/2016
Working hours	Monday to Thursday up to 40 hours per week. Excluding bank holidays. 1 hour unpaid rest period per day
Holiday	28 Days paid per year including bank holidays
Monthly Salary	£1,511
Pension Contribution	£300.69 per month